**INVITATION LETTER TEMPLATE FOR VISITING RESEARCH ONLY (VRO) STUDENT**

**GLOBAL SKILLS STRATEGY: 120-DAY WORK PERMIT EXEMPTION (v.2-2023)**

**Please note that the Invitation Letter should be printed on Official Western letterhead.**

**Please complete the bold and square bracketed sections accordingly – but reformat the documents so that the entire contents are in the same font, non-bold**

*[DELETE THE ABOVE]*

**NOTES: (please delete)**

**In order for a visitor to qualify under the global skills strategy work permit exemption as a researcher in accordance with Immigration, Refugees and Citizenship Canada (IRCC), the candidate must meet the following criteria:**

* **engaged primarily in research activities**
* **are coming to perform work for 120 consecutive calendar days or less and 12 months have passed since the first day of work under the previous use of this exemption**
* **are coming to work at a publicly funded, degree-granting institution at the college or university level or affiliated research institution**
* **individual has a significant role to play or value to add to the research**
* **individual demonstrates academic excellence or expertise in a field related to the particular research to be undertaken**
* **position reflects the experience and expertise of the individual and the role they will play in the project**

**Date**

**VRO Student’s Name**

**Faculty**

**University**

**Address**

Dear [**VRO Student’s Name**]:

On behalf of the [**Department/Institute**] at the University of Western Ontario (Western University), I am pleased to invite you to our campus as a Full-time Visiting [**Graduate/ Undergraduate**] Student (Research Only) as a **researcher under the 120-day work permit exemption for researchers** for **#** month period beginning on about [**Month, Day, Year**] or as soon thereafter as a visitor status to Canada is granted. A work permit is not required for your visit to Western, which is a designated institution on the list of Canadian publicly funded degree-granting institutions qualifying for this exemption. Your academic record and past research make you an excellent candidate for this opportunity.

This invitation is a **[insert duration, i.e. weeks, months]** visiting appointment commencing on \_\_\_\_\_ and terminating on \_\_\_\_\_. We realize that the exact dates of your visit may depend on your availability and schedule and time it takes to obtain the appropriate immigration documentation. As a Visiting **[Graduate/Undergraduate]** Student (Research Only), you will be conducting research on **[details of research to be conducted]** as part of \_\_\_\_\_ collaborative research project. [**Dr. Name**] will be your faculty advisor and supervisor at Western University.

Your research work will be contributing to Dr. \_\_\_\_\_’s research program on the same subject. You will receive a stipend in the amount of $\_\_\_\_\_CAD. The funds will be distributed from the [*Natural Sciences and Engineering Research Council of Canada (NSERC)*] funds granted to Dr. \_\_\_\_\_\_\_. These funds will be credited towards your student account at Western and may be used to cover your travel, accommodations, and associated costs with your stay at Western University.

Following the completion of your research at Western University, you will return to your home institution, [**University Name**], to continue your [**Bachelor’s/Master’s/PhD in XX**].

We are recommending that you apply for the 120-day work permit exemption for researchers under Canada’s Global Skills Strategy – visitor status.

If you require a visa to enter Canada, please visit the Immigration, Refugees, and Citizenship Canada (IRCC) website to apply online, or submit a paper application via the nearest Canadian Visa Application Centre (VAC). If you are a national of a visa-exempt country, you will require an electronic Travel Authorization (eTA) in order to travel to and enter Canada.

To apply for a visitor visa (temporary resident visa), please visit: <http://www.cic.gc.ca/english/information/applications/visa.asp>

To apply for an electronic Travel Authorization (for citizens of visa-exempt countries), please visit:

<http://www.cic.gc.ca/english/visit/eta.asp>

When you apply for your visitor status (online, by paper, or at the airport upon arrival if you’re a visa-exempt national), you should provide the following documents:

* Passport
* A copy of this Invitation Letter
* Confirmation Letter from your home institution
* Proof of funding for up to 6 months in Canada to cover return airfare and accommodation (personal bank statement or proof of scholarship funding: at least $2,000 CAD per month is recommended plus the cost of return airfare)
* Any other evidence of your ties to your home country or country of residence (e.g., proof of assets, employment ties, family ties, etc.).

Please note that you are not permitted to commence your research placement until you have received authorization to conduct research in Canada. **Please request a Visitor Record on entry that notes you have entered on the 120-day work permit exemption for researchers.**

If you are refused a visitor visa or entry into Canada permit, please notify your faculty advisor/supervisor at Western University immediately.

As a foreign worker in Canada, please ensure you understand your rights while working in Canada. Please visit the following website which explains the rights of workers hired under the International Mobility Program. <<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html> >

Please consult with the Canadian consulate or embassy nearest you to ensure you have the appropriate documentation and paperwork to facilitate your visit to Canada for the period specified in this letter. All citizens of visa countries require a Temporary Resident Visa (TRV) to enter Canada and applications for a TRV must be made prior to your visit. Please reference the following websites for more information on your requirements to enter Canada including how to obtain a TRV or eTA, and/or if biometrics are required:

[Find out if you need a visa to travel to Canada (cic.gc.ca)](https://www.cic.gc.ca/visit-visiter/en/visas)

[Find out if you need to give biometrics (cic.gc.ca)](https://www.cic.gc.ca/english/visit/biometrics.asp)

You will be required to adhere to Western’s policies and procedures, found at <http://www.uwo.ca/univsec/policies_procedures/index.html>.

By accepting this invitation to conduct research at Western University, you agree to adhere to Western University’s policies and procedures. Prior to beginning your research studies, you are responsible for completing any training required pursuant to legislation and University policy including, (but not limited to) all courses listed under "Required Training for all Roles". Depending on your role, you may be required to complete other job specific safety training. Please speak with your supervisor to find out what is required for your role.

 Visit: <http://www.uwo.ca/hr/learning/required/index.html> for more information.

In addition, you are required to ensure you meet all current requirements to enter Canada. This includes but is not limited to ensuring you have met any COVID-19 requirements.

Your visit with the University is conditional upon satisfactory immigration status maintained for the duration of your stay.

You will be charged an administration fee of $200.00 CAD which will be billed to your student account at Western University.

As a Full-time Visiting [**Undergraduate/Graduate**] Student (Research Only), a Western student email address will be assigned to you for the duration of your stay. On arrival, you will need to obtain a Western student identification card at Student Central (the fee of $35 will be billed to your student account).

If your visit to Western is longer than 21 days, you are required to have health insurance coverage for your entire stay at Western. If you and/or any of your dependants are ineligible for the Ontario Health Insurance Plan (OHIP), please review the information on the University Health Insurance Plan (UHIP) at <http://www.uhip.ca/?language_id=3> and if you have any questions, contact Human Resources – Benefits at 519-661-2194.

Please do not hesitate to contact [**Name**] should you have any questions [**contact information**].

We look forward to welcoming you to our academic institution and to the City of London, Ontario, Canada.

Sincerely,

[Signature]

Department Chair/Dean Name

Title

Contact information