*Please use department letterhead with UVic logo and contact information*

* Obtain an Offer of Employment number by contacting immigration@uvic.ca – the Employer Compliance fee of $230 will be charged to your department
* please review and remove or include optional language as noted, or edit the text in italics as required
* 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.

LETTER OF OFFER TEMPLATE

Externally Funded International PDFs

For International PDFs with their own research funding

[*Date*]

[*Name of Candidate*]

[*Address of Candidate*]

Dear [*Name of Candidate*]

**Re: Letter of Offer for Post Doctoral Fellowship at the University of Victoria – [*name of project*]**

I am pleased to invite you to perform your postdoctoral research at the University of Victoria, under my supervision, in the [*name of department, school or faculty*] starting on [*date*] (please contact me if you wish to adjust the starting date). This letter constitutes the terms of your appointment at the university and is conditional upon you obtaining approval from government agencies responsible for immigration and work permits.

**[Optional Clause**: This offer is conditional upon you completing all of your doctoral requirements and providing me with written proof of your completion before the appointment at the University of Victoria commences.]

Since you are not a Canadian citizen or a permanent resident, you will need to apply to Immigration, Refugee and Citizenship Canada (“IRCC” formerly Citizenship and Immigration Canada) for authorization to work in Canada. Post-doctoral Fellows are eligible to apply for a work permit without the need for a Labour Market Impact Assessment under exemption code “C44.” The university’s Immigration Coordinator will provide you with the Offer of Employment number that is required with your work permit application. Please follow the instructions for applying for a work permit on the IRCC website at <http://www.cic.gc.ca/english/work/apply-how.asp> You can determine whether you need a visa by referring to this link: <http://www.cic.gc.ca/english/visit/visas.asp>. If you do not require a visa, you still may be required to obtain an electronic Travel Authorization (eTA) before entering Canada by air. You can determine whether you need to apply for an eTA by referring to this link: <http://www.cic.gc.ca/english/visit/eta.asp>.

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>).

The initial appointment will be for [*insert length of term up to 3 years*] and will end on [*end of term date*].

As a Post Doctoral Fellow with your own grant, you will have an association with a University of Victoria research group and academic department. During your term with the university, you will be subject to the policies of the university including, but not limited to, the *Post Doctoral Fellows policy HR6130* and *Procedures for the Appointment of Post Doctoral Fellows* found at [*https://www.uvic.ca/universitysecretary/assets/docs/policies/HR6310\_7010\_.pdf*](https://www.uvic.ca/universitysecretary/assets/docs/policies/HR6310_7010_.pdf)*.*

[**Optional Clause:** If appropriate, insert details of funding in addition to the external fellowship that will be provided, such as through a funding top-up from the supervisor, the possibility of sessional lectureships, and so forth]

During your association with the university, you will be expected to attend the university to perform your research in accordance with the requirements of your funder and supervisor, except at those times when you have made arrangements with your supervisor to be absent. 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 your supervisor and the appropriate vetting done through the Research Security Unit.

Your appointment may be terminated at any time, without notice, should you be in breach of any of your obligations under this contract and any university policies incorporated into it. Your appointment may also be ended at my discretion and without cause, at any time prior to [*insert end of term date*], upon providing you with three months’ written notice. In either case, neither the university nor I will have any further liability with regard to your appointment or Post Doctoral Fellowship.

You will be performing research on [*insert field of research*] and will be provided with workspace for that purpose. As part of your duties, you are expected to assist with project-related tasks and contribute to the management of the project by communicating with outside collaborators, exchanging information and materials as necessary. You will also contribute to the existing research group and participate in research meetings. You may also have the opportunity to co-supervise graduate students, contribute to industry-sponsored research, initiate new research and contribute to the writing of grant proposals. Laboratory costs are covered by the research grant, but you are expected to ensure the funds are spent effectively.

You will be a co-author on any publications arising from your work on this project with first, second or other authorship depending on the relative contributions. Typically, the principal investigator will be the senior and corresponding author. If any intellectual property (IP) is developed from your work on the project, you will work with the principal investigator and the university’s Research Partnerships and Knowledge Mobilization Unit (RPKM) to develop and protect the IP. IP sharing will be assessed on a case-by-case basis in consultation with RPKM. [*If required, insert wording on any restrictions on the ownership of intellectual property developed by the PDF while at the University*]

As a Post Doctoral Fellow at the University of Victoria, you are eligible:

1. to hold University identity cards that provide access to library facilities;
2. for information systems access similar to that of a faculty member;
3. to apply for, and upon payment of the required fees, use University athletic facilities on campus;
4. to apply for, and upon payment of the required fees, have access to university parking;
5. to receive career advice and job placement services offered by the Student Employment Centre

You are required to obtain medical insurance while in Canada. You may be eligible for provincial medical coverage through the BC Medical Services Plan after a period of time in Canada. Please see the [BC Medical Services Plan](http://www.health.gov.bc.ca/msp/) website ([www.health.gov.bc.ca/msp](http://www.health.gov.bc.ca/msp)) for more information. Information on the conditions for medical coverage is available from the Canadian embassy or consulate where you are applying for your visa.

You may be eligible to enroll in the university sponsored Extended Health Plan and Dental Plan subject to certain conditions (see [Policy HR6310](https://www.uvic.ca/universitysecretary/assets/docs/policies/HR6310_7010_.pdf)).

Should you have any questions and if you require additional information on Victoria or assistance in finding housing or temporary accommodation, please do not hesitate to contact me. Please indicate your acceptance of this offer by signing the enclosed copy of this letter and scanning then emailing it to me [*include email address*] and mailing the hard copy so that your appointment can be finalized. If I have not heard from you by [*date*] this offer will be considered withdrawn.

[*Name of department, school, or faculty*] is comprised of a very dynamic group of researchers, staff and students currently engaged in an array of projects and activities related to [*field of research*]. You will have opportunities to interact both socially and professionally with this diverse group, and we look forward to having you as a colleague.

Sincerely

[*Name*]

[*Title*]

cc: [*Name of Chair, Head or Dean*]

[*Optional: Name of Research Centre Director*]

Immigration Consultant, immigration@uvic.ca

I have read and understood the terms of this contract, the *Post Doctoral Fellows policy HR6310* and *Procedures for the Appointment of Post Doctoral Fellows* and accept the terms of this offer.

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Signed: [*Name of candidate*] Date