

Training or research intern – Progression and Immigration

ADMISSION AND REGISTRATION

1 Online application

<https://admission.umontreal.ca>



2 Provide the required documents



3 Admission letter



4 Registration at the GPS



Deadlines :

- Winter : March 15 (January 1st to April 30)
- Summer : July 15 (May 1st to August 31)
- Fall : November 15 (September 1st to December 31)

All applications submitted beyond the deadlines will be considered for the next term

Fees: <https://admission.umontreal.ca/admission/cycles-superieurs/frais-dadmission/>

- Provide Graduate and Postdoctoral Studies (GPS) with the original of the required documents to complete your registration)
- Pay the registration fee (160 \$ for 4 months)

STUDENTS - ELIGIBILITY, DOCUMENTS AND SERVICES

Eligibility

- You are registered in an undergraduate or a graduate program in another university and you wish to pursue a research stay at the Université de Montréal (UdeM) or
- You have completed your degree at most six months before your registration and have already received an admission in a study program at the UdeM for a coming term.
- Your research stay at UdeM is a minimum period of one month, and cannot exceed 12 months.

NB : If the research stay is less than 6 months and the home university has an exchange agreement with UdeM, you may be admitted as an exchange student. See the Website of the International Affairs Head office (DAI) for the list of agreements, admission and registration process.

www.international.umontreal.ca/entente/conventions-actives.html

Required documents

- Invitation letter signed by your UdeM supervisor and the program director. The letter must state your period of registration and the location of your training.
- Identification documents (birth certificate, passport, resident permanent card, work permit, etc.).
- Proof of registration in a university study program (transcript or registration certificate).
- « Autorisation et déclaration » form

www.esp.umontreal.ca/fileadmin/fesp/documents/PDF/FormulaireAutorisationDeclaration.pdf

Services

- As a training or research intern, you have access to UdeM libraries and IT services
- You do not have access to :
 - Regular study program
 - Courses and credits
 - Student's identity card (ID Card)
 - Health coverage and center for UdeM students
 - Sport center

Guide for Training or research intern

<https://esp.umontreal.ca/fileadmin/esp/documents/PDF/GuideStagiairesFormationRecherche-ENG.pdf>

IMMIGRATION

Foreign Student

Foreign students should contact Immigration, Refugees and Citizenship Canada (IRCC) <http://www.cic.gc.ca/english/work/apply-who.asp> or the Canadian embassy in their country to enquire on the need of a work permit during their training at UdeM.

Professor / Academic Unit

Upon notification that the training or research intern (stagiaire de formation ou de recherche - SFR) needs a work permit during his (her) training at UdeM, the academic unit :

- Submits an offer of employment form through the Employer Portal of IRCC and pays the employer compliance fees of \$230.
- Sends the offer of employment number to the training or research intern. This number allows the SFR to submit his (her) work permit application.

Graduate and Postdoctoral Studies

GPS

- Does not submit Employment offer for the training or research intern.
- Is not allowed to give any advice or assistance for the work permit application process. All questions should be submitted to IRCC.

INFORMATION

GRADUATE AND POSTDOCTORAL STUDIES (GPS)

Website : www.esp.umontreal.ca

Address : 2910, Édouard-Montpetit Blvd, Montréal (QC) H3T 1J7

E-mail : esp-international@umontreal.ca

Phone : 514 343-7125