

Requests from Domestic/International Scholars to visit the City Institute at York University (CITY)

Name:

Home Institution:

Mailing Address:

Email Address:

Applications will be accepted at the start of each academic semester (**September 1, January 1, and May 1**). Ideally, visitors should apply a minimum of one semester ahead of when they plan to arrive at CITY.

A. Academic

1) Please describe in approximately 300 words your research interests and the academic purpose you have for wanting to visit the City Institute at York University (CITY). This brief statement should include plans for your time at York and the relevance of your work to that of the Institute.

2) Please provide one recent academic reference that you have worked with or can speak directly to your research.

3) Provide an email from a CITY affiliated faculty member (http://city.apps01.yorku.ca/?page_id=86) confirming that they are willing to meet with you during your visit and will provide you with some academic support and guidance.

Note: Please indicate, if you are part of one of the following recognized graduate exchange programs at CITY; if you are, you **do not** need to provide a letter of reference or an email from a York faculty member:

- Exchange with the Human Geography Department, Goethe University, Frankfurt
- IGK “World in the City” PhD exchange program with New York, Berlin and Toronto

B. Administrative

1) York University’s academic year is July 1 – June 30. When do you expect to be at York and for how long?

2) PhD candidates and postdoctoral fellows may be required to give at least one seminar presentation as a contribution to the Institute’s research program during their visit. Visitors are also expected to attend all City Seminars and other events organized by the Institute. If there are any additional contributions in-kind that you would like to make during your time at CITY, please briefly describe them below.

3) We are not able to offer you any financial assistance. You are responsible for arranging all working/visitor permits and securing funding from your home institution to pay your salary and/or funding. Please provide confirmation by ticking the box below:

I understand that I am responsible for bearing all of the costs associated with working and visitor permits.

4) I understand that I am responsible for all traveling arrangements; all living arrangements and associated expenses for both. Please provide details on your travel and accommodation plans.

5) The Institute can provide visiting scholars with the following arrangements. Please check all the services you may require:

A shared work space;

Internet access; and

A York library card.

6) Visiting scholars are expected to spend a minimum of one day a week working at CITY. Please circle below how many days a week you anticipate being physically present at CITY:

1 day

2 days

3 days

4 days

5 days

Signature

Date

Please complete this form, attach a current curriculum vitae, a copy of the letter of reference and the email confirmation from a York CITY-affiliated faculty member (if applicable), and submit all documents via **email** to:

City Coordinator
The City Institute at York University (CITY)
7th floor, Kaneff Tower
4700 Keele Street
Toronto, Ontario, Canada M3J 1P3
Email: **city@yorku.ca**

Thank you for your application. All visiting scholar applications must be approved by the City Institute's Executive Committee and you will be contacted once a decision has been reached.