**Reviewed May 2025**

**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. 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).**

You will need to provide other documentation to demonstrate the purpose of your visit which includes the following information:

* This letter of invitation to visit Western University for an Employment Interview
* Passport verifying your identity and citizenship that is valid beyond the duration of this invitation
* Biometrics (if applicable)
* Electronic Travel Authorization (eTA) (if applicable, dependent on citizenship)
* Temporary Resident Visa (TRV), (if applicable, dependent on citizenship)

Please reference the following websites for more information on your requirements to enter Canada including how to obtain a TRV or eTA, and/or if biometrics are required:

[Find out if you need a visa to travel to Canada (cic.gc.ca)](https://www.cic.gc.ca/english/visit/visas.asp)

[Find out if you need to give biometrics (cic.gc.ca)](https://www.cic.gc.ca/english/visit/biometrics.asp)

You will be required to adhere to Western’s policies and procedures, found at <http://www.uwo.ca/univsec/policies_procedures/index.html>.

We look forward to your visit with us.

Sincerely,

[Name]