

CHECKLIST TO INCLUDE WITH THE HONORARIUM REQUEST

SUPPORT FOR STUDENT INITIATIVES – DOC-INTER

☒ Participants Residing in Canada

Please provide:

- ☐ An invoice containing:
 - ☐ Name
 - ☐ Address, phone number, email
 - ☐ Description of the activity (e.g., “Lecture as part of [...] at [...]”)
 - ☐ Date of the activity
 - ☐ Date of the invoices
 - ☐ Amount (\$150 + tax if registered for GST/HST; otherwise, \$150)
 - ☐ SIN (for international students, ALSO provide the expiry date of the SIN, which matches the study permit expiry date)
- ☐ A void cheque specimen
- ☐ Promotional material showing the name of the participant (e.g.: Instagram visual)
- ☐ In-person event
- ☐ Online event

☒ Participants Residing Abroad

Please provide:

- ☐ Invoice
- ☐ Promotional visual of the event
- ☐ A Word or PDF document containing:
 - ☐ Name of the bank
 - ☐ Address of the bank
 - ☐ BIC/SWIFT code
 - ☐ IBAN
- ☐ Void cheque specimen (or RIB)

 **Please ensure that all documents are in PDF or JPEG format.**

 **Please include this completed checklist with your honorarium request.**