**Invitation Template for International Interviewee or General Visitor**

This visitor category will require either an [Electronic Travel Authorization (eTA)](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html) or [Visitor Visa](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/steps-apply-visitor-visa.html) to travel to Canada.

*To be reviewed, amended, and printed on Queen’s Letterhead*

October 27, 2022

<<insert name and address>>

Dear <<insert title, name>>,

Thank you for your recent application for the position of <<insert name of position>> in the Department of <<insert name of dept>>.

**OR**

I am pleased to extend this general invitation to visit the Department of << >> at Queen’s University.

* Insert text to describe the timeframe of the campus visit or refer to an attached agenda
* Summarize meetings/activities that will be carried out during the campus visit or refer to an attached agenda
* Request to confirm the receipt of the letter and interview schedule
* Details on accommodation and travel booking and expense reimbursement

***To ensure that your candidate can obtain the appropriate immigration documents in a timely fashion, include the following paragraph:***

For requirements to enter Canada as a visitor, please review the information [here](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/about-visitor-visa.html) at your earliest convenience. Depending on your country of citizenship, you may require a visa and biometrics (fingerprints and photograph) to enter Canada.

Please present this letter at the border when you enter Canada.

<<insert closing paragraph>>

Sincerely,   
  <<name of Queen’s Host>>                  <<name of Chair/Dean/Director>>

Date this template was last updated: October 2022

By the Office of the Provost/Faculty Recruitment Support