



## SPOT Guide to Hiring a Postdoctoral Fellow

### **First-time Postdoctoral Fellows**

1. **Letter of Invitation:** the supervisor is asked to contact the Graduate Program Student Affairs Coordinator, Ms. Chiara Sabatino, at [graduate.rehabilitation@mcgill.ca](mailto:graduate.rehabilitation@mcgill.ca) and Ms. Lynda Bray, HR-AEC, at [hr.aec11@mcgill.ca](mailto:hr.aec11@mcgill.ca) for assistance in preparing this initial letter. The Letter of Invitation is mandated for all Postdocs, but is especially important for International Postdocs because it must be presented in support of their application for a work permit.
2. **Letter of Agreement:** This letter is important in clarifying the status of the postdoc as well as research expectations. It's to be prepared by the supervisor and the Postdoc, signed by Director and sent to the Graduate Program Student Affairs Coordinator: [http://www.mcgill.ca/gps/files/gps/letter\\_of\\_agreement\\_for\\_postdoctoral\\_education\\_july\\_2017.pdf](http://www.mcgill.ca/gps/files/gps/letter_of_agreement_for_postdoctoral_education_july_2017.pdf)
3. **Postdoctoral Registration Form:** to be completed and signed by the Postdoc and the supervisor and sent to the Graduate Program Student Affairs Coordinator: [http://www.mcgill.ca/gps/files/gps/postdoctoral\\_registration\\_july\\_2017\\_final.pdf](http://www.mcgill.ca/gps/files/gps/postdoctoral_registration_july_2017_final.pdf)
4. **Finalized Registration Package:** in addition to the 3 previous documents, the Postdoc will send the following documents to the Graduate Program Student Affairs Coordinator:
  - A Quebec Permanent Code Data Form submitted with the appropriate document(s): [http://www.mcgill.ca/legaldocuments/files/legaldocuments/pcdata\\_formv8-feb\\_2011\\_0.pdf](http://www.mcgill.ca/legaldocuments/files/legaldocuments/pcdata_formv8-feb_2011_0.pdf)
  - **ONE** of the following five (5) documents:
    - Copy of Canadian Birth Certificate **OR**
    - Copy of Canadian Citizenship Card/Certificate (both sides) **OR**
    - Copy of Permanent Resident Card (both sides) **OR**
    - Copy of valid Permanent Resident Document (IMM 1000 or 5292) **OR**
    - Copy of valid Work Permit (for International Postdocs: must indicate McGill University as the employer).
  - **NB:** A Labour Market Impact Assessment (LMIA) exemption is required in order to obtain a work permit. There is a current compliance fee of \$230 per application.

The LMIA exemption is processed by the AEC-HR. They will require the following three (3) documents: copy of passport, and copies of the letters of invitation and agreement.

- ONE of the following three (3) documents:
  - A copy of final transcript (should indicate date Ph.D. degree was granted)  
**NB:** we will request an official copy once we confirm eligibility OR
  - A certified/notarized copy of Ph.D./Medical Specialist Diploma/Certificate OR
  - a copy of an official letter issued by the Office of Graduate Studies indicating successful completion of all requirements for the PhD/Doctorate degree.  
**NB:** For new graduates, where final transcript/diploma is yet not available

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

**If the postdoc is Canadian or a Permanent Resident**, ALL required documents for the Finalized Registration Package must be submitted by the Graduate Program Student Affairs Coordinator to Enrolment Services no **later than one (1) month prior to the postdoc's start date**. In order to achieve this, the Postdoc will begin the process of gathering the required documentation for the Finalized Registration Package one (1) month prior to the submission date, that is, two months before the Canadian/Permanent Resident Postdoc's start date.

**If the postdoc is International**, an additional 2-3 months are necessary since the International Postdoc must have the Finalized Registration Package in place in order to then apply for a work permit before registration can take place.

Once the Finalized Registration Package is complete, the Graduate Program Student Affairs Coordinator will send it to Enrolment Services, who will require up to two weeks to process the registration.

5. Once enrolled, the Graduate Program Student Affairs Coordinator will notify the AEC-HR and they will proceed with the appointment, based on the letter of invitation and status information provided by Enrolment Services: i.e. Postdoctoral Fellow, Scholar, or Researcher. These categories are determined based on funding source(s). ***NB: If the funding source changes it is very important to notify Enrolment Services with an updated Letter of Agreement.***

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### **Returning Postdoctoral Fellows**

The supervisor should inform the Student Affairs Coordinator and HR Administrator prior to renewing the Postdoc's appointment.

All returning postdocs are required to renew their registration annually **AT LEAST ONE MONTH BEFORE THE END OF THE CURRENT APPOINTMENT** by submitting:

1) A new Letter of Agreement:

[http://www.mcgill.ca/gps/files/gps/letter\\_of\\_agreement\\_for\\_postdoctoral\\_education\\_july\\_2017.pdf](http://www.mcgill.ca/gps/files/gps/letter_of_agreement_for_postdoctoral_education_july_2017.pdf)

2) A valid work permit (International Postdocs only).