**Documents and Information Checklist:**

**Visiting Professor**

Appointments that are longer than one (1) year1

|  |
| --- |
| **REQUIRED DOCUMENTS & DETAILS** |
| Provostial Approval of the appointment |[ ]
| Final signed invitation letter based on current template |[ ]
| Approval of the appointment from the Dean or designate  |[ ]
| Current CV of Visiting Professor |[ ]
| A letter from their home institution, that must be in English or French, that confirms:1. their academic position,
2. the start and end dates of the U of T stay (date must match letter of invitation),
3. they will return to their position, and
4. salary continuance or financial support (only if applicable).
 | [ ]  |
| Is this an extension or renewal? | Choose an item. |
| Start date (DD-MMM-YYYY) | Click or tap to enter a date. |
| End date (DD-MMM-YYYY) | Click or tap to enter a date. |
| Academic unit | Click or tap here to enter text. |
| Request submitted by | Click or tap here to enter text. |
| **CITIZENSHIP AND RESIDENCY INFORMATION** |
| Country of Residence  | Click or tap here to enter text. |
| Country of Citizenship  | Click or tap here to enter text. |
| Country of Birth\* | Click or tap here to enter text. |
| \*If Citizen of the United Kingdom (UK), specify country of birth (e.g. England, Scotland) |
| **PASSPORT DETAILS** |
| Visiting Professor’s Full Name as it appears on the passport (Family Name, Given Name(s))  | Click or tap here to enter text. |
| Passport Number | Click or tap here to enter text. |
| Date of Birth (DD-MMM-YYYY) | Click or tap to enter a date. |
| Gender | Choose an item. |
| Passport Expiry Date (DD-MMM-YYYY) | Click or tap to enter a date. |
| Errors with this information may result in delays or denial of work permit application. Prior to submission, please *verify data* before transmitting. Please ensure Chinese Nationals have submitted the intended passport’s details (e.g. Public vs. Private passport). Please ensure the passport is valid for at least six month past their Canadian departure date.

|  |
| --- |
|  \*\*Passport Details Notes: Please make sure Chinese Nationals have submitted the intended passport (Public vs. Private passport)Please make sure the passport does not expire before the end of the visitErrors with this information may result in delays or denial of work permit application. Please verify data before transmitting.  |
|  \*\*Passport Details Notes: Please make sure Chinese Nationals have submitted the intended passport (Public vs. Private passport)Please make sure the passport does not expire before the end of the visitErrors with this information may result in delays or denial of work permit application. Please verify data before transmitting.  |

 |
| **NOTES & ADDITIONAL DETAILS** |
| Click or tap here to enter text. |

**1** - *A non-Canadian Visiting Professor may remain in Canada for a period of not more than two years total*. *If you have any questions, contact* *faculty.immigration@utoronto.ca*

***Once completed, submit form and required documents in the established procedure for your faculty.***