Vice-President, Research and Innovation



Revised: April 15, 2025

**Research Scholar Appointment Request Form**

Complete this form by placing a (X) in the appropriate boxes and filling in the blanks. Forward the completed form, CV, and supporting documents *(if applicable)* to your Chair and Dean to obtain signature approval. Once the signatures have been obtained, please attach CV, and all documents and forward them to the office of the Vice-President of Research for final approval and a Letter of Invitation to be issued.

**A minimum of 10 business days is required for the review and processing of the Letter of Invitation. Additional time may be required if further information is needed.**

**Research Scholar:**  [ ]  New [ ]  Renewal

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| **PERSONAL INFORMATION:** |
| Surname: Click or tap here to enter text. | Given names: Click or tap here to enter text. |
| Home address: Click or tap here to enter text. |
| E-mail address: Click or tap here to enter text. |
| Citizenship: Click or tap here to select. | Other – Country of Citizenship\*: Click or tap here to enter text. |
| ***NOTE:*** *If the Research Scholar is a non-Canadian, HR will complete and submit an IRCC Offer of Employment for the Research Scholar to obtain a Work Permit. The current Employer Compliance Fee is $230.00\* and must be paid by the Research Scholar or Faculty Sponsor.**Faculty must provide ample time for the processing of international Research Scholars. Normally, at least six (6) months of lead time is suggested to ensure that all documents are in place. You should consult with the Human Resources Immigration Consultant for further information.*  |

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| **DOCTORAL DEGREES EARNED:** |
| Most recent degree: Click or tap here to select. | Other – Specify: Click or tap here to enter text. |
| Department/Institution: Click or tap here to enter text. |
| Date degree earned: Click or tap to enter a date. |

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| **RESEARCH SCHOLAR APPOINTMENT:** |
| Start date of appointment: Click or tap to enter a date. |
| Duration of appointment: Click or tap here to enter text. |
| Academic unit: Click or tap here to enter text. |
| Faculty sponsor(s): Click or tap here to enter text.  |
| A description of potential research collaborations and the nature of the activities the Research Scholar will be involved in:Click or tap here to enter text. |
| Other special conditions applicable to the appointment; if any, please indicate: Click or tap here to enter text. |
| ***NOTE:***  *Office space is not a condition upon appointment (if available and may be shared). Please consult with your Department Chair/Faculty Dean to confirm availability or the Space Management Committee for any other requests.* |

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| **INTERNATIONAL RESEARCH SCHOLARS:** *(if applicable)* |
| [ ]  Research grant account #: Click or tap here to enter text. for the $230.00\* Employer Compliance Fee *(Applicable only to Other – Country of Citizenship)* |

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| **CHECKLIST (X):** *(All information below must be received in order for the Research Scholar – Letter of Invitation to be completed)* |
| [ ]  Curriculum Vitae attached |
| [ ]  Department Chair Name: Click or tap here to enter text. | Signature:  |
| [ ]  Faculty Dean Name: Click or tap here to enter text. | Signature:  |