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

**SELF-FUNDED ACADEMIC RESEARCHER (v.3-2023)**

**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]*

**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 [**#**] month period beginning on about [**Month, Day, Year**] or as soon thereafter as a visitor status to Canada is granted.

As a Visiting [**Graduate/Undergraduate**] Student (Research Only), you will be conducting your own independent research on [**details of research to be conducted**]. [**Dr. Name**] will be your faculty advisor and supervisor at Western University.

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. 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 visitor status as a self-funded academic researcher under R186(a) – Business Visitors as there is no employer-employee relationship between you and Western University, you will not be entering the Canadian labour market and there will be no displacement of Canadian or permanent resident workers or students, the independent research that you plan to conduct is considered research training, and is being used for your degree abroad, you and Western University are not receiving Remuneration for the research, and your source of funding is from outside of Canada. Self-funded academic researchers are permitted to stay in Canada for a maximum duration of six (6) months.

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 $1,000 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.

If you are refused a 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. Please pay this fee within 30 days of arrival to Western University. Please see the link below for information on how to pay fees:

<http://www.registrar.uwo.ca/student_finances/fees_refunds/index.html>

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).

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 note that UHIP does not include prescription medication or dental coverage. It is recommended that you make arrangements for this privately before traveling to Canada.

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