



Postdoctoral Fellow Guide

Graduate and
Postdoctoral Studies

Université 
de Montréal

The University of Montreal
and of the world.

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POSTDOCTORAL FELLOW GUIDE

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Why this guide?

This guide is the essential complement to the [Université de Montréal \(UdeM\) Policy on the Status of Postdoctoral Fellows](#). It provides useful information to Postdoctoral Fellows such as:

- Practical information about application for a postdoctoral fellowship at UdeM.
- Important information for postdoctoral fellows coming from abroad.
- The list of postdoctoral fellowship programs available at UdeM.

Registering as a postdoctoral fellow with the Graduate and Postdoctoral Studies (ESP) is mandatory for all postdoctoral fellows. Registration benefits include:

- An identification number (*matricule*) to identify yourself with academic and governmental instances.
- An official certification, upon request, of your registration from the ESP.
- Access to library resources and IT services at UdeM.
- A UdeM ID card (*carte UdeM*).

1. Definitions

A postdoctoral fellow is a person enrolled in a postdoctoral fellowship program at the Graduate and Postdoctoral Studies (ESP), in accordance with the policy in force, and hired for a fixed time period.

Article 2 of the [Policy on the Status of Postdoctoral Fellows](#) indicates two possible status for postdoctoral fellows registered at l'UdeM:

1. Award recipient fellows (*stagiaires postdoctoraux boursiers* (SPB)):
 - a) Are considered autonomous researchers and are not employees of UdeM.
 - b) Receive a scholarship or award from an external organisation.
2. Associate fellows (*stagiaires postdoctoraux employés* (SPE)):
 - a) Are UdeM employees.
 - b) Receive funding from their supervisor's research funds that are **administered by UdeM**.

Associate fellows are members of the SERIUM (Syndicat des employés de la recherche de l'UdeM – Stagiaires postdoctoraux) union. Their working conditions are governed by a [collective agreement](#).

2. Terminology and Abbreviations

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.
- **Portail UdeM** — The Portail UdeM is a virtual portal that gives you access to your academic file, your e-mails, your reader's file (library), your personal data, etc.
- **UNIP** — Personal identification number. 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.
- **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 semesters (*trimestres*) of four months each:
 - Fall term: September to December.
 - Winter term: January to April.
 - Summer term: May to August.
- **SPB** — Refers to award recipients - "*Stagiaires postdoctoraux boursiers*." They are individuals who directly receive a grant from Quebec Research Funding agencies, Canadian Tri-Council agencies, or from a private Foundation located in Canada or abroad.
- **SPE** — Refers to associate fellows - "*Stagiaires postdoctoraux employés*." They are individuals who are paid a salary from a supervising faculty member's research funds managed by UdeM.
- **PDFs** — Postdoctoral fellows.

3. Eligibility for Appointment

Admission conditions are specified in Article 1 of the [Policy on the status of postdoctoral fellows](#). According to this policy, UdeM defines a postdoctoral fellowship, either SPB and SPE, as follows:

- a) The candidate has been awarded, within the past five years, a research-based Ph.D. degree (or equivalent academic credentials) ideally from another university.

- b) The fellowship is supervised by a professor who is a UdeM faculty member (the “supervisor”).
- c) With the exception of short transition periods,¹ the fellowship may not be conducted under the supervision of the thesis supervisor or co-supervisor.
- d) Due to its preparatory nature for a research career, the postdoctoral fellowship cannot usually extend beyond the fifth year after obtaining the PhD or its equivalent, including internal extensions and internships previously completed in another university institution.
- e) The maximum duration of registration may not exceed that of the supervisor’s commitment to remunerating the SPE or the duration of the scholarship for the SPB.
- f) The SPB is dedicated full-time to his fellowship for its entire duration. The SPE may be registered part-time in the manner agreed with his supervisor.
- g) The fellowship involves a variety of research activities, outreach activities and may involve responsibilities in research management, student supervision and participation in teaching. In this case, courses are allocated in accordance with current collective agreements.

4. Application for Admission

All postdoctoral fellows hold a formal appointment at UdeM. The following admission process is followed regardless of funding source.

STEP 1 — COMPLETING THE ONLINE ADMISSION FORM

To be admitted as a postdoctoral fellow, you must first complete an [application form](#). A minimal non-refundable [admission fee](#) 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

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

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

* 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](#), you will need to indicate the title and number of the fellowship program. It is important to identify the appropriate program title using the [list of postdoctoral programs](#) (also found as of page 9 of this document). Your choice of program should match the field of expertise of your fellowship supervisor.

STEP 2 — PREPARING THE REQUIRED DOCUMENTS

Depending on your legal status, different **official documents** must be provided. For documents that are in a language other than French or English, an official translation in French or English is also required. Required documents are listed in the table below:

1. This period may not exceed six months without exception.

	Canadian citizens...		For non-Canadians	
	...born in Canada	...born abroad	Permanent residents	Non-residents
- PhD diploma (or official attestation)	✓	✓	✓	✓
- Up-to-date résumé (curriculum vitae)	✓	✓	✓	✓
- Letter of attribution of an external nominative scholarship (SPB only)	✓	✓	✓	✓
- The online form « Acceptation du stagiaire postdoctoral » duly completed and signed	✓	✓	✓	✓
- Passport		✓	✓	✓
- Work permit*				✓

* The work permit may, in some cases, be issued by border services upon arrival at the airport. If so, please refer to Section 6 of this guide. The work permit should be uploaded in your *Centre étudiant* upon your arrival. In the meantime, you must keep the acknowledgment of receipt of your permit application with IRCC.

The Registrar's Office may also ask you to upload the following documents: Birth certificate, Citizenship certificate, Permanent residency card.

STEP 3 — UPLOADING THE REQUIRED DOCUMENTS

After submitting your online application form, you will receive an email providing you with a *matricule* (usually consisting of eight digits), a temporary login (in the form "p○○○○○○○") and PIN (UNIP) to access your UdeM portal and Student Center ([Centre étudiant](#)). With this information, you will be able to upload the required document. For the uploading procedure, please watch this [video](#) and visit the [Admission website](#). If you are unable to upload your documents, these should be sent in PDF format to the following address: stagiairespostdoc@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 required documents to verify their authenticity.

5. Confirmation of Admission

After receiving your uploaded documents, the ESP will evaluate your application and issue a decision notice that you can consult by accessing your *Centre étudiant* using your access code and your UNIP. To receive your scholarship or salary, you must provide your academic unit with your UdeM ID number (*matricule*). Following your official registration, you will be able, using your credentials, to create an institutional email account, access certain IT services and obtain a UdeM ID card (*carte UdeM*).

6. Immigration Procedures

The Canadian immigration services, Immigration, Refugees and Citizenship Canada, consider [postdoctoral fellowships as work](#). It is highly recommended that you check with [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) or the [Canadian Embassy](#) in your country for procedures regarding obtaining a work permit.

IMPORTANT. Please note the following six points:

- 1) Without a work permit, postdoctoral fellows **may be denied** entry to Canada through immigration services.
- 2) Foreign postdoctoral fellows **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 duration of registration as a postdoctoral fellow **cannot exceed** that of the validity of the work permit.
- 4) The ESP is **not authorized** to provide assistance in the application process for a permit to enter Canada. Any questions should be addressed to [Immigration, Refugees and Citizenship Canada](#) directly.
- 5) For stays of **not exceeding 120 days**, it is possible, [under certain conditions](#), to [be exempted](#) from the obligation to obtain a work permit.
- 6) For stays **longer than 120 days**, please advise the administrative staff of your academic unit so that they initiate the work permit procedure with the IRCC, with an exemption code. This can be initiated **before** receiving a notice of admission from the ESP.

7. Registration

To complete registration, foreign postdoctoral fellows must upload their work permit in their Student centre. Non-resident postdoctoral fellows must claim a valid Social Insurance Number (SIN),² otherwise they will not be able to receive any form of remuneration in Canada.

8. UdeM ID Card

Following the reception of your registration confirmation email, you will need to go in person to the card counter to collect your UdeM identification card at the following address:

[Pavillon J.-A.-DeSève](#)
2332, boul. Édouard-Montpetit
3rd floor (Guichet de la carte)
Montréal, QC H3T 1J4

9. Hiring and Pay

SPEs (associate fellows) must contact the administrative staff of their academic unit to finalize the hiring procedures and receive their pay.

10. Medical Insurance

International fellows and new permanent residents must apply for a health insurance card with the [Régie de l'assurance-maladie du Québec](#) (RAMQ). Please note that a service charge may be required in order to receive this card. For more information:

425, boul. de Maisonneuve Ouest
3rd floor, office 300
Montréal, QC H3X 2T8
+1 514 864-3411
Métro [Place des arts](#) or [McGill](#)

It is **highly recommended** that international postdoctoral fellows and new permanent residents subscribe to a basic private medical insurance for the first three months of their stay until they receive their health insurance card. You can buy medical insurance in your country of origin or from private insurance agencies in Canada. Different options can be found on the [Ombudsman service for Life & Health Insurance website](#). Please note that the [Canadian Association of Postdoctoral Scholars](#) offers the opportunity to join a group insurance plan.

2. A Social Insurance Number (SIN) is essential for working in Canada and receiving government program services. To obtain your SIN, please visit the [Social Insurance Number](#) website.

11. Renewals

In the event that your postdoctoral fellowship extends beyond the period originally scheduled, you will need to contact the FESP to have a new list of documents generated in your *Centre étudiant* and proceed with the uploading of the following documents:

	Canadian citizens...		For non-Canadians	
	...born in Canada	...born abroad	...born in Canada	...born abroad
- Letter of attribution of an external nominative scholarship (SPBs only)	✓	✓	✓	✓
- A new online form « Acceptation du stagiaire postdoctoral » duly completed and signed	✓	✓	✓	✓
- Renewal of work permit (if applicable)				✓

Please note that Article 1 d) of the UdeM's [Policy on the Status of Postdoctoral Fellows](#) stipulates that a postdoctoral fellowship may not extend beyond the fifth year following the completion of the PhD. The Policy also states that the Ph.D. must preferably have been obtained at another university and that the postdoc supervisor cannot be the thesis director or co-director, unless the fellowship is for a short transitional period (no longer than six months). The Policy allows for exceptional extensions for the duration of a fellowship, such as parental leave. In that case, a birth certificate of the child is necessary.

We recommend requesting a renewal at least **one month in advance** to avoid any gap for your next paycheck.

12. Certifications

Proof of Registration

You can request a proof of registration from the ESP (stagiairespostdoc@umontreal.ca). A service fee of \$17 will apply and a five to ten workdays processing delay is to be expected.

Certificate of Completion

Upon completing your fellowship, you may request from the ESP a certification of completion. To obtain this certificate, your supervisor and unit director must fill out the recommendation form available on the "[Formulaires](#)" page of our website. This form is sent to stagiairespostdoc@umontreal.ca. Processing times of five to ten working days are expected.

13. All Through Your Fellowship

It is your responsibility to keep your file up to date at the ESP. We invite you to keep a copy of the documents provided to the FESP. It is important to renew your registration in due time. The Faculty of Graduate and Postdoctoral Studies does not issue reminders for renewal of fellowships.

- In case of a **change of address**, you must register the change in your UdeM portal and notify your Research Unit and UdeM's [Human Resources Bureau](#) (for SPEs).
- Before your documents expire, you must apply for renewal of your work permit, permanent resident card and passport. You must provide the ESP with a copy of these documents.
- Postdoctoral fellows working in research centers affiliated with UdeM that are **off campus** (such as Institut de Cardiologie, CRCHUM, CHU Sainte-Justine, Hôpital Maisonneuve-Rosemont, etc.) must also remember to keep their file up to date at the research centre.
- If your status changes from **SPE** to **SPB**, please inform us and send us your scholarship award letter.
- In the case of a parental leave following your ph. D. diploma, please inform us and send us a copy of the child's birth certificate so that we extend your eligibility period accordingly.

14. When Your Fellowship Ends

It is **essential** to notify the ESP when your fellowship comes to an end, by sending an email to: stagiairespostdoc@umontreal.ca. You must also inform your academic unit. SPEs must ensure that they provide Human Resources with a postal address and a valid email address.

15. Tax Return

All postdoctoral fellows must complete and submit a tax return. The ESP and UdeM do not provide advice on tax returns. Please consult a professional (accountant, tax specialist) for any tax-related questions. Postdoctoral fellows coming from abroad are responsible for their application for eligibility for the [provincial tax exemption](#) and subsequent renewal applications. The ESP does not issue reminders regarding provincial tax exemption renewals. If you have received a tax exemption certificate issued by the [MEES](#), you will need to attach a copy to your income tax return.

Revenu Québec Income Tax Return

CANADIANS AND PERMANENT RESIDENTS

You will find the relevant information on the [Revenu Québec](#) website.

INTERNATIONAL FELLOWS

International postdoctoral fellows could benefit from a tax exemption in Quebec if they meet the eligibility criteria of the government. For these conditions, consult the [Ministère de l'Éducation](#)'s website. Only complete files will be processed. The processing times for applications to the ministry are several months. For information regarding the required documents, contact the ministry directly. The FESP certifies the fellowship and its terms and sends the documents, but cannot guarantee the obtaining of this tax exemption, the granting of which is the sole prerogative of the Government of Quebec.

Filing Taxes with Canada Revenue Agency

Revenues collected by the postdoctoral fellow, directly related to the completion of his fellowship, are considered income and are fully taxable by [Canada Revenue Agency](#) (CRA). For tax rates, please consult CRA's website. For SPBs, UdeM does not levy tax on scholarships paid by external organizations. You must therefore have sufficient financial resources to make the payments due (taxes, instalments, etc.).

16. Additional Information

Library and IT Services

Postdoctoral fellows are granted the same benefits that professors and graduate students receive at the [UdeM Libraries](#) and [Technologies de l'information](#) for the duration of their fellowship

Occupational Integration Seminars

An increasing number of doctoral graduates and postdoctoral fellows will be called upon to pursue careers in private enterprise, government agencies or national and international organizations. In this context, the ESP offer seminars designed to bridge the gap between academic disciplinary training and their possible entry into a first research position outside the academic world. These courses, labeled "IPR," aim to promote professional integration through the acquisition of transversal skills. More information is available on our [website](#).

Contacts

Conditions related to the fellowship, duration, amount of the scholarship	→ Fellowship supervisor
Location of fellowship, documents to be provided, salary	→ Administrative staff for the academic unit or research center
General information, registration, document to be provided, certification, doctoral and postdoctoral summer school	→ The ESP
Remuneration, contributions, benefits and termination of employment	→ HR, « Développement de talents et diversité » Section
Provincial tax return	→ Ministère de l'Éducation et de l'Enseignement supérieur

17. Some Useful Links...

You will find information that could be useful to you by following the links below:

- [Campus map](#)
- [Bureau d'intervention en matière du harcèlement](#)
- [Policy against sexual violence](#)

* * *

APPENDIX — List of Postdoctoral Programs Available at UdeM

PROGRAM NUMBER	PROGRAM TITLE
477010	Stage postdoctoral en administration des services de santé
480110	Stage postdoctoral en administration éducation
480010	Stage postdoctoral en administration scolaire
400510	Stage postdoctoral en aménagement
445510	Stage postdoctoral en anatomie
480510	Stage postdoctoral en andragogie
446010	Stage postdoctoral en anesthésie
405010	Stage postdoctoral en anthropologie
405510	Stage postdoctoral en bibliothéconomie
446510	Stage postdoctoral en biochimie
446511	Stage postdoctoral en biochimie clinique [Faculty of Medicine]
446810	Stage postdoctoral en bio-informatique
446610	Stage postdoctoral en biologie moléculaire
451110	Stage postdoctoral en biopathologie cellulaire
408010	Stage postdoctoral en cardiologie
406010	Stage postdoctoral en chimie
468510	Stage postdoctoral en chimie médicinale
447010	Stage postdoctoral en chirurgie
422510	Stage postdoctoral en communication
406510	Stage postdoctoral en criminologie
407010	Stage postdoctoral en démographie
481110	Stage postdoctoral en didactique
432510	Stage postdoctoral en droit
481510	Stage postdoctoral en éducation comparée
482010	Stage postdoctoral en éducation préscolaire — enseignement primaire
481010	Stage postdoctoral en enseignement secondaire et collégial
441010	Stage postdoctoral en environnement et météo
407510	Stage postdoctoral en études anciennes
413510	Stage postdoctoral en études anglaises
417110	Stage postdoctoral en études cinématographiques
409510	Stage postdoctoral en études classiques
424511	Stage postdoctoral en études européennes (Institut)
414511	Stage postdoctoral en études françaises
412510	Stage postdoctoral en études slaves
484510	Stage postdoctoral en fondements éducation
453510	Stage postdoctoral en génie biomédical
415510	Stage postdoctoral en géographie
416010	Stage postdoctoral en géologie
450710	Stage postdoctoral en hématologie-oncologie
416510	Stage postdoctoral en histoire
417010	Stage postdoctoral en histoire de l'art
426010	Stage postdoctoral en histoire sociopolitique des sciences
477510	Stage postdoctoral en hygiène
417510	Stage postdoctoral en informatique
445010	Stage postdoctoral en internat multidisciplinaire
445011	Stage postdoctoral en internat rotation
418010	Stage postdoctoral en linguistique
413710	Stage postdoctoral en littérature
414010	Stage postdoctoral en littérature comparée
414510	Stage postdoctoral en littératures de langue française
408510	Stage postdoctoral en littératures et langues modernes
419010	Stage postdoctoral en mathématiques

PROGRAM NUMBER	PROGRAM TITLE
449010	Stage postdoctoral en médecine
430010	Stage postdoctoral en médecine dentaire
448010	Stage postdoctoral en médecine et chirurgie expérimentale
448310	Stage postdoctoral en médecine familiale
448311	Stage postdoctoral en médecine familiale, urgence
455510	Stage postdoctoral en médecine nucléaire
485010	Stage postdoctoral en mesure et évaluation en éducation
450010	Stage postdoctoral en microbiologie immunologie
499810	Stage postdoctoral multidisciplinaire [select only if the intership covers several disciplines]
460010	Stage postdoctoral en musicologie
460012	Stage postdoctoral en musique
461510	Stage postdoctoral en musique (mention histoire)
422110	Stage postdoctoral en neuropsychologie
453011	Stage postdoctoral en neuroscience
432010	Stage postdoctoral en nutrition
450510	Stage postdoctoral en obstétrique-gynécologie
447510	Stage postdoctoral en ophtalmologie
465510	Stage postdoctoral en optométrie
485510	Stage postdoctoral en orthopédagogie
475010	Stage postdoctoral en orthophonie et audiologie
451010	Stage postdoctoral en pathologie
451210	Stage postdoctoral en pathologie et biologie cellulaires
451510	Stage postdoctoral en pédiatrie
451511	Stage postdoctoral en pédiatrie et néonatalogie
469010	Stage postdoctoral en pharmacodynamie et biochimie
469510	Stage postdoctoral en pharmacognosie
452010	Stage postdoctoral en pharmacologie
496015	Stage postdoctoral en phénomène des drogues
419510	Stage postdoctoral en philosophie
452510	Stage postdoctoral en physiologie
420010	Stage postdoctoral en physique
454010	Stage postdoctoral en psychiatrie
421010	Stage postdoctoral en psychoéducation
422010	Stage postdoctoral en psychologie
422012	Stage postdoctoral en psychologie — recherche et intervention
481310	Stage postdoctoral en psychopédagogie
454510	Stage postdoctoral en radiologie diagnostique
455010	Stage postdoctoral en radio-oncologie
474310	Stage postdoctoral en réadaptation
423010	Stage postdoctoral en relations industrielles
448110	Stage postdoctoral en santé communautaire
448111	Stage postdoctoral en santé publique
440210	Stage postdoctoral en santé: environnement et travail
424510	Stage postdoctoral en science politique
435010	Stage postdoctoral en sciences activité physique
423510	Stage postdoctoral en sciences biologiques
448410	Stage postdoctoral en sciences biomédicales
448510	Stage postdoctoral en sciences cliniques
474310	Stage postdoctoral en sciences de la réadaptation
465610	Stage postdoctoral en sciences de la vision
465610	Stage postdoctoral en sciences de la vision
424010	Stage postdoctoral en sciences économiques
424110	Stage postdoctoral en sciences humaines appliquées
463010	Stage postdoctoral en sciences infirmières

PROGRAM NUMBER	PROGRAM TITLE
415010	Stage postdoctoral en sciences médiévales
453010	Stage postdoctoral en sciences neurologiques
470010	Stage postdoctoral en sciences pharmaceutiques
458110	Stage postdoctoral en sciences vétérinaires
425010	Stage postdoctoral en service social
425510	Stage postdoctoral en sociologie
456010	Stage postdoctoral en soins intensifs
419410	Stage postdoctoral en statistique
486010	Stage postdoctoral en technologie éducation
488510	Stage postdoctoral en théologie
489010	Stage postdoctoral en théologie et études bibliques
489510	Stage postdoctoral en théologie et études pastorales
490510	Stage postdoctoral en théologie et sciences de la religion
418011	Stage postdoctoral en traduction
450310	Stage postdoctoral en virologie
450311	Stage postdoctoral en virologie et immunologie

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