Click here to enter a date.

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

Dear Insert visitor’s name,

You are invited to the University of Alberta as a **Visitor** to discuss your application for employment in the Department of Insert department name from Click here to enter a date to Click here to enter a date.. Your interviews will take place in 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. This amount will be in addition to any financial support provided by your home institute.

As an applicant for prospective employment, you **do not require a work** **permit.** To enter Canada you will require:

* 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:

* biometrics (<https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics.html)>
* 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.**

|  |  |  |
| --- | --- | --- |
| Sincerely, |  |  |
|  |  |  |
| Signature of U of A Host |  | Signature of Dean, Director or Chair |
| Name, job title, phone number and e-mail address of U of A Host |  | Type name of Dean, Director or Chair |