**Revised November 2022**

**TEMPLATE FOR EXAMINER OR EVALUATOR**

**Please use appropriate letterhead for invitation.**

**NOTES: (Please delete)**

* **Defined as persons invited by a post-secondary institution as an examiner or evaluator of research proposals or university projects, programs or thesis**
* **May include evaluation of proposals from organizations such as NSERC**
* **May also include eminent individuals who direct the studies and review the work done by university students that are under their tutelage to, on occasion, enter Canada to review their student’s thesis and papers**
* **Duration must be less than six months**
* **There cannot be a salary for this appointment; however, reimbursement may be made for travel and/or living expenses.**

Dear -----:

I am pleased to offer you an invitation to visit Western University in London, Ontario as an **Examiner or Evaluator** [select correct category], in the Department of ---, Faculty of ---. This invitation will become effective on [Insert Date] and terminate on [Insert Date]. Your stay at Western University will be [insert length of visit] and will include the following activities: [Insert activities].

As an invited **Examiner or Evaluator** [select correct category], you are exempt from a work permit under **R186(n)**.

During your visit to Western University, [include details of any remuneration, modify as appropriate to the specific circumstances e.g. reimbursement for receipted accommodation expenses, reimbursement for receipted travel expenses, honorarium in the amount of $XX.]

**OR**

You will receive no remuneration during your visit to Western.

You will need to provide other documentation to demonstrate your visit as an examiner or evaluator[select correct category] including the following information:

* This letter of invitation as an Examiner or Evaluator [select correct category]
* Passport verifying your identity and citizenship that is valid beyond the duration of this invitation
* Biometrics (if applicable)
* Electronic Travel Authorization (eTA) (if applicable, dependent on citizenship)
* Temporary Resident Visa (TRV) (if applicable, dependent on citizenship)
* Biometrics (if applicable)
* Medical examination (if applicable, <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html> )

You will be required to adhere to Western’s policies and procedures, found at <http://www.uwo.ca/univsec/policies_procedures/index.html>.

By signing this letter you agree to complete any training required pursuant to legislation and university policy. Please visit <http://www.uwo.ca/hr/> for more information.

You are required to ensure you meet all current requirements to enter Canada. This includes but is not limited to ensuring you have met any COVID-19 requirements.

Please reference the following websites for more information on your requirements to enter Canada including how to obtain a TRV or eTA, and/or if biometrics are required:

[Find out if you need a visa to travel to Canada (cic.gc.ca)](https://www.cic.gc.ca/english/visit/visas.asp)

[Find out if you need to give biometrics (cic.gc.ca)](https://www.cic.gc.ca/english/visit/biometrics.asp)

If your visit to Western is longer than 21 days, you are required to have health insurance coverage for your entire stay at Western. If you and/or any of your dependants are ineligible for the Ontario Health Insurance Plan (OHIP), please review the information on the University Health Insurance (UHIP) at https://www.uwo.ca/hr/contact.html and if you have any questions, contact Human Resources at 519-661-2194.

We look forward to your visit with us.

Sincerely,

[Name]

I hereby accept this opportunity to visit Western University, London, Ontario to conduct activities indicated herein and subject to the conditions as indicated in this letter of invitation.

I understand that in order for the invitation to remain valid, I must return a copy of this letter [indicate instructions for returning letter] indicating my acceptance, no later than [insert date and contact name]. Please retain a copy of the offer for your files.

Signature – [Name] Date

cc. Office of Faculty Recruitment & Retention

Name, Department Administrator