

**ADMINISTRATION FEE (for all applicants)**

The Office of the Registrar charges an administration fee of \$200.00 in order to register and activate the student in the Record's department for the specified term(s). This will allow the student to have library access, etc.

Select one:      The host supervisor will pay this fee on  
                                 behalf of the VRO student using the Speed  
                                 Code below  
  
                                 Please bill the \$200.00 fee to the student  
                                 account

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**EMPLOYER COMPLIANCE FEE (for Work Permit applications only)**

Immigration, Refugees and Citizenship Canada (IRCC) charges a \$230.00 employer compliance fee in order to submit an official Offer of Employment through the Employer Compliance Portal for work permits under the Research Award Recipient category. This fee must be paid by the employer (Western University) and may not be recouped from the VRO student.

Upon payment of the fee, a Transaction Receipt is generated, and an Offer of Employment # is automatically assigned. The student will require both in order to apply for a work permit.

I hereby authorize Western International to pay the \$230.00  
employer compliance fee through the IRCC Employer Compliance  
Portal on my behalf and charge the fee to my Speed Code.

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Department

Host supervisor

Department contact person

Contact email address

VRO student's name

Speed Code

Six Digit Expense  
Account #  
Example: 631400,  
622000 etc.

Authorized Signature

Date (YYYY-MM-DD))