As a result of the COVID-19 pandemic, if you are learning or working from outside Canada, UVic will be facilitating certain types of payments to you by sending a wire payment to the country where you currently reside.

Ensure that when you arrive in Canada, you inform your department so that you can be transitioned quickly back to the usual payment process.

Wire Payments:

If you are receiving a wire payment, you need to be aware of the following:

- Your bank may charge you a fee to receive the wire payment. This amount varies by bank, branch and individual. UVic is unable to provide an estimate of this amount. To confirm the amount to be withheld, you should contact your own bank directly.

- You will be paid in your home currency based on the corporate foreign exchange rate on the date of payment as determined by Western Union. UVic doesn’t determine the rate and is unable to provide an estimate. You should also be aware that the rate might be significantly different than the exchange rate posted online by your bank as this may be available only to large clients or transactions.

- Payments will be processed on a monthly basis by Accounts Payable but as the time to process and deposit wire payments varies significantly, you cannot expect to receive funds on or by any specific date.

- International banking rules prohibit payments to sanctioned countries. Currently this list prevents any payments to Cuba, Iran, Crimea region, North Korea and Syria. UVic is unable to make payments of any kind to these countries.

In order to collect your banking information and to make wire payments, UVic will be partnering with Western Union. Your V# and the uvic.ca email address will be provided to Western Union and you will receive an email and secure link to your uvic.ca email address to provide your banking information directly to Western Union. Any clarifications or corrections of the banking information will come directly from Western Union.

If your preference is to have your payments held until you are able to travel to Canada, please notify your department.
**Payment Sources:**

Scholarships, bursaries and awards received directly from the Faculty of Graduate Studies may be applied against your available tuition up to the amount owing for the 2020 fall term only. Any remaining award amount will be held by the Faculty of Graduate Studies for payment once you are able to travel to Canada and have a Canadian dollar bank account. For more information on this process, please contact the Faculty of Graduate Studies.

All other payments will be paid to you by wire including:
- One-time or monthly scheduled scholarship payments (Grad Support)
- Services as a teaching assistant, research associate or post-doctoral fellow

You will be paid as a contractor for any services provided from outside Canada. You will not be covered by UVic insurance, have WorkSafeBC coverage or have any CPP, EI or tax remittances made on your behalf. You may have to file taxes in the country where you currently reside or in Canada. Please contact an expert in the country where you currently reside for more information.

You may need to apply for an Individual Tax Number (ITN) through the Canada Revenue Agency (CRA) for tax reporting purposes. The [form](#) is available on the CRA webpage. An ITN is not required if you already have a SIN. In early 2021, you will be issued the applicable tax slip for the 2020 tax year from UVic for any amounts paid or applied against your tuition.