Date

Recipient Name

Recipient address

Dear [ ],

I would like to invite you to continue at the University of Toronto as a Visiting Professor in the Department of [ ] for the period 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] $[ ]. We may provide a stipend if additional funds become available. 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 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*: [governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019](https://governingcouncil.utoronto.ca/secretariat/policies/code-behaviour-academic-matters-july-1-2019);   
  [governingcouncil.utoronto.ca/sites/default/files/2020-03/Code%20of%20Behaviour%20on%20Academic%20Matters%20July%201%202019.pdf](https://governingcouncil.utoronto.ca/sites/default/files/2020-03/Code%20of%20Behaviour%20on%20Academic%20Matters%20July%201%202019.pdf)
* The *Policy on Conflict of Interest – Academic Staff*:
* [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);  
  [governingcouncil.utoronto.ca/sites/default/files/import-files/ppjun2219944735.pdf](https://governingcouncil.utoronto.ca/sites/default/files/import-files/ppjun2219944735.pdf)
* *the* Policy *on Sexual Violence and Sexual Harassment* <https://governingcouncil.utoronto.ca/secretariat/policies/sexual-violence-and-sexual-harassment-policy-december-16-2021>; and
* the *Policy with Respect to Workplace Harassment* <https://governingcouncil.utoronto.ca/secretariat/policies/workplace-harassment-policy-respect-february-2-2022>.
* *[Optional - and specify any additional policies governing the duties to be performed by the Visiting Professor. REMOVE this bullet if there are no additional policies]*

Please be advised that the University has a [Vaccination Guideline](https://www.provost.utoronto.ca/wp-content/uploads/sites/155/2021/09/U-of-T-Vaccine-Guideline-Sep.3.2021.pdf) requiring mandatory COVID vaccinations, with the rare exception of those individuals who cannot be vaccinated due to having University-approved exemptions from the vaccine requirement. This requirement has been paused effective May 1, 2022, until further notice. On the basis of public health guidance related to COVID-19 or any future pandemic, this requirement may be re-introduced, requiring updated vaccinations, with little to no notice. Please contact your [Divisional HR Office](https://people.utoronto.ca/contact) for information about the exemption process. Consequences for violating this Guideline may include prohibition from attending University premises and being unable to participate in planned activities or receive planned compensation.

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

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> .

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.

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.

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

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 your stay in Canada.

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

In Canada, temporary foreign workers coming to Canada to work with an LMIA-exempt work permit supported by an Offer of Employment have rights while working in Canada as described in <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html>. You can access this website at any time, and it is your responsibility to review the information throughout the duration of the work permit as needed.

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/).

My colleagues and I look forward to your extended time with us at the University of Toronto.

Yours sincerely,

[Dean or Designate]

I have read this letter, and the items referred to in it and accept the appointment on the basis of all these provisions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  | Date: |  |