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

**WORK PERMIT (v2024)**

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

**Please complete the bold and square bracketed sections accordingly**

*[DELETE THE ABOVE]*

**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) for a [**#**]month the period beginning on about [**Month, Day, Year**] or as soon thereafter as a work permit is issued.

As a Visiting Student, you will be conducting research [**and writing papers**] with a research focus on [**insert details**]. [**Dr. Name**] will be your faculty advisor and supervisor at Western University.

*Select one of the following options, as applicable:*

There is no scholarship or other funding from Western University for this opportunity. You will be responsible for the costs of your travel and living expenses.

OR

I understand that you will receive an academic award for research work from the Institute/Agency/Government to cover the costs associated with your stay in Canada and at Western.

OR

You are the recipient of a Western department/faculty academic award for research work based on your academic excellence and related graduate research in the field. Your research work will be contributing to [**Dr. Name**]’s research program on the same subject. The award funding is in the amount of [**$** **Amount**] and will be distributed from the *Natural Sciences and Engineering Research Council of Canada (NSERC)* funds granted to [**Dr. Name**]. 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 recommend that you apply for a **Work Permit** from Immigration, Refugees and Citizenship Canada under R205(c)(ii) – Academic Award Recipients for Research Work [C52]. Please note that you are not permitted to commence your research placement until you have applied for and received a work permit. Please see the attached information about how to apply for a work permit. If you are refused a work 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> >

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.

You will be charged an administration fee of $200.00 CAD which will be billed to your student account at Western University [**If applicable**, however, our Department/Institute will be pleased to make this payment on your behalf].

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 $40 will be billed to your student account).

You will be required to purchase coverage under the University Health Insurance Plan and the fee will automatically be billed to your student account. Information about this insurance coverage may be found at  [http://www.uhip.c](http://www.uhip.ca/)a.

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

Encl. Academic Award Recipients – Applying for a Work Permit