**Criteria for Research Award Recipients**

* Researchers must hold an official position or an affiliation or registration with a credible academic or educational institution or agency in their country of citizenship or residence, and be able to demonstrate experience and expertise in their role at UVic where they will contribute to and benefit a Canadian research project
* Must be direct recipient of a research award (foreign visitor’s name must be on award) which is based on academic excellence.
* 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.
* Before or during a foreign visitor’s stay at UVic, if there are 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](mailto:immigration@uvic.ca) – the Employer Compliance fee of $230 will be charged to your department or grant

LETTERHEAD

NAME

ADDRESS

Dear NAME:

Contingent upon you being the direct recipient of a research award from XXX which is based on academic excellence, you are invited to the DEPT at the University of Victoria as visiting academic researcher and, in particular, as a **Research Award Recipient – JOB TITLE (NOC code XXXX)** for a period of [ duration] beginning on or about [ start date].

During your stay, your research will be on [explain in brief detail]

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 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>) without the approval from your supervisor and the appropriate vetting done through the Research Security Unit. During the period of your research at University of Victoria, your source of financial support will be your research award. 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.

Do not apply for any Canadian Immigration documents until you have received formal notice advising you that your award has been approved. After you receive the notice, apply for a work permit **[R205(c)(ii) – C52] – Canadian interest – International Mobility Program]**

You must provide Canadian immigration authorities with:

* This letter of invitation;
* A completed application for a work permit;
* A copy of your research award that lists you as the direct recipient;
* An Offer of Employment number; and
* A valid passport.

Individuals who are approved for their initial Canadian work permit are also issued travel documents—a Temporary Resident Visa (“TRV”) or an Electronic Travel Authorization (“eTA”)—which will allow them to travel to and enter Canada. You can check directly with the Canadian immigration authorities using this online tool: <http://www.cic.gc.ca/english/visit/visas.asp> to determine which travel document, if any, you will require. Please note that if you are submitting a work permit application, you will not be required to submit a separate application to obtain your TRV or eTA.

Contact 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:

* Police clearance 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, please allow for additional processing time.**

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 NROs of concern.

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 upon completion of your research project.

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

Sincerely,

Professor, Director Dean or Chair

copy: Immigration Coordinator, [immigration@uvic.ca](mailto:immigration@uvic.ca)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: [*Name of candidate*] Date