**Criteria for Visiting Professors**

* Visiting Professors must have a permanent position at an academic institution outside Canada, to which they will return following their visit.
* Ensure visit is for maximum two academic years.
* Before or during foreign visitor’s stay at UVic, 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 and immigration advice by emailing immigration@uvic.ca

**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 4011) 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 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>)

• 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.

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