Letterhead

Date

Immigration, Refugee and Citizenship Canada

Attention: Processing Officer

Dear Madam/Sir,

<Insert Name> is invited to visit the <Insert Unit Name> at Queen’s University under the 120-day work permit exemption for researchers. Queen’s University is a designated institution on the list of Canadian publicly funded degree-granting institutions qualifying for this exemption.

<Name> will be engaged in research activities in the Queen’s <Name of Unit>. During the visit, <Name> will be doing research on the topic of <Very briefly describe research, 2 sentences maximum>

<Name> holds a position/has held a position of <insert name of position at XYZ institution> and is an expert in <insert topic of research>. The proposed visit will be for <insert dates, 120 days maximum>. Upon completion of his visit, <Name> will return to a position at <Name of home institution>. His/her visit to Queen’s will be supported by <insert any funding as applicable>.

Thank you for facilitating <Name’s> visit. Her/his participation in this research project is of great importance to the future of Canadian research on the topic of <insert name of research topic>.

Sincerely,

Dr. <Insert Host’s Name>,

<Host’s title and department>

<Host’s telephone number where they can be reached visitor’s day of travel in case the immigration officer has questions>

<Host’s email address>