Click here to enter a date.

Insert Visitor’s Complete Name (as it appears on his/her passport) and Address

Dear Insert visitor’s name,

The Department of Department Name invites you to attend insert name of conference, seminar, workshop or convention. This event will take place insert start date of event to insert end date of event at insert location(s) where event will take place.

During your stay, you will attend the event as a participant. You will not be delivering speeches or presentations; nor will you be involved in the infrastructure set-up or administration of this event.

While at the event, 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 an honorarium of $ (and, if applicable: reimbursement for travel expenses, per diem to a maximum of $). 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.

Under the Immigration and Refugee Protection Act 186(a), foreign nationals who attend such events **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:

* biometrics ([https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics.html)](https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics.html%29)
* 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 of U of A host. Insert job title, phone number and email address of U of A host |  | Name of Dean, Director or Chair |

**IMPORTANT INFORMATION**

**for**

**Foreign Nationals**

* **Biometrics:** <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics.html>
* **Temporary Resident Visas and Electronic Travel Authorizations:**

<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.

* **University Policies and Procedures**

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

see: <https://policiesonline.ualberta.ca/Pages/default.aspx> Details regarding intellectualproperty can be found

at: <https://cloudfront.ualberta.ca/-/media/gradstudies/about/gpm-supporting-documents/intellectual->

property-guidelines-2004-latest-version.pdf

* **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 [Shared Services](https://www.ualberta.ca/services/staff-service-centre/index.html), before implementing these changes.

* **Additional Resources**

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

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

Travelling with Children: <http://www.cic.gc.ca/english/visit/minors.asp>