**TEMPLATE LETTER OF OFFER FOR FOREIGN VISITING APPOINTMENTS UNDER   
THE** [**120-DAY RESEARCHER EXEMPTION**](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/researcher-exemption.html) - Updated February 2023

The foreign national must meet ALL of the following conditions:

* they are coming to perform research for 120 **consecutive days** or less;
* they have not been granted an exemption under the public policy for short-term work in the last 12 months, including 15, 30, or 120-day exemptions;
* they intend to perform work as a researcher; and,
* have a significant role to play in or value to add to the research project.

Date

Name

Address

Dear Name:

I am pleased to extend the following offer to you:

**Rank:** Title/rank (part-time, if applicable) at **[XX%]** appointment

**Department/School:** XX

**Faculty:** XX at the UBC [**Vancouver/Okanagan]** Campus

**Term appointment Start Date:** Insert Date

**Term appointment End Date:** Insert Date [must be 120 consecutive days or less]

**Salary:** $ XX for the period OR Without Salary

**Work Permit Exemption**: 120-day work permit exemption for researchers

**NOC Code**: 41200

**Appointment**

This appointment is subject to the approval of the Board of Governors and is conditional on your providing evidence to the Department of your legal ability to enter Canada under the a 120-day work permit exemption for researchers.

The terms and conditions are as follows:

**Responsibilities**

We expect that you will [set out what expectations are in place regarding research. Outline the significant role in or value to add to the research project].

While you hold the position of [title/rank], we are able to provide you with the following support: [set out which services will be extended to this individual within your Department School/ Faculty, such as office space, administrative support, etc.]. For the duration of your appointment, you will also have access to library loans and services and faculty and staff on- and off-campus discounts.

**IP Language**

[If there is any concern that IP may be an issue beyond Policy LR11, please contact Faculty Relations for assistance].

You are expected to adhere, at all times, to the highest professional standards. In support of this requirement, you are expected to become familiar with the UBC Respectful Environment Statement for Students, Faculty and Staff.[[1]](#footnote-1) The Statement reflects our core values of mutual respect and equity, and promotes a safe, caring, and respectful campus community. UBC holds all staff, faculty and students accountable for carrying out their duties and responsibilities in accordance with the Statement.

As a new employee [or appointee] of the University of British Columbia community you are required to present original documentation to your Department that confirms (1) your identity and (2) your eligibility to be employed or appointed in Canada (i.e. a valid social insurance number and Visitor Record).

**Immigration Information**

As a foreign national, it is your responsibility to ensure that you are legally entitled to work at UBC in accordance with the Government of Canada’s requirements under the 120-day work permit exemption for researchers[[2]](#footnote-2). You have confirmed you are coming to UBC for 120 consecutive days or less and that you have not been granted an exemption under this policy in the last 12 months.

You must present this letter to immigration officials when entering Canada to obtain a Visitor Record at the port of entry that provides you the authorization to enter Canada under the 120-day work permit exemption. You will need the Visitor Record in order to obtain a Social Insurance Number. Please provide a copy of this to the department administrator before the start date of your appointment. Please refer to the Immigration, Refugees and Citizenship Canada (IRCC) website for additional information regarding requirements for entry into Canada[[3]](#footnote-3). Should you not be in a position to secure entry into Canada within one month of your intended start date, you must contact our Department to request a later start date.

As a temporary foreign worker, you are entitled to the same employment rights and workplace protections as Canadians and permanent residents[[4]](#footnote-4). Please visit the Human Resources website[[5]](#footnote-5) for general immigration information. If you have immigration-related questions please contact Housing, Relocation & Immigration Services (UBCV)[[6]](#footnote-6) or Faculty Relations and Immigration Consultant (UBCO)[[7]](#footnote-7).

**Orientation**

As a new member of the UBC community, we encourage you to explore online information to help you get started in your new position. The online orientation is designed to walk you through the orientation process, as well as to help you learn more about UBC and the resources and opportunities available to you.

**Safety & Risk Services:**

As a new employee [or appointee] of UBC, you must complete mandatory courses to meet legislative and UBC requirements. These courses are included in the Workday onboarding process and further information on these and other courses can be found on the Safety and Risk Management Website[[8]](#footnote-8).

**Campus Wide Login:**

You will need a Campus Wide Log-in (CWL) ID to access various system services, including the Workday portal[[9]](#footnote-9).

* If you were previously issued a CWL account for any reason please sign onto www.myaccount.ubc.ca to check if your employee ID number is in the list of affiliations. If it is not, contact IT Services at 604.822.2008 to have them affiliate your employee ID number.
* If your employee ID number is already affiliated there is nothing further to do.
* If do not have any type of CWL one will be automatically generated for you. Please watch out for an automated email with further instructions.

We encourage you to review your information in Workday[[10]](#footnote-10) during your first month with UBC to update important contact and emergency information and to view your personal and payroll information.

**Payroll Information [Remove this section if no remuneration provided]**

All salary will be subject to Canadian statutory and tax withholdings. Note that as your appointment does not meet the salary and appointment criteria for benefits, you are eligible only for workers compensation benefits and statutory leaves.

You understand and agree that UBC will pay you by direct deposit per the enclosed form that you must complete and return to Payroll.

**If applicable**: UBC will provide reimbursement for travel expenses, per diem to a maximum of $$$

**Full Agreement**

This letter constitutes the full terms of our offer of appointment and supersedes all other commitments either written or verbal that may have been made to you by UBC. Should you accept this offer, your appointment will be governed by UBC procedures and UBC policies[[11]](#footnote-11), noting in particular Policy AP4 on Faculty Term Appointments Without Review, Policy SC6 on Scholarly Integrity, Policy LR2 on Research, Policy LR11 on Inventions and Discovering, and Policy SC3 on Conflict of Interest and Conflict of Commitment. The procedures and policies may be amended from time to time and such amendments are binding upon you.

All paragraphs and covenants contained in this Agreement are severable, and in the event that any of them is held to be invalid, unenforceable or void by a court of a competent jurisdiction, such paragraphs or covenants shall be severed and the remainder of this Agreement shall remain in full force and effect.

If you are in agreement with the terms of appointment as set out in this letter, please sign the enclosed copy of the letter and return it no later than **[date] to (insert name, title)**. Please keep a copy of this signed letter for your own records. This signed letter is required to process your appointment.

My colleagues and I are delighted at the prospect of you joining the Department. We believe that you are an exceptional academic who will bring much to our Department. We, in turn, are confident we have a great deal to offer you in terms of collegiality and intellectual community.

Sincerely,

XXX

(Name)

Head of Academic Unit

I have read, understand and accept the terms of appointment set out in this letter.

[**Name**] Date of Acceptance

*Please ensure the signatures are not on a separate page and that they are included with the body of the letter.*

**Payroll Direct Deposit Authorization Form**

[Remove this page if no remuneration provided]

All fields on this form are mandatory.

New Hire: Please return this document along with any other required new hire forms to ensure you are paid in an efficient and timely manner.

I authorize UBC to pay my wages by direct deposit and agree to enter any necessary personal and payroll information into Workday[[12]](#footnote-12) to facilitate payment of my wages.

I certify that I am the account holder or joint account holder on the bank account information being provided to UBC.

**[Print** **Name**] Date of Acceptance

Privacy Notification: Your personal information is collected under the authority of section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FIPPA). This information will be used for employment purposes only. Questions about the collection of this information may be directed to [website@finance.ubc.ca](mailto:website@finance.ubc.ca)

*The signed form is to be provided to the department where it will be kept on record*

1. <https://hr.ubc.ca/working-ubc/respectful-environment> [↑](#footnote-ref-1)
2. <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/researcher-exemption.html> [↑](#footnote-ref-2)
3. <https://www.cic.gc.ca/english/visit/visas.asp> [↑](#footnote-ref-3)
4. <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/know-your-rights-worker-international-mobility-program.html>. [↑](#footnote-ref-4)
5. <https://hr.ubc.ca/careers-and-job-postings/immigration> [↑](#footnote-ref-5)
6. contact [Immigration.help@ubc.ca](mailto:Immigration.help@ubc.ca) [↑](#footnote-ref-6)
7. contact the [Faculty Relations and Immigration Consultant](mailto:trisha.kasawski@ubc.ca) [↑](#footnote-ref-7)
8. <https://srs.ubc.ca/training-and-general-education-courses/> [↑](#footnote-ref-8)
9. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/). [↑](#footnote-ref-9)
10. <https://irp.ubc.ca/> [↑](#footnote-ref-10)
11. [universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/](https://universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/) [↑](#footnote-ref-11)
12. To access the Workday portal visit [my.ubc.ca](http://www.my.ubc.ca/) [↑](#footnote-ref-12)