**Invitation Template for Self-Funded Researcher**

This visitor category will require either an [Electronic Travel Authorization (eTA)](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html) or [Visitor Visa](https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/steps-apply-visitor-visa.html) to travel to Canada.

Sometimes referred to as visiting scholars, researchers or scientists. Immigration, Refugees and Citizenship Canada only recognizes the terminology "Self -funded Researcher" as per Regulation R186(a). Exempt from a work permit and a Labour Market Impact Assessment from ESDC. Conducts research activities in own field of study and has autonomous funding arrangements **other than** an award. If the individual is an award holder a work permit is required. Individuals are sometimes advised by home institution or funder to obtain a work permit if the visit is over 6 months.

If the visit is over 6 months, the visitor likely requires a submission through the Employer Portal. For details, please see <http://www.queensu.ca/facultyrecruitment/recruitment-resources/LMIAExemptions>.

To be considered a Self-Funded Researcher in accordance with IRCC definitions, these criteria must be met:

* No employer/employee relationship must be present
* No remuneration to either the researcher or to the visiting institution for the research
* Research must be the researcher’s own or a joint project
* There can be no displacement of Canadians/permanent resident workers

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

October 27, 2022

<<insert date>>

<<insert visitor’s name and address>>

Dear <<insert name>>,

I am pleased to invite you to the Department of <<insert name of department>> as a Self-Funded Academic Researcher for a period of <<insert duration of stay>> beginning on <<insert start date>> to <<insert end date>>. Your host at Queen’s University will be <<Provide information on the host at Queen’s: name, title, contact information >>.

It is our understanding that, following your visit, you will be returning to your position of <<insert position>> at the <<insert name of institution>>.

During your time at Queen’s University, you will collaborate and conduct research with (insert name of host/colleague) on a research project in the area of (insert specialization).

As a self –funded academic researcher with autonomous funding, a work permit is not required under exemption R186 (a). You will need to provide this letter of invitation to support your application to enter Canada.

Please ensure that you apply for the correct documentation to enter Canada. Depending on your citizenship, you may require an entry visa and biometric information, or an Electronic Travel Authorization (eTA). Please review details here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eligibility.html>.

***For visits over three weeks in duration, include this paragraph:***

To ensure that you have adequate health insurance for yourself and any accompanying dependents, you must purchase health insurance through the University Health Insurance Plan (UHIP) upon your arrival. For detailed information on health insurance requirements, please review this web page: <http://www.queensu.ca/internationalvisitors/health-coverage>.

Please present this letter to the immigration authorities when entering Canada.

<<insert closing paragraph>>

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

Date this template was last updated: October 2022

By the Office of the Provost/Faculty Recruitment Support