* Must be direct recipient of a research award (foreign visitor’s name must be on award) which is based on academic excellence.
* The individual is involved in more than just the mundane aspects of the research (e.g., data collection)
* Any financial assistance from UVic must be significantly less than amount of research award.
* Before or during foreign visitor’s stay, if there will be changes to: duration of stay, financial support, location/type of activities to be carried out, contact University of Victoria Immigration Advisor before implementing changes. A separate immigration procedure (and letter) may be required.
* Obtain an Offer of Employment number by contacting immigration@uvic.ca – the Employer Compliance fee of $230 will be charged to your department

Copy and Paste Letterhead here

Date

Insert visitor’s name and address

Dear visitor’s name,

Contingent upon you being the direct recipient of a research award through (name of funding agency or scholarship), which is based on academic excellence, you are invited to the Department of (insert department name) as a **Research Award Recipient (NOC to be determined)** for a period of (insert duration of stay e.g. 1 month, two years) beginning on or about (enter start date).

During your stay, you will (List activities that will be carried out, which show that participation in more than just the “mundane” aspects of the research).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, your source of financial support will be through (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 during your stay. If however, this arrangement should change, any amount that we provide will be significantly less than the amount of your award.

OR

While at the University of Victoria, 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 institute.

Under the *Immigration and Refugee Protection Act* *and Regulations* R205(c) (ii), and exemption code C44, Research Award Recipients are exempt from the requirement to include an LMIA in their work permit applications.

**DO NOT APPLY FOR ANY CANADIAN IMMIGRATION DOCUMENTS UNTIL YOU HAVE RECEIVED A FORMAL NOTICE ADVISING YOU THAT YOUR AWARD HAS BEEN APPROVED.** After you receive the notice, apply for a work permit. You must provide Canadian immigration authorities with:

* this letter of invitation
* a completed application for a work permit
* a copy of your research award which lists you as the direct recipient
* an Offer of Employment number
* a valid passport

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/visit/apply-how.asp>)
* police certification\*(<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.

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

Once you arrive, the department will begin the process of registering you with [the name and location of your] Office.

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

Copy: email address (electronic copy **only**)

Name of office to be copied