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Date

**Sample invitation: STUDENT / NO FUNDING, NO DEGREE.**

Dear Mr., Ms. :

This letter is to formally invite you to spend the period of (**start date – end date**) in the School of Computer Science at McGill University in Montreal, to perform work on your (**master or doctoral**) thesis under the immediate co-supervision of (**Professor's name**).

For the duration of your visit, your status at McGill will be that of an *Academic Trainee*. This means that you will not have official student status and will not receive any degree from McGill, but that you must be officially registered as a student at (**name of institution**) during your entire stay, which should be less than six months. However, you will have full access to (**Professor's name**) lab facilities. If needed, you may also have library borrowing privileges, and a SOCS E-Mail account. You will not be invited to participate in conferences and will not receive any funding or payments from Canadian sources. Finally, please note that you must get private insurance coverage before leaving your country.

We hope that these arrangements will be convenient, and are looking forward to your arrival.

With best regards,

Contact: Lise Minogue (00126) or lise AT cs.mcgill.ca

Professor

Contact: Lise Minogue (00126) or lise AT cs.mcgill.ca