

Request for Guest Postdoctoral Scholar Invitation Letter Form

SUPERVISOR INFORMATION

Supervisor First Name	Supervisor Last Name		
Supervisor Email	Supervisor Job Title		
Faculty / Unit	Department	Department ID	
Department Head Name, Title	Administrative Assistant / Onboarding Coordinator Email		

POSTDOCTORAL SCHOLAR APPOINTMENT DETAILS

First Name	Last Name		
Name of Funding Agency or External Fellowship Award	Amount (\$CAD*)	** Start Date	End Date
Additional Payment Source (if applicable)	Additional Amount	<p>* Minimum Stipend equivalent 40,000 \$CAD per year</p> <p>** Project dates must match the dates on Notice of Award or external funding agency agreement. Submit a copy of the award or agreement with this form.</p>	

RESEARCH ACTIVITIES AND REQUIREMENTS

Please provide a 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

Please list the experience and skills required for this position:

FOR INTERNATIONAL POSTDOCS - the following information is required for the Citizenship and Immigration Canada Offer of Employment Form completed by HR Immigration Services:

Will the PDS work at locations outside the UofC Main Campus or Foothills Campus? Yes No
If Yes, please specify address and location:

FOR ALL POSTDOCS - registration is required for all Postdocs travelling on University Business. The following information is required for University of Calgary Risk Management purposes:

Will the PDS be required to travel to national or international locations for conferences or fieldwork? Yes No
If Yes, please specify the location, purpose of travel, and dates (if known):

EMPLOYER COMPLIANCE FEE FOR INTERNATIONAL POSTDOCTORAL SCHOLARS – MANDATORY FEE: \$230

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 <https://www.ucalgary.ca/hr/work-compensation/immigration-services-foreign-workers/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 and submit to postdoc@ucalgary.ca along with the Request for Guest Postdoc Invitation Form