



REQUEST FOR INTERNATIONAL VISITING PROFESSORS AND/OR RESEARCHERS

REQUESTED BY

Last Name

First Name

Faculty

Title

Actual Location of Work

Street Address

City/Province

Postal Code

Email of Supervisor

Application Date

Phone Number

VISITOR INFORMATION AS EXACTLY DISPLAYED ON THEIR PASSPORT

Family Name:

Given Names

Date of Birth
(YYYY-MM-DD):

Country of
Citizenship

Country of Birth:

Country of
Residence

Gender

Female

Passport #

Male

Name of Home
University

Mailing address as it
should appear on the
letter of invitation

Telephone:

Email:

DETAILS OF THE POSITION

STATUS OF VISITOR

Visiting Professor (less than 2 years) and will return to home University

Visiting Researcher (less than 2 years) and will return to home University

How does the job meet the requirements of the exemption being requested

Visiting Professors or Researchers may be issued work permits pursuant to R205(b), Exemption code: C22.

They are people working for a period of not more than two academic years to take a position with a post-secondary institution and who retain their position abroad. Visiting professors may also include those on sabbatical who are doing collaborative research with a Canadian post-secondary institution.

Detailed Activities of the Visitor

Minimum Education Required

Ph.D.
Master's Degree

Arrival YYYY-MM-DD:

Departure
YYYY-MM-DD:

Duration
(months or years)

FUNDING INFORMATION:

Funded Provided by:

UNB

Scholarships

Other Sources

Please provide details including amounts, account numbers, duration and funding agencies:

EMPLOYER COMPLIANCE FEE:

CIC requires the employer to pay a fee of \$230 per visitor. Changes to the Employer Portal requires a central payment process. Please provide an account number to process the employer compliance fee. This is no longer required by the Direct Supervisor

Account #:

Object code must be: 51285

INTELLECTUAL PROPERTY:

Please indicate whether the collaborative project involving the Visiting Scholar is:

- A. solely academic/scholarly in nature, or
- B. involves work tied to an existing agreement (e.g., contract, sponsored research agreement, material transfer agreement, license agreement, etc.) that contain terms related to Intellectual Property and/or Confidentiality.

If you have selected option A, please indicate which response should appear on the letter of invitation

The foreground intellectual property resulting from the collaboration shall be owned by UNB.

Unless otherwise agreed in writing by you and UNB, you will retain ownership of any foreground intellectual property created by you during the collaboration (solely when you have created it individually, and jointly when it has been created by your effort and that of one or more members of UNB).

If you have selected option B, the following will appear on the letter of invitation:

Ownership terms for any foreground intellectual property (FIP) resulting from this collaboration will be discussed and agreed to prior to your arrival at UNB, by way of a separate agreement.”

COMPLETE APPLICATIONS

In an effort to make this process more efficient, all documentation must be collected and sent to Global Learning and Engagement in **1 package**. Please complete the application, scan all documents in 1 file and email it to Veronica@unb.ca in pdf format

IT IS NOT POSSIBLE TO PROCESS INCOMPLETE APPLICATIONS.

Please ensure the following documents are attached to the completed Request for International Professors and/or Researchers

- Application Form
- Visitors Curriculum Vitae
- Visitor's Passport Information Page
- Document confirming external funding (if applicable)
- Letter confirming employment from foreign University (if applicable)
- Email from Dean and Dept Chair approving Visitor (copy of email)

Please email all required documents to Global Learning and Engagement: veronica@unb.ca

An Offer of Employment containing their offer of employment number will be sent to the Visitor and direct supervisor on behalf of the UNB by Dr. John Kershaw, Assistant Vice President (Partnerships)

Processing times can vary.

Once all documents - including approvals for Deans, Chairs and ORS are received, it can take up to 2 weeks to process the letter of offer / offer of employment number. It could take several weeks to months for CIC to process the work permit application.

For CIC processing times, please go to: <http://www.cic.gc.ca/EnGLIsh/information/times/index.asp>

If you have any questions or require further information please contact Veronica McGinn at 447-3344 or by email at veronica@unb.ca