INTERNATIONAL VISITING RESEARCH TRAINEE

LETTER OF INVITATION

Date:

Name:

Address

Date of Birth (DD/MM/YY)

**YORK INTERNATIONAL**

200 York Lanes,

4700 Keele St.

Toronto ON

Canada M3J 1P3

Tel: 416-736-5177

Fax: 416-736-5176

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 Research Trainee (IVRT). While at York University (YORK), you will conduct research on the “INSERT TOPIC” under the supervision of [YORK INVITING FACULTY MEMBER], [TITLE].

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 letter to York International at iadvisor@yorku.ca along with your IRVT application package.

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

1. This is a non-paid appointment.
2. You are registered in a full-time degree program in [HOME INSTITUTION] at [HOME COUNTRY] and will receive your degree from this institution.
3. The research carried out at York University (YORK) should be under the guidance of York University’s hosting faculty member.
4. It is the visiting student’s responsibility to ensure that they meet all the qualifications and have obtained the approvals from their home institution to perform the research.
5. You will conduct your research in collaboration with [YORK SUPERVISOR]. Any other type of collaboration requires further consultation with the Associate Dean, Research.
6. Your research period will commence from [STARTING DATE] and ends in [ENDING DATE]. Typically, IVRT’s research period at YORK ranges between one and twelve months.
7. Your supervisor’s contact information:

NAME OF YORK INVITING FACULTY MEMBER

RESEARCH INSTITUTE (IF APPLICABLE)
FACULTY
Office:

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

1. You are not registered or registering in courses or enrolled in a program for credits at York University.
2. You are not pursuing a joint or dual degree in which one of the partners is York University.
3. 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.
4. 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.

The **International Visiting Research Trainee** at York University will be subject to the following **duties and responsibilities**:

* 1. Abide by the rules and regulations of York University (YORK) including those concerning behaviour, discipline, health and safety. Please see http://www.yorku.ca/oscr/studentconduct.html;
	2. Comply with all federal and provincial laws and regulations;
	3. Be responsible to obtain the required immigration documents prior to travelling to Canada from a Canadian Visa Office, Embassy or High Commission.
		+ - 1. Temporary Resident Visa (TRV) or eTA: Starting September 29, 2016, all incoming IVRTs are required to obtain either TRV or eTA to enter Canada. Please check the link below to find out whether you need a TRV or eTA.

<http://www.cic.gc.ca/english/visit/visas.asp>

* + - * 1. Work permit: IVRT is required to obtain a valid work permit to perform research at York University. Please contact your nearest Canadian Visa Office, Embassy or High Commission for information with regards to the work permit application and fees

<http://www.cic.gc.ca/english/work/apply-how.asp>

**Please note that the IVRT may need to obtain the Employment ID from the hosting supervisor in order to complete the work permit application. Please see the Step 2 in the link below for details.**

[**http://yorkinternational.yorku.ca/international-visiting-research-trainee/**](http://yorkinternational.yorku.ca/international-visiting-research-trainee/)

* 1. Abide by all applicable confidentiality and intellectual property rules, regulations, policies and laws; and protect confidential information includes all reports, documents and any other work accomplished and/or documentation acquired, generated and/or produced during your Visit;
	2. Visit York International within the first week after receiving your York ID to purchase the monthly health plan provided by York International known as University Health Insurance Plan (UHIP);
	3. Be responsible for all fees and expenses associated with the position unless clearly stipulated otherwise including:
		+ 1. Health insurance (UHIP) (CAD$53/month)
			2. Travel and accommodation

**The UHIP charge will appear on the student’s account upon your arrival. Please visit the link below for instruction on how to pay your student account.**

[**http://sfs.yorku.ca/fees/your-student-account/how-and-when-to-pay**](http://sfs.yorku.ca/fees/your-student-account/how-and-when-to-pay)

The **Inviting Faculty Member** will be responsible for the following:

1. Provide the IVRT with appropriate guidance and supervision;
2. Provide a report of the student’s research activities if deemed necessary and agreed upon by both parties.
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. May cover the costs of the IVRT through the faculty’s budgets, if applicable.
5. Submit the Compliance Fee (CAD$230) and the Offer of Employment via the Citizenship and Immigration Canada electronic Employer Portal in support of the work permit application of the IVRT.

Your status as an International Visiting Research Trainee is coordinated by York International. Should you have any questions prior to or upon arrival, you may contact the Immigration Specialist at York International.

Cordially,

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Associate Dean, Research Vice-Provost, Students International Visiting Faculty of Research Trainee

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Date Date Date

Cc: Immigration Specialist, York International

 Executive Office, Host Faculty