*(Department, Faculty or School letterhead and contact information)*

*Reminder: Please pay attention to texts in red font - you will have to change the font colour to black as appropriate or delete the statement or paragraph if not applicable.*

*(day/month/year)*

[Employment and Social Development Canada](https://www.canada.ca/en/employment-social-development.html)

RE: Social Insurance Number Application of:

*(name of the Mitacs student)*

*(date of birth of the Mitacs student)*

To whom it may concern:

This will confirm that the aforementioned is working as a Visiting International Student Research with (Department, Faculty or School) at the University of Manitoba for a (week/month) period beginning on (day/month/year).

*(name of the Mitacs student)* is a foreign national who is authorized to work in Canada without a Work Permit under the provisions of Short-term (120-day) work permit exemption for researchers: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/foreign-workers/researcher-exemption.html>

*(name of the Mitacs student)* mailing address in Canada is *(indicate the mailing address of your department).*

We trust this letter satisfied the proof of address requirement for the online Social Insurance Number (SIN) application and would appreciate any assistance you can provide in facilitating the issuance of the SIN to the requestor.

Should you have any questions, please contact Darya Omelchenko, the University of Manitoba Immigration Consultant, at 1 (431) 275-3489.

Yours truly,

Name of PI/Department Head/Other Authorized Signatory

Contact information of PI/Department Head/Other Authorized Signatory