



# Visiting Research Student Guide

Graduate and  
Postdoctoral Studies

Université   
de Montréal

The University of Montreal  
and of the world.

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# VISITING RESEARCH STUDENT GUIDE

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This guide provides information regarding the Visiting Research Student status. We invite you to read it carefully.

## 1. Definitions

- An undergraduate or graduate **Visiting Research Student** is a student enrolled in a program of study at another university<sup>1</sup> or university-level institution that, in order to meet certain requirements of this program, is hosted by the Université de Montréal (UdeM) for research training, for a period **not exceeding twelve months (non-consecutive)**. The visiting research student does not apply for a degree at the Université de Montréal but is nevertheless subject to its regulations.
- **International students** enrolled in [BCI](#)<sup>2</sup> exchange programs or in bilateral exchange programs managed by UdeM's Bureau of International Affairs (Direction des affaires internationales, DAI) should not apply for Visiting Research Student status, as this would not bring them any additional benefit. Students are advised to consult the [DAI website](#) to check whether or not there is an agreement between their home university and UdeM. International students visiting UdeM as part of these exchange programs are managed by the DAI.
- Students who have **recently graduated** from their program can register at UdeM with the Visiting Research Student status if: (1) they have obtained their last degree within the **last six months**, and (2) they have been admitted to a regular program of studies of the University of Montreal for an upcoming semester. Please note that *both conditions* must be met in order to be admitted as a Visiting Research Student. Past this deadline, the student will have to register as an [étudiant libre](#).

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1. Students enrolled at UdeM are not eligible for this status.

2. These are the programs identified with the following numbers: 1-999-4-9, 2-995-1-9 or 3-995-1-9.

## 2. Terminology

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<sup>er</sup> cycle* (undergraduate) level corresponds roughly to the bachelor level. The *2<sup>e</sup> cycle* and *3<sup>e</sup> cycle* are graduate levels corresponding to the master's and doctorate levels respectively.
- **Trimestre** — The academic year in Quebec is divided into three terms (*trimestres*) of four months each:
  - Fall term: September to December.
  - Winter term: January to April.
  - Summer term: May to August.

## 3. Benefits of the Visiting Student Research Status

Undergraduate or graduate Visiting Research Students are admitted and registered by UdeM's Graduate and Postdoctoral Studies ([Études supérieures et postdoctorales](#) – ESP ) for a period not exceeding twelve months. Among other things, this status allows them to:

- Be under the supervision of a UdeM faculty member for the duration of their stay.
- Be granted [Library](#) and [Information Technology](#) (IT) services.
- With the agreement of their research director, register as an [étudiant libre](#) for one or more courses.
- Obtain a student ID card (*carte UdeM*) from the registrar's office.

Please note that Visiting Research Students are officially considered as interns (*stagiaires*) and cannot benefit from the student discount for the [Opus card](#) of the Montreal Transit Corporation.

## 4. Application for Admission

### STEP 1 — COMPLETING THE ONLINE ADMISSION FORM

To be admitted as a Visiting Research Student, you must first fill-out the [application form](#). A minimal non-refundable [admission fees](#) 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

The admission process is rolling. All applications submitted beyond the following deadlines will be considered for the next term.

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

\* 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, please select one of the following program numbers:

- Undergraduate visiting research students must select: **499511**
- Masters' level visiting research students must select: **499522**
- Doctorate level visiting research students must select: **499533**

### STEP 2 — PREPARING THE REQUIRED DOCUMENTS

All documents must be **official documents**. For documents that are in a language other than French or English, an official translation into French or English is also required. The admission application file for visiting research students must include the following documents:

	Canadian citizens...		For non-Canadians	
	...born in Canada	...born abroad	Permanent residents	International students
- Passport		✓	✓	✓
- Work permit*				✓
- Official transcripts for the last year of university studies	✓	✓	✓	✓
- A proof of registration in a university study program	✓	✓	✓	✓
- Invitation letter written by supervisor	✓	✓	✓	✓
- The form " <a href="#">Autorisation et déclaration</a> " filled and signed	✓	✓	✓	✓

\* The work permit may, in some cases, be issued by border services upon arrival at the airport. The work permit is to be uploaded in your student center upon your arrival in Montreal. In the meantime, you must keep the acknowledgment of receipt of your permit application with IRCC.

It is possible that the Registrar's Office require that you upload your birth certificate in your *Centre étudiant*.

### STEP 3 — UPLOADING THE REQUIRED DOCUMENTS

After submitting your online application form, you will receive an e-mail 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 process, please visit the [Admission website](#). If you have trouble with the uploading procedure, please watch this [video](#).

If you are unable to upload your documents, these should be sent in PDF format to the following address: [esp-international@umontreal.ca](mailto:esp-international@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 documents required to verify their authenticity.

## 5. Confirmation of Admission

After the receiving your admission form and required documents, the ESP will evaluate your application and issue a decision notice that can be consulted on your *Centre étudiant*, using your login (*code d'accès*) and UNIP.

## 6. Immigration Procedures

Immigration, Refugees and Citizenship Canada considers research internships as **work, whether or not they receive a salary**. Therefore, it is highly recommended that international visiting research students check with [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) or the [Canadian Embassy](#) in their country for procedures regarding obtaining a **work permit**.

**IMPORTANT.** Please note the following three points:

- 1) Without a valid work permit, a visiting research student **may be denied** entry in Canada by Immigration services.
- 2) International visiting research students **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 ESP are **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.

Visiting Research Students whose research stay at UdeM does not exceed 120 days **may** be eligible for the work permit exemption if they meet the eligibility requirements for this measure. You can read the conditions of eligibility on the [IRCC website](#).

### Job offer and employer compliance fee

If IRCC informs you that a work permit is required for your stay in Canada, you will need to attach the job offer number and the compliance fee receipt to your work permit application. To obtain this information and documents, please contact the management of the academic unit that welcomes you at UdeM.

## 7. Registration

Upon arrival in Montreal, to complete your registration, you must:

- Upload your work permit in your *Centre étudiant*.
- Pay your registration fees.

To pay these registration fees, please visit our offices:

Université de Montréal  
Stagiaires postdoctoraux et étudiants visiteurs de recherche  
Études supérieures et postdoctorales  
2910, boul. Édouard-Montpetit, **apt. 10, office 210**  
Montréal, Qc H3T 1J7

We accept Canadian currency, debit and credit cards. A receipt will be emitted upon payment. You will be registered and billed in blocks of four months for a maximum of 12 months<sup>3</sup>. Registration fees are established according to the following scheme:

- |  |
|--|
| <ul style="list-style-type: none"><li>- <b>\$160 for a stay of 1 to 4 months.</b></li><li>- <b>\$320 for a stay of 5 to 8 months.</b></li><li>- <b>\$480 for a stay of 9 to 12 months.</b></li></ul> |
|--|

Non payment of these fees within 30 days will **invalidate** your admission.

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3. These fees do not cover tuition fees if you want to register for courses as an [étudiant libre](#).

## 8. UdeM ID Card

Once you have uploaded all your documents and paid your registration fees, your registration shall be completed. Following the reception of your registration confirmation e-mail, you will need to go in person<sup>4</sup> to the card counter to collect your UdeM identification card at the following address:

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

Following your official registration, you will be able to use your *matricule* and UdeM card to create an institutional e-mail account, access IT services and obtain a library access card by visiting your library.

## 9. Medical Insurance

All visiting research students must be covered by an adequate medical insurance. This insurance must cover basic health care, medication and accident health care.

Available options are:

1. Students who are already covered by medical insurance, either from Canada or from their country of origin, will be asked to provide proof of it.<sup>5</sup>
2. The government of Quebec has signed a number of agreements for health coverage with other countries. To find out if your country has an agreement with the province of Quebec and if you are eligible for the provincial health insurance card, we invite you to visit the [Régie d'Assurance Maladie du Québec website](#).
3. If you do not have health coverage, you should subscribe a health insurance in Quebec. Two choices are available:
  - a) Subscription to Desjardins Sécurité Financière insurance:
    - The amount is determined at the beginning of each academic year by Desjardins Sécurité Financière and varies, from year to year, between \$80 and \$100 per month.
    - Please contact [Desjardins Sécurité Financière](#) for information and refund claims.
  - b) Subscription through another private insurance agency. You should contact directly a private insurer and mention the type of visa you hold in order to get the appropriate health coverage.

To find a private insurer, please visit the [Ombudsman service for Life & Health Insurance](#) website.

## 10. Reminders

- Only **complete** application files will be processed.
- A delay of **7 to 10 working days** (after the reception of the admission form and of the required official documents) must be expected for the admission process.

Visiting Research Student checklist	✓
- Invitation letter from supervisor.	
- Online application form.	
- Uploading all required documents.	
- Payment of registration fees at the ESP upon arrival (in person only at office 210).	
- Health insurance (Desjardins or other).	

4. Note that the online procedure does not work for Visiting Research Students.

5. Medical insurance refers to insurance that covers basic medical expenses in addition to medical expenses in case of accident and not insurance that covers only medical expenses in case of accident-repatriation.

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