

Visiting Research Only Student Intake Process

Administrative Process for Inviting Visiting Research Only Students (Short and Long-Term Visitors)

Inviting Visiting Research Only (VRO) Students to Western

Before a visiting research student arrives at Western University, the host (inviting) supervisor/department at Western **must complete and submit** required documentation for assessment, registration and immigration application purposes. Prior to submitting an application to Immigration, Refugee and Citizenship Canada (IRCC), the International and Exchange Student Centre at Western International will assess the conditions and arrangements for the VRO student's stay, to ascertain that the correct immigration documents are applied for **so that institutional compliance with Canada's Immigration Act and Regulations is maintained.**

Process for Administrators and Faculty Inviting Foreign Nationals (Visiting Research Only Students)

The following administrative process must be adhered to as it is binding to the University as a whole and subject to compliance audits by IRCC (formerly Citizenship and Immigration Canada/CIC).

Step 1: Categorization Assessment

Before inviting a Visiting Research Only (VRO) student to Western, please complete the [**Visa Categorization Information form**](#) and submit it by email to iesc-immig@uwo.ca at the International and Exchange Student Centre (IESC). Processing this document will take 3-5 business days.

A determination will be made to continue the registration and immigration application process using one of the following three streams:

[**2A - Student \(Study Permit Stream\)**](#) assisted by the IESC iesc-immig@uwo.ca

[**2B - Internship Exchange \(Work Permit Stream\)**](#) assisted by the IESC iesc-immig@uwo.ca

[**2C - Internship Research Only \(Work Permit Stream\)**](#) assisted by the Office of Faculty Relations czrini@uwo.ca

STUDENT (STUDY PERMIT) STREAM

Step 2A: Required Documents

If it has been determined that the VRO student should apply for a **study permit**, then the following procedures **must be completed by the host supervisor or department administrator at Western**:

- a) Obtain a **Letter of Permission** from the VRO student's home institution which acknowledges consent to attend Western for specific dates. The letter must be signed by an official staff member of the home institution's department under which the VRO student is registered, with contact details provided.
- b) Complete a **Visiting Research Only Plan form**.
 - i) For undergraduate students: [Undergraduate Research Only Plan](#) OR
 - ii) For graduate students: [Graduate Research Only Plan](#)

- c) Complete an **Invitation Letter** Template.
 - i) [For a stay of six months and under in duration](#)
 - ii) [For a stay of over six months in duration](#)
- d) Submit the above three (3) documents AND a **\$150 registration fee** (if the Western department is covering the fee) to Student Central, Room 1120, Western Student Services Building. The \$150 registration fee is automatically billed to the student's account. If the supervisor/department will be covering the payment of the fee, they can notify the student in the invitation letter. For further information, contact Rob Downes at regred@uwo.ca.

Step 3A: Issuance of Western Letter of Acceptance – LOA (required for immigration application)

The Office of the Registrar issues a Western Letter of Acceptance (LOA) **and sends this by email to the supervisor/department. The department must forward this LOA and the Invitation Letter to the student.**

The VRO student requires and uses the Letter of Acceptance and the Invitation Letter to apply for a study permit.

The VRO student can proceed to submit a paper or an online application for a **study permit**. For further assistance, the student should contact the Visa Application Centre (VAC) or Canadian Consulate/Embassy in the country of application.

To find a VAC in the student's region: <http://www.cic.gc.ca/english/information/offices/vac.asp>

To check current application processing times: <http://www.cic.gc.ca/english/information/times/>

IMPORTANT: VRO students cannot begin their research activity at Western until a study permit has been issued.

INTERNSHIP EXCHANGE (WORK PERMIT STREAM)

Step 2B: – Required Documents

If it has been determined that the VRO student should apply for a **work permit**, then the following procedures **must be completed by the host supervisor or department administrator at Western**:

- a) Complete all of the following in order to give the student access to a Western ID card, enrolment for WHIMS training and campus facilities:
 - i) Obtain a **Letter of Permission** from the VRO student's home institution which acknowledges consent to attend Western for specific dates. The letter must be signed by an official staff member of the home institution's department under which the VRO student is registered, with contact details provided.
 - ii) Complete a **Visiting Research Only Plan form**.
 - (1) For undergraduate students: [Undergraduate Research Only Plan](#) **OR**
 - (2) For graduate students: [Graduate Research Only Plan](#)
 - iii) Complete an **Invitation Letter** Template.
 - (1) [For a stay of six months and under in duration](#)
 - (2) [For a stay of over six months in duration](#)

- iv) Submit the above three (3) documents AND a **\$150 registration fee** (if the Western department is covering the fee) to Student Central, Room 1120, Western Student Services Building. The \$150 registration fee is automatically billed to the student's account. If the supervisor/department will be covering the payment of the fee, they can notify the student in the invitation letter. For further information, contact Rob Downes at regred@uwo.ca.
- b) Complete the **Foreign Academic Visitor Personal Information** form from the Office of Faculty Relations website.
- c) Complete the **VRO Employer Compliance Fee Authorization** form (\$230 CAD). The department will be charged at a later date for this fee.
- d) Submit the above two forms (Foreign National Academic Visitor Personal Information form AND Employer Compliance Fee Authorization form by email to iesc-immig@uwo.ca at the International and Exchange Student Centre (IESC).

Step 3B: Employer Portal Job Offer

- a) IESC's authorized Employer Portal administrator (user) will submit the job offer and pay the \$230 Employer Compliance Fee to IRCC.
- b) IESC will email the required Job Offer # and the \$230 fee payment receipt to the host supervisor/department administrator. **The department must forward these 2 items to the VRO student. Both the Job Offer # and the \$230 fee payment receipt are required components of the work permit application and MUST be obtained by the VRO student before applying for the work permit.**
- c) The VRO student can then proceed to submit a paper or an online application for a **work permit** through the International Mobility Program. For further assistance, the VRO student should contact the VAC (Visa Application Centre) or Canadian Consulate/Embassy in the country of application.

To find a VAC in the student's region: <http://www.cic.gc.ca/english/information/offices/vac.asp>

To check current application processing times: <http://www.cic.gc.ca/english/information/times/>

IMPORTANT: VRO students cannot begin their research/internship activity until a work permit has been issued.

INTERNSHIP RESEARCH ONLY (WORK PERMIT STREAM)

Step 2C: Process

Please see Office of Faculty Relations web information [for the Administrative Process for Inviting Visiting Foreign National Academics/Short and Long-Term Visitors](#)

International and Exchange Student Centre

Western International, Western University | 2nd Floor, International and Graduate Affairs Building

Tel: 519-661-2111 ext. 89309 | Tel (appointments): 519-661-3031 | Fax: 519-850-2454

iesc@uwo.ca | www.iesc.uwo.ca

Western  **International**