Dear research director,

A doctoral student registered in a Joint Ph. D. (cotutelle) program at your university and Université de Montréal is requesting that you sign a “Declaration of study abroad” (Déclaration de séjour d'études hors Québec) (**see models below**) to confirm that he/she will be pursuing doctoral studies at your institution under your supervision on the dates specified.

This document attests to the student who is physically present at your institution as part of his or her cotutorship studies. If submitted within the prescribed timeframe, it will enable the Université de Montréal to cancel the doctoral student's tuition fees for the terms concerned, as well as various other fees, including insurance coverage, if applicable. If the declaration is not received by our services within the required deadline, these fees will be billed to the student, who must then assume responsibility for payment.

**Instructions:**

Duly completed on your institution's letterhead and signed by you, “Declaration of study abroad” must then be sent to the doctoral student electronically.

The doctoral student must attach this Declaration to the *CHE\_Cotutelle\_Séjours\_Externes form*, available through his or her Student Center.

You may, of course, modify the text presented in the template below - the start and end dates of the student's stay outside Québec must be identified at least by month and year. Note that it is possible to make a single declaration for several consecutive terms, when a long stay is planned - up to a maximum of one year (3 terms) at a time.

**Deadline for receipt of declarations via form *CHE\_Cotutelle\_Séjours\_Externes*:**

* Fall term (September to December) - September 17.
* Winter term (January to April) - January 22.
* Summer term (May to August) - May 7.

Thanking you in advance for your invaluable collaboration, please accept, the expression of my respectful sentiments.

Yours sincerely,

Philippe Doyon

Coordinator - International

Graduate and Postdoctoral Studies

Université de Montréal

[cotutelle-international@esp.umontreal.ca](mailto:cotutelle-international@esp.umontreal.ca)

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P.O. Box 6128, Downtown

Montréal (Québec) CANADA

H3C 3J7

To whom it may concern,

I hereby confirm that **Mrs/Mr (NAME OF DOCTORANT**) will be physically present at the University (**NAME OF YOUR UNIVERSITY**) and will pursue her doctoral studies under my direction, from (**DATE OF START OF STAY OUTSIDE QUEBEC**) to (**DATE OF END OF STAY OUTSIDE QUEBEC**).

(**SIGNATURE**)

(**NAME, TITLE AND INSTITUTIONAL AFFILIATION OF RESEARCH SUPERVISOR**)

Note: To be official, this document must be dated and signed on your institution's letterhead.