* Guest speakers are individuals who have been invited to deliver a speech, address, paper, presentation, etc., to UVic staff/students/others during a seminar, workshop, or other related teaching or research activity for a maximum of five days.
* Guest speakers will be granted visitor status in Canada for the duration of their speaking engagement. Depending on your nationality, you may be required to obtain a Temporary Resident Visa or an Electronic Travel Authorization in order to enter Canada. In some cases, these documents can take several months to acquire, so please make appropriate arrangements early if one is required.
* Guest speakers can be speakers at academic events at the university, or they can be commercial speakers who have sold tickets or registrations to people who will attend their speaking engagement.
* If there is more than one speaking engagement planned, travel time between speaking locations does not count towards the five day limit.
* Excluded from this “guest speaker” work permit exemption are persons hired to provide training services and guest instructors of any particular sport.
* The host (UVic) may provide minimal financial assistance to the guest speaker.
* Before or during the guest speaker’s visit, if there will be changes to the duration of stay, the amount or source of financial support, or the location/type of activities to be carried out, contact the UVic Immigration Advisor before implementing the changes. A separate immigration procedure (and letter) may be required.

[Copy and paste letterhead here]

[Date]

[Insert visitor’s name and address]

Dear [name of visitor],

You are invited to the Department of [insert department name] as a Guest Speaker for a period of [insert duration of stay – maximum 5 days], beginning on or about [enter a date].

During your stay, you will [list 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 BC, etc.)].

While at the University, your source of financial support will be through [identify source of financial support (e.g., home institution)] and will be in the form of [insert type of financial support (e.g., your personal savings, a salary, a partial salary, etc.)]. The University of Victoria will not provide any financial assistance to you during your stay.

-OR-

While at the University of Victoria, we will provide you with [describe details and $ amount (e.g., honorarium, reimbursement for travel expenses, etc.)]. This amount will be in addition to the financial support provided by your home institution, and is not intended as remuneration for any of your activities at the University of Victoria.

Under the *Immigration and Refugee Protection Act* *and Regulations*, subsection 186(j), a guest speaker does not require a work permit.

To enter Canada, you must provide Canadian immigration authorities with:

* This letter of invitation;
* A valid passport; and
* A Temporary Resident Visa (“TRV”) or an Electronic Travel Authorization (“eTA”), if applicable.

Please check as soon as you receive this whether you will require a TRV or eTA to enter Canada. You can check directly with the Canadian immigration authorities using this online tool: [http://www.cic.gc.ca/english/visit/  
visas.asp](http://www.cic.gc.ca/english/visit/visas.asp) to determine which travel document, if any, you will require.

Generally, you will require a TRV if you are travelling on a passport from a country that is not visa exempt, no matter what your method of travelling to Canada will be. In some cases, it can take over a month for a TRV application to be processed, so you should apply as soon as possible to avoid unnecessary delays. See here for information on how to apply: <http://www.cic.gc.ca/english/information/applications/visa.asp>.

You will require an eTA if you are travelling to Canada by air on a passport from a country that is visa exempt. Note that there is an exception for individuals who are travelling on passports from the United States—US citizens do not require eTAs. In most cases, eTA applications are processed within several minutes to several days, but you should apply as early as possible to avoid unnecessary delays. See here for more information on how to apply: <http://www.cic.gc.ca/english/visit/eta-start.asp>.

You should also contact the immigration authorities responsible for your country of residence to determine whether you require an exit visa or a re-entry permit to return home.

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

|  |  |  |
| --- | --- | --- |
| Sincerely, |  |  |
|  |  |  |
| Signature of UVic Host |  | Signature of Dean, Director, or Chair |
| Name of UVic Host |  | Name of Dean, Director, or Chair |

Copy: [email address (electronic copy only)]

[name of office to be copied]

**IMPORTANT INFORMATION FOR FOREIGN VISITORS**

* TRVs, eTAs, and Fees: <http://www.cic.gc.ca/english/visit/apply-how.asp>.
* Processing Times: <http://www.cic.gc.ca/english/information/times/temp/workers.asp>. Please note that if a medical exam and/or police clearance is required, you should allow for additional processing time.
* Medical Examination:<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>
* Canadian Consulates, Embassies & High Commissions:[http://www.cic.gc.ca/english/information/offices/  
  apply-where.asp](http://www.cic.gc.ca/english/information/offices/apply-where.asp)
* Tax Waiver for Non-Residents in Canada: <http://www.cra-arc.gc.ca/E/pbg/tf/r105/r105-12e.pdf>. Please note that if you will receive monies from a Canadian source during your visit and you wish to explore the possibility of having a reduction in Canadian taxes, you must send the Canada Revenue Agency (“CRA”) a completed Form R105, *Regulation 105 Waiver Application*,no later than 30 days prior to your arrival in Canada. CRA is entirely responsible for making the decision about whether your taxes will be reduced or waived.
* Health Care Insurance: Ensure that you have medical insurance which covers both on and off campus activities.
* Inviting Non-Canadians to Canada: If you would like to invite a foreign national to visit, contact our University Immigration Specialists at: [email address] prior to extending the invitation.
* University Policies and Procedures: <http://www.uvic.ca/universitysecretary/policies/index.php>. University of Victoria students, staff, and visitors are subject to university policies and procedures. Details regarding intellectualproperty can be found at [http://www.uvic.ca/universitysecretary/assets/docs/  
  policies/GV0215\_1180\_.pdf](http://www.uvic.ca/universitysecretary/assets/docs/policies/GV0215_1180_.pdf).
* Changes to Your Stay in Canada: If there are any changes to the duration of your stay, financial support, or the location/type of activities that you will carry out while in Canada, contact our General Counsel’s office at [gcsupprt@uvic.ca](mailto:gcsupprt@uvic.ca) before implementing these changes.
* Additional Resources:
  + Bringing Pets to Canada: <http://www.inspection.gc.ca/english/anima/imp/petani/petanie.shtml>
  + Bringing Vehicles to Canada: <http://www.cbsa.gc.ca/publications/pub/bsf5048-eng.html>
  + Canada Border Services Agency: <http://cbsa-asfc.gc.ca/menu-eng.html>
  + Immigration, Refugees, and Citizenship Canada: <http://www.cic.gc.ca>
  + Information Designed to Assist Those Planning to Settle in BC: <https://www.welcomebc.ca/Start-Your-Life-in-B-C/First-Few-Days/Before-You-Move-to-B-C>
  + Settling in Canada: <http://www.cic.gc.ca/english/newcomers/live>
  + Tax Information for Non-Residents of Canada: <http://www.cra-arc.gc.ca/tx/nnrsdnts/ndvdls/nnrs-eng.html>
  + Travelling with Children: <http://cbsa-asfc.gc.ca/publications/pub/bsf5082-eng.html#s1x2>