

March 6th, 2023

Professor Daqi Zhu

College of Mechanical Engineering
University of Shanghai for Science and Technology
516 Jungong Road, Shanghai, 200093
P. R. China
Email: zhudaqi@usst.edu.cn

Dear Prof. Zhu,

Re: Letter of Invitation - Visiting Professor

I am pleased to invite you to the Department of Mechanical Engineering, Faculty of Engineering at Dalhousie University as a Visiting Professor, for the period of July 10th, 2023 to Sept 1st, 2023. It is understood that you will continue to be employed and funded by the University of Shanghai for Science and Technology and your home country for the duration of your visit to Dalhousie and so no salary or benefits will be paid by Dalhousie.

During your time at Dalhousie University, you will:

- Undertake research on the joint project with Dr. Pan on: Path planning and intelligent control of autonomous robots;
- Engage in the research activities at Dr. Pan's ACM Lab;
- Collaborate with Dr. Pan's team and publish any original research results in appropriate journals and other recognized media;
- Discuss your knowledge and research with interested faculty and graduate students;
- Collaborate with Dalhousie faculty members on research of common interests.

You will be provided with a desk in a shared office space, a computer (by Dr. Pan) and have access to the corresponding hardware setup in the ACM Lab. On acceptance to Dalhousie, you will be entitled to a Dalhousie ID card, which will enable you to access the university's computer network, and all the resources of the university libraries.

Please note that if you are not a Canadian Citizen or Permanent Resident of Canada, this invitation is conditional on you obtaining and maintaining the appropriate immigration status for your visit. Please review the attached *Immigration Information for Visiting Professors* for additional information.

You will be responsible for all costs associated with your visit and will be required to have health insurance for the full duration of your stay. A work permit of at least one year is required in order to be eligible for provincial health insurance (known as MSI). Information about how to apply for MSI can be

found here: https://novascotia.ca/dhw/msi/moving_travel.asp#2. If you aren't eligible for MSI coverage, there is a comprehensive International Short-Term Plan available for purchase by Visiting Professors; please contact dsuhealth@dal.ca to make arrangements.

To indicate your acceptance of these arrangements, please sign a copy of this letter and return it to me as soon as possible. If you have any questions regarding this offer, please do not hesitate to contact me. We look forward to having you join the research project entitled as "Path planning and intelligent control of autonomous robots".

Sincerely,




Dr. Dominic Groulx, PhD, P.Eng, FCSME

Department Head

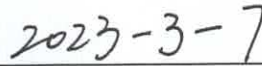
Dept. of Mechanical Engineering

Dalhousie University

I have read, understood and accept this offer as outlined above.



Signature



Date

c: Prof. Ya-Jun Pan, Dept. of Mechanical Engineering, Dalhousie University
Prof. John Newhook, Dean, Faculty of Engineering, Dalhousie University

Immigration Information for Visiting Professors

Visiting Professors are required to obtain a temporary work permit in order to take up their fellowship at Dalhousie University. This document contains important information about how to apply for your work permit, and other related issues. Please contact Miriam (Mimi) Breslow, Academic HR Advisor, should you require assistance at miriam.breslow@dal.ca.

BEFORE YOU ARRIVE:

STEP 1: OBTAIN AN OFFER OF EMPLOYMENT NUMBER

Obtain the “Offer of Employment Number” and the Transaction Receipt confirming payment of the Employer Compliance Fee from your supervisor. You will need this number and the Transaction Receipt to include with your work permit application.

STEP 2: APPLY FOR YOUR WORK PERMIT

a. ONLINE APPLICATIONS

Begin the application process by completing this questionnaire and creating your MyCIC account: <https://www.canada.ca/en/immigration-refugees-citizenship/services/come-canada-tool.html>.¹

¹ Notes re online application process:

- When asked whether you plan to work in one of a number of categories, one of the options will be. “*Highly skilled workers and researchers (Global Skills Strategy)*”. Please answer **NO** to this question.
- When asked what kind of work permit you are requesting, please choose, “*Work permit with a Labour Market Impact Assessment exception*”.
- When asked if you have lived in any “*designated countries*”, please check here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents/country-requirements.html>
- The system will ask you to upload an “*IMM5802-Offer of Employment*”. That form no longer exists. Please upload the transaction receipt forwarded to you with your offer of employment number, which shows Dalhousie paid the \$230 employer compliance fee.

IMPORTANT: Please ensure you submit a “complete application”, including an up-front medical exam, if required. Doing so will ensure your application is placed in a priority processing stream. Instructions are here: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/two-week-processing.html>²

Biometrics: Non-US citizens are required to give their biometrics (fingerprints & photograph). See: <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/facts.html>.

TRV Counterfoil: If you are a citizen of a TRV-required country, IRCC will advise you to send your passport to the relevant visa office to have a TRV counterfoil pasted to your passport when you receive notice that your work permit has been approved.

Travel arrangements: When you receive IRCC’s letter approving your work permit, your travel and moving arrangements can be finalized.

Work permit issuance: When you arrive in Canada, you should tell the border officer who inspects your passport that you wish to be issued your work permit. In addition to specific Covid-19 requirements outlined in the above links, you will provide the border officer with the following items:

- The IRCC letter approving the issuance of your work permit;
- Your letter of offer from Dalhousie;
- Your passport³;
- A copy of your CV;
- Proof of your education credentials for the position (ie: a copy of your PhD or a letter from your school confirming that you have completed it).

b. PORT OF ENTRY APPLICATIONS (US citizens and eTA-required applicants only)

US citizens and applicants who require an eTA may apply for and receive their work permit directly at a port of entry (land border crossing or international airport). They are also eligible to

² 2-week processing is not happening currently due to backlogs from the pandemic, and the Afghanistan and Ukraine crises. However, processing is still much faster than in the regular work permit processing stream.

³ **Work permit expiry:** A work permit will normally be issued with an expiry consistent with either the end date in your offer letter OR with the expiry of your passport, usually whichever is *earlier*.

submit their biometrics upon their arrival in Canada. If you are flying to Canada, and aren't a US citizen, you will need to apply for an eTA online to enter Canada prior to your departure: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html>. Travel arrangements should not be made until your eTA is issued.

When you arrive at a port of entry, you should tell the border officer who inspects your passport that you wish to apply for a work permit. You should have the following items with you:

- Your letter of invitation from Dalhousie University;
- The "Offer of Employment number" and Transaction Receipt (confirming that Dalhousie has paid the \$230 Employer Compliance Fee);
- Your passport;
- A copy of your CV;
- Proof of your credentials for the position (ie: a copy of your PhD, or a letter from the granting university confirming that you completed it.); and
- The work permit application fee of \$155 and biometrics fee of \$85 (if applicable). These fees are payable by: cash in Canadian or American funds or credit card (Visa, Mastercard or American Express).

SPOUSES AND ACCOMPANYING CHILDREN

If applicable, a spousal work permit and/or visitor records and/or study permits for any accompanying dependent children may be applied for at the same time that you apply for your work permit. Additional fees will apply, and additional documents will be required depending on your circumstances. These may include: marriage certificate or Statutory Declaration of Common Law Union (form available at: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5409E.pdf>); birth certificates for accompanying dependent children; a copy of your work permit (if already issued); proof of your Postdoctoral Fellowship at Dalhousie (such as the letter of offer, or a letter from your supervisor); and/or other documents as required by IRCC.

AFTER YOU ARRIVE:

A copy of your work permit must be supplied to your Department at Dalhousie. Please note that you are not allowed to begin working until the effective date of your work permit. For example, if you were hired effective July 1 but your work permit is not effective until August 15, your start date will now be August 15.

Important: Please note that a work permit of at least one year in duration is required in order to be eligible for medical coverage under the Nova Scotia public health insurance program (also referred to as MSI). For information about MSI eligibility, or to apply:
<http://novascotia.ca/DHW/msi/eligibility.asp>

As a Temporary Foreign Worker in Canada, it is your responsibility to ensure that you maintain a valid work permit. If you intend to continue working beyond the expiry of your current work permit, **you must apply to renew your work permit BEFORE it expires**. Please visit the following website for information about how to renew your work permit:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/extend.html>