Date:

Name:

Address

Date of Birth (DD/MM/YY)

Home institution:

Dates of Visit: MONTH --, 20\_\_ – MONTH--, 20\_\_

Dear Ms./Mr.-----,

This is to confirm that you have been invited by the Faculty of --------- at York University (YORK) as an International Visiting Graduate Student Scholar (IVGSS), under the University’s program for International Visiting Graduate Student Scholar. While at York University (YORK), you will conduct research on the “INSERT TOPIC” under the supervision of [YORK SUPERVISOR], [TITLE OF SUPERVISOR].

INSERT IF NECESSARY: During your visit, the Faculty of ------------- [SPECIFY IF IT S A RESEARCH CENTRE]will offer you an allowance for subsistence and accommodation to a maximum of ------.-- CAN $.

This invitation and the conditions of your visit are set out under the terms and conditions in this letter which you must read carefully, sign, and return a copy of the “Acceptance” to York University (YORK).

This invitation to come to York University (YORK) is subject to the following conditions:

1. This is a non-paid appointment.
2. The research carried out at York University (YORK) is in partial fulfillment of your degree program at [HOME INSTITUTION].
3. You will conduct your research in collaboration with [YORK SUPERVISOR]. The nature of your research requires this period at York for completion, and your participation in [YORK SUPERVISOR]’s team will be an integral part of its research.
4. The period of research will be from [STARTING DATE] to [ENDING DATE].
5. Your supervisor’s contact information:

NAME OF YORK SUPERVISOR

RESEARCH INSTITUTE (IF APPLICABLE)   
FACULTY   
Office:

Phone: +1-736-2100 ext. ----  
email:

1. Duties and Responsibilities:

**International Visiting Graduate Student Scholars**:

* 1. Are subject to the rules and regulations of York University (YORK) including those concerning behaviour, discipline, health and safety see http://www.yorku.ca/oscr/studentconduct.html;
  2. Shall comply with all federal and provincial laws, regulations and all applicable University policies and procedures during their visit;
  3. Are bound by all applicable confidentiality and intellectual property rules, regulations, policies and laws;
  4. Are responsible for all fees and expenses associated with the position unless clearly stipulated otherwise. These are: administrative fee, health insurance (UHIP), supplementary fees, travel, accommodation, etc**.   
     *Please note that the administrative and supplementary fees must be paid upon acceptance of the invitation and BEFORE the* student’s arrival at York.**All charges will appear on the student’s account.
  5. Shall visit York International within the first week following their arrival to arrange UHIP coverage and pay the UHIP fees.
  6. Must be fully qualified and have obtained the required approvals to perform the research;
  7. Are registered in a master’s or doctoral program in an institution at and will receive their degree from another institution outside of Canada;
  8. Intend to be at York for a limited time period, usually between one and twelve months;
  9. Wish to spend this period of time at York for the purposes of fulfilling degree requirements of their home institution. Normally there is no expectation of receiving evaluation from York for their work; however, access to the expertise of faculty at York will be expected in some form relevant to the student’s original degree program;
  10. Are not registered or registering in courses or enrolled in a program for credit at York;
  11. Are not pursuing a joint or dual degree in which one of the partners is York University.

**Supervisors:**

1. Provide the IVGSS with appropriate guidance and supervision;
2. May be required to provide a report/appreciation/evaluation of the IVGSS’s research at the end of the visit, as applicable;
3. Provide certain equipment and/or materials and access to laboratory facilities and libraries as deemed necessary by agreement of the parties, for the purposes of the Visit
4. Supervisors may wish to cover the costs through their budgets.
5. You agree that, with regard to intellectual property, you are bound by the pertinent regulations.
6. You agree that during your Visit and at all times following the end of your Visit at York University (YORK), you will protect the confidentiality of all confidential information. Such confidential information includes all reports, documents and any other work accomplished and/or documentation acquired, generated and/or produced during your Visit.
7. You agree that you and/or the University may for any reason or cause and without engaging any liability, terminate your Visit before the end of the Visit indicated above. Notice of termination shall be provided at least two (2) weeks prior the effective date of termination and must be done in writing.
8. You agree that if you violate any of YORK’s policies or procedures or conduct which, in the opinion of YORK, is deemed unacceptable, YORK may immediately and without notice terminate your Visit.
9. You agree that you are responsible for obtaining all appropriate travel and immigration documents prior to travelling to Canada from a Canadian diplomatic mission (see http://www.international.gc.ca/ciw-cdm/embassies-ambassades.aspx):
   1. *Temporary Resident Visa (TRV*), commonly called an Entry Visa: If you come from certain countries, you may need to obtain a TRV. For countries requiring a TRV see <http://www.cic.gc.ca/english/visit/visas.asp> For locations, of Canadian visa offices overseas see <http://www.cic.gc.ca/english/information/offices/missions.asp>
   2. *Work Permit*: All “International Visiting Graduate Student Scholar (commonly called visiting researchers) are required to have a Work Permit despite the fact that you will be unpaid, and will not register for courses. For information regarding immigration procedures, please consult the Citizenship and Immigration Canada website at <http://www.cic.gc.ca/english/work/apply-who.asp>. In order to do so, please contact the Immigration Office at the Canadian Consulate/Embassy/ High Commission nearest to you to obtain appropriate documentation. You should take with you to this meeting your valid passport, this letter, official copies of University transcripts, and any other documents pertinent to your application. “International Visiting Graduate Student Scholar are Human Resources and Skills Development Canada (HRSDC) exempt and do not require HRSDC approval to conduct research activities in Canada. Thus, when applying on the Work Visa application form, you would indicate that you are C22 exempt. You will then be issued a “Letter of Introduction” to be shown at the port of entry to Canada.
   3. *Entering Canada:* It is important to note that once you have been issued a Canadian TRV **if required**, and the “Letter of Introduction” issued by the Canadian diplomatic mission, and arrive at a Canadian port-of-entry, you must present the TRV, your passport, and the original of this offer letter from YORK together with the “Letter of Introduction” to Immigration in order to get the actual document of the work permit which will be placed in your passport.
10. As a visitor to Ontario, you will not have eligibility for Health coverage under the Ontario Health Insurance Plan. You agree that you are responsible for obtaining medical insurance coverage, and purchase the health plan provided by YORK International known as University Health Insurance Plan (UHIP) on a monthly basis.
11. As a visitor to YORK, you will be charged health insurance costs and supplementary fees to cover access to the Library, Athletic Facilities and local public transportation. See <http://yorkinternational.yorku.ca/visiting-students/international-visiting-graduate-student-scholars-ivgss/>

Your stay and status as an Academic Visitor will be coordinated the Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and by the York International. Should you have any questions prior to or upon arrival, you may contact International Students Program Facilitator for general questions, or [SUPERVISOR] for research issues.

Cordially,

Associate Dean, Research Date  
Faculty of

I accept the terms and conditions as set out in this letter.

International Visiting Graduate Student Scholar’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: International Student Program Facilitator, York International

Dean of Graduate Studies, York University

Graduate Program Director, York University

Associate Director, York International