**Visitor Appointment Letter Template: Issued: September 2021**

**Foreign, Canadian, CPR** vaccination requirement statement added

*Appointment letters are signed by the Dean.*

Date

Dr. \_\_\_\_\_\_\_\_\_

XXXX

XXXX

XXXX

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_:

On the recommendation of Professor (Chair), I am pleased to offer you an appointment as Visiting XXX, in the XXX, Faculty of XXX. This is a (year & month) visiting/definite appointment (we realize that the exact dates of your visit may depend on your availability and schedule and time it takes to obtain the appropriate immigration documentation), commencing on XXX and terminating on XXX.

**(DELETE IF CANADIAN/PERMANENT RESIDENT)**

For Immigration purposes, you will be considered as a **(choose as appropriate and omit remaining)**

* Self-funded Researcher and will be employment authorization (work permit) exempt under R186(a).
* Academic Examiner/Evaluator and will be employment authorization (work permit) exempt under R186(n).
* Academic Business Visitor and will be employment authorization (work permit) exempt under R186(a).
* Academic Guest Speaker/Conference Speaker and will be employment authorization (work permit) exempt under R186(j).
* Member of the executive of a committee/Board of Directors and will be employment authorization (work permit) exempt under R186(k).
* Academic Conference Attendee and will be employment authorization (work permit) exempt under R186(k).
* Academic Researcher here for 120-day period or less and will be employment authorization (work permit) exempt under A25.2 Public Policy and R200 of the Global Skills Strategy Program.
* Worker under the Fullbright Program Exchange and will require employment authorization (work permit) but will be LMIA exempt under T11.
* Worker on a Reciprocal Agreement and will require employment authorization (work permit) but will be LMIA exempt under C20.
* Worker under the International Experience Canada/SWAP program and will require employment authorization (work permit) but will be LMIA exempt under C21.
* Guest Lecturer and will require employment authorization (work permit) but will be LMIA exempt under C22.
* Visiting Professor and will require employment authorization (work permit) but will be LMIA exempt under C22.
* Canada Research Chair/Canada Excellence Research Chair and will require employment authorization (work permit) but will be LMIA exempt under C31.
* Distinguished Scientist/Scholar sponsored by NSERC/CRC and will require employment authorization (work permit) but will be LMIA exempt under C31.
* Post-graduate worker and will require employment authorization (work permit) but will be LMIA exempt under C43.
* Post-doctoral Fellow and will require employment authorization (work permit) but will be LMIA exempt under C44.
* Research Award Recipient and will require employment authorization (work permit) but will be LMIA exempt under C44.
* Worker under the NAFTA/CCFTA/GATS agreement and will require employment authorization (work permit) but will be LMIA exempt under C22.

**\*\*INSERT “IMMIGRATION COMMENTS” FROM FOREIGN VISITOR CHECKLIST TO COMPLETE IMMIGRATION REQUIREMENTS\*\***

As a foreign national hired by a Canadian employer in Ontario, you have rights under the Employment Standards Act, 2000 (<https://www.labour.gov.on.ca/english/es/pdf/is_fn_esa.pdf>) as well as that of the Employment Protection for Foreign Nationals Act, 2009 (https://www.labour.[gov](https://www.labour.gov.on.ca/english/es/pubs/is_fn_epfn.php).on.ca/english/es/pubs/is\_[fn](https://www.labour.gov.on.ca/english/es/pubs/is_fn_epfn.php)\_epfn.php). It is your responsibility to know your rights and what you are entitled to under these Acts.

**(DELETE IF VISITOR IS NOT ON SABBATICAL)**

I understand that you will be on sabbatical leave from the University of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Proof of your sabbatical leave from your home institution may be required to be presented at the port of entry for immigration purposes.

**(DELETE IF THERE IS NO HONORARIUM)**

You will be offered a total amount of $\_\_\_\_ as an honorarium for your time here at uWaterloo, payable to you on the last day of your visit.

**(DELETE IF THERE IS NO SALARY OFFERED)**

Your total salary for this period of appointment will be $\_\_\_, payable in twelve monthly installments on the last Friday of each month.

**(DELETE IF THERE IS A SALARY OFFERED)**

There is no salary associated with this appointment. You have and will provide proof of your own funding as necessary to the University and Immigration Canada.

**(DELETE IF THERE IS NOT A POSSIBLE ADDITIONAL APPT)**

During your non-salaried appointment the Department/Chair/Dean may offer an additional salaried appointment for a limited time during your present appointment. It will be your responsibility to have the appropriate immigration status in Canada to be paid for this additional appointment. Work cannot begin until proof of appropriate immigration status can be given to Waterloo’s Human Resources.

**(IF A TRAVEL, ACCOMMODATION/LIVING EXPENSES OR LIVING ALLOWANCE IS RECOMMENDED)**

Please note that you may claim reimbursement for the cost of your own [travel (airline ticket only) or accommodations/living expenses (including taxi to/from airport, hotel, meals)] up to a limit of $\_\_\_. An additional living allowance will also be given at a rate of no more than $50 for each working day of your stay up to a limit of $\_\_\_\_. These claims should be made after your arrival at the University and must be supported by receipts for the travel/accommodation/living expenses portion. The University does not pay for the travel/accommodation/living expenses or living allowances of family members.

**(IF THERE IS A SALARY AND APPT IS FOR A YEAR OR MORE)**

The appointee shall be entitled to vacation in accordance to Policy 56 on Vacations and Vacation Pay for Non-regular Faculty Members, Including Graduate and Undergraduate Students with Academic Appointments of the University of Waterloo:

<https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-56> and benefits as per Policy 23 on Eligibility for Pensions and Insured Benefits: <https://uwaterloo.ca/human-resources/support-employees/benefits/benefit-eligibility-and-eligible-dependents>.

**(The following paragraph is standard information for non-Canadian appointments.)**

*Please be advised that any person who is not a Canadian Citizen, or who does not have Permanent Resident status in Canada, must secure permission from Immigration, Refugee and Citizenship Canada (IRCC) to perform any work or visit in Canada. The University of Waterloo may also have an obligation to seek permission from IRCC and/or Employment and Social Development Canada (ESDC) for a confirmation against the Labour Market. Therefore, this invitation is contingent upon such permissions. Although the University will follow the prescribed procedures in application for such permission as the employer/host academic institution, the authorization is granted to you personally and the University cannot guarantee that it will be obtained. You are therefore advised to pursue the matter of permission (in writing, in person or online) with a Canadian embassy, high commission or consulate in your country as soon as possible. At that time, you should have this letter of invitation/appointment from the University of Waterloo in your possession. In the event that a formal documented permission is not presented to the University at the time of your arrival, the invitation may be withdrawn without further notice.*

*Individuals who hold Permanent Resident status in Canada are not required to obtain any other permission to perform work in Canada but should present documentation of the Permanent Resident status to the University upon acceptance of any offer of appointment.*

 **(If non-Canadian and already on campus – reappointment/additional appointment)**

*Please be advised that any person who is not a Canadian Citizen, and who does not have Permanent Resident status in Canada, must secure permission from Immigration, Refugee and Citizenship Canada (IRCC) to continue any work or visit in Canada. This invitation is contingent upon such renewed permissions. Although the University will follow the prescribed procedures in application for such permission as the host academic institution, the permission is granted to you personally and the University cannot guarantee that it will be obtained. You are therefore advised to pursue the matter of permission online with Immigration, Refugee and Citizenship Canada (IRCC) as soon as possible. The application and guidelines can be found at http://www.cic.gc.ca. In the event that formal documented permission is not presented to the University by the re-appointment date of this invitation, the invitation may be withdrawn without further notice.*

*Individuals who hold Permanent Resident status in Canada are not required to obtain any other permission to perform work in Canada but should present documentation of the Permanent Resident status to the University upon acceptance of any offer of appointment.*

**(If Employer Compliance IMM5802 is required)**

An Employer Compliance Fee is required to be paid and the form IMM5802 to be completed and filed with IRCC by the University of Waterloo as the host academic institution. The Fee will be paid and the form completed after receipt of the sign-back acceptance of this invitation/appointment. E-copies of the fee receipt will be provided back to you once the submission is completed for you to include with your application to IRCC for the appropriate permissions for your visit/appointment with the University.

**(If eTA is required)**

*As a passport holder from a country that does not require a Temporary Resident Visa before entering Canada, you will need to apply for an Electronic Travel Authorization (eTA) prior to arrival to Canada as of August 1, 2016; all other immigration documentation/permissions you may apply for directly at a Port of Entry. Please visit the Citizenship and Immigration Canada website to determine if an eTA is required prior to arrival:* [*http://www.cic.gc.ca/english/visit/eta.asp*](http://www.cic.gc.ca/english/visit/eta.asp)*. Upon arrival at the Port of Entry, you should have this letter of invitation from the University of Waterloo and your passport with validity for the entire period of the visit – the eTA, if one was required, will be electronically attached to your passport number. In the event that formal permission/entry stamp is not presented to the University at the time of your arrival, the invitation may be withdrawn without further notice.*

Your duties will be to **(INSERT BRIEF DESCRIPTION OF DUTIES/PURPOSE OF VISIT)**

**(DELETE IF THERE IS NO SALARY is offered)**

Enclosed is a summary of payroll procedures and information related to the Ontario Health Insurance Plan which will be of interest to you.

**(DELETE IF THERE IS NO SALARY is offered)**

Your salary and benefits will begin when you arrive at the University to take up the appointment. If you foresee that you will be unable to arrive at the University within a few days of the proposed starting date, please inform me as soon as possible to determine whether a new starting date for the appointment can be arranged.

***Vaccination Requirements – Effective October 17, 2021***

All employees and formalized visitors of the University are required to comply with the University’s vaccination requirements, which can be found here: <https://uwaterloo.ca/coronavirus/return/vaccination-requirement>

***Mandatory Statement for ALL appointees who are Canadian OR non-Canadian***

*Participation in the University Health Insurance Plan (UHIP) is mandatory for all individuals who have a formalized relationship with the University of Waterloo including their accompanying dependents (spouse/children) if they are not eligible for Ontario Health Insurance (OHIP).  Please contact the Human Resources Department at* *hrhelp@uwaterloo.ca* *to arrange an appointment to enroll in UHIP as soon as you arrive.*

*During the first term of your appointment or visit, you are required to complete three mandatory on-line Safety courses and the Accessibility for Ontarians with Disabilities on-line training modules. Links can be found on the* [*Safety Office*](https://uwaterloo.ca/safety-office/) *and* [*AccessAbility Services*](https://uwaterloo.ca/disability-services/) *web sites.*

*It is to be understood by your acceptance of this offer that you agree to be expressly subject to such terms and conditions of appointment as are from time to time in effect at the University applicable to the classification of your appointment, including, without intending to limit the generality of the foregoing, terms relative to published policies, procedures and/or guidelines. It is to be further understood that these terms, incidents and policies are subject to amendment or variation from time to time.*

The University of Waterloo is committed to accessibility for persons with disabilities. We intend to ensure that all employees are able to fully participate in the workplace. If you have any accommodation requests while working at the University, please contact Occupational Health *(*<https://uwaterloo.ca/occupational-health/>*)* by email at occupationalhealth@uwaterloo.ca or by phone at 888-4567 ext. 36264.

Should you have any questions concerning the appointment, please communicate directly with Professor XXX or me.

We look forward to your acceptance of this offer, which you can indicate by signing the enclosed copy of this letter and returning it to me at your earliest convenience. **(OR MENTION A DATE)**

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XXX, XXXXX Date

Encl.

ACCEPTANCE

I hereby accept the above offer for services from the University of Waterloo and acknowledge and accept the terms and conditions of this appointment. This document outlines the terms and conditions relating to my visiting/definite term appointment with the University, notwithstanding any other written or oral representations which have been made to me.

Dated at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

 (place) (day) (month) (year)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature