**June 2018**

**TEMPLATE FOR EMPLOYMENT INTERVIEW**

**Please use appropriate letterhead for invitation.**

**Notes: (Please delete)**

* To be used In circumstances where a Foreign National is entering Canada for an employment interview
* Citizens of visa countries must apply for a temporary resident visa (TRV) in their country of residence
* Citizens of non-visa countries must apply for an eTA prior to departure to Canada unless exempt

Dear -----:

This letter is a formal invitation to visit Western University in London, Ontario to discuss your application for employment in the Department of XXXX, Faculty of XXXX from XXXX to XXXX. Your interview will take place in London, Ontario during the following period: [Insert To/From Dates]

The University of Western Ontario will provide you with financial assistance in the form of [e.g. reimbursement for receipted accommodation expenses; reimbursement for receipted travel costs]. You will receive no remuneration during your visit to The University of Western Ontario nor will you engage in any paid activities.

As an applicant for prospective employment at The University of Western Ontario, for immigration purposes you will be considered a Business Visitor and will be exempt from a work permit under **R186(a).**

Please consult with the Canadian Consulate or Embassy nearest you to ensure you have the appropriate documentation and paperwork required to facilitate your visit to Canada for the period specified in this letter. This may include the requirement to complete Biometrics, a Temporary Resident Visa (TRV) and/or Electronic Travel Authorization (eTA). All citizens of visa countries require a (TRV) to enter Canada and applications for a TRV must be made prior to your visit. All citizens who are from a visa exempt country (except U.S. citizens) and entering Canada by air, must obtain an eTA prior to your visit. Please visit the following websites for more information:

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

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

We look forward to your visit with us.

Sincerely,

[Name]