**UNIVERSITY OF CALGARY**

**FACULTY MOBILITY FOR PARTNERSHIP BUILDING PROGRAM (2022-2023)**

**Letter of invitation from the host institution suggested template**

As per the 2022-2023 application guidelines and requirements, candidates need to include a **letter of invitation from the host institution**explaining the potential for the project to **create or advance institutional partnership between both institutions**. Host institutions also must confirm that the proposed teaching or research project will indeed take place.

Please keep in mind the following suggested format when you request your letter of invitation:

* Be printed on the official letterhead of host organization and addressed to the faculty member applying for the program;
* State the dates and duration of the visit/mobility term which should be consistent with the dates provided on the application;
* Clearly state the purpose of the invitation as stated on the application form of the applicant: 1) Teaching, 2) Research or 3) Research and teaching
* Provide a short description of the proposed mobility activities;
* Most importantly, **indicate the potential for the project to create or advance institutional partnership between UCalgary and host institution;**
* Be signed by the authorized representative of the institution

**For example:**

Date

Dr. (Name of Applicant)

(Department, School, Faculty)

University of Calgary

Dear Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_,

The (*name of host institution and country*) is pleased to extend a formal invitation to you to visit our institution as part of the Government of Canada’s Faculty Mobility for Partnership Building Program.

We will welcome you to our campus during *(insert proposed dates)* to undertake the following activities *(describe teaching, research or research and teaching activities – use bullet format or provide general description).*

We strongly support your proposed collaboration with *(host institution name)* as it will strengthen our institutional partnership (*indicate here the potential for the project to create or advance institutional partnership between UCalgary and host institution)*

We look forward to the approval of your Faculty Mobility Program application and are excited to take part in the implementation of this exciting initiative.

Regards,

Name and title