Subject: URGENT: TIME SENSITIVE REQUEST: UBC Okanagan External Examiner Request - Student Name

You have been nominated as a potential external examiner for the PhD Dissertation Examination for STUDENT NAME. The title of the dissertation is XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. If you are willing to serve in this capacity, please provide your CV for approval by the Dean of the College of Graduate Studies, UBC Okanagan campus, Kelowna, BC, Canada.

**External Examiner’s Process at UBC Okanagan campus**

         Upon approval by the Dean of the College of Graduate Studies, we would proceed with sending you an invite for this examination based on your availability within the timeframe of XXXXXXXXXXXXXXXXXXXXX.

         If you are able to attend in person we would reimburse you for economy airfare and one/two night(s) of accommodation (along with eligible expenses).

         If you cannot attend in person, we would request that you consider joining this examination via video conferencing.

         A written report from the external examiner is required one (1) week prior to the exam.

         Upon receipt of your acceptance, The College of Graduate Studies would send confirmation details and a copy of the dissertation for your review.

Please respond via email by DATE as to whether you would be willing to act in this capacity. Thank you in advance for your consideration.