Dear xxx,

We are pleased to confirm your invitation to the Department of xxx as a Guest Speaker for a period of xxx days, beginning on or about xxx.

We will provide you with an honorarium and reimbursement of travel expenses (economy return airfare), accommodation and incidental expenses. Please use the travel expense reimbursement claim form for reimbursement of your expenses, available here: http://www.uvic.ca/vpfo/accounting/forms/index.php. This amount will be in addition to any financial support provided by your home institution, and is not intended as remuneration for any of your activities at the University of Victoria.

I understand that you have agreed to a videotape recording of your lecture. By agreeing to a recording, you are granting a license to the University to use the videotape for library and archival purposes and in any course or program or other non-commercial purpose without payment or any further compensation.

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 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.
Please note that anyone who contravenes Section 127 of the Immigration and Refugee Protection Act is guilty of an offense and is liable for prosecution in the criminal courts of Canada. Contravention of this provision can include making a material misrepresentation such as misstating credentials, providing inaccurate letters of reference, etc., whether done intentionally or not. Contravention can also include withholding information on a matter relevant to immigration rules, such as not disclosing any criminal involvement, prior immigration difficulties, previous illegal work in Canada, a serious medical condition, etc. The information that is withheld or misrepresented must induce an error in the administration of Canada's Immigration and Refugee Protection Act to warrant prosecution or sanctions.

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

We look forward to your visit.

Sincerely,

________________________________________  __________________________________________

<Name>  <Name>
Chair/Director, Department of xx  Dean, Faculty of Social Sciences

Copy:  <Name>, Department of xxx (UVic Host)
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IMPORTANT INFORMATION FOR FOREIGN VISITORS

- Tax Waiver for Non-Residents in Canada: [http://www.cra-arc.gc.ca/E/pbg/tf/r105/r105-12e.pdf](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.
- 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 before implementing these changes.
- Additional Resources:
  - Travelling with Children: [http://cbsa-asfc.gc.ca/publications/pub/bsf5082-eng.html#s1x2](http://cbsa-asfc.gc.ca/publications/pub/bsf5082-eng.html#s1x2)