**Invitation Template for Researcher (120-Day Maximum, from Outside Canada)**

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 under the [Short-term (120-day) work permit exemption for researchers](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/researcher-exemption.html).

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

October 27, 2022

Immigration, Refugees, and Citizenship Canada Attention: Processing Officer

Dear Processing Officer,

<Insert Name> is invited to visit the <Insert Unit Name> at Queen’s University under the 120-day work permit exemption for researchers. Queen’s University is a designated institution on the list of Canadian publicly funded degree-granting institutions qualifying for this exemption.

<Name> will be engaged in research activities in the Queen’s <Name of Unit>. During the visit, <Name> will be doing research on the topic of <Very briefly describe research, 2 sentences maximum>

<Name> holds a position/has held a position of <insert name of position at XYZ institution> and is an expert in <insert topic of research>. The proposed visit will be for <insert dates, 120 days maximum>. Upon completion of this visit, <Name> will return to a position at <Name of home institution>. This visit to Queen’s will be supported by <insert any funding as applicable>.

Thank you for facilitating <Name’s> visit. Their participation in this research project is of great importance to the future of Canadian research on the topic of <insert name of research topic>.

Sincerely,

Dr. <Insert Host’s Name>,

<Host’s title and department>

<Host’s telephone number where they can be reached visitor’s day of travel in case the immigration officer has questions>

<Host’s email address>

Date this template was last updated: October 2022

By the Office of the Provost/Faculty Recruitment Support