**Instructions for UVic Faculty Hosts**

* Ensure Visiting Professor has a permanent position at an academic institution outside Canada, to which they will return following their visit.
* Before hosting any external party on campus, the UVic faculty host must conduct basic due diligence on such external party to identify and mitigate potential security risks by completing the “Due Diligence Form” (DDF) to be provided by the UVic Immigration Coordinator. Consult the decision matrix shown on the DDF for further guidance upon completing the form. This DDF is meant for internal use at UVic only and is not intended to be shared with the external party.
* Ensure visit is for maximum two academic years.
* Before or during foreign visitor’s stay at UVic, if there will be changes to the duration of stay, financial support or location/type of activities to be carried out, contact the UVic Immigration Coordinator before implementing changes. A separate immigration procedure (and letter) may be required.
* Obtain an Offer of Employment number and immigration advice by emailing immigration@uvic.ca - the Employer Compliance fee of $230 will be charged to your department/grant

**SAMPLE LETTER – VISITING PROFESSOR**

**Letter of Offer**

Copy and Paste Letterhead here

Date

Insert visitor’s name and address

Dear visitor’s name,

You are invited to the Department of (insert department name) as a **Visiting Professor (**NOC 41200) for a period of (insert duration of stay e.g. 3 months, one year) beginning on or about (start date).

During your stay, you will (List collaborative research and other activities that will be carried out). These activities will take place in (insert geographical location(s) where activities will take place (e.g. Victoria, Vancouver, various locations in B.C., etc.)

While at the University, we will provide you with (describe details and $ amount e.g., taxable living allowance of $500 per month, reimbursement for travel expenses, etc.). This amount will be in addition to any financial support provided by your home institution.

OR

The University of Victoria will not provide any financial assistance during your stay.

Visiting Professors are exempt from the requirement to include a Labour Market Impact Assessment with their work permit applications. To qualify for this exemption, you must: a) remain at the University of Victoria no longer than two academic years b) retain a permanent position at an academic institution outside Canada c) return to your permanent position following your stay. A work permit is required.

To enter Canada and obtain a work permit you must provide Canadian immigration authorities with:

• this letter of invitation

• a completed application for a work permit

• a statement from your home institution confirming that you hold a permanent position, to which you will return to when your appointment at the University of Victoria expires.

• an Offer of Employment number confirming that the University of Victoria has completed an Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment via the University’s Employer Portal

• a valid passport

• any other documents required by the Canadian visa office or port of entry where you apply for a work permit

Contact Canadian immigration authorities – Immigration, Refugee and Citizenship Canada (<http://www.cic.gc.ca/english/information/offices/apply-where.asp>) directly to determine if other documentation is required, such as:

• temporary resident visa (<http://www.cic.gc.ca/english/information/applications/work.asp>)

(if a TRV is not required, an eTA may be <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html>)

• police certificates\* (<http://www.cic.gc.ca/english/information/security/police-cert/intro.asp>)

• medical examination\* (<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>)

\*If a medical and/or police clearance are required, allow for additional processing time.

Contact immigration authorities responsible for your country of residence to determine whether you require an exit visa or re-entry permit.

To mitigate potential immigration issues, it is recommended that you review your active affiliations with universities and research organizations, and cross-reference them with Canada’s List of Named Research Organizations (NROs) of concern (<https://science.gc.ca/site/science/en/safeguarding-your-research/guidelines-and-tools-implement-research-security/named-research-organizations>).

Furthermore, you will abide by the relevant research security policies and procedures that take Canada’s national security into consideration. During your stay at University of Victoria, you shall not conduct research with nor accept any kind of support from any entity on Canada’s List of NROs of concern without the approval from the Dean or Department Chair and the appropriate vetting done through the Research Security Unit.

Present this letter to the admitting Customs/Immigration Officer at the Canadian border crossing or airport.

We look forward to welcoming you to the University of Victoria.

Sincerely,

Signature of UVic Host Signature of Dean, Director or Chair

Name of UVic Host [use job title] Name of Dean, Director or Chair

I have read and understood the terms of this contractand accept the terms of this offer.

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Signed: [*Name of visiting scholar*] Date