Date , 2015

Name

Faculty

University

Address

Dear Name:

On behalf of the [Department/Institute] at the University of Western Ontario (Western University), I am pleased to invite you to our campus as a Full-time Visiting Graduate Student (Research Only) for the period beginning from [Month Day, Year] and ending on [Month Day, Year].

As a Visiting Student, you will be conducting research [and writing papers] with a research focus on [insert details]. [Dr. Name] will be your faculty advisor and supervisor at Western University.

There is no scholarship or other funding from Western University for this opportunity. You will be responsible for the costs of your travel and living expenses. [I understand that you will receive a scholarship/stipend/funding from the Institute/Agency/Government to cover the costs associated with your stay in Canada and at Western.] Following the completion of your program at Western University, you will return to your home institution, [University Name], to continue your [Master’s/PhD degree in XX].

You will be required to purchase coverage under the University Health Insurance Plan and the fee will automatically be billed to your student account. Information about this insurance coverage may be found at <http://www.uhip.ca>.

By accepting this invitation to conduct research at Western University, you agree to adhere to Western University’s policies and procedures. This includes (but is not limited to) Occupational Health and Safety regulations. Prior to beginning your research studies, you will be required to successfully complete Western’s on-line Health and Safety Orientation, Safe Campus Community training, Accessibility in Service/Teaching training, Workplace Hazardous Materials Information System (WHMIS) Comprehensive training, as well as other applicable Occupational Health and Safety training courses. Visit http://www.uwo.ca/hr/learning/ for more information. Please consult with your supervisor regarding all applicable training requirements.

As a Full-time Visiting Graduate Student (Research Only), a Western student email address will be assigned to you for the duration of your stay. On arrival, you will need to obtain a Western student identification card at the Office of the Registrar (the fee of $27 will be billed to your student account). Should you wish to opt into the student bus pass plan, please visit the Society of Graduate Students office at Western University (Room 260, University Community Centre).

In order to comply with Canada’s immigration regulations, please contact your nearest Canadian Visa Office, High Commission or Embassy **to apply for a Study Permit**. You may also require a Temporary Resident Visa and an immigration medical exam.

Note that ***when you apply for a Study Permit, you must submit the official Letter of Acceptance issued by the School of Graduate and Postdoctoral Studies at Western.***  To begin the application process to enroll at Western and receive your official Letter of Acceptance, please immediately complete the relevant sections of the Visiting Graduate Student (Research Only) Plan: **http://www.grad.uwo.ca/doc/academic\_services/visiting\_exchange/vgs\_form.pdf** and return it to [Name] at [email]. Please also provide a letter from your home university approving the arrangement and indicating the duration. The $150 registration fee will be billed to your student account [if applicable, however, our Department/Institute will be pleased to make this payment on your behalf].

Please do not hesitate to contact [Name] should you have any questions.

We look forward to welcoming you to our academic institution and to the City of London, Ontario, Canada.

Sincerely,