VISITING RESEARCH STUDENT GUIDE

This guide provides information regarding visiting research status. We invite you to read it carefully.

DEFINITION
Visiting research students are those registered in a program in another university or in a university-level institution who, in order to satisfy some requirements of their study program, are admitted to the Université de Montréal (UdeM) for research training. While eligible for no degree or certificate from the Université de Montréal, the visiting research students are subject to all its rules and regulations. International students participating in the CREPUQ exchange program (1-995-1-0; 2-995-1-9 or 3-995-1-9) or covered under bilateral agreements are not considered to be visiting research students.

A student who graduated and is not currently registered in a study program, will be allowed to register as a visiting research student at UdeM for a maximum of 6 months after his graduation.

REGISTRATION PERIOD AND STATUS
Visiting research students are registered by the Faculté des études supérieures et postdoctorales (FESP) for a period not exceeding 12 months as research visitors at either the 1st, 2nd or 3rd cycle levels (4-995-1-1; 4-995-2-2; 4-995-3-3). That status entitles them:

− to be supervised by a UdeM research director;
− to the benefits offered to graduate students by the Library Head Office (Direction des bibliothèques) and the IT Head Office (Direction générale des technologies de l’information et de la communication);
− with the agreement of their research director, to attend a class (they may not receive credits unless they are registered as students in independent studies);
APPLICATION FOR ADMISSION

Fees: $10.05 non-refundable is required at the end of the admission process.

Deadlines
Fall term = November 15 (For an admission between September 1st and December 31st)
Winter term = March 15 (For an admission between January 1st and April 30th)
Summer term = July 15 (For an admission between May 1st and August 30th)

STEP 1 – COMPLETE THE APPLICATION FORM

In order to be admitted as a visiting research student, an online admission application form, available on the Web site of Université de Montréal, must be completed (admission.umontreal.ca/admission/). (Bilingual document to help understand the French form is available)

The applicant must indicate on the online application form a program number as follows:
Undergraduate visiting research students must indicate: 4-995-1-1
Graduate (Masters’ level) visiting research students must indicate: 4-995-2-2
Graduate (Doctorate level) visiting research students must indicate: 4-995-3-3

N.B. Students being part of a multidisciplinary research group should indicate the department with which their supervising professor is associated.

STEP 2 – PROVIDE THE REQUIRED DOCUMENTS
(ORIGINAL OR CERTIFIED COPIES ONLY, COPIES ARE NOT ACCEPTABLE. FRENCH OR ENGLISH TRANSLATION IS ALSO NECESSARY)

The completed application admission file for a visiting research student must include the following documents: N.B.: Only complete files will be processed.

1. Identity documents:
   a) Canadian citizens: the birth certificate;
   b) Canadian students born in another country: a copy of the passport and a copy of the citizenship card (both sides)
   c) Permanent residents: a copy of the passport and a copy of the residence card (both sides)
   d) International students: the passport (a certified copy of the original along with a French or English translation, where applicable);

2. A complete transcript for the last year of university studies;

3. A proof of registration in a university study program;

4. A letter signed by the UdeM supervisor and by the program director certifying that the research director agrees to supervise the visiting research student and that the student has been accepted into the requested program. The letter must state the period of registration of the visiting
research student. The letter is available at the FESP website in the section “accès protégé” of “gestion académique”.

5. The form “authorization and declaration” filled and signed (available in “Formulaire” section on our website).

STEP 3 – SEND THE COMPLETED APPLICATION FILE TO:

Université de Montréal
International and Postdoctoral Fellowships Advisor
Faculty of Graduate and Postdoctoral Studies
2910, Édouard-Montpetit Blvd, Apt.9, Office 210
Montreal, QC H3T 1J7
E-mail: fesp-international@umontreal.ca

IDENTIFICATION NUMBER AND PIN ISSUE AND CONFIRMATION OF ADMISSION

An email is sent to the visiting research students indicating a temporary login and PIN (UNIP) to access his UdeM portal and Student Center (“Centre Étudiant”). The visiting research student will receive an admission letter from the FESP (required for immigration procedures) in his “Centre Étudiant”. This letter will authorize him to register. For more information on “Centre Étudiant”: www.etudes.umontreal.ca/centre-etudiant/aide/index.html.

After the official registration, the ID number and PIN enable students to create an institutional email account, access certain electronic information services, and obtain a library card by presenting themselves at the appropriate library.

IMMIGRATION PROCEDURES

Immigration Canada Services consider research internship as an employment. Therefore, it is highly recommended that a visiting research student obtains a work permit for the length of his stay in Canada. The visiting research student may contact directly Immigration Canada Services to obtain more precise information about the procedures.

IMPORTANT

1) Without a work permit, a visiting research student may be denied entry in Canada by Immigration services and in certain cases may not be covered by insurance in case of an accident on the University campus.

2) International visiting research students must take into account the additional time required to complete the necessary work permit procedures and the process of entering Canada. This period can add up to six months.

2 For information about health insurance, please see the following section on page 5
REGISTRATION

On their arrival in Montreal, visiting research students should go to the offices of the FESP to register at the following address:

Université de Montréal
International and Postdoctoral Fellowships Advisor
Faculty of Graduate and Postdoctoral Studies
2910, Édouard-Montpetit Blvd, Apt.9, Office 210
Montreal, QC   H3T 1J7
E-mail: fesp-international@umontreal.ca

Registration is for blocks of 4 months to a maximum of 12 months.

  e.g.:  1-4 month = 1 block
         5-8 months = 2 blocks
         9-12 months = 3 blocks

The student will have to give a copy of his work permit to the FESP.

N.B. Visiting research students are allowed to participate in courses with the agreement of their research director, but they may not receive credits unless they are registered as students in independent studies. To obtain credits, students must register as “free students” and pay the applicable tuition fees. Additional fees apply to international students. For more information: www.etudes.umontreal.ca/payer-etaudes/droit-scolarite.html.

PAYMENT OF FEES

Upon registration, visiting research students have to pay the required general fees and health insurance premiums if applicable, by check, debit or credit card. A receipt will be issued by the FESP.

(i) General fees

The general fees are:

  $ 150 for 1-4 months (payable in 1 installment)
  $ 300 for 5-8 months (payable in 2 installments)
  $ 450 for 9-12 months (payable in 3 installments)

N.B. : The above fees include access to libraries as well as information and communication technologies. In case of the non payment of general fees, the student’s registration will be cancelled.
(ii) Health insurance premiums

The student has to be covered by a proper health insurance.
Available options :

a. Université de Montréal can request a proof of health insurance from the visiting research student\(^3\).

b. The visiting research student can subscribe to a health insurance with Medi-Select Avantage. For subscription, the student must contact directly the insurer at 1-866-566-1376 (http://www.etfsinc.com/fr/). The student must mention the type of visa he holds in order to get the proper health insurance from Medi-Select Avantage. For information regarding health insurance premiums, the student must contact directly the health insurance company.

c. The government of Quebec has signed a number of agreements for health coverage. To know if your country has an agreement with Quebec and if you are eligible for the provincial health insurance card, we invite you to visit the Régie d’Assurance Maladie du Québec’s website: http://www.ramq.gouv.qc.ca/fr/citoyens/assurancemaladie/arriver/ententes_ss.shtml.

d. The health insurance premium (Desjardins Sécurité Financière) can be subscribe:

- $348 for 4 months
- $696 for 8 months
- $1044 for 1 year

**N.B.:** The above fees are not quarterly but may be billed at any time during the year. Health insurance premiums are paid for a 4 months period; visiting research students may not pay on a pro rata basis (ex: number of months registered at UdeM).

\(^{3}\) Medical insurance must cover basic health care, medication and accident health care.
ADDITIONAL INFORMATION

You may find useful information on several websites listed below:

Campus map:


Immigration Canada:


For students from other countries, we suggest to contact the Embassy of Canada in your home country to have information regarding procedures to obtain a work permit.

Please note that UdeM cannot give any advice on immigration procedures in order to obtain the required permit. Our officers cannot explain immigration options, neither fill out forms, submit online applications or communicate with Citizenship Immigration Canada.

ACCOMMODATION

You will find below several websites’ links to help you find accommodation:

- www.residences-etu.ca
- www.logement.umontreal.ca
- www.logement.umontreal.ca/trouver/temporaire.htm
- www.immigration-quebec.gouv.qc.ca
- www.residences-uqam.qc.ca
- www.laberge.qc.ca
- www.hebergement-montreal.qc.ca
- www.appartcolocmontreal.com
- www.annemasoeuranne.com
- www.getyourplace.ca/#!__francais

REMINDER:

- Only complete files will be considered;
- There is a waiting time for admission process;
- International visiting research students must allow three to six months to obtain a work permit and complete all procedures about their stay in Quebec.