DATE

**Supervisor Confirmation of Interest**

Dear <<Potential VSR Name>>,

Thank you for your interest in doing research at the University of Calgary. Since your academic background and research expertise are in alignment with my research focus, I am keen to offer you a future placement with my research group contingent upon your admission to the University of Calgary.    
   
**In order to proceed, you must first apply for admission to the Faculty of Graduate Studies and be admitted as a visiting student researcher.** Please submit your application at your earliest convenience, along with a description of your research plan, copy of your CV, transcript and confirmation of enrolment letter from your home institution.    
   
Please note that admission is competitive and not guaranteed. If you're not a Canadian citizen or permanent resident of Canada, you will also need to obtain immigration authorization to conduct research in Canada, and we will assist you with this after you've secured admission.   
   
Please note that processing your application for admission will require up to 6 weeks, followed by sufficient time to obtain immigration authorization, during which you will need to apply for a work or study permit. Instructions and advice for immigration authorization will be provided to you upon successful admission to the Faculty of Graduate Studies. It is strongly recommended that you start the application for admission process at least 4 months in advance of when you hope to travel to Canada, and that you do not book travel until you have received both admission from the Faculty of Graduate Studies and immigration authorization.

Sincerely,

<<Signature of PI>>

<<PI Name>>

<<PI Department Name>>

Cc: Graduate Program Staff