**May 2025**

**TEMPLATE FOR GUEST LECTURER**

**Please use appropriate letterhead for invitation.**

**NOTES: (Please delete)**

* **Defined as persons invited by a post-secondary institution to give a series of lecturers**
* **Persons who occupy a temporary position of a non-continuing nature**
* **Cannot comprise a complete academic course**
* **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.**
* **A small honourarium may be paid to the individual**

Dear -----:

I am pleased to offer you an invitation to visit Western University in London, Ontario as a **Guest Lecturer**, in the Department of ---, Faculty of ---. This invitation will become effective on [Insert Date] and terminate on [Insert Date]. Your stay at Western University will be for a period that is less than one academic term and will include the following activities: [Insert activities].

During your visit to Western University, [insert details as appropriate - faculty member or department name] will provide you with, [include details of any remuneration, modify as appropriate to the specific circumstances e.g. reimbursement for receipted accommodation expenses, reimbursement for receipted travel expenses, living allowance in the amount of CAD $\_\_\_\_; honorarium in the amount of $ .]

**OR**

During your visit, no financial support will be provided to you by Western University.

If your visit to Western is longer than 21 days, you are required to have health insurance coverage for your entire stay at Western. If you and/or any of your dependants are ineligible for the Ontario Health Insurance Plan (OHIP), please review the information on the University Health Insurance Plan (UHIP) at <http://www.uhip.ca/?language_id=3> and if you have any questions, contact Human Resources – Benefits at 519-661-2194

As an invited **Guest Lecturer** at Western, you will be required to apply to Immigration, Refugee and Citizenship Canada (IRCC) for a work permit, however you will be exempt from a Labour Market Impact Assessment (LMIA) from Employment Skills and Development Canada under **R205(b), C22.**  To qualify for this exemption, your stay at Western must not exceed one academic term and you must be in possession of a work permit before you assume any responsibilities for Western.

You may apply for your work permit at the nearest Canadian Consulate or Embassy, or *if you do not require a Temporary Resident Visa (TRV) to enter Canada as a visitor*, you may apply directly at the chosen port of entry for the work permit. In your application for the work permit, you will need to provide the following information:

* This letter of invitation as a Guest Lecturer from Western University
* Passport verifying your identity and citizenship that is valid beyond the duration of this invitation
* Electronic Travel Authorization (eTA) (if applicable, dependent on citizenship)
* Temporary Resident Visa (TRV),( if applicable, dependent on citizenship)
* Biometrics (if applicable)
* Offer of Employment Application Number and payment of the Employer Compliance Fee (these documents will be sent to you after receipt of this signed letter.)
* Cost recovery fee of $155.00
* Medical examination (if applicable, <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html> )

At the time of application for your work permit, you will need to include the information for any accompanying family members and dependents.

Please consult with the Canadian Consulate or Embassy nearest you to ensure you have all the appropriate documentation and paperwork to facilitate your visit to Canada for the period specified in this letter. All citizens of visa countries require a Temporary Resident Visa (TRV) to enter Canada and applications for a TRV must be made prior to your visit. Please reference the following websites for more information:

<http://www.cic.gc.ca/english/visit/visas.asp>

<http://www.cic.gc.ca/english/visit/biometrics.asp>

As a foreign worker in Canada, please ensure you understand your rights while working in Canada. Please visit the following website which explains the rights of workers hired under the International Mobility Program. <<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html> >

You will be required to adhere to Western’s policies and procedures, found at <http://www.uwo.ca/univsec/policies_procedures/index.html>. By signing this letter, you agree to complete any training required pursuant to legislation and university policy. Please visit <http://www.uwo.ca/hr/> for more information.

A copy of your work permit must be provided to your departmental administrator immediately upon arrival. Your visit with the University is conditional upon satisfactory immigration status maintained for the duration of your stay.

We look forward to your visit with us.

Sincerely,

[Name]

I hereby accept this opportunity to visit Western University, London, Ontario to conduct activities indicated herein and subject to the conditions as indicated in this letter of invitation.

I understand that in order for the invitation to remain valid, I must return a copy of this letter [indicate instructions for returning letter] indicating my acceptance, no later than [insert date and contact name]. Please retain a copy of the offer for your files.

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Signature – [Name] Date

cc. Office of Faculty Recruitment & Retention

Name, Department Administrator