Visiting Professor

Date

Address

Dear [ ],

I would like to invite you to the University of Toronto as a Visiting Professor in the Department of [ ] for the period [Up to one year. A longer period requires the approval of the Vice-President and Provost. A non-Canadian Visiting Professor may remain in Canada for a period of not more than two academic years] from [ ] to [ ]. We realize the exact dates of your time here may depend on your availability, schedule, and the time it takes to obtain the appropriate immigration documentation. The purpose of your visit will be to [specify duties while visiting].

We will pay your airfare and living expenses [optional – if using in full or partially, provide details of the arrangement]. You will receive a [stipend, honorarium — optional - if using provide details of the arrangement] $[ ]. While you are here, the Department of [ ] will provide you with [provide details of non-monetary support provided. E.g. office space, access to IT and library resources, departmental email address, other].

The Office of the Vice-President and Provost maintains a set of links to important policies that will govern any teaching or research at on the [Governing Council website](https://governingcouncil.utoronto.ca/secretariat/policies). In particular, I would like to draw your attention to:

* The [Code of Behaviour on Academic Matters](https://governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019) - <https://governingcouncil.utoronto.ca/media/15068/view>, and
* The [Policy on Conflict of Interest — Academic Staff](https://governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-academic-staff-june-22-1994) <https://governingcouncil.utoronto.ca/secretariat/policies/conflict-interest-policy-academic-staff-june-22-1994>, *[and specify any additional policies governing the duties to be performed by the Visiting Professor.]*

You are required to abide by the [University’s Vaccination Guideline](https://www.provost.utoronto.ca/wp-content/uploads/sites/155/2021/09/U-of-T-Vaccine-Guideline-Sep.3.2021.pdf), which requires full vaccination against COVID-19 for all employees and students involved in any in-person activities on University premises, with the rare exception of those individuals who cannot be vaccinated due to having University-approved exemptions from the vaccine requirement.

Consequences for a violation of this Guideline may include prohibition from attending University premises, not being paid due to not being able to perform the duties of your position, and termination of your employment.

The Guideline may be amended and/or the University may implement new measures arising from COVID-19 from time to time. You will be provided with further instruction on COVID-19 measures from time to time.

For more information on the University’s COVID-19 vaccination requirements, please refer to the [University’s Response to COVID-19](https://hrandequity.utoronto.ca/covid-19/).

We expect that you will govern yourself in accordance with all applicable Faculty and University policies.

**[For non-Canadians]**

In order to facilitate your entry to Canada, I would suggest that you refer to the [Immigration, Refugees and Citizenship Canada](https://www.canada.ca/en/services/immigration-citizenship.html) web page (<https://www.cic.gc.ca/>) to determine where and how you may file an application using the online filing system, to obtain the necessary authorization to work in Canada: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>. Individuals of certain countries require an additional temporary resident visa (TRV) and/or a medical examination. To determine whether you require a TRV, please refer to [www.cic.gc.ca/english/visit/visas.asp](http://www.cic.gc.ca/english/visit/visas.asp).

To determine if you require a medical examination (for visits of more than six months), please refer to <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents/country-requirements.html> .

Please also note the entry and vaccination requirements for foreign national entering Canada <https://travel.gc.ca/travel-covid>

All foreign nationals (excluding United States citizens) who do not require a TRV must obtain an electronic travel authorization (eTA) prior to entering Canada by air. For more information regarding the eTA, and how to obtain one prior to travel, please visit the [eTA web page](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html) (<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html>).

If you do not require a TRV, you are permitted to apply for a work permit directly upon your arrival from abroad at the Immigration office at the Canadian port of entry (border crossing or airport). Your application will be adjudicated on the spot.

At the time of application for your work permit, you will need to include the information for any accompanying family members and dependents.

In addition, you will need a letter from your home institution attesting to the fact that you will be retaining your position there to resume your duties in [country] after [date]. Lastly, the University must provide you with an **Offer of Employment, A#**. This number, along with that home institution letter and this letter of invitation, are among the documents required for a work permit application that will be processed pursuant to Regulation 205(b),IRPA, Labour Market Exemption Code C22. The processing fee for a work permit is currently CAD $155, which must be paid at the time you apply for a work permit.

Please note that you are required to be in possession of a valid passport, and it will be necessary for the passport to be valid for the entire length of stay in Canada.

A copy of your work permit must be provided to division business officer immediately upon arrival. Your visit with the University is conditional upon satisfactory immigration status maintained for the duration of your stay.

Enrolment in the University Health Insurance Plan (UHIP) is compulsory for non-resident Visiting Professors and their dependents whose visit to the University exceeds three weeks. To enrol in UHIP, please contact the Human Resources (HR) office for your division. A complete list of HR contacts can be found at <http://contact.hrandequity.utoronto.ca/>. For additional information concerning UHIP, please refer to [www.uhip.ca](http://www.uhip.ca/).

Yours sincerely,

[Dean or Designate]