

Training or Research Intern Guide

Graduate and
Postdoctoral Studies

Université 
de Montréal

The University of Montreal
and of the world.

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TRAINING OR RESEARCH INTERN GUIDE

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This guide provides information regarding the Training or Research Intern status. We invite you to read it carefully.

1. Definitions

- An undergraduate or graduate **Training or Research Intern** is a student enrolled in a program of study at another university¹ or in a higher education institution, in order to meet certain requirements of this program, is hosted by the Université de Montréal (UdeM) for research training, for a period **not exceeding twelve months (non-consecutive)**. The research or training intern does not apply for a degree at the Université de Montréal but is nevertheless subject to its regulations.
- **International students** enrolled in exchange programs² or in bilateral exchange programs managed by UdeM international should not apply for Training or Research Intern status, as this would not bring them any additional benefit. Students are advised to consult the [UdeM international's website](#) to check whether or not there is an agreement between their home university and UdeM. International students visiting UdeM as part of these exchange programs are managed by the [the Immigration team at UdeM international](#).
- Students who have **recently graduated** from their program can register at UdeM with the Training or Research Intern status if: (1) they have obtained their last degree within the **last six months**, and (2) they have been admitted to a regular program of studies of the University of Montreal for an upcoming semester. Please note that *both conditions* must be met in order to be admitted as a Training or Research Intern. Past this deadline, the student will have to register as an [étudiant libre](#).

1. Students enrolled at UdeM are not eligible for this status.

2. These are the programs identified with the following numbers: 1-999-4-9, 2-995-1-9 or 3-995-1-9.

2. Terminology

Université de Montréal uses a terminology that is important to clearly understand. Here are some of the most frequently used terms in French:

- **Matricule** — A unique ID number assigned to you by the University when you apply for admission. The *matricule* also allows you to identify yourself with institutional and government services.
- **Code d'accès** — The access code, also called “identification code”, “user code”, “user name” or “login” will have one of the following forms: p0123456, where 0123456 are randomly assigned numbers.
- **UNIP** — Personal identification number. This is a password. A temporary UNIP will be emitted once you complete your application. It allows you to connect to the e-mail service and to the Portail UdeM, once your registration has been completed.
- **Centre étudiant** — The Student Service Center is a secure web space that brings together personal data and allows members of the community to carry out operations related to their university career. It allows employees to manage certain academic activities related to the course. It corresponds to an administrative service center.
- **Portail MonUdeM** — The Portail MonUdeM is a virtual portal that gives you access to your academic file, your e-mails, your reader’s file (library), your personal data, etc.
- **Cycle** — In the North American university system, the *1^{er} cycle* (undergraduate) level corresponds roughly to the bachelor level. The *2^e cycle* and *3^e cycle* are graduate levels corresponding to the master’s and doctorate levels respectively.
- **Trimestre** — The academic year in Quebec is divided into three terms (*trimestres*) of four months each:
 - Fall term: from September 1st to December 31st.
 - Winter term: from January 1st to April 30st.
 - Summer term: from May 1st to August 31st.

3. Benefits of the Training or Research Intern Status

Undergraduate or graduate Training or Research Intern are admitted and registered by UdeM’s Graduate and Postdoctoral Studies ([Études supérieures et postdoctorales](#) – ESP) for a minimum period of one month, but not exceeding 12 months. Among other things, this status allows them to:

- Be under the supervision of a UdeM faculty member for the duration of their stay.
- Be granted [Library](#) and [Information Technology](#) (IT) services.
- With the agreement of their research director, register as an [étudiant libre](#) for one or more courses.
- Obtain a student ID card (*carte UdeM*) from the registrar’s office.

Please note that Training or Research Intern are officially considered as interns (*stagiaires*) and cannot benefit from the student discount for the [Opus card](#) of the Montreal Transit Corporation (STM).

4. Application for Admission

STEP 1 — COMPLETING THE ONLINE ADMISSION FORM

To be admitted as a Training or Research Intern, you must first fill-out the [application form](#). A minimal non-refundable [application fees](#) will apply at the end of the admission process. Note that the system’s interface is in French only. A bilingual document to help understand the French form is available.

Deadlines

The admission process is rolling. All applications submitted beyond the following deadlines will be considered for the next term.

For internships starting between...	Deadlines to complete the admission form*
January 1 st and April 30 th (Winter Term)	March 15 th
May 1 st and August 31 st (Summer Term)	July 15 th
September 1 st and December 31 st (Fall Term)	November 15 th

* Of the same calendar year. For example, to be appointed during the winter 2019 term, the deadline is March 15, 2019.

Program Selection

On the application form, please select one of the following program numbers:

- Undergraduate training or research interns must select: **499511**
- Masters' level training or research interns must select: **499522**
- Doctorate level training or research interns must select: **499533**

STEP 2 — PREPARING THE REQUIRED DOCUMENTS

All documents must be **official documents**. For documents that are in a language other than French or English, an official translation into French or English is also required. The admission application file for training or research intern must include the following documents:

	Canadian citizens...		For non-Canadians	
	...born in Canada	...born abroad	Permanent residents	International students
- Passport		✓	✓	✓
- Work permit* (please, see section: 6. Immigration procedure)				✓
- Official transcripts for the last year of university studies	✓	✓	✓	✓
- A proof of registration in a university study program	✓	✓	✓	✓
- Invitation letter written by supervisor	✓	✓	✓	✓
- The form " Autorisation et déclaration " filled and signed	✓	✓	✓	✓

* The work permit may, in some cases, be issued by border services upon arrival at the airport. The work permit is to be uploaded in your student center upon your arrival in Montreal. In the meantime, you must keep the acknowledgment of receipt of your permit application with IRCC.

It is possible that the Registrar's Office require that you upload your birth certificate in your *Centre étudiant*.

STEP 3 — UPLOADING THE REQUIRED DOCUMENTS

After submitting your online application form, you will receive an e-mail providing you with a **matricule** (usually consisting of eight digits), a temporary **login** (in the form "p○○○○○○○") and PIN (**UNIP**) to access your "[Student Center](#)". With this information, you will be able to up-load the required document. For the uploading process, please visit the [Admission website](#). If you have trouble with the uploading procedure, please watch this [video](#).

If you are unable to upload your documents, these should be sent in PDF format to the following address: esp-international@umontreal.ca.

Documents in a language other than French or English must be accompanied by a translation into French or English certified by the consulate of the country of origin or by a member of l'[Ordre des traducteurs terminologues et interprètes agréés du Québec](#).

Please note that at any time during your stay at UdeM you may be asked to present the originals or certified copies of all the documents required to verify their authenticity.

5. Confirmation of Admission

After the receiving your admission form and required documents, the ESP will evaluate your application and issue a decision notice that can be consulted on your [Centre étudiant](#), using your login (*code d'accès*) and UNIP.

6. Immigration Procedures

Immigration, Refugees and Citizenship Canada considers research internships as **work, whether or not they receive a salary**. Therefore, it is highly recommended that international training or research interns check with [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) or the Canadian Embassy in their country for procedures regarding obtaining a **work permit**.

IMPORTANT. Please note the following three points:

- 1) Without a valid work permit, a training or research intern **may be denied** entry in Canada by Immigration services.
- 2) International training or research interns **must plan between three to six months** to obtain a work permit and complete all the formalities related to their stay in Québec.
- 3) The ESP are **not authorized** to help in the application process for a permit to enter Canada. Any questions should be addressed to [Immigration, Refugees and Citizenship Canada](#) directly.

Training or Research Interns whose research stay at UdeM does not exceed 120 days **may** be eligible for the work permit exemption if they meet the eligibility requirements for this measure. You can read the conditions of eligibility on the [IRCC website](#).

Job offer and employer compliance fee

If IRCC informs you that a work permit is required for your stay in Canada, you will need to attach the job offer number and the compliance fee receipt to your work permit application. To obtain this information and documents, please contact the management of the academic unit that welcomes you at UdeM.

7. Registration

Upon arrival in Montreal, to complete your registration, you must:

- Upload your work permit in your *Centre étudiant*.
- Pay your registration fees.

To pay these registration fees, please visit our offices:

Université de Montréal
Études supérieures et postdoctorales
2910, boul. Édouard-Montpetit, **apt. 10, office 214**
Montréal, Qc H3T 1J7

We only accept debit and credit cards. A receipt will be emitted upon payment. You will be registered and billed in blocks of four months for a maximum of 12 months³. Registration fees are established according to the following scheme:

- **\$160 for a stay of 1 to 4 months.**
- **\$320 for a stay of 5 to 8 months.**
- **\$480 for a stay of 9 to 12 months.**

Non-payment of these fees within 30 days will invalidate your admission.

8. UdeM ID Card

Once you have uploaded all your documents and paid your registration fees, your registration shall be completed. You will receive a confirmation e-mail.

Once you have officially registered, you will be able to use your login and password to create an institutional e-mail account, access certain computer services and obtain a library access card by visiting your assigned library.

To obtain your UdeM card, you have to wait until you receive the invitation e-mail from the Registrar's Office containing the link to order your card. If you submit your request before receiving this invitation e-mail, the service may not be able to issue your card.

** If you still have not received the invitation e-mail to request your UdeM card after ten days, please contact the [Registrar's Office](#).

9. Medical Insurance

All training or research interns must be covered by an adequate medical insurance. This insurance must cover basic health care, medication and accident health care.

Available options are :

1. Students who are already covered by medical insurance, either from Canada or from their country of origin, will be asked to provide proof of it.⁴

3. These fees do not cover tuition fees if you want to register for courses as an [Independent student](#).

4. Medical insurance refers to insurance that covers basic medical expenses in addition to medical expenses in case of accident and not insurance that covers only medical expenses in case of accident-repatriation.

2. The government of Quebec has signed a number of agreements for health coverage with other countries. To find out if your country has an agreement with the province of Quebec and if you are eligible for the provincial health insurance card, we invite you to visit the [Régie d'Assurance Maladie du Québec website](#).

3. If you do not have health coverage, you should subscribe a health insurance in Quebec. Two choices are available:

- a) Subscription to Desjardins Sécurité Financière insurance:
 - The amount is determined at the beginning of each academic year by Desjardins Sécurité Financière and varies, from year to year, between \$75 and \$100 per month.
 - Please contact [Desjardins Sécurité Financière](#) for information and refund claims.
- b) Subscription through another private insurance agency. You should contact directly a private insurer and mention the type of visa you hold in order to get the appropriate health coverage.

To find a private insurer, please visit the [Ombudman service for Life & Health Insurance](#) website.

10. Reminders

- Only **complete** application files will be processed.
- A delay of **7 to 10 working days** (after the reception of the admission form and of the required official documents) must be expected for the admission process.

Training or Research Intern checklist	✓
- Invitation letter from supervisor.	
- Online application form.	
- If necessary, apply for a work permit from the IRCC.	
- Uploading all required documents.	
- Payment of registration fees at the ESP upon arrival (in person only at office 214).	
- Health insurance (Desjardins or other).	