

CHECKLIST FOR HIRING/INVITING DEPTS./AREAS

Name of your invitee: _____

Indicate what kind of invitation you are making to your invitee:

Visiting Scholar

Remunerated

Self-funded

Award Recipient

Reciprocal Agreement

Other: _____

Visiting Scientist

Remunerated

Self-funded

Award Recipient

Reciprocal Agreement

Other: _____

Visiting Researcher

Remunerated

Self-funded

Award Recipient

Reciprocal Agreement

Other: _____

Visiting Professor

Remunerated, no return position

Remunerated, return position

Self-funded, no return position

Self-funded, return position (sabbatical)

Award Recipient

Research Associate / Assistant

Remunerated

Self-funded

Award Recipient

Post-Doctoral Fellow

Guest Lecturer (1 academic term only)

Guest Speaker (5 days or less visit)

Other:

How long will they be invited to be here for: _____

What, if any, degree does your invitee have? No degree Undergrad Masters PhD

Will Reimbursements be offered? Travel Meals and/or Housing: \$ _____ None

When Living Allowance is offered, to a maximum of: \$ _____ /month

Other potential reimbursements to be offered: _____ \$ _____

Foreign Visitors – Checklist | 2017

Will an Honorarium be made? No Yes – How much? \$ _____

Will a salary be offered? No Yes – How much? \$ _____ /month

Is your invitee presently in Canada? No Yes

What immigration status does your invitee have? Study Permit Work Permit TRV

What country passport do they hold? _____

Other comments about the invitation:

IMMIGRATION REQUIREMENTS (to be completed by Immigration Office only)

NOC - _____

TRV Required:	Yes	eTA Required:	Yes	IMM5802 Required:	Yes
	No		No		No