**Invitation Template for Visiting Professor**

This visitor category requires a submission through the Employer Portal. For details, please visit: <http://www.queensu.ca/facultyrecruitment/recruitment-resources/LMIAExemptions>.

You must complete the form at the top of this link and forward it to the Employer Portal Representative in your faculty office. An ID number is generated, which you will provide to your visitor.

To be considered under the immigration category “[Visiting Professor](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/exemption-codes/canadian-interests-reciprocal-employment-academic-exchanges-r205-b-exemption-code-c22.html)”, the following conditions must exist:

* Individual will be returning to their professorial appointment at the home institution.
* A letter from the home institution must be provided and submitted with the request for the ID number.
* Visit is a maximum of 2 years, no renewals
* Visitor may have own funding or be paid by Queen’s University

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

Monday, October 17, 2022

<<insert name and address>>

Dear <<insert name>>,

I am pleased to invite you to the Department of <<insert name of dept>> as a Visiting Professor for a period of <<insert duration of stay>> beginning on <<insert start date>> to <<insert end date>>.

It is our understanding that, following your visit, you will be returning to your position of <<insert position>> at the <<insert name of institution>>.

While at Queen’s University, we will provide you with <<describe support, *i.e. office space, library privileges, etc.*>>.

During your stay, you will <<insert list of activities that will be carried out>>. These activities will take place in << insert geographic location(s) where activities will take place (for example, the Queen’s campus, Biology Station, etc.) >>

Please ensure that you apply for a work permit and, if applicable, for a visa or Electronic Travel Authorization to enter Canada. Details on how to apply and links to the Immigration, Refugees and Citizenship Canada (IRCC) regulations are available on the following web site: <http://www.queensu.ca/internationalvisitors/entry-canada-requirements/academics-requiring-work-permits>. As a visitor under the Visiting Professor category, you should be exempt from the Service Canada advance confirmation of employment under Regulation R205(b), Confirmation Exemption Code C22 of the Immigration Manual.

**I**n accordance with Canada’s *Immigration and Refugee Protection Regulations*, information on workers‘ rights in Canada can be found [here](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D0014vAvcGL8LNg0H7ZwMaOn6jj4FxP8xNRChfJlVCGk31mPYiQOxbQRUmCc2s6tMaSIoZ_qb6xf-KaRmHtKk8ck9oY-3XjK1wKk0vLpA1qLzkq8JoBrHycBpj5xlX6wP0aBAhhqwKjHkCJbDUE140QGxHS0qZoBGDImx7leMC2lDCGWGdAr0B_ARMcYRgYMkEy0Z-j3Yxc5XFyAvS7v5kpGZEkNZV_0yr8zd-5jR96H5HVk5oB8IVIiG-VIe-Js32R0Clw7zgkyP3IDM5Hjs0AguX4C4sRmgqDf9dGSAN8y3aXcYiyH_pktz0UppbB6xu5H%26c%3DrNJBhjCILIxKUVSx-L-ro2CJ7uIshEBBMfwnD42HyYE8E22ecwpJow%3D%3D%26ch%3DyyRAS-9rvb4X9d8DuXfTeeHbGWomDSzR-BakRAN1Oa1sWxNpZKB2Ew%3D%3D&data=05%7C01%7Cnicole.honderich%40queensu.ca%7C5ebcb18161894189d61f08da9cc7b5d8%7Cd61ecb3b38b142d582c4efb2838b925c%7C1%7C0%7C637994678808398510%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=SpvSwW8opW0N%2BDKCq0Ro79Veg50Lyk6MpmravxRP7mQ%3D&reserved=0).

To ensure that you have adequate health insurance for yourself and any accompanying dependents, please review this web page <https://www.queensu.ca/internationalvisitors/health-coverage/overview>.

<<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