**Requests from International Scholars to visit the City Institute at York University (CITY)**

**\*PLEASE NOTE:** International Scholars visiting the City Institute at York University (CITY) will qualify as 1 of 4 visitor categories. These categories include: International Visiting Research Trainee (IVRT); Visiting Student; Post-doctoral Fellow; or a Visiting Professor.

An ***International Visiting Research Trainee (IVRT)*** is registered as a degree-seeking student at their home university but is not registered or enrolled in courses at York University. For additional details on the IVRT process, please visit: yorkinternational.yorku.ca/international-visiting-research-trainee/.

A ***Visiting Student*** is a student taking credit courses at York University, but they may not necessarily be seeking a degree or certificate from York University. For additional details on the Visiting Student process, please visit: futurestudents.yorku.ca/visiting.

A ***Post-doctoral Fellow*** is an individual who has completed advanced academic or professional work beyond a doctor’s degree and is involved in a variety of research projects across York’s Faculties and Departments. For additional details on the Post-doctoral Fellows process, please visit: gradstudies.yorku.ca/postdoctoral-fellows.

A ***Visiting Professor*** is a faculty member who visits York University and holds a position at the rank of instructor, Assistant, Associate or Full Professor in a recognized university other than York University. For additional details on the Visiting Professors process, please direct enquires to the City coordinator at [city@yorku.ca](mailto:city@yorku.ca).

Depending on the length of your stay, you may qualify for a work permit (LMIA) exemption (which the appropriate contact person at York International can help you determine). York International recommends that visitors apply for a visitor position 4-6 months in advance of the time they anticipate arriving (in order to account for the length of time it takes to review a Canadian CIC work permit, if that documentation is needed).

In advance of applying via Immigration, Refugees and Citizenship Canada (CIC), Visiting Scholars will need to first complete the form below, submit it to the City Institute coordinator at [city@yorku.ca](mailto:city@yorku.ca), and wait for notification as to whether their applications has been approved by the City Institute’s Executive Committee. Applicants will be contacted via email once a decision has been reached.

City Institute Co-ordinator, August 2019

**City Institute International Scholars Form**

**Name:**

**Home Institution:**

**Mailing Address:**

**Email Address:**

Ideally, visitors should apply a minimum of one semester ahead of when they plan to arrive at CITY.

1. **Academic Information**

**1)** Please describe in approximately 200 words your research interests and the academic purpose you have for wanting to visit the City Institute at York University (CITY). This brief statement should include plans for your time at York and the relevance of your work to that of the Institute.

**2)** Please provide one recent academic reference that speaks directly to your research.

**3)** Provide an email from a CITY affiliated faculty member (http://city.apps01.yorku.ca/?page\_id=86) confirming that they are willing to meet with you during your visit and provide you with academic support and guidance.

**Note:** Please indicate, if you are part the following recognized graduate exchange program at CITY; if you are, you **do not** need to provide a letter of reference or an email from a York faculty member:

□ Exchange with the Human Geography Department, Goethe University, Frankfurt

1. **Administrative information**

**1)** York University’s academic year is July 1 – June 30. When do you expect to be at York and for how long?

**2)** PhD candidates and postdoctoral fellows may be requested to give one seminar presentation as a contribution to the Institute’s research program during their visit. Visitors are also expected to attend all City Seminars and other events organized by the Institute. If there are any additional contributions in-kind that you would like to make during your time at CITY, please briefly describe them below.

**3)** We are not able to offer you any financial assistance. You are responsible for arranging all

working/visitor permits and securing funding from your home institution to pay your salary and/or funding. Please provide confirmation by ticking the box below:

□ I understand that I am responsible for bearing all of the costs associated with working and visitor permits. I understand that I am also responsible for all traveling arrangements, living arrangements and associated expenses for both.

**4)** Please provide details on your travel and accommodation plans.

**5)** The Institute can provide visiting scholars with the following arrangements. Please check all the services you may require:

□ A shared workspace;

□ Internet access; and

□ A York library card.

**6)** Visiting scholars are expected to spend a minimum of one day a week working at CITY. Please circle below how many days a week you anticipate being physically present at CITY:

1 day 2 days 3 days 4 days 5 days

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*Signature Date*

Please complete this form, attach a current curriculum vitae, a copy of the letter of reference and the email confirmation from a York CITY-affiliated faculty member (if applicable), and submit all documents via **email** to:

City Co-ordinator

The City Institute at York University (CITY)

7th floor, Kaneff Tower

4700 Keele Street

Toronto, Ontario, Canada M3J 1P3

Email: **city@yorku.ca**

Thank you for your application. All visiting scholar applications must be approved by the City Institute’s Executive Committee and you will be contacted once a decision has been reached