## Sample Letter of Invitation from Supervisor to Visiting Student

## (copy of this letter should be kept by the University of Guelph department)

 (Note: Letterhead of the Unit, U of G) Supervisor, University of Guelph

Department Address

***Re:  Request to be a Visiting International Research Student***

Dear Student Name,

As a registered student enrolled in the Degree name & Program of Study in the department of\_\_\_\_\_\_\_\_\_\_\_ at the University of \_\_\_\_\_\_\_\_\_\_, I am pleased to confirm the arrangements for you, visitor name, (email address), to join the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Guelph as a Visiting International  Research Student under the Name of program or external funding or agency (if applicable).  This letter does not constitute official acceptance to the University of Guelph as a Visiting International Research Student but merely serves to clarify the terms of your stay once it is approved. You will receive official acceptance under separate cover from the University of Guelph Office of Open Learning and Educational Support. That official acceptance can be used to obtain the appropriate permit for you entry into Canada. Pending your official acceptance, your stay as a Visiting International  Research Student will be from arrival date to departure date (not to exceed 12 months ) and you will be expected to undertake your research/training activities on a full-time basis for the duration of your stay. Your research/training will consist of outline research topic or nature of /training.  Your stay will be governed by the by-laws, rules, regulations, policies, procedures and practices of the University of Guelph, including but not limited to those relating to students rights and responsibilities, research ethics, human rights and environmental health and safety.  Information regarding University of Guelph policies is available at <http://www.uoguelph.ca/policies/>.

You will not receive financial support from the University of Guelph and should ensure you have sufficient funds to cover the duration of your visit. While you will not be required to pay regular tuition fees to the University of Guelph, you will be charged an initial administrative fee of $150.00 and an additional monthly fee of $220.00, which includes Guard.me International Health Insurance, a monthly bus pass and access to the University Athletics Centre. You must be registered and pay fees for all months that you will be registered at the University of Guelph.

Paragraph(s) with departmental details.

To signify that you and your home institution agree to the terms of your stay and to register as an *Visiting International Research Student*, please complete the on-line registration process at (place URL here) and upload a completed copy of this letter with all required signatures.

Please ensure that this registration is completed *at least* one month in advance of your visit to allow time to process any documentation related to your stay.

Upon completion of your on-line registration and payment of fees, you will receive an acceptance letter from the Office of Open Learning and Educational Support. That official acceptance letter should be used to obtain any required entry permit from the Government of Canada.

Best regards,

**University of Guelph Supervising Professor**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address

**University of Guelph Department Chair**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address

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**Home Institution Supervising Professor**

We the undersigned agree to the terms as set out above:

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Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Home Institution

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address

**Home Institution Department Chair**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Home Institution

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address

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**Student**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address