




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

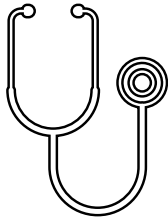
 <p>* Apply in person and get the SIN at the moment, (you can also apply online but it takes longer.)</p> <p>*You need a SIN for payroll and to open a bank account.</p>	<h3>1. SOCIAL INSURANCE NUMBER (SIN)</h3> <p>To work in Canada, you must have a SIN. You must apply upon arrival in Quebec once you have your Work Permit. For details, visit: Service Canada website.</p> <p>The Service Canada office closest to McGill is located at</p> <p style="text-align: center;">Complexe Guy-Favreau 200 René-Lévesque Blvd W Montreal, QC H2Z 1X4</p> <p>You must update your SIN record when you receive a new immigration document.</p>
 <p>* RAMQ coverage is mandatory to be eligible for the McGill Supplemental Health Care Plan.</p> <p>* You must update RAMQ when you get a new immigration document.</p>	<h3>2. REGIE DE L'ASSURANCE MALADIE DU QC (RAMQ)</h3> <p>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.</p> <p>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.</p> <p>👉 If the country you are coming from has a Reciprocity Agreement with RAMQ you will <u>not</u> be subject to the waiting period, but you must still apply.</p> <p>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.</p>
 <p>Manulife</p> <p>PPR APPLICATION INFO:</p> <p>Contract # 37822 Account / Division # 258 Certificate # Your Employee Number (on Workday) Employer Address: 680 Sherbrooke W. Suite 1520 Montreal, QC H3A 2M7</p> <p>No need to include a check. If you need to bridge a gap in coverage, you can consider purchasing this plan.</p>	<h3>3. PROVINCIAL PLAN REPLACEMENT (PPR)</h3> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.)</p> <p>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</p>



* Check your spam folder. Add your SIN and banking info asap to **avoid payroll delays.**

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.**



* Call **911** during an emergency



[COVID19 Updates & Info](#)

* [McGill Dental Clinic](#)

* [McGill Sports Medicine Clinic](#)

* [Employee & Fam Assistance](#)

* Don't be shy about asking colleagues, neighbours, etc., for a family doctor referral.

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>



* [QC Childcare Tax Credit](#)

* [QC Family Allowance](#)

* [Canada Child Benefit](#)

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.](#)



* Fully furnished listings:
www.sabbaticalhomes.com
www.airbnb.ca
www.vrbo.com
 *Get Tenant's Insurance

8. RENT

 **You can do this before your arrival!**

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.

Visit the Canada Mortgage & Housing Corporation website for [Renters' Guides](#). Consult listings via: www.realtor.ca, www.centris.ca Be careful about scams on listings without an agent, as they may not be vetted by the website posting them.

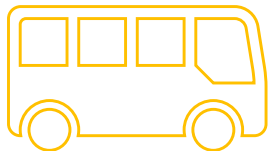


9. BUYING A PROPERTY

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.

Consult the Canada Mortgage & Housing Corp. [Homebuyers Guides & Checklists](#)

Consult listings and find an agent via: www.realtor.ca, www.centris.ca, www.propridirect.com. You may also consult for sale by owner sites such as: www.duproprio.com



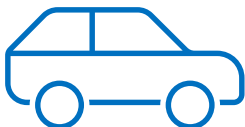
* Consult [EMSB Bill 101 Office](#) to learn about English Eligibility.

10. FINDING A SCHOOL

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 accueil@csgm.qc.ca.

Contact the [Relocation Advisor](#) for further guidance on schooling, and visit: www.mcgill.ca/familycare/schooling for more information on the French and English school systems in Quebec.



* Make sure you have [Car Insurance](#) at all times.



* [Winter tires](#) are mandatory from Dec. 1 - March 15.

11. DRIVING IN QC

Find all details about exporting, crossing the border & importing a car from US to Canada here: <https://www.riv.ca/ImportingAVehicle.aspx>

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 [SAAQ Registering a Vehicle from Outside QC](#). Secure your appointment as soon as possible to avoid delays.

 <p>* Get your SIN first * QC Childcare Tax Credit * QC Family Allowance * Canada Child Benefit</p>	<p>12. BANKING & TAXES</p> <p>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.</p> <p>Certain professors in science, engineering, finance, health, and new information & communication technologies may be eligible for Quebec Tax Holiday. Application is due March 1st.</p>															
	<p>13. MON FRANÇAIS PROGRAM</p> <p>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.</p>															
	<p>14. EDUCALOI</p> <p>Find answers to common, general, legal questions such as rights & responsibilities of tenants & property owners, making a will, consumer protection, etc.: Educaloi.</p>															
<p>Montréal </p> <p>* Call 311 to make inquiries about city services or report non-emergency situations.</p>	<p>15. ABOUT THE CITY</p> <p>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.</p> <p>Stay up to date on events happening year round in the city with LaVitrine, Tourisme Montreal, Museums Montreal and McGill Relocation on Facebook.</p>															
	<p>16. IMMIGRATION MATTERS</p> <p>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</p>															
 <p>McGill</p> <p>* Call 514-398-3000 for campus emergencies.</p>	<p>17. MCGILL RESOURCES</p> <table border="0"> <tr> <td>Academic Staff Guides</td> <td>Where to Eat on Campus</td> <td>McGill Dental Clinic</td> </tr> <tr> <td>University Policies Guide</td> <td>McGill Faculty Club</td> <td>McGill Sports Medicine Clinic</td> </tr> <tr> <td>Family Care</td> <td>Athletics & Recreation</td> <td>Employee & Fam Assistance</td> </tr> <tr> <td>Benefits Rate Summary</td> <td>Tuition Assistance</td> <td>McGill Security</td> </tr> <tr> <td>Parking Services</td> <td></td> <td></td> </tr> </table>	Academic Staff Guides	Where to Eat on Campus	McGill Dental Clinic	University Policies Guide	McGill Faculty Club	McGill Sports Medicine Clinic	Family Care	Athletics & Recreation	Employee & Fam Assistance	Benefits Rate Summary	Tuition Assistance	McGill Security	Parking Services		
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