## Sample Letter of Invitation from Supervisor to Visiting MITACS Intern

## (copy of this letter should be kept by the University of Guelph department)

 (Note: Letterhead of the Unit, U of G) Supervisor, University of Guelph

Insert Date

Intern’s name address and contact details

***Re:  Request to be a Visiting MITACS Intern***

Dear Intern Name,

As a registered student enrolled in the Degree name & Program of Study in the department of\_\_\_\_\_\_\_\_\_\_\_ at the University of \_\_\_\_\_\_\_\_\_\_, I am pleased to confirm the arrangements for you, visitor name, (email address), to join the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Guelph as a Nil-paid Visiting MITACS Intern under the MITACS Global Link Program.

**This letter does not constitute official acceptance to the University of Guelph as a Visiting MITACS Intern but merely serves to clarify the terms of your stay once it is approved by MITACS.** This letter along with documentation from MITACS can be used to obtain the appropriate permit for your entry into Canada. Pending your official acceptance, your stay as a Visiting MITACS Intern will be provisional, from arrival date to departure date (not to exceed 12 months) and you will be expected to abide by the eligibility requirements for your internship as set out by MITACS and the University of Guelph. You will be expected to undertake your intern activities on a full-time basis for the duration of your stay under the supervision of Professor add Guelph Professor name here.

**You will be a visiting intern while at the University of Guelph. You are not an employee and will not receive a salary or other compensation for your work while pursuing your academic research activities except the funding provided through MITACS. Please ensure that you are clear with immigration officials that you are visiting as part of the MITACS internship program.**

Your research/training/work will consist of outline research topic or nature of activities/ duties. Your stay will be governed by the by-laws, rules, regulations, policies, procedures, and practices of the University of Guelph, including but not limited to those relating to, research ethics, human rights and environmental health and safety.  Information regarding University of Guelph policies is available at <http://www.uoguelph.ca/policies/>.

You will not receive financial support from the University of Guelph unless it is part of your MITACS funding agreement, and you should ensure you have sufficient funds to cover the duration of your visit. You will be required to pay premiums for UHIP Health Insurance upon your arrival. More information on UHIP can be found at <https://uhip.ca> You must be registered in UHIP and pay premiums for all months that you will be visiting the University of Guelph.

Paragraph(s) with any additional details from departmental.

To confirm your understanding of these terms and conditions please sign a copy of this letter and return it to Departmental admin of Prof name and email.

Best regards,

**University of Guelph Supervising Professor**

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Printed Name

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Signature

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U. of G., Department

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Contact Email Address

**University of Guelph Department Chair**

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Printed Name

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Signature

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U. of G., Department

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Contact Email Address

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**Student**

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Printed Name

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Signature

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Contact Email Address