

UBC Department of Asian Studies

Procedure and Obligations for Applying as Visiting Scholars

Please ensure you read this document in its entirety as it contains important legal immigration information. Please do not apply for Visiting Scholar status if you cannot meet all of the obligations outlined in this document as your application fee is non-refundable.

RECEIVING APPROVAL FROM THE DEPARTMENT OF ASIAN STUDIES

1. The applicant must first find a Supervisor that agrees to oversee their research while at UBC. The Supervisor's status must be Senior Instructor, Assistant Professor, Associate Professor or Professor in the Department of Asian Studies.
2. The applicant is expected to give a talk while at UBC. The expected subject and date of talk is required at the time of application.
3. The Supervisor will send the Department Head a copy of the applicant's documents which must consist of: Letter of Interest, CV, date and subject of talk, and Research Proposal.
4. The Department Head will review the documents to determine if Visiting Scholar status can be granted to the applicant.
5. The Department Head will inform the Head's Assistant (Mr. William Strausser) if an application is successful and will forward the applicant's review documents.
6. If the application is approved by the Head, a non-refundable application fee of \$500.00 CAD is payable to the Department of Asian Studies prior to any paperwork being processed.
7. The Head's Assistant will send the applicant the necessary wire transfer information.

UBC, ASIAN STUDIES, AND IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA

8. In order to process your application we will require submission of a letter from your home institution verifying you are on approved leave for the period of your visit to UBC.
9. Residency in the Greater Vancouver area is required for the duration of the appointment. Trips outside of Canada for more than two weeks in duration requires prior written approval from the Head of the Department of Asian Studies.
10. We will not process appointments with starting dates of less than 120 days from approval of your request to visit UBC. In other words, once your application is approved, allow a minimum of 120 days to process your Canadian Immigration paperwork from start to finish.
11. Asian Studies or UBC may notify Immigration, Refugees and Citizenship Canada (IRCC) if they believe that a Visiting Scholar is in violation of their contract with UBC or with IRCC regulations. This will terminate the appointment with the Visiting Scholar and would likely be cause for deportation from Canada.

ARRIVAL DATES AND DURATION OF STAY AT UBC

12. As we will be processing legal documents for immigration purposes it is important to give a realistic date as to when you expect to arrive at UBC. Appointments will be for one year less a

day. If you are late arriving, your appointment will be less than one year in duration as the end date of your visit will not change from the original submission to us.

13. Stays can be extended beyond one year only in highly exceptional circumstances. If you request to extend your stay with the Department of Asian Studies, and your request is granted, we will require an additional 1,000.00 for expenses related to your stay.

INFORMATION REQUIRED FOR CANADIAN IMMIGRATION CENTRE

14. You will be emailed a list of information required to process your Offer of Employment through the IRCC, including a copy of your passport and the letter from your home institute confirming your leave is approved (as outlined in #8 above). Until all the required information is received the paperwork process cannot begin.
15. Once immigration information is received by us, an Offer of Employment number will be forwarded to the applicant via email.

ARRIVAL IN VANCOUVER

16. Upon arrival in Vancouver, the applicant is required to apply for a Canadian Social Insurance Number (SIN) at the earliest opportunity.
17. Upon receipt of SIN, Visitors should contact their Supervisor to arrange an appointment with Mr. Strausser to finalize UBC's paperwork process.
18. An arrival fee of 500.00 CAD is due and payable to the Department of Asian Studies at the time of this appointment.
19. The Visitor will need to submit copies of their Passport, Work Permit, SIN, and provide full local contact information (address and phone number) at that appointment.
20. Further paperwork, including a UBC Offer Letter / Contract will have to be processed which will require signatures of the Department Head. Your contract with UBC does not begin until we have completed this portion of the paperwork. In other words, you are not in compliance with IRCC regulations until your obligations with UBC are met.
21. The Visitor will be notified when they can return to sign their UBC Offer Letter / Contract.
22. Mr. Strausser will create a UBC ID number.
23. With the UBC ID number a UBC ID card can be obtained at the UBC Bookstore once the hiring process is finalized, which should take about 2 weeks.

VISITOR'S TALK

24. The Supervisor will notify the Communication and Event Coordinator (Sophie Gardner) as to the date, time and topic of the Visitor's talk.
25. The Supervisor is responsible to book the associated room (usually Asian Centre Room 604) and equipment and to prepare posters and is responsible to put up posters in appropriate areas on campus. A copy is to be provided to Sophie to post on our website and in our newsletter.
26. The Supervisor and Visitor are responsible to set up the room and clean up afterwards. The Department staff should be minimally impacted with the organization, preparation and clean-up of the talk.