**UNIVERSITY OF CALGARY - FACULTY MOBILITY PROGRAM**

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

As per the 2020 application guidelines, Host Institutions need to provide an **invitation letter expressing their support and confirming that the applicant’s proposed teaching/research project will indeed take place**.

Please note, the invitation letter should:

* 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 and must 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;
* Indicate potential for the project to advance institutional partnership between UCalgary and host institutions of the candidate;
* 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 youto visit our institution as part of the Faculty Mobility Program for the period of *(insert dates)*.

During the proposed visit term you are expected to engage in the following *(describe teaching, research or research and teaching activities – used bullet format or provide general description).*

We strongly support your visit plan to *(host institution name)* as it will most definitely strengthen our institutional partnership with the University of Calgary particularly in the areas of *(insert areas/sectors proposed collaboration)*

We look forward to the approval of your Faculty Mobility Program application and commit to assist you in the implementation of the Faculty Mobility Program as per your proposal.

Regards,

Name and title