

ADMISSION GUIDE FOR FELLOWSHIP

All correspondence must include this title/subject line:
Dr. Last Name First Name – Program xxxx – from DD/MM/YYYY to DD/MM/YYYY

Table of contents

Step by step 2023-2024 Calendar	4
Step 1 Application to the Université de Montréal	6
Step 2 Source verification via physiciansapply.ca	7
Step 2 List of documents to submit to physiciansapply.ca.....	8
Step 3 Sending documents to the Université de Montréal.....	9
Step 3 Documents to send to the Université de Montréal.....	10
Step 4 CMQ eligibility	11
Step 5 Applying for a temporary work permit	12
Step 6 Applying for medical professional liability insurance (CMPA).....	13
Step 7 At the border: Issuing your work permit.....	14
Step 8 Procedures before the course begins	15
APPENDICES	16

Step by step | 2023-2024 Calendar

You must finish each step of the admission process by the deadline indicated, based on the date you plan to start the course (P1, P4, P6 or P10). Since the entire process may take up to 12 months, you need to be careful in completing each step, given that multiple institutions are involved and each has its own deadlines.

The date shown is the **final date** when applications are accepted. After this deadline, the training may be postponed to the next available start date (e.g. Expected date P1- 2023, Next start date: P4-2023).

Fellowship start date 2023-2024 academic year		P1 01 Jul. 2023	P4 25 Sep. 2023	P6 20 Nov. 2023	P10 11 Mar. 2024
Before you arrive	Step 1: Online admission	01 Sep. 2022	15 Nov. 2022	15 Jan. 2023	15 May 2023
	Step 2: Inscriptionmed.ca	01 Sep. 2022	15 Nov. 2022	15 Jan. 2023	15 May 2023
	Step 3: UdeM documents	01 Jan. 2023	15 Mar. 2023	15 May 2023	15 Sep. 2023
	Step 4: CMQ eligibility	15 Feb. 2023	01 May 2023	01 Jul. 2023	01 Nov. 2023
	Step 5: Work permit	15 Mar. 2023	01 Jun. 2023	01 Aug. 2023	01 Dec. 2023
	Step 6: CMPA (if required)	01 Apr. 2023	15 Jun. 2023	15 Aug. 2023	15 Dec. 2023
After arrival	Step 7: At the border	16 Jun. 2023	13 Sep. 2023	08 Nov. 2023	01 Mar. 2024
	Step 8: Before fellowship begins	22 Jun. 2023	20 Sep. 2023	15 Nov. 2023	06 Mar. 2024

File admission fees

All amounts shown are for information purposes only and are subject to change without notice.
The estimates provided cannot replace an invoice or be used as proof for any reason whatsoever.

Organization	Expenses	Approx. amount
Université de Montréal	Online application	\$109.50
physiciansapply.ca	File opening fee	\$310
	Source verification	\$220/doc.
Collège des médecins du Québec	File opening fee	\$500
	Application for training card	\$250/year
CMPA	Professional insurance ¹	\$1,000/year
Immigration, Refugees and Citizenship Canada (IRCC)	Work permit	\$155/permit
	Medical exam	Dep. on country
+ other related charges	Sending by registered mail	Dep. on country
	Cert. as true copy of original	Dep. on country
	Translation of documents	Dep. on country

Tuition fees²

All amounts shown are for information purposes only and are subject to change without notice.
The estimates provided cannot replace an invoice or be used as proof for any reason whatsoever. In addition to the tuition fees in effect at the Université de Montréal, other fees are payable, including faculty fees, student services fees and association fees, in accordance with the [regulation respecting tuition fees](#), which applies to all students enrolled in educational activities at the undergraduate or graduate levels.

Organization	Expenses	Approx. amount
Université de Montréal	Annual tuition fee (citizens of Canada, France and Belgium - Francophone community)	\$6,925
	Annual tuition fee (international)	\$46,425
	UdeM exemption bursary – Faculty of Medicine ³	- \$39,500
	Estimated total	= \$6,925

¹ Mandatory for a refresher course lasting less than 24 months from the start.

² The amounts shown are ESTIMATES and do not take into account other costs such as insurance, residence, transportation, textbooks, etc.

³ An exemption bursary from the Faculty of Medicine is automatically awarded to eligible applicants. The amount of the bursary is subject to change without notice.

Step 1 | Applying to the Université de Montréal

You must fill out the [application form for admission to the Université de Montréal](#).

When applying online, you need to select the following:

- Click the tab “Cycles supérieurs.”
- Under the “Filtre niveau de formation,” select “Diplôme d’études spécialisées – Études médicales postdoctorales.”
- Find your desired program or use the “Rechercher” magnifying glass.
- Select your desired term:

July (P1)	Fall
September (P4)	Fall
November (P6)	Winter
March (P10)	Summer
- Add to your application (basket).
- Pay the application fee and complete your profile as requested.
- Inform your TGDE [contact person](#) at the Postgraduate Medical Education (VD-EMPD, *vice décanat aux études médicales postdoctorales*) that you have finished step one.
- Proceed immediately to steps 2 and 3, as per the instructions on the following pages.

If you have difficulty completing the online application form, our Admissions Department is available at 514-343-7076.



Once you have completed your application, please **do not** upload any documents to your student centre.

The earliest date you can apply online is 18 months before the fellowship is scheduled to begin.

Fellowship start date	Step 1: Online application
	Deadline
P1 01 July 2023	01 September 2022
P4 25 September 2023	15 November 2022
P6 20 November 2023	15 January 2022
P10 11 March 2024	15 May 2023

Step 2 | Source verification via physiciansapply.ca

Since the entire admission process can take **up to 12 months**, you must diligently submit the documents required by the Université de Montréal and the Collège des médecins du Québec (CMQ). For both institutions, you must submit these documents via the physiciansapply.ca platform for source verification ([see next page for list](#)). Fees are applicable.

The physiciansapply.ca service only verifies the authenticity of the documents you submit. It does not ensure that the documents meet the eligibility requirements of the Université de Montréal and the CMQ. The documents filed must meet the requirements mentioned ([see next page](#)).

For questions about [submitting](#) and disclosing the required documents, you can contact the physiciansapply.ca service:

- Phone: 1-613-520-2240
- Email: service@mcc.ca
- Chat directly from your online session

It is your responsibility to keep track of your approval status with both the Educational Commission for Foreign Medical Graduates (ECFMG) and the organizations in your country that must verify the authenticity of these documents at their source. The ECFMG sends a new request every 60 days, up to four times. If they receive no reply after the first 60 days, you can request a courier service.

Please inform the VD-EMPD by email when all the documents you filed at physiciansapply.ca meet the following requirements:

1. Are “disclosed” to the Université de Montréal.
2. Their status is “Verification returned: approved.”



Any document submitted to physiciansapply.ca that does not comply with the requirements mentioned **on the next page** will be refused, even if it has been approved by physiciansapply.ca. In this case, you will again be required to pay the fee for the Université de Montréal and the CMQ to verify the source of the new document.

Fellowship start date	Step 2: Physiciansapply.ca (Submitting documents)
	Deadline
P1 01 July 2023	01 September 2022
P4 25 September 2023	15 November 2022
P6 20 November 2023	15 January 2023
P10 11 March 2024	15 May 2023

Step 2 | List of documents to submit to physiciansapply.ca

<input checked="" type="checkbox"/>	Documents to submit via physiciansapply.ca	Requirements for compliance	Non-compliant
<input type="checkbox"/>	Doctor of medicine degree (M.D.) ⁴	✔ Degree (diploma)	✘ Certificate of achievement ✘ Certificate ✘ Temporary certificate ✘ Final certificate ✘ Diploma certificate
<input type="checkbox"/>	Certificate of postgraduate training ⁵	✔ University letterhead ✔ Mention of the discipline ✔ Training start and end dates ✔ Actual or expected date for obtaining specialist certificate ✔ Signature: *of the dean *of the director general of the institution awarding the specialist certificate ✔ Name of the person signing	✘ Transcript Signature: ✘ Director of the program ✘ Director of the department ✘ Director of the degree ✘ Head of the department ✘ Chairperson of the committee ✘ Head of education
<input type="checkbox"/>	Specialist certificate in the field of the fellowship	✔ Degree (diploma)	✘ Certificate of achievement ✘ Certificate ✘ Temporary certificate ✘ Final certificate ✘ Diploma certificate
<input type="checkbox"/>	Proof of licence or permit to practice in all jurisdictions where the applicant practices medicine ⁶	✔ Current ✔ Valid or issued during the last year of practice in the jurisdiction	



In case your specialist certificate (diploma) is not yet available:

*If the diploma will be issued less than nine months **after** the fellowship begins, admission is conditional upon submitting it to physiciansapply.ca. In this case, the certificate of postdoctoral training must include the date you expect to receive the certificate. The condition of admission will only be lifted once the specialist certificate is approved by physiciansapply.ca following source verification.*

No diploma or confirmation of training will be issued before all admission requirements have been satisfied.

For applicants who graduated in France under the reform of the third cycle (April 2017), please refer to Appendix B.

⁴ The doctor of medicine degree must be awarded by a school or university listed in the International Medical Education Directory (IMED), published by the *Foundation for Advancement of International Medical Education and Research (FAIMER)*.

⁵ Mandatory for everyone: See example of postgraduate training certificate (Appendix C).

⁶ Mandatory for all current licences outside Quebec. Proof of a licence to practice medicine related to the discipline of the refresher course must be provided (if applicable).

Step 3 | Sending documents to the Université de Montréal

You must also send documents to the Université de Montréal ([see next page for list of documents to submit](#)).

YOUR CONTACT PERSON

To find out the name of the person in charge of your student file (TGDE), please [contact us](#).

SENDING YOUR DOCUMENTS

Please send us your documents by email. However, the Université de Montréal reserves the right to request the original of any document at any time to verify its authenticity. If we require an original document, we will contact you. You must always have the original documents in your possession.

If you're an international student, make sure to bring your documents with you to Quebec, so that you can avoid going through the process remotely.

FORMAT REQUIREMENTS

- Format accepted: PDF
- Orientation: same as original (portrait or landscape)
- File naming: LastName_FirstName_Document (maximum of 64 characters)
- File size: less than 10 MB
- File assembly: one PDF per document. (*e.g. Smith_John_passport.pdf*)
Please do not combine all your documents into a single PDF.

Once we have received the documents, the VD-EMPD will review your application. If the file satisfies all the requirements of steps 1, 2 and 3, the Université de Montréal will issue an admission letter. The VD-EMPD will forward your file directly to the Collège des médecins du Québec (CMQ) for their review (**Step 4**).



As of step 3, you can learn about the documents required for step 4. However, the letter of admission to the Université de Montréal must be issued before you contact the CMQ.

The CMQ will not accept any application or document before receiving your letter of admission from the Université de Montréal.

Fellowship start date	Step 3: Documents for UdeM
	Deadline
P1 01 July 2023	01 January 2023
P4 25 September 2023	15 March 2023
P6 20 November 2023	15 May 2023
P10 11 March 2024	15 September 2023

Step 3 | Documents to send to the Université de Montréal

<input checked="" type="checkbox"/>	Document	Requirement(s)
<input type="checkbox"/>	Birth certificate	✔ Full birth certificate
<input type="checkbox"/>	Marriage certificate or other document proving a change of last name <i>(if applicable)</i>	
<input type="checkbox"/>	Copy of passport	✔ Valid for the entire duration of the fellowship.
<input type="checkbox"/>	Letter from the organization awarding the sponsorship (minimum CA\$40,000 per year ⁷) The sponsorship letter must be emailed to us directly from the issuing body to your TGDE's email address at UdeM.	✔ Letter with the organization's letterhead ✔ Mention of the amount awarded in Canadian dollars ✔ Mention of the beginning and ending dates' sponsorship ✔ Sponsorship must be from a university, government body, recognized granting agency or foundation ✖ Non-compliant: personal or private sources
<input type="checkbox"/>	Declarations (see Appendix D)	✔ Completed, signed and dated
<input type="checkbox"/>	Up-to-date curriculum vitae	✔ Including start and end dates of each medical activity ✔ In French or English
<input type="checkbox"/>	On request: Certificate of results on a test of French as a second or foreign language (oral and written comprehension)	Test conducted at test centre Tests accepted: TEF, TCF, DELF and DALF ✔ Validity: must be taken no more than 24 months before the semester of admission. ✖ Non-compliant: temporary certificate of achievement
<input type="checkbox"/>	Other documents may be required.	

IMPORTANT

- **Screen grabs or photos:** The University will refuse any screen grab, photo or printout of an unofficial document. Please make sure your documents are compliant before sending them.
- **Unlocked file:** If applicable, remove any password protection from the PDF.
- **Language:** Documents that are not in French or English must include, in the same PDF file, a French or English translation certified by the consulate of the applicant's country of origin, or by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec.

⁷ Tuition fees for the Université de Montréal must also be included in the fees paid by the fellow (see "File creation fees").

Step 4 | CMQ eligibility

Once your letter of admission to the Université de Montréal has been issued, the VD-EMPD will send it directly to the Collège des médecins du Québec (CMQ). The CMQ will then contact you and provide access to the form you must fill out on its website. A fee is applicable.

You must provide the CMQ with several documents, including one or more certificates of professional conduct, as well as your licence to practice as an intern or resident. These documents must be less than three months old, issued by the medical association of each country, state or province where you hold or have held a licence to practice. Each certificate must be sent to the CMQ directly from the issuing body by email to moniteur@cmq.org, or by mail in a sealed envelope to:

Fellowship Department- Section Moniteurs
Collège des médecins du Québec
3500-1250 René-Lévesque Blvd W.
Montreal, QC
H3B 0G2

For more information:

- [CMQ website](#)
- [Documents required](#)
- [Policy respecting a professional's name and name change requests](#)

Once the CMQ has approved your file, a *letter of eligibility* will be placed on your personal CMQ page and sent to the Université de Montréal.

Fellowship start date	Step 4: CMQ eligibility
	Deadline
P1 01 July 2023	15 February 2023
P4 25 September 2023	01 May 2023
P6 20 November 2023	01 July 2023
P10 11 March 2024	01 November 2023



Get a head start:

When applying for a work permit (Step 5) you will be asked for:

- [Medical exam](#)
- [Entry visa](#), if required, depending on your country of citizenship
- [Documents](#) such as a letter of your current employment

Step 5 | Applying for a temporary work permit

Once the CMQ has confirmed your eligibility, the **DRH-Immigration team** at the University will send you the documents you need in order to apply for a temporary work permit with a [Labour Market Impact Assessment](#) (LMIA) exemption from Immigration, Refugees and Citizenship Canada (IRCC).

Please note that to apply for a temporary work permit, you must among other things provide the following with your application:

- [Medical exam](#)
- [Biometrics](#) – to provide once you have received the email from IRCC
- [Entry visa](#) if required, depending on your country of citizenship

The DRH-Immigration team can answer **all your questions** on this topic:
immigration@umontreal.ca

The process to obtain a work permit can [take several weeks](#), sometimes up to 300 days, depending on the country from which you are applying. Do not delay in submitting your application! You have up to 30 days after receiving the email from DRH-Immigration.

Please make your travel arrangements, including flights, only after you have received your letter of authorization from IRCC confirming that your work permit application has been approved.

Fellowship start date	Step 5: Submitting your work permit application
	Deadline
P1 01 July 2023	15 March 2023
P4 25 September 2023	01 June 2023
P6 20 November 2023	01 August 2023
P10 11 March 2024	01 December 2023

Step 6 | Applying for medical professional liability insurance (CMPA)

For a fellowship **lasting 24 months or more upon admission**, the Direction des assurances du réseau de la santé et des services sociaux (DARSSS), mandated by the Fédération des médecins résidents du Québec (FMRQ), automatically assumes responsibility for medical professional liability. As a result, you are not required to join the Canadian Medical Protective Association (CMPA) and no action is required to have this insurance coverage.

If your training is for **less than 24 months upon admission**, you must take out medical professional liability insurance with the [CMPA](#) for the duration of your fellowship. A fee is applicable.

See: [CMPA membership application form](#)

You can apply for membership ahead of time, but you can only pay from a Canadian bank account once you arrive in Canada (see Step 8.2).

Code 12 is required for your fellowship.



Once you have paid your membership fee, you must email us confirmation of your CMPA membership. This proof of membership (if required), along with the work permit, are mandatory documents that you must send to us before your fellowship begins. No CMQ training card can be issued until the VD-EMPD has received these documents.

Fellowship start date	Step 6: CMPA membership
	Deadline
P1 01 July 2023	01 April 2023
P4 26 September 2023	15 June 2023
P6 21 November 2023	15 August 2023
P10 13 March 2024	15 December 2023

Step 7 | At the border: Issuing your work permit

You will receive your work permit when you arrive at the Canadian border.

When you speak with the customs officer, it is very important to make sure all your information has been entered correctly. Pay attention especially to the following details:

- **Employer:** Université de Montréal
- **Profession:** Fellowship
- **Dates of the permit:** The dates on your temporary work permit must include the [entire duration of your fellowship](#).

If an error on the work permit is detected at a later date, it could be very difficult to make changes. Depending on the type of error, you might:

- Not be able to start the fellowship before making the required changes
- Need to reapply for a work permit or an extension of the permit, which would result in a delay in starting the fellowship, as well as additional costs



Get a head start:

Check your personal health insurance, prescription drug insurance and work accident coverage. You may need to purchase private insurance.

Fellowship start date	Step 7: At the border
P1 01 July 2023	16 June 2023
P4 25 September 2023	13 September 2023
P6 20 November 2023	8 November 2023
P10 11 March 2024	1 March 2024

Step 8 | Procedures before the course begins

When you arrive in Quebec, please do the following:

1. Apply online for a [social insurance number](#) (SIN) and a [health insurance card](#).
Holders of a temporary work permit **don't seem to have access to prescription drug insurance** through the Régie de l'assurance maladie du Québec (RAMQ) or a private Canadian insurer. Check on the options available in your country of origin.
2. Open a Canadian bank account (required to pay for CMPA membership, if applicable).
3. Email the confirmation of your [CMPA](#) membership to the VD-EMPD (if applicable).
4. Email a copy of your temporary work permit to the VD-EMPD.
5. Pay for your CMQ training card to activate it.
6. Read the [resident's guide](#) (collection of procedures that apply during your training).
7. Get a [driver's license](#), if required.
8. Check your [institutional email](#) from the Université de Montréal.
You must check your institutional email because it is the only email account used by the Université de Montréal to send you all important messages related to your academic progress. **Invoice-related notices are emailed ONLY to your institutional address.**
9. Update your personal contact details and postal mailing address on your [student centre](#).
The student centre brings together academic information, personal information and operations related to your academic journey in one secure location. You must use your student centre to view your tuition account and registration details (enrolled periods).
10. Get [your reduced-fare OPUS card](#).
11. Get your student card: You will receive an email from the Registrar's Office once you can apply for it.
12. Pay your tuition for the current semester. Check your student centre and [make the payment](#) by the required deadline.



The Université de Montréal will inform the CMQ that clinical training can begin only after the VD-EMPD has received the items 3 and 4 and confirmed their compliance. Make sure you have filled out the online application form for a training card with the CMQ. A fee is applicable. Once the application is complete, the training card will be posted on your personal CMQ page. **Without this card, you cannot begin your fellowship.**

APPENDICES

- A. Step by step | 2024-2025 Calendar.....17
- B. Requirements for applicants who graduated in France under third-cycle reform.....18
- C. Sample certificate of postdoctoral training19
- D. Declarations to fill out.....20
- E. Sample letter of authorization issued by IRCC.....21
- F. Sample work permit issued by IRCC.....22
- G. Certificate of completion of training23
- H. Application to extend a fellowship and your temporary work permit24

Appendix A

Step by step | 2024-2025 Calendar

Fellowship start date 2024-2025 academic year		P1 01 Jul. 2024	P4 23 Sep. 2024	P6 18 Nov. 2024	P10 10 Mar. 2025
Before you arrive	Step 1: Online admission	01 Sep. 2023	15 Nov. 2023	15 Jan. 2023	15 May 2024
	Step 2: Physiciansapply.ca	01 Sep. 2023	15 Nov. 2023	15 Jan. 2024	15 May 2024
	Step 3: UdeM Documents	01 Jan. 2024	15 Mar. 2024	15 May 2024	15 Sep. 2024
	Step 4: CMQ eligibility	15 Feb. 2024	01 May 2024	01 Jul. 2024	01 Nov. 2024
	Step 5: Work permit	15 Mar. 2024	01 Jun. 2024	01 Aug. 2024	01 Dec. 2024
	Step 6: CMPA (if required)	01 Apr. 2024	15 Jun. 2024	15 Aug. 2024	15 Dec. 2024
After arrival	Step 7: At the border	20 Jun. 2024	13 Sep. 2024	8 Nov. 2024	28 Feb. 2025
	Step 8: Before course begins	26 Jun. 2024	18 Sep. 2024	13 Nov. 2024	05 Mar. 2025

Appendix B

Requirements for applicants who graduated in France under third-cycle reform

According to the decree of November 25, 2016, and the two orders from April 12 and 21, 2017, regarding the organization of the third cycle of medical studies in France, which amend the related section of the education code and set out the principles for reform, the following documents are required for people who studied in France and have not yet earned their MD and DES diplomas in this context.

If you are included in this reform, you must submit the following documents via physiciansapply.ca (step 2):

- **DFASM3**
- **Letter from the dean.** Here is an example of the details required:

I, Mr./Ms. [Name of Dean](#) of [Faculty Name](#) Faculty of Medicine, certify that [First Name Last Name of Fellow](#) has completed training in our diploma program of specialized studies in [Discipline](#) at our faculty. This training was successfully followed between [DD/MM/YYYY](#) and [DD/MM/YYYY](#).

*[He/She](#) is currently a Junior Doctor in the [Discipline](#) program.
Expected date of graduation from specialized studies: [DD/MM/YYYY](#)*

- **Licence to practice**, if available

The other steps and instructions are as indicated in the Guide.

If you wish to check whether this procedure applies to you, please contact the VD-EMPD.

Appendix C

Sample certificate of postdoctoral training MANDATORY DOCUMENT



Recent date
City

Certificate of postdoctoral training

I, Mr./Ms. *Name of Dean* of *Faculty Name* Faculty of Medicine, certify that *First Name Last Name of Fellow* has completed training in our diploma of specialized studies program in *Discipline* at our faculty. This training was successfully followed between *DD/MM/YYYY* and *DD/MM/YYYY*.

Date of graduation from specialized studies: *DD/MM/YYYY*

or

Expected date of graduation from specialized studies: *DD/MM/YYYY*

A stylized, handwritten signature in grey ink, with the word "signature" written in a small, black, sans-serif font directly below it.

Last Name First Name of Dean
Dean of the Faculty of Medicine
or Director General of *Institution Name*⁸

⁸ The person signing this document must be authorized to bind the institution with their signature. As a reminder, signatures of program directors, department heads, degree directors, committee chairs and heads of services are not accepted (see Step 2).

Appendix D

Declarations to fill out

To complete and sign. Return by email to the VD-EMPD.

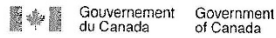
Commitment to return to your country Not required for Canadian citizens or permanent residents of Canada	
<p>I, _____ <i>Print last name and first name</i></p> <p>promise to return to my country of origin _____ <i>Print name of country</i></p> <p>when I have completed my postdoctoral training or fellowships as a clinical fellow at the Faculty of Medicine of the Université de Montréal.</p>	
In witness whereof, I am signing on Date:	Signature:

Declaration as a specialist Required for all fellows	
<p>I, _____ <i>Print last name and first name</i></p> <p>hold / will hold the title of physician specializing in _____ <i>Print name of specialization</i></p> <p>in the jurisdiction of _____, _____, _____ <i>Name of jurisdiction Province/region Country</i></p> <p>before coming to the Université de Montréal for a fellowship.</p>	
In witness whereof, I am signing on Date:	Signature:

Constraint due to government order Not required for applicants who hold an MD from a Canadian medical school	
<p>I, _____ <i>Print last name and first name</i></p> <p>confirm that I have read and understood Article 3G of the order from the ministère de la Santé et des Services sociaux:</p> <p>Article 3G: "Fellows who did not earn a medical degree from a Canadian medical school are not eligible to be recruited by Quebec institutions for three years following the completion of their fellowship for fellows."</p>	
In witness whereof, I am signing on Date:	Signature:

Appendix E

Sample letter of authorization issued by Immigration, Refugees and Citizenship Canada (IRCC)



29 août 2019

Identificateur unique du client:

No de demande :



Madame, Monsieur,

Votre demande pour travailler au Canada a été approuvée. Un permis de travail vous sera délivré à votre arrivée au Canada après que vos documents auront fait l'objet d'un contrôle par un agent de l'Agence des services frontaliers du Canada, sous réserve du respect des exigences de la *Loi sur l'immigration et la protection des réfugiés* et de son règlement d'application. L'agent demandera à voir cette lettre et votre passeport; il pourrait aussi demander à voir vos documents connexes. Ne placez pas ces papiers ou d'autres documents importants dans vos bagages enregistrés. Pour en savoir davantage sur les documents que vous devrez apporter avec vous, veuillez consulter le site : <http://www.cic.gc.ca/francais/travailler/arrivee.asp>.

Lorsque vous préparez vos documents, veuillez tenir compte des renseignements qui suivent :

- **Cette lettre ne constitue ni un passeport ni un titre de voyage.** Vous ne serez pas autorisé à prendre l'avion sans votre passeport, même si vous avez cette lettre en votre possession.
- **Cette lettre ne constitue pas une autorisation d'entrer au Canada ou d'y rester.** Un agent de l'Agence des services frontaliers du Canada prendra cette décision à votre arrivée au Canada.
- **Cette lettre est importante**, car elle contient des renseignements dont l'Agence des services frontaliers du Canada se servira pour délivrer votre permis de travail. Prière de ne pas la perdre.

Vous devez demander d'entrer au Canada pour obtenir votre permis de travail au plus tard le (aaaa/mm/jj). Votre passeport doit être valide au-delà de la période pendant laquelle vous comptez séjourner au Canada. S'il ne l'est pas, votre permis de travail ne sera valide qu'à la date d'échéance de votre passeport ou, dans le cas des citoyens et des résidents permanents des États-Unis, de vos documents d'identité.

Canada

IMM 5812 (10-2018) F SMGC

Appendix F

Sample work permit issued by Immigration, Refugees and Citizenship Canada

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada

PROTECTED WHEN COMPLETED / PROTÉGÉ UNE FOIS REMPLI - B

CANADA

Application/Demande:
UCI/IUC:

WORK PERMIT/PERMIS DE TRAVAIL

CLIENT INFORMATION/INFORMATION DU CLIENT

Family Name/Nom de Famille:
Given Name(s)/Prénom(s):
Date of Birth/Date de naissance:
Sex/Sexe:
Country of Birth/Pays de naissance:
Country of Citizenship/Citoyen de:
Travel Doc No./N° du document de voyage:

ADDITIONAL INFORMATION/INFORMATION SUPPLÉMENTAIRE

Date Issued/Délivré le: (yyyy/mm/dd - aaa/mm/j)
Expiry Date/Date d'expiration: (yyyy/mm/dd - aaa/mm/j)
Case Type/Genre de cas:
LMIA or Exempt No./N° de l'EIMT ou Dispense:
Employer/Employeur: FACULTÉ DE MÉDECINE - UDEM
Employment Location/Emplacement de l'emploi: MONTRÉAL
Occupation/Profession: MONITEUR CLINIQUE
In Force From/En vigueur le: 10 - aaa/mm/j

Conditions:

1. DOIT QUITTER LE CANADA AU PLUS TARD LE 2021/02/07
2. INTERDICTION DE FREQUENTER UN ÉTABLISSEMENT D'ENSEIGNEMENT OU DE SUIVRE UN COURS THÉORIQUE OU PROFESSIONNEL À MOINS D'AVOIR UNE AUTORISATION.
3. INTERDICTION D'EXERCER UNE PROFESSION AUTRE QUE CELLE INDICUÉE
4. INTERDICTION DE TRAVAILLER POUR UN EMPLOYEUR AUTRE QUE CELUI INDICUÉ
5. INTERDICTION DE TRAVAILLER À UN ENDROIT AUTRE QUE CELUI INDICUÉ

Remarks/Observations:

THIS DOES NOT AUTHORIZE RE-ENTRY/CECI N'AUTORISE PAS LA RÉ-ENTRÉE

THIS FORM HAS BEEN ESTABLISHED BY THE MINISTER OF IMMIGRATION, REFUGEES AND CITIZENSHIP - THIS DOCUMENT IS THE PROPERTY OF THE GOVERNMENT OF CANADA
FORMULAIRE ÉTABLI PAR LE MINISTRE DE L'IMMIGRATION, RÉFUGIÉS ET CITOYENNETÉ - LE PRÉSENT DOCUMENT EST LA PROPRIÉTÉ DU GOUVERNEMENT DU CANADA

IMM 1442B (06-2012)
CBN

Canada

Appendix G

Certificate of completion of training

If you are admitted as an independent student, you are pursuing training outside a specialized diploma program (DES) recognized by the Université de Montréal. An independent student does not seek a degree or diploma, and will not earn one at the end of their training. If you are admitted as a fellow, you can verify your admission status (independent or regular) in your letter of admission to the Université de Montréal (see Student Centre).

On completing your training, you may receive:

- A letter of confirmation of training, if all training planned at the time of admission has been completed
- A letter of partial training, if all training planned at the time of admission has not been completed

Letters of confirmation of training and letters of partial training are issued in electronic form only. They are written in English and French.

Conditions for receiving a letter:

- Obtain final approval from the evaluation committee or competency committee on all evaluation forms (except the last form, if training is in progress).
- Satisfy all admission requirements as indicated on the admission letter.
- Have your student centre in good order, with no outstanding balance to pay.

Appendix H

Application to extend a fellowship

For the procedure, please refer to [this document](#).

Extending your temporary work permit

To extend your work permit for a fellowship, please contact the Vice Dean of Postdoctoral Medical Studies (VD-EMPD) directly.

The Université de Montréal will provide you with a new letter of offer of employment. You must then apply for the extension online.

Once you have received your new work permit, you must send it to the VD-EMPD to update your file.

To ensure the continuity of clinical operations, any request to extend a temporary work permit must be submitted to the IRCC before the expiry date of the original temporary work permit. During the transition period between the old and new permits, you are required to remain in Canada.

