**Invitation Template for Guest Lecturer**

This visitor category requires a submission through the Employer Portal. For details, please visit: <http://www.queensu.ca/facultyrecruitment/recruitment-resources/LMIAExemptions>.

You must complete the form at the top of this link and forward it to the Employer Portal Representative in your faculty office. An ID number is generated, which you will provide to your visitor.

To be considered under the immigration category “[Guest Lecturer](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/exemption-codes/canadian-interests-reciprocal-employment-academic-exchanges-r205-b-exemption-code-c22.html)” the following conditions must exist:

* Persons who occupy a temporary position of a non-continuing nature
* Duration must be less than one academic term or semester
* There cannot be a salary for this appointment; however, reimbursement may be made for travel and/or living expenses
* An honorarium may be paid

*To be reviewed, amended, and printed on Queen’s Letterhead*

October 17, 2022

<<insert name and address>>

Dear <<insert name>>,

I am pleased to invite you to the Department of <<insert name of dept>> as a Guest Lecturer for a period of <<insert duration of stay>> beginning on <<insert start date>> to <<insert end date>>.

While at Queen’s University, we will provide you with <<describe support, *i.e. office space, library privileges, etc.*>>.  *Insert any arrangements for travel reimbursements and honorarium.*

During your stay, you will <<insert list of activities that will be carried out>>. These activities will take place in << insert geographic location(s) where activities will take place (for example, the Queen’s campus, Biology Station, etc.) >>

Please ensure that you apply for a work permit and, if applicable, for a visa or Electronic Travel Authorization to enter Canada. Details on how to apply and links to the Immigration, Refugees and Citizenship Canada (IRCC) regulations are available on the following web site: <http://www.queensu.ca/internationalvisitors/entry-canada-requirements/academics-requiring-work-permits>. As a visitor under the Guest Lecturer category, you should be exempt from the Service Canada advance confirmation of employment under Regulation R205(b), Confirmation Exemption Code C22 of the Immigration Manual.

**I**n accordance with Canada’s *Immigration and Refugee Protection Regulations*, information on workers‘ rights in Canada can be found [here](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D0014vAvcGL8LNg0H7ZwMaOn6jj4FxP8xNRChfJlVCGk31mPYiQOxbQRUmCc2s6tMaSIoZ_qb6xf-KaRmHtKk8ck9oY-3XjK1wKk0vLpA1qLzkq8JoBrHycBpj5xlX6wP0aBAhhqwKjHkCJbDUE140QGxHS0qZoBGDImx7leMC2lDCGWGdAr0B_ARMcYRgYMkEy0Z-j3Yxc5XFyAvS7v5kpGZEkNZV_0yr8zd-5jR96H5HVk5oB8IVIiG-VIe-Js32R0Clw7zgkyP3IDM5Hjs0AguX4C4sRmgqDf9dGSAN8y3aXcYiyH_pktz0UppbB6xu5H%26c%3DrNJBhjCILIxKUVSx-L-ro2CJ7uIshEBBMfwnD42HyYE8E22ecwpJow%3D%3D%26ch%3DyyRAS-9rvb4X9d8DuXfTeeHbGWomDSzR-BakRAN1Oa1sWxNpZKB2Ew%3D%3D&data=05%7C01%7Cnicole.honderich%40queensu.ca%7C5ebcb18161894189d61f08da9cc7b5d8%7Cd61ecb3b38b142d582c4efb2838b925c%7C1%7C0%7C637994678808398510%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=SpvSwW8opW0N%2BDKCq0Ro79Veg50Lyk6MpmravxRP7mQ%3D&reserved=0).

To ensure that you have adequate health insurance for yourself and any accompanying dependents, please review this web page <https://www.queensu.ca/internationalvisitors/health-coverage/overview>.

<<insert closing paragraph>>

Sincerely,   
  <<name of Queen’s Host>>                  <<name of Chair/Dean/Director>>

Date this template was last updated: October 2022

By the Office of the Provost/Faculty Recruitment Support