

Registration Verification, Visa Application Support Documents & Payer Authorization Form

Important instructions

Please read and complete this form carefully and ensure all information is accurate. For an invitation letter or visa-support request, provide a clear copy of the valid passport biographical/information page and ensure names and passport details match exactly. The participant must sign. If a different person paid the registration fee, the payer must also complete and sign the payer authorization section. Submit only through the secure method provided by SIP 2027. Do not send full payment-card numbers, CVV/security codes, online-banking passwords, account passwords or other sensitive information/data.

1. Request and Participant Information			
Request type	☐ Registration/attendance verification only (no visa application support documents) ☐ Invitation letter and visa application support package requested		
Participant first name*		Participant last name*	
Email address*		Telephone	
Organization/ university/company		Abstract/paper ID	If applicable

Invitation letter & Visa application support details

Complete the fields below only when requesting an invitation letter or visa application support documents.

Date of birth*	DD Month YYYY	Passport number*		Passport-issuing country*	
Address*	Street, City, Province/ state/region, ZIP/postal code, Country				

**Please provide a copy of the passport identification (ID) page that matches and verifies the information provided above.*

2. Registration Payment Verification			
Receipt/transaction no.*		Amount and currency*	
Payment date*		Payment method	Stripe, PayPal, bank transfer
Payer*	☐ Same person as the participant ☐ Different person from the participant	Payer first name*	
Payer email used for payment*		Payer last name*	
Payer telephone		Relationship to participant	

SIP 2027 may request reasonable supporting information to verify payment authorization. However, SIP 2027 will never ask you to provide your full credit or debit card number, CVV/security code, online banking password, payment-account password, or other highly sensitive financial credentials. Please do not share such information with anyone, including SIP 2027 staff, representatives, or third parties claiming to act on behalf of SIP 2027.

3. Participant Declarations, Consent and Acknowledgments

Please read each statement carefully and check each box to confirm your acknowledgment or consent, as applicable.

[☒]

Participant Acknowledgments and Declarations

- [☐] **1. Accuracy and authority:** I confirm that the information I provide is true, complete, current, and, where applicable, matches my valid passport. I am authorized to make this request. I understand that SIP 2027 may reasonably rely on the information I provide and that inaccurate or incomplete information may delay or prevent verification or document issuance.
- [☐] **2. Legitimate purpose and no immigration guarantee:** I request conference documentation only for legitimate participation and related travel or institutional purposes. I understand that any SIP 2027 invitation letter, event code, confirmation, or support package does not guarantee a visa, eTA, travel authorization, admission to Canada, or entry at the border. Immigration and border decisions are made only by the competent Canadian authorities.
- [☐] **3. Participant responsibilities:** I am responsible for determining and meeting all visa, eTA, passport, immigration, border, travel, accommodation, insurance, health, financial, and other requirements that apply to me, and for ensuring that all information I submit to government authorities is truthful and complete.
- [☐] **4. Terms, Refunds, Transfers, Disputes, and Chargebacks:** I acknowledge and confirm that all payments are final, non-refundable, and non-transferable, including in cases of visa refusal or delay, inability to travel, withdrawal, or non-attendance. I agree not to initiate an improper dispute or chargeback for these reasons. I confirm that I had the opportunity to review and accept the SIP 2027 Terms and Conditions, Refund and Cancellation Policy, Privacy Policy, and Code of Conduct as provide below.

Applicable SIP 2027 policies

Terms and Conditions: <https://sip2027.org/terms-and-conditions.html>

Refund and Cancellation Policy: <https://sip2027.org/refund-and-cancellation-policy.html>

Privacy Policy: <https://sip2027.org/privacy-policy.html>

Code of Conduct: <https://sip2027.org/code-of-conduct.html>

- [☐] **5. Document integrity and non-transferability:** I will not alter, falsify, sell, transfer, lend, publish for misuse, or permit another person to use my personalized SIP 2027 invitation, verification, or support documents. I will not share any restricted event or verification code except where reasonably necessary for my own application, with SIP 2027, a competent authority, or my authorized representative.
- [☐] **6. Payment authorization:** I confirm that the registration payment was made by me or by a payer who knowingly authorized payment for the named participant and requested conference services/registration. If the payer is a different person, I understand that SIP 2027 may require the payer authorization in this form before completing payment verification or issuing personalized documents.
- [☐] **7. Payment disputes and evidence:** If a payment dispute, refund claim, reversal, or chargeback arises, I understand that SIP 2027 may provide relevant transaction and service evidence through authorized dispute channels, including the signed form, registration details, payment metadata, correspondence, policy acceptance

records, and evidence of document preparation, delivery, access, or use. Information should be limited to what is reasonably necessary for the dispute or as required by an authorized recipient or applicable law.

- [] **8. Suspension or withdrawal of conference documents:** I understand that SIP 2027 may suspend, cancel, or withdraw its own registration confirmation, invitation letter, or support/verification documents where payment is unpaid or reversed, authorization cannot reasonably be verified, material information is false or misleading, or a document is materially altered, transferred, or misused, subject to the applicable terms and law. SIP 2027 does not decide, cancel, or revoke any visa, eTA, immigration application, or government status.
- [] **9. Privacy, administration, and permitted disclosure:** I consent to SIP 2027 collecting, using, and disclosing the personal information reasonably necessary for conference administration; registration and attendance; communications; identity, passport, and payment verification; preparation and verification of invitation/support documents; accounting, audit, recordkeeping, security, fraud prevention, refunds, disputes, and legal or regulatory compliance. Where reasonably necessary and permitted by law, information may be shared with contracted service providers, payment processors, financial institutions and payment networks, professional advisers, relevant institutions, IRCC, CBSA, law-enforcement bodies, courts, regulators, or other competent authorities.
- [] **10. Passport, IRCC, and authority verification:** Where I request visa-support documents, I authorize SIP 2027 to use my passport biographical/information page and related identity details for identity verification, document preparation, authenticity checks, and related administration. Where applicable, I also authorize SIP 2027 to share the minimum necessary invitation, registration, passport-country, participation, and application-reference information with IRCC or another competent Canadian authority for authenticity verification, fraud prevention, and event-related coordination. If asked to provide an IRCC application number for this limited purpose, I understand that not providing it may limit related verification or participant-list coordination.
- [] **11. Information security, retention, and rights:** I understand that no electronic system is risk-free. SIP 2027 will use reasonable administrative, technical, and organizational safeguards and will retain personal information only as reasonably necessary for the stated purposes, legal obligations, or legitimate recordkeeping needs, in accordance with applicable law and its Privacy Policy. I may contact SIP 2027 regarding access, correction, or privacy questions, subject to applicable legal exceptions.
- [] **12. Misrepresentation and suspected fraud:** I will not knowingly provide false information, use altered or unauthorized documents, or make unauthorized payments. Where there are reasonable grounds to suspect fraud, document misuse, or unlawful activity, SIP 2027 may preserve relevant records, suspend affected services, and report or disclose information to appropriate payment providers, institutions, professional advisers, or competent authorities where reasonably necessary and permitted or required by law. This clause does not authorize public disclosure of personal information beyond what is permitted or required by applicable law.

Privacy and legal notice

This form supplements SIP 2027's published policies and is intended for conference administration, payment verification, and, where requested, invitation-letter/visa application support documents processing. Personal information should be collected, used, disclosed, protected, retained, and disposed of only for reasonable and authorized purposes under applicable law. The participant may contact support@sip2027.org regarding privacy, access, correction, or secure-submission questions. If any term of this form conflicts with mandatory applicable law, the mandatory law controls. A provision found unenforceable should be limited or severed only to the extent required, without affecting the remainder where legally permissible.

4. Signatures and Payer Authorization

Signature acknowledgment

By signing, the participant confirms that the checked declarations are understood and accepted as applicable. A typed or electronic signature may be used where legally valid and accepted by SIP 2027.

Participant full legal name*		Participant signature*	
Signature date*			

Payer Authorization - complete only if payer differs

I confirm that I am the payer/cardholder or an authorized user of the payment method and that I knowingly authorized the stated payment for the named participant and requested SIP 2027 services. I understand that this authorization may be used to verify the payment and respond to a payment inquiry or dispute through authorized channels.

Payer full name*		Payer signature*	
Payer email*			
Signature date*			

5. SIP 2027 Office Use

Verification	☐ Payment / risk review complete ☐ Participant / identity verification complete ☐ Payer authorization verified - N/A		
Invitation/support document issued by		Issue date	
Verification/reference code			
Office notes			

Processing Notice

After a complete form and all required supporting information have been received and verified, SIP 2027 will normally aim to issue eligible invitation letters and visa-support documents within 2 business days. This is an administrative target and not a guarantee. Delays may occur due to incomplete or inaccurate information, missing signatures, payment verification, security reviews, or circumstances beyond SIP 2027's reasonable control.

SIP 2027 has no role in visa, eTA, immigration, or entry decisions and does not guarantee visa approval or entry into the destination country. All such decisions are made solely by the relevant government and immigration authorities. Participants should apply as early as possible and should not make non-refundable travel arrangements solely in reliance on an invitation letter or estimated processing time.

Document ID: SIP27-FRM-RVPA-001

Version: 1.0 | Status: Approved – Controlled Document

Effective Date: 20 July 2026

Document Owner: SIP 2027 Secretariat

Legal Organizer: Research and Education Promotion Association (REPA) LLC

Classification: Confidential – Personal Information

Controlled Document Notice: This form is an official SIP 2027 controlled document. The Document ID and Version above identify the terms, declarations, acknowledgments, and consents applicable at the time of signing. Completed forms and related records will be handled in accordance with applicable law and the SIP 2027 Privacy Policy.

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