

Visiting Scholar Research Application Form

This application is for individuals who are self-funded, hold a permanent faculty position at a degree-granting institution abroad, to which they will return, and who is invited to carry out research, collaborate on research, or teach students. Please be advised that due to recent changes in Immigration, Refugees and Citizenship in Canada (IRCC) regulations, the application process may take up to one month to process.

Applicant Information

Name: Email Address:

Title: Phone Number:

Start Date: End Date:

Is University of Calgary Library access requested?

Is a Shared Office requested?

Is a University of Calgary Email requested?

Proposed Program of Scholarly Work

Please attach a detailed two-page outline of proposed program of scholarly work during the applicant's visit in the Werklund School of Education. In this document also show a clear alignment of the visitor's program to the host's research program, the Werklund School of Education research priorities, and the [University of Calgary's Strategic Research Plan](#).

If your research falls outside of the Werklund School of Education research priorities, please provide a strong rationale for the significance of the research to the Werklund School of Education. Applications will primarily be evaluated according to quality of the research plan.

Academic Host Information

Explain the alignment of your areas of scholarship with the visitor's proposed program (up to 250 words).

- I agree to be the key contact and mentor to the visiting scholar for the duration of his/her visit
- I agree to ensure that the visiting scholar is integrated into academic activities in the Werklund School of Education
- I have reviewed the application, discussed scholarly activities with the visitor and am in agreement.

Academic Host Signature:

Date:

Important Conditions Note to Applicant and Host

- The University of Calgary Werklund School of Education shall not bear any financial responsibility of visiting scholars except as may be arranged and explicitly documented for specific cases.
- All direct costs of applicant visit are the responsibility of the visiting scholar or are covered by funding external to the University of Calgary.
- The Werklund School of Education does not make arrangements for air or ground transportation, applicant accommodation, and applicant medical insurance costs.
- A visa, if applicable, is the responsibility of the applicant and **MUST BE** arranged prior to visiting the University of Calgary.
- A complete application package should be **submitted by the Werklund School of Education host as one PDF document to educres@ucalgary.ca**
- The application will be reviewed by the EDSA Chair, the Associate Dean of Research, the Associate Dean of Internationalization, and the Vice Dean. If approved, the host and the applicant will receive a notification letter detailing next steps in the process.

Reporting

- A summary report of all research activities completed during the scholar's visit will be submitted to the Associate Dean of Research, Werklund School of Education (educres@ucalgary.ca), within one month of completing the scholarly activities. The report should be signed by both the visiting scholar and the Werklund School of Education host and should be maximum 3 pages long. Please contact educres@ucalgary.ca to obtain a template to guide your report.
- Interim reports will be required at the midway if the visiting scholar's stay is longer than 6 months.

Checklist

- Visiting Scholar Research Form, including the Visitor Category Assessment (see pages 6-8)
- Applicant's current Curriculum Vitae (including the names and contact details of two referees)
- Letter from Dean, Department Head or person with supervisory authority for the applicant on institutional letterhead, indicating a continuing academic appointment at home institution
- One-page outline of the proposed program of scholarly work during the applicant's visit
- I acknowledge that upon receipt of this completed form, my request to be a visiting scholar at the University of Calgary will be considered. I will be contacted the Werklund School of Education Office of Research and Human Resources for more information on this process.

Applicant's Signature:

Date:

Review of Application: EDSA Chair

Notes:	
Recommendation:	
Signature	
Name and Date	

Review of Application: Associate Dean (Research)

Notes:	
Recommendation:	
Signature	
Name and Date	

Review of Application: Associate Dean (International)

Notes:	
Recommendation:	
Signature	
Name and Date	

Review of Application: Vice Dean

Notes:	
Recommendation:	
Signature	
Name and Date	

** Once approved by the Vice Dean, the Office of the Dean will forward to the following:
Director, Strategic Initiatives
Manager (Academic Support Office)
Administrative Coordinator, Staffing



International Visitor Category Assessment

Please complete the following questionnaire and submit it to himmigration@ucalgary.ca in order to determine the appropriate immigration category and complete IRCC's 'Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment form', if applicable.

HOST FACULTY/DEPARTMENT AT THE UNIVERSITY OF CALGARY

Faculty/Department

Werklund School of Education

Name of U of C Host

Phone Number of U of C Host

Email of U of C Host

INTERNATIONAL VISITOR INFORMATION

Prefix

Last Name

First Name

Citizenship

Employment Status/Position

Current Country of Residence

Name of Current Employer or Post-Secondary Institute

Status in current Country of Residence

- Citizen
- Permanent Resident
- Temporary Resident

Will the visitor return to his/her home country at the end of this visit?

- Yes
- No

International Visitor Email Address (Required)

Date of Completion of PhD/MD/DVM

Student Status

- Undergraduate
- Graduate

Will the visitor still be enrolled as a full-time student at their home institution during this visit?

- Yes No

Highest Level of Education Completed

Will the assignment at U of C be used towards the completion of a degree?

- Yes No

APPOINTMENT

Expected Start Date of Visit

Expected End Date of Visit

Describe Activities that Visitor Will Carry Out at the U of C

Will the visitor work with **Patients** or **Animals**?

Yes

No

Minimum Education Required

PhD

Doctor of Medicine

Bachelor

Other (specify)

Any Provincial/Federal Certificate, Licensing Requirements for this Appointment?

Yes (specify)

No

Experience/Skills Requirements of this Appointment

List All Geographic Locations Where Visitor's Activities Will Take Place

Benefits Applicable

Disability Insurance

Dental Insurance

Extended Medical Insurance

Vacation (calculation below)

Other (specify)

Vacation Calculation Days

OR Calculation % of Gross Salary

U OF C FINANCIAL ASSISTANCE

Type(s) of Financial Assistance Visitor Will Receive From U of C

No Assistance from the U ofC Host

Stipend

Living Allowance

Honorarium

Travel Costs

Per Diem

Accommodation Costs

Meal Costs

Direct Recipient of Research Award

Other (please specify)

Amount (CDN\$)

OR Per Hour (CDN\$)

OR Per Year (CDN\$)

Total Number of Hours Per Day

Per Week

EXTERNAL FINANCIAL ASSISTANCE

Type(s) of Financial Assistance Visitor Will Receive From External Source(s)

- | | |
|---|---|
| <input type="checkbox"/> No Assistance | <input type="checkbox"/> Salary |
| <input type="checkbox"/> Personal Savings | <input type="checkbox"/> Scholarship |
| <input type="checkbox"/> Travel Costs | <input type="checkbox"/> Accommodation Costs |
| <input type="checkbox"/> Meal Costs | <input type="checkbox"/> Direct Recipient of Research Award |
| <input type="checkbox"/> Other (specify) | <input type="text"/> |

Source of Financial Assistance

Signature of UCalgary Host

Date

IMPORTANT: Please ensure that you complete all relevant information. Incomplete information may result in delays to the facilitation process.

Does the visitor require System Access or a UCID? Yes No

If yes, please contact the **Integrated Service Centre** at **403-220-5932** or hr@ucalgary.ca for guidance and assistance.