**Invitation Template for Research Award Recipient**

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 thee 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 “[Research Award Recipient](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/exemption-codes/public-policy-competitiveness-economy.html)” the following conditions must exist:

* Individual is a direct recipient of a research award (foreign visitor’s name must be on award) which is based on academic excellence.
* If receiving financial assistance from Queen’s, this assistance must be significantly less than the amount of the visitor’s research award.

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

October 17, 2022

<<insert name and address>>

Dear <<insert name>>,

I am pleased to invite you to the <<insert Queen’s University unit>> as a Research Award Recipient for the period of <<insert start date>> to <<insert end date>>. During your stay, you will collaborate and conduct research in the area of <<insert research topic>>. These activities will take place in <<insert name of unit, lab facilities>>,in <<insert name of building>> located on the Queen’s University campus. While at Queen’s University you will be provided with <<insert as appropriate, *i.e. lab space, office space, computer access, etc.*>>

We understand that you are the direct recipient of a research award, based on academic excellence, through the <<insert name of awarding organization>>, who will cover your living expenses and other costs during this period including your return ticket to <<insert country of origin>>. *If applicable insert:* During your visit, no financial support will be provided to you by the <<insert unit name>> nor Queen’s University. *If financial support is provided by Queen’s, insert details, ensuring that it is significantly less than the award.*

Please ensure that you apply for a work permit and, if applicable, for a visa or Electronic Travel Authorization to enter Canada. 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 Research Award Recipient, you should be exempt from the Service Canada advance confirmation of employment under Regulation R205(b), Confirmation Exemption Code C44 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>> We are very pleased at the prospect of you joining us here at Queen’s University and we look forward to your arrival.

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