

[DD MMM, YYYY]
Application ID: [Application ID]

**GLOBALINK RESEARCH INTERNSHIP (GRI) AWARD LETTER
DISBURSEMENT INFORMATION AND PLACEMENT TERMS AND CONDITIONS**

Dear [Student Full Name],

Congratulations! You have been selected by Mitacs and Professor [host professor full name] from [Canadian university name] to receive a 2024 Globalink Research Internship award. You are therefore invited to participate in a research project at [Canadian university name]. **Pursuant to an agreement with [Canadian university name], Mitacs will administer your funding grant.**

Mitacs Globalink Research Internship is a competitive program that pairs top-ranked international students with specific research expertise with faculty at Canadian academic institutions for a twelve (12) week research project of mutual interest between May and October 2024. You have been selected by your Canadian host faculty project supervisor due to your background and skills in the research area and the unique contribution you will be making to the research during your stay. **The skills required for your role (as described in the research description below) were found to clearly match your skills set, education, and research experience.**

Research internship details

University/Institution: [Canadian university name]
Host professor: [Host professor full name]
Research project title: [Project title]
NOC code: **41201 Post-secondary teaching and research assistants**
Research description: [Project description]
During your internship, you will: [Student Roles]
Start date: Any time between May 1 and July 31, 2024 (unless otherwise approved by Mitacs)
End date: No later than October 31, 2024 (unless otherwise approved by Mitacs).
Duration of research: 12 weeks - Exact dates must be decided by intern and host professor. Shortened durations must be agreed upon with the host professor and Mitacs. Durations of more than twelve (12) weeks will not be permitted.

[INTL PARTNER LOGO]

Thanks to our funding partners:  Merci à nos bailleurs de fonds.



Hours of work: Forty (40) hours per week

Your award covers the full twelve (12) week period of your internship unless you fall short of the full twelve (12) weeks, in which case the award amount will be prorated according to time actually spent contributing to the internship project.

As an intern, pursuant to Canada's *Immigrant and Refugee Protection Regulations* sA25.2, you are entering Canada to undertake activities classified as "work". As such, you may apply under a work permit exempt category called the [Global Skills Strategy](#).

In order to participate in this program, you are required to request a Visitor Record at the first Canadian port of entry and ask them to add a remark stating: "120-day short term work permit exemption – Public policy". You must obtain a visitor record at the border so that it is well documented that you are allowed to work in Canada. Otherwise, you may face issues like being unable to open a bank account or apply for a Social Insurance Number (SIN).

By accepting this internship and agreeing to this Award Letter, you will follow all clauses as laid out in *Appendix A: Terms and Conditions — Obligations of the Globalink research intern*.

You will need to follow all travel and public health requirements as mandated by the Public Health Agency of Canada, your host province, and your host institution in Canada. The following requirements are subject to change at any time; please ensure you keep yourself updated regularly: <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada#entry-vaccinated>.

Upon arrival at the Port of Entry in Canada, you should have supporting documents, including (but not limited to):

- a printed copy of this Award Letter in its entirety
- your valid passport (at least 6 months validity) and any other document required to enter Canada (see <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html>)
- proof that you meet requirements for the internship being offered and that you will play a significant role in the research project (such as proof of work experience in that research field), your IRCC approved medical exam (if applicable) and education (certified translations of your transcripts, diplomas and or corresponding certificates)
- necessary immigration documentation (i.e., letter of introduction, biometrics, visitor visa, eTA, if applicable)
- A printed copy of this webpage: [Short-term \(120-day\) work permit exemption for researchers - Canada.ca](#)



We look forward to welcoming you as a temporary member of the research team at [Canadian university name].

Mitacs Globalink gratefully acknowledges the financial support of the Government of [HOST CANADIAN PROVINCE, if applicable], the Government of Canada as well as our partner in [COUNTRY], [PARTNER NAME]

Mitacs Globalink is delivered by Mitacs on behalf of the following academic partners:

- | | | |
|---------------------------------|----------------------------------|---------------------------------|
| Acadia University | Polytechnique Montréal | Université Laval |
| Algoma University | Queen's University | University of Alberta |
| Athabasca University | Royal Military College of Canada | University of British Columbia |
| Brandon University | Royal Roads University | University of Calgary |
| Brock University | Toronto Metropolitan University | University of Guelph |
| Cape Breton University | (previously Ryerson University) | University of Lethbridge |
| Carleton University | Saint Mary's University | University of Manitoba |
| Concordia University | Saint Paul University | University of New Brunswick |
| Concordia University of | Simon Fraser University | University of Northern British |
| Edmonton | St. Francis Xavier University | Columbia |
| Dalhousie University | St. Thomas University | University of Ottawa |
| École de technologie supérieure | TÉLUQ-Université du Québec | University of Prince Edward |
| Emily Carr University of Art + | Thompson Rivers University | Island |
| Design | Trent University | University of Regina |
| HEC Montréal | Trinity Western University | University of Saskatchewan |
| INRS | Université Bishop | University of the Fraser Valley |
| Lakehead University | Université de Moncton | University of Toronto |
| Laurentian University | Université de Montréal | University of Victoria |
| MacEwan University | Université de Sherbrooke | University of Waterloo |
| McGill University | Université du Québec à | University of Windsor |
| McMaster University | Chicoutimi | University of Winnipeg |
| Memorial University of | Université du Québec à Montréal | Vancouver Island University |
| Newfoundland | Université du Québec à Rimouski | Western University |
| Mount Allison University | Université du Québec à Trois- | Wilfrid Laurier University |
| Mount Royal University | Rivières | York University |
| Mount Saint Vincent University | Université du Québec en Abitibi- | |
| OCAD University | Témiscamingue | |
| Ontario Tech University | Université du Québec en | |
| | Outaouais | |

Sincerely,

Eva Reddington
Director, Implementation & Experience



Programs & Skills

Enclosure:

Appendix A: Terms and Conditions

Appendix B: Letter to CBSA officer

EXAMPLE



Appendix A: Terms and Conditions

Obligations of Mitacs

a) Financial arrangements

Mitacs will be responsible for providing the following:

1. An airfare subsidy of Can\$1,500
2. A stipend of Can\$175 to contribute to the cost of transportation from the Canadian airport to accommodation, unless otherwise arranged by your host institution
3. A living stipend of Can\$200 per week, for the duration of your research internship, up to a maximum of 12 weeks
4. A housing allowance of Can\$350 per week, for the duration of your research internship, up to a maximum of 12 weeks
5. Payment of student or administrative fees charged by your Canadian host institution, if applicable
6. Reimbursement of immigration document application fees (as required to participate in the research internship — up to a maximum of Can\$240)
7. Ensuring that you receive Canadian medical insurance for your internship dates, as long as you have provided Mitacs these dates when requested. You may or may not receive this before you arrive in Canada.

Under Mitacs's funding policy, we are unable to provide you with funds in advance of your internship start date. In order to receive funding, all interns must:

- possess a valid visitor record indicating that they are authorized to work in Canada for the duration of their internship; and
- open a Canadian bank account.

Funds will be disbursed in three (3) installments to the intern; dates and exact amounts will be provided via email to the intern in April 2024.

b) Local arrangements

You are responsible for finding and booking your own accommodations for the duration of your stay in Canada. Mitacs will provide you with tools to assist you with your search.

Mitacs will assume responsibility for the following aspects of your local arrangements:

1. Provision of emergency medical insurance to cover you for the duration of your research internship plus 2 days before and 2 days after



2. Professional skills courses and/or networking opportunities to enhance the experience of your research internship
3. Provision of a Mitacs-approved Globalink Mentor for you to consult with about issues and questions that arise during your stay in Canada and act as your emergency contact. (Please note that the University of Alberta provides their own mentors.)
4. Other activities at the sole discretion of Mitacs

Obligations of the Globalink research intern

Conditions of the award

1. You are required to participate in the program for 12 consecutive weeks, working 40 hours per week for your host supervisor on the research project, unless otherwise arranged with the Canadian supervisor and approved by Mitacs. You are also required to report any absences to your supervisor, whether due to illness or other obligations including attending Mitacs courses or events. Mitacs may terminate your internship at our discretion if you do not adhere to these guidelines. If the duration of your internship needs to be shortened, contact Mitacs at helpdesk@mitacs.ca.
2. This award is contingent on the permission of Canadian governments, the host institution, as well as the government of your home country for free movement of interns across borders for research purposes. In circumstances where you are not able to travel to Canada, this Award Letter will be terminated. Please note that you will not be reimbursed any costs if you are not able to travel to Canada to carry out your internship. Please ensure you follow Mitacs's instructions in preparation for your internship and that such costs have not been incurred against the advice of Mitacs.
3. Upon your arrival in Canada and throughout your stay, you are required to follow all public health protocols and guidelines of the federal government, the province in which you are hosted and the Canadian institution at which you are performing research (as applicable). You must also comply with all instructions provided by Mitacs including, but not limited to, arrangement of flights and housing, arrangement of immigration documentation, dates of travel, etc. Mitacs will not cover any costs incurred where the intern has not complied with instructions delivered through Mitacs.
4. You are required to complete a mid-term survey and a final survey administered by Mitacs to rate your experience of the program and to receive a final certificate of completion.
5. You are required to check with your home institution regarding any conditions or actions involved with participating in the GRI program.

Immigration



6. Please be advised that Mitacs is not your immigration representative and cannot provide advice on your immigration case. Mitacs will provide you with information as available on the public government of Canada immigration website so that it may help you navigate through the immigration process, but Mitacs cannot guarantee nor make any representation regarding positive immigration outcomes.
7. Please be advised that immigration requirements vary depending on your profile and country of origin. Therefore, all wait times listed on the Canadian immigration website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html> are subjective. It is your responsibility to start your process as soon as possible and to research all immigration requirements when applying as these can change at any time.
8. It is your sole responsibility to fully comply with all immigration, travel and customs requirements of any country/region through which you may travel on your way to and from Canada.



Appendix B: Letter to Canada Border Services Agency (CBSA) officer for Globalink Research Internship intern upon arrival in Canada

8 February 2024

RE: Issuance of the visitor record for [**STUDENT FULL NAME**] participation in the Mitacs Globalink Research Internship program

Dear Officer,

This applicant is applying under the 120-day short-term work permit exemption category for the Mitacs Globalink Research Internship researcher position. **Please see attached Award Letter for full details of the research and host faculty supervisor at the Canadian university.**

As required by the 120-day short-term work permit exemption category, the applicant:

- is coming to perform work as a researcher for 120 consecutive days or less and has not been granted an exemption under the public policy facilitating entry into Canada for short term work in the last 12 months.
- has an offer from a Canadian institution which is a publicly funded degree-granting institution (at the university level) or its affiliated research institution.

Kindly provide the applicant with a visitor record and please add the remarks: “120 day short term work permit exemption – Public policy”. Failure to obtain this may prevent the applicant from applying for a SIN and/or opening a Canadian bank account. Both of these are requirements for the intern to participate in the Mitacs Globalink Research Internship program.

More details about the 120-day short-term work permit exemption can be found here: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/researcher-exemption.html#conditions>.

Kind regards,

Pearl Vas
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