

Request for Guest Postdoctoral Scholar Invitation Letter

SUPERVISOR INFORMATION

Supervisor First Name	Supervisor Last Name	
Supervisor Email	Supervisor Job Title	
Faculty / Unit	Department	Institute (if applicable)
*Administrative Assistant / Onboarding Coordinator Name	Administrative Assistant / Onboarding Coordinator Email	

* If no administrative assistant contact information is available, provide contact information for an Onboarding Coordinator

POSTDOCTORAL SCHOLAR INFORMATION

Postdoctoral Scholar First Name	Postdoctoral Scholar Last Name		
Funding Agency or Fellowship Award	Amount (\$CAD)*	**Start Date (mm/dd/yyyy)	**End Date (mm/dd/yyyy)
Payment Source for Top-Up (if applicable)	Amount (\$CAD)	*Minimum Stipend Equivalent is 40,000 \$CAD per year. ** Project dates must match Notice of Award dates or funding agency agreement. Submit a copy of the NOA with this form.	

RESEARCH ACTIVITIES AND REQUIREMENTS

Please provide a short description of research activities which the PDS will be involved with as well as any other responsibilities:

Will the PDS have contact with patients or research participants? If yes, please give details:	Yes	No	Will the PDS work from outside of Alberta? If yes, please give details:	Yes	No
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TRAVEL - Registration is required for all Postdocs travelling on University Business for Risk Management purposes:

Will the PDS be required to travel to national or international locations for conferences or fieldwork? If yes, please specify the location, purpose of travel, and dates (if known):	Yes	No
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INTERNATIONAL POSTDOCS - for the Citizenship and Immigration Canada Offer of Employment form, completed by HR Immigration:

Will the PDS work at locations outside the UofC Main Campus or Foothills Campus? If yes, please specify address and location:	Yes	No
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Please list the experience and skills required for this position:

Employers hiring foreign nationals who are exempt for the LMIA process (this includes postdoctoral scholars) will be required to submit information about their business or organization, complete the Offer of Employment form, and pay a compliance fee of \$230 per work permit to Citizenship and Immigration Canada. This fee must be paid by the supervisor or department. For more information, visit our [HR Immigration Guidelines for Postdoctoral Scholars](#).

In order for HR Immigration Services to complete the Offer of Employment Form and pay the Compliance Fee, please complete the Employer Compliance Fee Payment Form on our [Resources Webpage](#) and submit to postdoc@ucalgary.ca along with the Request for Offer Letter Form.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to process new hires and facilitate the administration of payroll and benefits information. If you have questions about the collection or use of this information, please contact UService at 403.210.9300.