**INSERT DEPARTMENT LETTERHEAD HERE**

Click here to enter a date

Insert Visitor’s Complete Name (as it appears on his/her passport), Address, and Phone Number

Date of Birth Insert visitor’s date of birth,

Dear Insert visitor’s name,

Contingent upon you being the direct recipient of a research award through Name of funding agency or scholarship*,* which is based on academic excellence, you will be invited to the Department of Department name as a **Research Award Recipient** for a period of Duration of stay (e.g. 1 month, 2 years., etc.) beginning on or about Start date.

During your stay, you will list activities to be carried out by the foreign visitor.

Once you have received your award, forward a copy to the Department of Department name. We will then contact you with further details on how to apply for entry into Canada.

**DO NOT APPLY FOR ANY CANADIAN IMMIGRATION DOCUMENTS UNTIL YOU HAVE RECEIVED A FORMAL LETTER OF INVITATION AND THE REQUIRED IMMIGRATION DOCUMENTS FROM THIS UNIVERSITY.**

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| Sincerely, |  |  |
|  |  |  |
| Signature of U of A Host |  | Signature of Dean, Director or Chair |
| Insert typed name of U of A Host |  | Insert typed name of Dean, Director or Chair |
| Insert Job Title, Phone Number and E-Mail Address of UofA Host, |  |  |