*(Department, Faculty or School letterhead and contact information)*

***Reminder: Please pay attention to texts in red font - you will have to change the font colour to black as appropriate or delete the statement or paragraph if not applicable.***

*(day/month/year)*

**SHORT-TERM (120-DAY) WORK PERMIT**

**EXEMPTION FOR RESEARCHERS**

*(name of the Mitacs student)*

*(address of the Mitacs student)*

Dear (name *of the Mitacs student*):

We are pleased to invite you to the (Department, Faculty or School) at the University of Manitoba for a (week/month) period beginning on (day/month/year) or as soon thereafter as mutually agreeable following your arrival, for a period not exceeding 120 days.

While in Canada you will be involved in (indicate research project information). The experience you gain will be applied against your course of studies at your home institution, (specify). You will continue to be registered as a student in (specify country) and you will not be registered as a student at the University of Manitoba.

As you will not be registered as a student at the University of Manitoba, you will not be required to pay any registration or student fees to the University of Manitoba. You will also not be covered by the University of Manitoba’s liability insurance coverage or workers compensation coverage. You will be required to sign the University of Manitoba Release and Indemnification waiver form (template IV.9.A) for liability purposes and you will also be required to provide the University of Manitoba with proof that you have arranged private medical coverage for the time you are in Canada.

Your time at the University of Manitoba is subject to your entry into Canada granted by IRCC or CBSA. We encourage you to visit IRCC’s website to obtain the necessary immigration documents required to come to Canada. <https://www.canada.ca/en/services/immigration-citizenship.html>).

**Important:** You will be applying for admission to Canada under the Short-term (120-day) work permit exemption for researchers: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/researcher-exemption.html>. The pertinent IRCC guidelines are attached for your reference. Because you are applying to be admitted under a Work Permit exemption, you are **not required** to have an IRCC LMIA-exempt employment offer number (commonly referred to by the borders officers as an “A Number”) to apply for admission to Canada.

**However, it is important that you request a Visitor Record (IMM 1442) when entering Canada indicating that you are authorized to work in Canada and containing one of the conditions indicated below in support of your Social Insurance Number application to Service Canada:**

* “Work Permit exempt as a Visiting Researcher”
* “Work permit exempt, per section R186"; there may be a subsection listed, for example, subsection R186(s)
* “120 day short term work permit exemption – Public policy”

UM will request you to provide a copy of your Visitor Record to verify that you are legally permitted to commence your appointment as a Visiting Researcher at UM and to provide you with a UMNetID and access to library resources.

Should any questions arise during your entry to Canada and your interactions with the border officers, please contact Darya Omelchenko, the University of Manitoba Immigration Consultant, at 1 (431) 275-3489.

We look forward..... (whatever personal note you may want to include).

Yours truly,

Name of PI/Department Head

Contact information of PI/Department Head