TO: Deans & Department Chairs
CC: Deans’ Secretaries
FROM: Amit Chakma
DATE: January 16, 2006
SUBJECT: Immigration Expense Allowance for Faculty Recruitment

Please find attached, revised Appointment Letters (Tenure & Probationary/Definite Term) which now include the following statement where the appointee is non-Canadian and is permanently residing outside of Canada:

To help defray costs associated with immigrating to Canada (such as work permit fees, residence fees, medical fees, etc. for you and your family), you will be paid a one-time taxable allowance of $1,000 Canadian.

Please note the following:
- where this statement is included in the appointment letter, payment will be automatically processed by Human Resources without any further direction from the recruiting department and will occur within two months of the employment start date
- the payment is an allowance and a taxable benefit
- payment will be made in Canadian dollars