

## **VISITING RESEARCH STUDENTS (Document for students)**

### **DEFINITION**

Visiting research students are those registered in a program in another university or in a university-level institution who, in order to satisfy certain requirements of that 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.

### **REGISTRATION PERIOD AND STATUS**

Visiting research students are registered by the [Faculty of Graduate and Postdoctoral Studies](#) (FGPS) for a period not exceeding 12 months as research visitors at either the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> 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 participate in a course (they may not receive credits unless they are registered as students in independent studies);
- to have access to all [student services](#) (sports, cultural activities, health services, housing, etc.) and to be covered by the insurance policies of the Université de Montréal on payment of any required optional fees when they register.

### **APPLICATION FOR ADMISSION**

#### **STEP 1 – COMPLETE THE APPLICATION FORM**

In order to be admitted as visiting research students, candidates must complete an [admission application form](#) which is available on the Web site of the FGPS.

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

## **STEP 2 – PROVIDE THE REQUIRED DOCUMENTS**

The completed application admission file for a visiting research student must include the following documents:

1. The completed admission application form;
2. A birth certificate or passport (a certified copy of the original along with a French or English translation, where applicable);
3. A complete transcript for the last year of university studies;
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 and is available at the FGPS website. ([french](#) – [english](#)).

## **STEP 3 – SEND THE COMPLETED APPLICATION FILE TO:**

Ms Stéphanie Tailliez  
Université de Montréal  
International and Postdoctoral Fellowships Advisor  
Faculty of Graduate and Postdoctoral Studies  
2910, Édouard-Montpetit Blvd, Apt.9, Office 208  
Montreal, QC, Canada H3T 1J7  
Telephone: 514-343-6111, extension 1547  
Fax: 514-343-2252  
E-mail: [fesp-international@umontreal.ca](mailto:fesp-international@umontreal.ca)

## **PERMANENT CODE AND PIN ISSUE**

A permanent code and a PIN (Personal Identification Number) are issued for all visiting research students registered by the Faculty of Graduate and Postdoctoral Studies at the Université de Montréal. These codes 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.

## **CONFIRMATION OF ADMISSION**

The visiting research students will receive an admission letter from the FGPS (required for immigration procedures). This letter will authorize them to register.

## **IMMIGRATION PROCEDURES**

- a) For information on immigration procedures, students should refer to the Web site of the [International Students Office](#) (Bureau des étudiants internationaux)
- b) Visiting research students registered at the UdeM for a period of less than 6 months are not required to obtain a Certificat d'acceptation du Québec (CAQ) nor a student visa from Immigration Canada. They can enter Canada with a tourist visa. For periods of more than 6 months, they must obtain a student visa \* and a CAQ, and not a work permit. Students are not permitted to extend their stay at UdeM beyond six months unless they have obtained a CAQ and a student visa prior to their arrival in Québec.

\* International visiting research students must take into account the additional time it takes to complete the necessary visa procedures and the process of entering Canada. This period can add up to six months.

## **REGISTRATION**

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

Mrs Yolande Lemyre  
FGPS  
2910, Édouard-Montpetit Blvd  
Apt.10, office 210  
Montreal, QC, H3T 1J7  
Telephone: 514-343-7125

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

Upon registration the students will obtain from the FGPS the permanent code issued by the Registrar's office.

**N.B.** Visiting research students are permitted 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.

## **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 FGPS.

### **(i) General fees**

The general fees are:

- \$ 150 for 1-4 months (payable in 1 instalment)
- \$ 300 for 5-8 months (payable in 2 instalments)
- \$ 450 for 9-12 months (payable in 3 instalments)

**N.B.** The above fees include access to libraries as well as information and communication technologies.

### **(ii) Health insurance premiums**

The health insurance premiums (Desjardins Financial Security) required are :

- \$ 332 for 4 months
- \$ 664 for 8 months
- \$ 996 for 1 year

### **N.B.**

- (i) 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).
- (ii) Students already possessing medical insurance must supply proof to the Université de Montréal in order to be exempted from the premiums mentioned above.

## **Students Services (Services aux Étudiants (SAÉ)) of the Université de Montréal**

To have access to Université de Montréal services (sports, cultural activities, health services, housing, etc.) and have a student card, students must pay the following fees:

- \$ 125 for 6 months
- \$ 250 for 1 year

(a) These fees are payable to the Students Services Office (Services Aux Étudiants (SAÉ)):

Ms Sandrine VIAL  
J.-A.-DeSève Building  
2332, Édouard-Montpetit Blvd,  
5th Floor - Local C-5530-1  
Montréal, QC, H3T 1J4  
Phone : 514-343-PLUS

(b) In order to obtain a student card, students must pay the above mentioned fees and then go to:

Centre d'émission de la carte UdeM  
J.-A.-DeSève Building  
2332, Édouard-Montpetit Blvd  
Ground Floor- Desk A-0303  
Montreal, QC, H3T 1J4  
Phone: 514-343-6111 ext.3842