Information and procedures

**The letter of invitation to the internship, signed by the supervisor, must be uploaded by the candidate to his or her Student Center, along with the documents required for admission.  
  
The letter of invitation may also be used for immigration purposes, as   
part of a work permit application.  
  
We strongly suggest that you use the template below. It is essential that   
the following elements are included** :

* Official unit / faculty heading
* Function - status at UdeM - National Occupational Classification (NOC) code, if applicable, see UdeM international
* Title of research project
* Brief tasks description
* Desired start date
* Schedule (number of hours per week)
* Duration of internship
* Name of supervisor(s)
* Address(es) of physical workplace(s)
* Home academic unit
* Remuneration (amount, type, source)
* Signatures of supervisor AND candidate

In the appendix, you'll find documentation designed to guide trainees through the process of applying for a postdoctoral fellowship.

Invitation Letter for an internship

Postdoctoral Internship

**UdeM international – ESP – November 2023**

{date}

**Object**: Invitation letter for a postdoctoral internship at Université de Montréal – {National Occupation Classification (NOC), if applicable}

To {name of the candidate},

It is with great pleasure that we offer you a postdoctoral internship within {academic unit (and the department, if applicable) and research center / laboratory (if applicable)} of the Université de Montréal. We hope to be able to welcome you from {date}, for a period of {number of months / number of years} under my supervision (as well as under {name of co-supervisor} if necessary).

As part of your internship, you will participate in our {title of research project} project  
and will have to perform the following tasks and assume these responsibilities: {Tasks  
description}.

|  |  |
| --- | --- |
| **Internship conditions** | |
| Remuneration | Amount:   * Fellowship: {amount} * Gross annual salary (excluding social charges): {amount}   Duration: (number of months / number of years)  Funding source(s) details: (funds of the supervisor, organization, etc.) |
| Academic unit | {academic unit (and the department, if applicable) and research center / laboratory (if applicable)} |
| Workplace(s) | {address(es) of the physical place(s) of work} |
| Supervisor(s) | {name of supervisor(s)} |
| Work schedule | {number of hours per week (maximum 35 hours)} |

For admission application and registration procedures, please consult Appendix 1. If you have any question about your application or registration, please contact Graduate and Postdoctoral Studies (Études supérieures et postdoctorales, ESP) at the following address: [stagiairespostdoc@umontreal.ca](mailto:stagiairespostdoc@umontreal.ca) .

Best regards

|  |  |
| --- | --- |
| {Signature}  {Firstname name} Professor {title} {Unity, department} Université de Montréal | {Signature}  {Firstname name}  Postdoctoral candidate |

# APPENDIX 1: Admission application procedure (ESP)

To complete your registration as a postdoctoral fellow, the first step is to submit an [application for admission](https://esp.umontreal.ca/english/postdoctoral-fellow/admission/).

* Application Deadlines

Below are the deadlines to submit your application by the academic term. As a reminder, the application must be submitted at least one month prior to the start of the internship.

**Fall** term (September 1st to December 31st)

**Deadline: November 15th**

**Winter** term (January 1st to April 30th)

**Deadline: March 15th**

**Summer** term (May 1st to August 31st)

**Deadline: July 15th**

* Conditions for Admission

To be eligible for postdoctoral fellow status, you must:

1. Have completed, within the past five years, a research-based doctorate (Ph.D.) or have equivalent academic training.
2. Be carried out under your internship under the **supervision of  
   Université de Montréal professor** who is also a faculty member.  
   For UdeM graduates: with the exception of a short transition period, the internship cannot be carried out under the supervision of your thesis supervisor or co-supervisor.
3. Have sufficient remuneration for the duration of the internship  
   (salary / scholarship).

For more details, please see Article 1 of the [*Politique sur le statut du stagiaire postdoctoral*](https://esp.umontreal.ca/fileadmin/esp/documents/PDF/PolitiqueSPDmai2015.pdf) (in French only) and the [Postdoctoral Fellow Guide](https://esp.umontreal.ca/fileadmin/esp/documents/PDF/GuideStagiairePostoctoral_Eng.pdf).

* Required documents

Once you have completed your online application, you will receive a  
registration number (matricula) and instructions on how to access your “Centre étudiant” (student center) to upload the required documents. If you have any questions regarding the uploading of documents, please refer to the [Admission website](https://admission.umontreal.ca/en/admissions/filing/submit-supporting-documents/) and this [video](https://www.youtube.com/watch?v=ZKTS0hwMKxs) (in French only, but with English subtitles).

**List of required documents:**

* + Ph.D. diploma (original or certified copy) or proof/certification of obtaining your Ph.D. degree;
  + Invitation letter from your supervisor;
  + Curriculum Vitae;
  + Acceptance form signed by your supervisor and the chair of the academic or research unit;
  + Scholarship award letter (if applicable);
  + Birth certificate (required by the [Registrar’s Office](http://registraire.umontreal.ca/nous-joindre/bureau-du-registraire/));
  + For international postdoctoral fellows:
    - Work permit or Permanent residence card;
    - Passport.
* For further information
  + [ESP’s website](https://esp.umontreal.ca/english/postdoctoral-fellow/presentation/), postdoctoral fellow section;

* + [Politique sur le statut du stagiaire postdoctoral](https://esp.umontreal.ca/fileadmin/esp/documents/PDF/PolitiqueSPDmai2015.pdf) (in French only);
  + [Postdoctoral Fellow Guide](https://esp.umontreal.ca/fileadmin/esp/documents/PDF/GuideStagiairePostoctoral_Eng.pdf): it explains procedures and  
    admission conditions and contains other information about  
    the internship progression.

For any questions, please contact us at [stagiairespostdoc@umontreal.ca](mailto:stagiairespostdoc@umontreal.ca).

Please always include your registration number (matricula) in your email messages.