

Queen's University Principal's Development Fund (PDF) International Visitors Program 2020/2021

Letter of invitation requirements

We have been advised that, under the Immigration and Refugee Protection Act (IRPA), most visitors invited to Queen's under the terms of reference of the PDF International Visitors Program would fall into one of three categories, based on the length of their stay and reason for visiting.

We invite you to consult the Queen's website "International Visitors," at the link below. Here you will find a wealth of information for both you and your visitor, including steps to be taken by the host department to facilitate entry into Canada, immigration documents required for your visitor, links to relevant Immigration, Refugees, and Citizenship Canada (IRCC) websites and a host of other pertinent information.

<http://www.queensu.ca/internationalvisitors/entry-canada-requirements>

Under Canada's International Mobility Program (IMP work permit categories that are exempt from a Labour Market Impact Assessment (LMIA), such as the Guest Lecturer category must be submitted through an electronic IRCC employer portal. They also require a \$230 fee.

Information on the visitor must be collected on the form found on this link:

<http://www.queensu.ca/facultyrecruitment/recruitment-resources/LMIAExemptions>, and forwarded to the portal representative listed below for submission to the portal.

Name	Email	Extension	Access point for:
Heather Duguay Megan Raycroft	Heather.duguay@queensu.ca raycroft@queensu.ca	x77407 x75814	Faculty of Arts & Science
Brooke Kelly	Brooke.kelly@queensu.ca	x75282	Faculty of Engineering and Applied Science
Katie Roberts Joel Gillis	Katie.roberts@queensu.ca Joel.Gillis@queensu.ca	x74063 x 78659	Faculty of Health Sciences
Jordan Sinnett Leslie Barroso (altern.)	jordan.sinnett@queensu.ca barrosol@queensu.ca	x75431 x77046	Post Graduate Medical Education (sub branch, Faculty of Health Sciences)
Monica Stewart	Monica.stewart@queensu.ca	X33167	Smith School of Business, Faculty of Law, Faculty of Education, Queen's Library, School of Policy Studies

(PDF) International Visitors Program-funded visit					
Visit of 5 days or fewer "Public Speaker" No work permit required		Visits not exceeding 120 consecutive days "Researchers" No work permit required Must apply from outside Canada, only available once in a 12 month period.		Visit of 6 days or longer, up to one academic term "Guest Lecturer" Work permit required, requires portal-generated ID# and \$230 Employer Compliance Fee	
Citizen of a country for which a Temporary Resident Visa (TRV) is required.*	Citizen of a country for which an Electronic Travel Authorization (eTA) is required.*	Citizen of a country for which a Temporary Resident Visa (TRV) is required.*	Citizen of a country for which an Electronic Travel Authorization (eTA) is required.*	Citizen of a country for which a Temporary Resident Visa (TRV) is required.*	Citizen of a country for which an Electronic Travel Authorization (eTA) is required.*
See paragraph C.1 below	See paragraph C.2 below	See paragraph C.1 below	See paragraph C.2 below	See paragraph C.3 below	See paragraph C.4 below
Visit of three weeks or more in duration, UHIP is mandatory					

*To determine if a visitor needs an entry visa (TRV) or an eTA (Electronic Travel Authorization) please visit <http://www.cic.gc.ca/english/visit/visas.asp>.

Required elements of the letter of invitation concerning immigration:

A. Paragraphs for all visitors:

"As a participant in this Program, you are invited to contribute to the scholarly life of the University during your visit, through informal discussions with undergraduate and graduate students and faculty, as well as through more formal presentations in your area of expertise. Under this Program, you will not be considered to be an employee of the University and will receive no remuneration beyond reimbursement of expenses and a modest stipend."

"Some visitors to Canada may be required to provide biometrics. For more information on whether this applies to you, please visit the following link:
<http://www.cic.gc.ca/english/visit/biometrics.asp>."

B. Paragraph for "Guest Lecturer" category only:

"It will be necessary for you to obtain a work permit from Immigration, Refugees and Citizenship Canada (IRCC), under the IRCC category of Guest Lecturer. Details on how to apply and links to the official 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 "Guest Lecturer" category, you should be exempt from the Employment and Social Development Canada (ESDC)/Service Canada Advance Confirmation of Employment (Labour Market Impact Assessment - LMIA) under Regulation R205(b), Confirmation Exemption Code C22 of the Immigration Manual."

C. Paragraph concerning Temporary Resident Visa (TRV) or Electronic Travel Authorization (ETA); according to above table:

C.1: "You will require a Temporary Resident Visa (TRV). For details on how to obtain this document, please consult <http://www.cic.gc.ca/english/information/applications/visa.asp>. Please retain the letter of invitation, as it may be needed in the TRV application process and/or at the Canadian Port of Entry."

C.2 "You will require an Electronic Travel Authorization (ETA). Please also be prepared to show the letter of invitation at the Canadian Port of Entry."

C.3 "You will also require a Temporary Resident Visa (TRV). For details on how to obtain this document, please consult <http://www.cic.gc.ca/english/information/applications/visa.asp>. Please retain the letter of invitation, as it may be needed in the TRV application process and/or at the Canadian Port of Entry."

C.4 "You will require an Electronic Travel Authorization (ETA). You may obtain the work permit at the Canadian Port of Entry. You will likely be asked to show the letter of invitation."

D. Paragraph for "Researcher" (120 day maximum) category only:

Individuals who are coming to be engaged primarily in research activities Queen's University will be eligible for a work permit exemption for 120 consecutive days or less and 12 months have passed since the first day of work under the previous use of this exemption; and they are applying from outside of Canada. They will need to have a letter from the receiving institution attesting to the details of the work as being primarily research and outlining the period of employment. A template is provided at <http://www.queensu.ca/internationalvisitors/invitation/invitation-letter-templates>.

Please note that this category is for up to 120 consecutive days of research in Canada, allowing eligible researchers to exit and re-enter Canada within the 120-day time frame.

E. Paragraph for visits of over three weeks in duration:

"As the duration of your visit to Queen's is expected to be longer than three weeks, enrolment in the University Health Insurance Plan (UHIP) for you and any accompanying dependents is mandatory within 30 days of your arrival. For detailed information on health insurance requirements, please review this web page: <http://www.queensu.ca/internationalvisitors/health-coverage>."

Please note: The information contained in these guidelines is based on information obtained from the Immigration, Refugees, and Citizenship Canada (IRCC) website and IRCC manuals. IRCC officers and Canadian Border Services Agency officers are autonomous in their decision-making, and visitor experience during the application process or at the Port of Entry can vary.

For further information:

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