Information and procedures

**The letter of invitation to the postdoctoral training, signed by the supervisor, must be uploaded by the candidate to his or her Student Center, along with the documents required for admission.  
  
The letter of invitation may also be used for immigration purposes, as   
part of a work permit application.  
  
We strongly suggest that you use the template below. It is essential that   
the following elements are included** :

* Official unit / faculty heading
* Function - status at UdeM - National Occupational Classification (NOC) code, if applicable, see UdeM international
* Title of research project
* Brief tasks description
* Desired start date
* Schedule (number of hours per week)
* Duration of training
* Name of supervisor(s)
* Address(es) of physical workplace(s)
* Home academic unit
* Remuneration (amount, type, source)
* Signatures of supervisor AND candidate

You will find documentation to guide postdocs through the admission procedures for postdoctoral training on the [ESP website](https://esp.umontreal.ca/english/home/).

Invitation Letter

To postdoctoral training

**UdeM international – ESP – February 2025**

{date}

**Object**: Invitation letter for a postdoctoral training, at Université de Montréal – {National Occupation Classification (NOC), if applicable}

To {name of the candidate},

It is with great pleasure that we offer you a postdoctoral training within {academic unit (and the department, if applicable) and research center / laboratory (if applicable)} of the Université de Montréal. We hope to be able to welcome you from {date}, for a period of {number of months / number of years} under my supervision (as well as under {name of co-supervisor} if necessary).

As part of your training, you will participate in our {title of research projects} project  
and will have to perform the following tasks and assume these responsibilities: {Tasks  
description}.

|  |  |
| --- | --- |
| **Training conditions** | |
| Remuneration | Amount:   * Fellowship: {amount} * **And/or** Gross annual salary (excluding social charges): {amount}   Duration: (number of months / number of years)  (please specify between)  ◻ full-time (at least 35 h/week)  ◻ part-time (number of hours worked: \_\_\_\_ h/week)  Funding source(s) details: (funds of the supervisor, organization, etc.) |
| Academic unit | {academic unit (and the department, if applicable) and research center / laboratory (if applicable)} |
| Workplace(s) | {address(es) of the physical place(s) of work} |
| Supervisor(s) | {name of supervisor(s)} |
| Work schedule | {number of hours per week (maximum 35 hours)} |

For admission application and registration procedures, please consult Appendix 1. If you have any question about your application or registration, please contact Graduate and Postdoctoral Studies (Études supérieures et postdoctorales, ESP) at the following address:   
[postdoc@esp.umontreal.ca](mailto:postdoc@esp.umontreal.ca).

Best regards

|  |  |
| --- | --- |
| {Signature}  {Firstname name} Professor {title} {Unity, department} Université de Montréal | {Signature}  {Firstname name}  Postdoctoral candidate |

# APPENDIX 1: Admission application procedure (ESP)

To complete your registration as a postdoctoral training, the first step is to submit an [application for admission](https://admission.umontreal.ca/programmes/stage-postdoctoral/).

* Application Deadlines

Below are the deadlines to submit your application by the academic term. As a reminder, the application must be submitted at least one month prior to the start of the internship.

**Fall** term (September 1st to December 31st) **: Deadline: November 15th**

**Winter** term (January 1st to April 30th) **: Deadline: March 15th**

**Summer** term (May 1st to August 31st) **: Deadline: July 15th**

* Conditions for Admission

To be eligible for postdoctoral status, you must:

* Have completed, within the past five (5) years, a research-based doctorate (Ph.D.) or have equivalent academic training.
* Be carried out under the **supervision of the Université de Montréal professor** who is also a faculty member, and the director of the academic unit concerned.  
  For UdeM graduates: with the exception of a short transition period, the internship cannot be carried out under the supervision of your thesis supervisor or co-supervisor.
* Be the recipient of a grant or remuneration from the person supervising your postdoctoral training or from the unit hosting you, for the duration of the internship  
  (salary / scholarship).
* The postdoctoral training must be a Canadian citizen, a permanent resident or hold a valid work permit for the period in question or be in the process of obtaining one for the period in question.

Please consult the [Politique sur les statuts des personnes postdoctorantes de l'Université de Montréal](https://esp.umontreal.ca/fileadmin/esp/documents/PDF/regl20_14-politique-statut-personnes-postdoctorantes.pdf) for all the admission conditions.

* Required documents

Once you have completed your online application, you will receive a  
registration number (matricula) and instructions on how to access your “Centre étudiant” (student center) to upload the required documents. If you have any questions regarding the uploading of documents, please refer to the [Admission website](https://admission.umontreal.ca/en/admissions/filing/submit-supporting-documents/) and this [video](https://www.youtube.com/watch?v=ZKTS0hwMKxs) (in French only, but with English subtitles).

**List of required documents:**

* Ph.D. diploma (original or certified copies) or proof/certification of obtaining your Ph.D. degree;
* Invitation letter from your supervisor;
* Curriculum Vitae;
* [Formulaire d'acceptation de la personne postdoctorante](https://esp.umontreal.ca/fileadmin/esp/documents/Formations_postdoctorales/Formulaires/Formulaire_Acceptation_Postdoc.pdf" \t "_blank) signed by your supervisor and the chair of the academic or research unit;
* Scholarship award letter (if applicable);
* Birth certificates (required by the [Registrar’s Office](http://registraire.umontreal.ca/nous-joindre/bureau-du-registraire/));
* For international postdoctoral fellows:
  + Work permit or Permanent residence card;
  + Passport.
* For further information
* [ESP’s website](https://esp.umontreal.ca/english/home/), postdoctoral training section;

* [Politique sur les statuts des personnes postdoctorantes](https://esp.umontreal.ca/documentation/" \l "documentation-pour-la-formation-postdoctorale) (in French only);

For any questions, please contact us at [postdoc@esp.umontreal.ca](mailto:postdoc@esp.umontreal.ca). Please always include your registration number (matricula) in your email messages.