

## **Documents for postdoctoral registration: Quick Checklist**

Please refer to [www.mcgill.ca/gps/postdocs/fellows/registration](http://www.mcgill.ca/gps/postdocs/fellows/registration) for more information

**For New Postdoc registration** - A complete registration package must consist of the following documents and be emailed to [studentrecords@mcgill.ca](mailto:studentrecords@mcgill.ca) (paper applications will not be accepted):

- A completed [Postdoctoral Registration Form](#), signed by the postdoc and co-signed by the supervisor
- A [copy of the Letter of Agreement for Postdoctoral Education \(LofA\)](#), 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](#) submitted with the appropriate document(s)

### **Additional requirements for Medical Specialists:**

- 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"

### **For Returning Postdoc Registration:**

- Complete and submit the **Request to renew postdoctoral registration** web form at:  
<http://www.mcgill.ca/students/records/forms>

If expired at the time you submit the web form, the following documents should be emailed to [studentrecords@mcgill.ca](mailto:studentrecords@mcgill.ca):

- A valid Letter of Agreement
- For international postdoctoral fellows: a valid Work Permit