This RELOCATION CHECKLIST will guide your first steps upon arrival in Montreal and as you settle in. Complete each step promptly to avoid delays in payroll or benefits enrolment. Please review the RELOCATION SERVICE details. If you have any questions, contact us at relocation.apo@mcgill.ca

1. SOCIAL INSURANCE NUMBER (SIN)

To work in Canada, you must have a SIN. You must apply upon arrival in Quebec once you have your Work Permit. For details, visit: Service Canada website.

The Service Canada office closest to McGill is located at
Complexe Guy-Favreau
200 René-Lévesque Blvd W
Montreal, QC H2Z 1X4

You must update your SIN record when you receive a new immigration document.

2. REGIE DE L’ASSURANCE MALADIE DU QC (RAMQ)

RAMQ is Quebec’s provincial health insurance. You must apply for RAMQ upon arrival in Montreal. You will need your Work Permit and a home address.

After applying, you will receive a Letter of Eligibility, and will be on a 3-month waiting period. Then you will receive your RAMQ card in the mail and coverage will begin. Please provide a copy of the Letter of Eligibility to HR: hrhr@mcgill.ca upon receipt.

If the country you are coming from has a Reciprocity Agreement with RAMQ you will not be subject to the waiting period, but you must still apply.

Make sure you remain covered. Learn about trips outside of Quebec and how to remain covered by RAMQ depending on their length and your status in the country.

3. PROVINCIAL PLAN REPLACEMENT (PPR)

McGill offers you a one-time PPR as of your start date if you and your family are on the RAMQ 3-month waiting period. To apply visit: McGill Human Resources.

Please allow a few days for processing and ensure you have healthcare during any gaps (even after your start date) until your PPR is confirmed.

Canadians & Permanent Residents coming from another province must apply for RAMQ but not for PPR. The province of origin will cover eligible medical expenses via reimbursement during the RAMQ waiting period. For details, contact your current provincial healthcare plan.

Non-Canadian partners of Canadian newly hired faculty will be offered a one-time PPR, if needed, to bridge the gap before becoming eligible for RAMQ. Coverage may be extended at your own cost. (Must have arrived at same time.)

If the country you came from has a Reciprocity Agreement with RAMQ, you do not need PPR but you must apply for RAMQ and send proof of eligibility to hrhr@mcgill.ca
### 4. McGill Benefits Enrollment

Please complete your employee profile with address, SIN, banking information, and enroll for benefits via Workday. Monitor messages and complete each task promptly. For details, visit HR Benefits. You can call send your questions to hrhr@mcgill.ca or call 514-398-4747. Visit HR’s Onboarding & Orientation site for useful information. You will need a your Work Permit to see your full profile and have an email address. Please send your Work Permit to the department administrator as soon as you receive it.

### 5. Healthcare Services

**Walk-in Clinics:** Before you have a family doctor (or RAMQ) you may visit a walk-in clinic for services including prescriptions, tests, and referrals to specialists. Call to confirm appointment and fees. Find a walk-in clinic.

**811 Info Santé / Info Sociale:** is a 24/7 free line where a nurse will help you assess symptoms, give you advice, and find healthcare resources near you. Bilingual service.

Once you receive your RAMQ card you will be able to:
- Register to find a family doctor
- Register for a Health Booklet to access your medical information including prescription refills and test results.
- Register for Clic Santé an appointment scheduling system for limited healthcare services including vaccines, blood tests, etc.
- Find a Medical Appointment Online on the Quebec Medical Appointment Scheduler

To learn more about the Quebec Health Care System, visit: [https://www.quebec.ca/en/health/health-system-and-services/service-organization](https://www.quebec.ca/en/health/health-system-and-services/service-organization)

### 6. Daycare

You can do this before your arrival!

La Place 0-5 is a waiting list system for all daycares. Create your child’s profile before moving to Quebec and select all those you’re interested in, including public, private, subsidized, and non-subsidized. Please note that the McGill CPE and the SSMU Daycare are not run by the university and have considerably long waiting lists managed via LaPlace 0-5. You do not need an address in QC to put your child on the list.

Visit the FAQ section.

### 7. Internet, TV & Cell Phone Services

Compare offers and service bundles at Videotron, Bell, Telus, Rogers, Virgin, Fido, etc. Ask providers if they have special offers for McGill staff.
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<th>8. RENT</th>
<th>You can do this before your arrival!</th>
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<td>There are places for rent available all year round, but the most common start to leases is July 1st. For a house-hunting trip, bring your offer letter as proof of employment/salary. You may have to sign a promise to lease and provide 1 month’s rent which will be applied to your lease. No other deposit can be required legally. Real estate agents can show you any property listed for rent free of charge. You may choose a different agent at any time and you do not have to pay them a commission.</td>
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<td>Visit the Canada Mortgage &amp; Housing Corporation website for Renters' Guides. Consult listings via: <a href="http://www.realtor.ca">www.realtor.ca</a>, <a href="http://www.centris.ca">www.centris.ca</a>. Be careful about scams on listings without an agent, as they may not be vetted by the website posting them.</td>
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<th>9. BUYING A PROPERTY</th>
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<td>Real estate agents can show you any property listed for sale free of charge. You may choose a different agent at any time, and you do not have to pay them a commission.</td>
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<th>10. FINDING A SCHOOL</th>
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<td>Registration timelines in the public school system vary. Some begin in the fall, others early in the year around February. Please consult your neighborhood school or school boards. Most private schools have open houses and registration processes in the fall. Accueil (Welcome Class), is offered in the French public schools to children who do not speak French. For details, contact <a href="mailto:accueil@csdm.qc.ca">accueil@csdm.qc.ca</a>.</td>
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<td>Contact the Relocation Advisor for further guidance on schooling, and visit: <a href="http://www.mcgill.ca/familycare/schooling">www.mcgill.ca/familycare/schooling</a> for more information on the French and English school systems in Quebec.</td>
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<th>11. DRIVING IN QC</th>
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<td>Find all details about exporting, crossing the border &amp; importing a car from US to Canada here: <a href="https://www.riv.ca/ImportingAVehicle.aspx">https://www.riv.ca/ImportingAVehicle.aspx</a></td>
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<td>You may drive with a non-QC driver’s license for up to 6 months. Depending on where you moved from, you may be able to exchange it for a Quebec driver’s license. If you own a vehicle registered outside of QC, you have 90 days to register it. Please consult <a href="https://www.saanq.com/en/services/register-car">SAAQ Registering a Vehicle from Outside QC</a>. Secure your appointment as soon as possible to avoid delays.</td>
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* Get Tenant's Insurance

* Consult EMSB Bill 101 Office to learn about English Eligibility.

* Consult EM SB Bill 101 Office to learn about English Eligibility.

* Make sure you have Car Insurance at all times. Winter tires are mandatory from Dec. 1 - March 15.
**Relocation Service: First Steps Upon Arrival**

### 12. BANKING & TAXES

Major banks close to campus: **RBC, TD, BMO, Desjardins, HSBC, CIBC, NB**

Ask about **cross-border services** if you have financial ties in the USA.

Ask about **homeowner's/tenant's/car insurance**.

When offered investment products or accounts, be mindful of **tax repercussions** in your country. Consult **Revenue Canada** and **Revenu Quebec** for your tax rates, etc.

Certain professors in science, engineering, finance, health, and new information & communication technologies may be eligible for **Quebec Tax Holiday**. Application is due March 1st.

### 13. MON FRANÇAIS PROGRAM

You and your partner may qualify for free French classes via the **Mon Français** program if you have a **Temporary Work Permit**. Otherwise, you can look into the French classes via the **Francisation** programs offered by the Government of QC (**CSSDM & CSSMB**), or enroll in one of the **French Certificates** at the McGill School of Continuing Studies and inquire about the **Academic Staff Tuition Assistance Program**.

### 14. EDUCALOI

Find answers to common, general, legal questions such as **rights & responsibilities of tenants & property owners**, making a will, consumer protection, etc.: **Educaloi**.

### 15. ABOUT THE CITY

Consult the **City of Montreal** website to learn about by-laws (e.g. **pets**), services (recycling, trash day), community centers, events, parking permits, etc. If your neighborhood is not in the City of Montreal, **make sure to lookup local by-laws**.

Stay up to date on events happening year round in the city with **LaVitrine, Tourisme Montreal, Museums Montreal** and **McGill Relocation** on Facebook.

### 16. IMMIGRATION MATTERS

For guidance on immigration matters including **work permit renewals, timeline to learn French, partner sponsorship, and becoming a permanent resident**, please contact your **Immigration Advisor**: **Immigration.apo@mcgill.ca**

### 17. MCGILL RESOURCES

- **Academic Staff Guides**
- **University Policies Guide**
- **Family Care**
- **Benefits Rate Summary**
- **Parking Services**
- **Where to Eat on Campus**
- **McGill Faculty Club**
- **Athletics & Recreation**
- **Tuition Assistance**
- **McGill Dental Clinic**
- **McGill Sports Medicine Clinic**
- **Employee & Fam Assistance**
- **McGill Security**

* Call **514-398-3000** for campus emergencies.