*Postdoctoral Fellows must be within five years of graduating with a Ph.D. or equivalent (including a recognized health professional degree plus a medical specialty) who are engaged in research at the invitation of and under the supervision of a member of McGill’s academic staff*.

see website:[**http://www.mcgill.ca/gps/postdocs**](http://www.mcgill.ca/gps/postdocs)for more info.

# Postdoctoral researchers

Postdoctoral research offers recent Doctoral degree recipients the chance to further their professional development, build on their research, and effectively transition from life as a student to that of an independent scholar. At McGill, postdoctoral researchers have the opportunity to collaborate with some of the world’s foremost professors and researchers, and work in an environment that supports and celebrates excellence.

In this section, you'll find everything from [registration instructions](http://www.mcgill.ca/gps/postdocs/fellows/registration), to [rights](http://www.mcgill.ca/gps/postdocs/fellows/benefits-resources) & [responsibilities](http://www.mcgill.ca/gps/postdocs/fellows/responsibilities), to how to get a [work permit](http://www.mcgill.ca/gps/postdocs/international/workpermit) if you're joining us from abroad.

Want to conduct postdoctoral research at McGill but not sure whether you qualify as a fellow, a trainee, or as academic personnel? Refer to the table below to find out what category you fit into, and where to go from there!

* + [Postdoctoral Fellow](http://www.mcgill.ca/gps/postdocs)

* + [Postdoctoral Research Trainee](http://www.mcgill.ca/gps/postdocs)

* + [Academic Personnel](http://www.mcgill.ca/gps/postdocs) (Research associates and visiting scholars)

Postdoctoral Fellow

In Quebec, ‘Postdoctoral Fellow’ is a regulated category of trainee requiring full time registration at the University in compliance with provincial regulations set out by the Ministry of Education, Leisure and Sport (Ministère de l’Éducation, du Loisirs et du Sport - MELS) for the purpose of governing postdoctoral education. Quickly defined, postdoctoral fellows must be within five years of graduating with a Ph.D. or equivalent (including a recognized health professional degree plus a medical specialty) who are engaged in research at the invitation of and under the supervision of a member of McGill’s academic staff. More information on the[definition, status, and policies and procedures](http://www.mcgill.ca/gps/postdocs/fellows) governing registration of postdoctoral fellows at McGill.

Faculty and staff who work with postdoctoral researchers should visit [Working with Postdocs](http://www.mcgill.ca/gps/staff/postdocs) for a description of their responsibilities and instructions on how to fulfill them. Supervisors should also ensure that they're aware of the guiding principles and best practices pertinent to advising postdocs.

Just looking for a list of postdoctoral contacts? Check out our [detailed contact page](http://www.mcgill.ca/gps/contact/postdocs), where we break it down by Faculty and Unit.

## Postdoctoral Research Trainee

If your situation does not conform to the Quebec Ministry of Education Leisure and Sport’s (MELS) [definition of postdoctoral fellow](http://www.mcgill.ca/gps/postdocs/fellows), you may be eligible to attend McGill as a postdoctoral research trainee. The category of postdoctoral research trainee applies to:

Category 1

An individual who has completed requirements for a PhD or equivalent doctoral degree, or a health professional degree (e.g. MD, DVM, DDS) plus a medical specialty, but the degree/certification has not yet been awarded. The individual will subsequently be eligible for registration as a Postdoctoral Fellow.

Category 2

An individual who is not eligible for postdoctoral registration according to the MELS definition, but is a recipient of an external postdoctoral award obtained through a competitive process from a recognized Canadian funding agency (or equivalent).

Category 3

An individual who holds a professional degree (or equivalent) in a regulated health profession (as defined under CIHR-eligible health profession) and is enrolled in a program of postgraduate medical education at another institution. The individual wishes to conduct the research stage or elective component of their program of study at McGill University under the supervision of a McGill professor. The individual will be engaged in full time research with well defined objectives, responsibilities, and methods of reporting.

Category 4

An individual with a regulated health professional degree (as defined under [CIHR-eligible health professional](http://www.researchnet-recherchenet.ca/rnr16/vwOpprtntyDtls.do?prog=775&view=browseArchive&browseArc=true&progType=CIHR-7&type=AND&resultCount=25&next=2)), but not a PhD or equivalent or medical specialty training, but who fulfills criteria for funding as a postdoc by a [tricouncil operating grant](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp). Note: Immigration may require international applicants in this category to show proof of employment in their home country at the end of the training period in order to issue a work permit.

# Registration

Registration as a postdoctoral fellow is limited to those:

* who fulfill the [definition of a postdoctoral fellow](http://www.mcgill.ca/gps/postdocs/fellows)
* who meet the [eligibility requirements](http://www.mcgill.ca/gps/postdocs/fellows/registration/eligibility)

Prior to registering ensure that you are aware of the[responsibilities of postdoctoral researchers, supervisors and departments or academic units](http://www.mcgill.ca/gps/postdocs/fellows/responsibilities) as outlined in the[terms and conditions](http://www.mcgill.ca/gps/postdocs/fellows/letter#terms) in your [letter of agreement](http://www.mcgill.ca/gps/postdocs/fellows/letter). These terms include policy on [leaves of absence](http://www.mcgill.ca/gps/students/progress/leave-vacation), appointment period and compensation.

New postdoctoral fellows

Prospective international postdocs should make sure to read the section on [International postdoctoral fellows](http://www.mcgill.ca/gps/postdocs/international/) before beginning the registration process. Individuals who do not meet the requirements for postdoctoral status may be eligible to attend McGill as a [postdoctoral research trainee](http://www.mcgill.ca/gps/postdocs/trainee) or category of [Academic Personnel](http://www.mcgill.ca/gps/postdocs).

As a new postdoctoral fellow, you are required to submit a complete registration package at the time of your initial registration. All postdoctoral fellows training at McGill University must be appointed by their department and registered with Graduate and Postdoctoral Studies (through the Management of Academic Records, Enrolment Services) in order to have access to [McGill services and resources for postdoctoral fellows](http://www.mcgill.ca/gps/postdocs/fellows/benefits-resources).

Required materials for initial postdoctoral registration

A complete registration package must consist of the following documents and be emailed tostudentrecords@mcgill.ca (paper applications will not be accepted):

* A completed [postdoctoral\_registration\_form](http://www.mcgill.ca/gps/sites/mcgill.ca.gps/files/postdoctoral_registration_fillable_nov2013_0.pdf) signed by the postdoc and co-signed by the supervisor
* A [copy of the Letter of Agreement for Postdoctoral Education (LofA)](http://www.mcgill.ca/gps/postdocs/fellows/letter), signed by all parties (postdoc, supervisor, chair/unit head)
* ONE of the following:
	+ Copy of your valid Work Permit for international postdocs (must indicate McGill University as employer) OR
	+ Copy of your Canadian Birth Certificate OR
	+ Copy of your Canadian Citizenship Card OR
	+ Copy of your Permanent Resident Card (both sides) OR valid Permanent Resident Document (IMM 1000 or 5292)
* ONE of the following:
	+ A copy of your final transcript (should indicate date Ph.D. degree was granted) – *note that we will request an official copy once we confirm your eligibility* OR
	+ A certified/notarized copy of your Ph.D./Medical Specialist Diploma/Certificate OR
	+ For new graduates, a copy of an official letter issued by the Office of Graduate Studies indicating successful completion of all requirements for the PhD/Doctorate degree. *– in cases where final transcript/diploma is yet not available*

Note: Any of the above documents must be accompanied by an authentic certified/notarized translation into English or French, where applicable.

* A copy of the Department/Academic Unit letter of offer/invitation. This is the initial letter received from the department or presented to the Canadian Embassy in support of your application for a work permit.
* A [Quebec Permanent Code Data Form](http://www.mcgill.ca/legaldocuments/forms) submitted with the appropriate document(s).

For **Medical Specialists** the registration submission must also contain the following:

* Proof of successful completion of Medical Specialty Residency training consisting of Medical Specialist Diploma/Certificate/Attestation OR Proof of Residency training (Diploma/Certificate/Attestation)
* The Letter of offer and Letter of Agreement must specify that *"The postdoctoral appointment will not involve any clinical service to hospital or medical patients or any form of medical practice in any setting"*

You can refer to the [checklist\_for\_postdoctoral\_registration](http://www.mcgill.ca/gps/sites/mcgill.ca.gps/files/checklist_for_postdoctoral_registration.pdf%22%20%5Co%20%22) to compile your documents but please refer to the list above for complete details.

Complete postdoctoral registration packages should be submitted electronically to Management of Academic Records, Enrolment Services for processing. Once processing is complete, you will be assigned a McGill ID and will be able to request an [ID card](http://www.mcgill.ca/students/records/id#getting). An ID card is required to access many of the [benefits, services and resources available to postdocs at McGill](http://www.mcgill.ca/gps/postdocs/fellows/benefits-resources).

Returning postdoctoral fellows

After initial registration, all returning postdoctoral fellows are required to renew their registration annually, through the Management of Academic Records, Enrolment Services, for the duration of their stay at McGill.

**Materials for returning postdoctoral registration**

Postdoctoral fellows must renew their registration **before August 1st**for the upcoming academic year (September 1 - August 31) and must have the following:

* A valid [Letter of Agreement](http://www.mcgill.ca/gps/postdocs/fellows/letter)
* For international postdoctoral fellows: a valid Work Permit

Should either of the above documents expire during the academic year, you will only be registered until that expiry date until a new document is provided. The new documents should be emailed to studentrecords@mcgill.ca.

To renew registration:

* Complete and submit the [**Online Request to renew postdoctoral registration**](http://www.mcgill.ca/students/records/postdoc-renew-request)

Deadlines/processing

Postdoctoral fellows are registered on a rolling basis throughout the academic year depending on their start date, however, please note that **you must submit all the appropriate documentation a minimum of 3 weeks prior to the start of your fellowship**in order to ensure your registration is handled in a timely manner.

Upon receipt of a complete submission, the Management of Academic Records Office, Enrolment Services, will process your postdoctoral registration on the McGill Student Information System (Minerva). Reasonable turnaround time will be from 5 to 7 working days provided that the postdoctoral registration submission is, in all respects, complete.

Once your status is updated/your registration is processed, you will receive email notification from Management of Academic Records, Enrolment Services. And you can view your registration (letter of agreement) and eligibility dates on your unofficial transcript in [Minerva](http://www.mcgill.ca/minerva) by accessing Student Menu->Student Records Menu->View Your Unofficial Transcript.

 Adequate medical coverage (which includes in-hospital and out-patient services) is a condition for postdoctoral registration at McGill, and proof of such insurance is one of the materials required to register as a [postdoctoral fellow](http://www.mcgill.ca/gps/postdocs/fellows/registration) and as a [postdoctoral research trainee](http://www.mcgill.ca/gps/postdocs/trainee/apply).

Ensuring adequate coverage

[Quebec Medicare](http://www.ramq.gouv.qc.ca/en/Pages/home.aspx) is a government-sponsored health care plan provided to all those who hold a valid Quebec Medicare card. Those who do not currently hold a valid card, such as postdocs coming to Quebec from another province or country, will need to find out if they qualify, and if so, how to apply.

While Quebec Medicare covers physicians’ charges and hospitalization costs, it doesn't extend to many other items, like drug prescription costs. Extended health coverage is mandatory for all of those covered by Quebec Medicare. All McGill postdoctoral fellows, including those covered by Quebec Medicare, are automatically signed up for [Extended Health and Dental Insurance](http://www.mcgill.ca/gps/postdocs/fellows/healthcare#mandatory) through the [Post-Graduate Students’ Society (PGSS)](http://pgss.mcgill.ca/). Postdoctoral research trainees are not eligible for PGSS membership, and will need to secure extended health coverage from a private provider.

**Non-Canadian residents and Canadian residents returning to Quebec after 183 days out of Canada**

Non-Canadian residents and Canadian residents returning to Quebec after 183 days out of the country will be required to [apply for a Medicare card](http://www.ramq.gouv.qc.ca/en/citizens/health-insurance/registration/Pages/how-to-register.aspx) upon arrival in Quebec. They will be subject to a 3-month waiting period for Medicare benefits from the time their application is filed with the Medicare office. Only postdocs who hold a valid work permit for a period of at least 6 months qualify for Medicare benefits. Those whose valid work permits are for less than 6 months will need to obtain [temporary medical coverage](http://www.mcgill.ca/gps/postdocs/fellows/healthcare#temp) for the entirety of their time at McGill.

As a result of reciprocal agreements signed between the Government of Quebec and Denmark, Finland, France, Luxembourg, Norway, Portugal and Sweden, postdoctoral fellows and postdoctoral research trainees from these countries will not/may not be subject to the three-month waiting period. These individuals will be asked to provide proof of health insurance coverage in their home country at the time of filing their application with the Quebec Medicare office.

**Postdoctorals coming to Quebec from another Canadian province**

Postdoctoral fellows and research trainees coming to Quebec from another Canadian province (inter-provincial postdoctorals) should consult the health plan website of their home province prior to coming to Montreal. Periods of coverage vary by province, and often depend on the intended length of stay in Quebec. Postdoctorals *must*confirm that they are covered at all times while attending McGill. If your home province's health plan does not cover your entire stay in Quebec, you will need to [apply for Quebec Medicare](http://www.ramq.gouv.qc.ca/en/citizens/health-insurance/registration/Pages/how-to-register.aspx). Depending on how long you have been in Quebec, a 3-month waiting period may apply. Should your home province's health plan not cover you during this waiting period, you will need to obtain temporary medical coverage until Medicare takes effect.

Provincial and territorial health plan websites

Temporary medical coverage

Postdoctorals who are not residents of Quebec but who otherwise qualify for Quebec Medicare are in the "bridge period". Insurance for the “bridge period” is the responsibility of the new arrival. Therefore, for postdocs who do not have such coverage (including international postdoctorals on work permits and Canadian residents no longer covered under another provincial health care program) the first three months of medical insurance must be provided from another source.

This temporary emergency medical coverage can be purchased from a private insurer, such as [RSA](http://www.rsatravelinsurance.com/) (formerly ETFS). If you would like to use RSA as your insurer, apply on-line via their website using the [English RSA application form](https://secure.etfsinc.com/www.etfsinc.com/form/application.html) or the [French RSA application form](https://secure.etfsinc.com/www.etfsinc.com/fr/formFR/applicationFR.html). The rate schedule for single and family coverage can be found by clicking on the View rate schedule button in the form. The payment mode is provided at the bottom of the form.

Mandatory Extended Health and Dental Insurance

All registered postdoctoral fellows are mandatory members of the [Post-Graduate Students’ Society (PGSS)](http://pgss.mcgill.ca/).**Postdoctoral research trainees are not eligible for PGSS membership**, and must secure extended health coverage from a private provider. The [Extended Health and Dental Insurance available through PGSS](http://ihaveaplan.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home) helps to pay for services not covered by the provincial Medicare health plan. Registered postdocs will be automatically billed for plan fees (if registration occurs before September 27th for the upcoming academic year) and for PGSS society fees for Fall and Winter semesters.

CIHR, NSERC and SSHRC (and other funding agencies) will cover the cost of health and dental insurance and, in this event, budgets for new grant proposals may/should include them when appropriate. The mandatory Extended Health and Dental Insurance may be paid from postdoc's supervisor’s federal tri-council grants (single coverage) when possible.

Change-of-Coverage Period

The Change-of-Coverage Period is the period at the beginning of the semester when you can opt out, self-enroll or enrol your spouse and/or dependents in the PGSS Health & Dental Plan. If you are enrolled in the Fall semester, your Change-of-Coverage Period is from Aug. 23 - Sept. 27, 2012.

For more information, please refer to the [Change-of-Coverage section of the Alliance pour la Santé Étudiante au Québec (ASEQ) website](http://ihaveaplan.ca/rte/en/McGillUniversitygraduatestudentsPGSS_ChangeofCoverage_ChangeofCoveragePeriod).

Prescription Drug Coverage

Please refer to guidelines set by the Quebec Medicare Program (RAMQ) with regards to prescription drug coverage. PGSS offers a summary of the guidelines, and more information is available on the [Régie de l'assurance maladie (RAMQ) site](http://www.ramq.gouv.qc.ca/en/citizens/prescription-drug-insurance/Pages/prescription-drug-insurance.aspx).