Click here to enter a date

Insert visitor’s complete name (as it appears on their passport), address, and phone number

Date of birth date of birth

Dear Insert visitor’s name,

You are invited to the Department of Department Name as a **Visitor** for a period of Duration of stay beginning on or about Click here to enter a date.

During your stay, you will List activities that will be carried out. These activities will take place in Insert geographic location(s) where activities will take place (e.g. Edmonton, Banff, various locations in Alberta, etc.).

While at the University, your source of financial support will be through << source of financial support (e.g. home institution)>> and will be in the form of <<insert type of financial support (e.g. your personal savings, a salary, a partial salary, etc).>> The University of Alberta will not provide any financial assistance during your stay.

-OR-

While at the University of Alberta, we will provide you with <<describe details and $ amount e.g., taxable living allowance of $500 per month, reimbursement for travel expenses, etc.>>>. This amount will be paid in Canadian funds and may be subject to taxation if required by Canadian taxation law. It will be in addition to any financial support provided by your home institute.

Under the *Immigration and Refugee Protection Act* *and Regulations*, **Visitors** **do not require a work permit.**

To enter Canada you must provide Canadian immigration authorities with:

* this letter of invitation
* a valid passport

Contact Canadian immigration authorities (<http://www.cic.gc.ca/english/information/offices/apply-where.asp>) directly to determine if other documentation is required, such as:

* temporary resident visa (<http://www.cic.gc.ca/english/visit/apply-how.asp>)
* electronic travel authorization <http://www.cic.gc.ca/english/visit/eta.asp>
* police certification\*(<http://www.cic.gc.ca/english/information/security/police-cert/intro.asp>)
* medical examination\* (<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>)

\*If a medical and/or police clearance are required, allow for additional processing time.

Contact immigration authorities responsible for your country of residence to determine whether you require an exit visa or re-entry permit.

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

Once you arrive, the department will begin the process of registering you with the Academic Visitors Office.

|  |  |  |
| --- | --- | --- |
| Sincerely, |  |  |
|  |  |  |
| Signature of U of A Host |  | Signature of Dean, Director or Chair |
| Insert typed name of U of A Host |  | Insert typed name of Dean, Director or Chair |
| Insert job title, phone number, and e-mail address of UofA host |  |  |

Cc: [immigration.services@ualberta.ca](mailto:immigration.services@ualberta.ca) (**electronic** only)

Copy: Academic Visitors Office 1-03 SAB

**IMPORTANT INFORMATION for Foreign Visitors**

* **Work Permit Application and Fees:** <http://www.cic.gc.ca/english/information/applications/work.asp>
* **Temporary Resident Visa and Fees:** <http://www.cic.gc.ca/english/visit/apply-how.asp>
* **Processing Times:** <http://www.cic.gc.ca/english/information/times/temp/workers.asp>

If a medical and/or police clearance are required, allow for additional processing time.

* **Medical Examination:**<http://www.cic.gc.ca/english/information/medical/medexams-temp.asp>
* **Police Certification:**<http://www.cic.gc.ca/english/information/security/police-cert/intro.asp>
* **Canadian Consulates, Embassies & High Commissions:**<http://www.cic.gc.ca/english/information/offices/apply-where.asp>
* **Tax Waiver for Non-Residents in Canada:** <http://www.cra-arc.gc.ca/E/pbg/tf/r105/r105-12e.pdf>

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 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:** <http://www.health.alberta.ca/health-care-insurance-plan.html>

If your work permit is valid for at least one full year, you may be able to obtain Alberta Health Care Insurance.

If your stay in Canada is less than one year **and** /**or** you do not require a work permit, you must provide proof of medical insurance prior to coming to Canada. **Ensure that your medical insurance covers both on and off campus activities.**

* **Social Insurance Number (SIN) and Payment of University of Alberta Financial Assistance** <http://www.servicecanada.gc.ca/en/sc/sin/index.shtml> If you receive a work permit, but do not have a SIN, you must obtain one. If you already hold a SIN, update it after your work permit arrives. **Send a copy of your SIN and work permit to: Payroll and Benefit Services 2-60 University Terrace, 8303-112 St., Edmonton, AB T6G 2T4.**
* **Accompanying Spouse/Partner Employment**<http://www.cic.gc.ca/english/work/arriving.asp#spouse>  
  If you receive a work permit and it is valid for at least six months, your spouse/partner may apply for an open work permit without advance confirmation by Service Canada. The open work permit can be obtained either at the same time, or after you apply for your own work permit. Your spouse/partner will need to provide evidence supporting his/her relationship to you.
* **Accompanying Children**

If your children accompany you to Canada and will attend school in this country, immigration may require that you obtain study permits for them. Contact the nearest Canadian Consulate, Embassy or High Commission for instructions.

* **Inviting Non-Canadians to Canada**

If you would like to invite a foreign national to visit, contact our University Immigration Specialists at: [immigration.services@ualberta.ca](mailto:immigration.services@ualberta.ca) prior to extending the invitation.

* **University Policies and Procedures:** <https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/A---Z-Listing.aspx>

University of Alberta students, staff, and visitors are subject to university policies and procedures.

Details regarding intellectualproperty can be found at: http://www.gradstudies.ualberta.ca/gpm/Section10.aspx

* **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 University Immigration Specialists at [immigration.services@ualberta.ca](mailto:immigration.services@ualberta.ca) before implementing these changes.

* **Additional Resources**

Bringing Pets to Canada: <http://www.inspection.gc.ca/english/anima/imp/petani/petanie.shtml>

Bringing Vehicles to Canada: <http://www.cbsa.gc.ca/publications/pub/bsf5048-eng.html>

Canada Border Services Agency: <http://cbsa-asfc.gc.ca/menu-eng.html>

Immigration, Refugees and Citizenship Canada: <http://www.cic.gc.ca>

Settling in Canada (Bringing Personal Effects): <http://cbsa-asfc.gc.ca/publications/pub/bsf5114-eng.html#s5>

Tax Information for Non-Canadian Citizens: <http://www.cra-arc.gc.ca/tx/nnrsdnts/menu-eng.html>

Travelling with Children: <http://cbsa-asfc.gc.ca/publications/pub/bsf5082-eng.html#s1x2>

Employment and Social Development Canada: <http://www.esdc.gc.ca/eng/jobs/foreign_workers/reform/info_fw.shtml>