

PERSONAL

Date

«name»
«address»

Dear «name»:

You have asked to attend Mount Royal University's campus in support of your own program of research. On behalf of the Faculty of «faculty»'s Department of «dept», I am pleased to invite you to Mount Royal University as a Visiting Researcher for the period of «date1» to «date2».

It is understood that you and your home institution will sponsor all your expenses during your visit and at the end of your appointment at Mount Royal University, you will return to your position at «home institution». You will not be paid by Mount Royal University during your time as a Visiting Researcher.

While conducting research at Mount Royal's campus your status will remain as a faculty member of «home institution». You will be given access to the following Mount Royal resources in order to conduct your research:

- You will receive a Mount Royal University Campus Card. You will be required to agree to terms of use for the Campus Card prior to its being issued to you.
- Access to the Mount Royal University Library, including right of access to check out books and other materials subject to the Library's terms of use
- You will receive computer access and office space in «office room number». You are required to adhere to the University's Acceptable Use of Computing and Communication Resources Policy.
- «insert / delete other resources as applicable»

Your research will take place in Calgary, at Mount Royal University's campus. «MRU contact name» will be your primary contact while at the University's campus. During this time, you may be working in areas with hazards. You will be provided with the Hazard Assessment for these areas and will provide you with the applicable safety information.

It is your responsibility to ensure that you are adequately covered with comprehensive health care, hospitalization and repatriation insurance which is valid for all of Canada for the entire duration of your stay. This must be done at your own cost or you may wish to confirm whether your home institution already provides this coverage for you. This invitation is contingent on your sending confirmation of such insurance prior to your arrival on campus and maintaining throughout your time as a Visiting Researcher.

You are solely responsible for obtaining and maintaining your immigration status and authorization to conduct the research while in Canada, including obtaining any necessary work permits. Mount Royal University is not sponsoring your research or any corresponding applications for work permits. This invitation is conditional on your obtaining and maintaining proper authorization to conduct your research in Canada and your successful entry into Canada.

Acceptance of this invitation is not deemed as creating an employer/employee relationship between you and Mount Royal University. As with all members of the campus community, you will be expected to observe and to conduct yourself according to all Mount Royal University policies. These policies may

be found at: www.mymru.ca

Yours sincerely,

«Approver Name and Title»

Faculty of «faculty»
Mount Royal University
4825 Mount Royal Gate SW
Calgary, AB T3E 6K6

**The personal information that you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act - section 33(c). The information will be used for the purpose of managing the employment relationship, including but not limited to, recruitment, payroll, employee & labour relations, and other benefits associated with being employed at the University. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act. Questions regarding the collection of personal information can be directed to: Department of Human Resources - Mount Royal University - 4825 Mount Royal Gate SW - Calgary AB, Canada - T3E 6K6 – 403.440.6584 or humanresources@mtroyal.ca

Links to Key Information:

About Calgary: <http://www.mtroyal.ca/CampusServices/LivinginCalgary/>

Finding a Place to Live: <http://liveincalgary.com/homes-and-communities/home-rentals>

Tax Information for Non-Canadian Citizens: www.cra-arc.gc.ca/tx/nnrstdnts/menu-eng.html

Canada Border Services Agency: <http://cbsa-asfc.gc.ca/menu-eng.html>

Visitors to Canada and other Temporary Residents: <http://www.cbsa-asfc.gc.ca/publications/pub/bsf5082-eng.html>