## Offer of postdoctoral fellowship template

To be completed and signed by the vice-dean of research

Print /scan on UdeS letterhead and send back to immigration@usherbrooke.ca

Sherbrooke, date

Complete name of candidate

Candidate’s current address

Candidate’s current address

Candidate’s current address

Candidate’s current country of residence

Candidate’s e-mail address

**OBJECT: Invitation letter for a postdoctoral fellowship**

Dear Ms/Mr. Name of candidate,

I am pleased to offer you a postdoctoral fellowship at the University of Sherbrooke. This non-seasonal internship is full-time, i.e. at least 30 hours per week, and will be carried out under the supervision of:

**Teacher's name**

Faculty X, Department X

Email: xxxx.xxxx@USherbrooke.ca

Telephone: 1 819 821-8000, extension xxxx

**Location(s) and duration(s)**

Name and address of laboratory, center, research group, hospital, etc. (If more than one location, please specify where and when)

Expected start date: YYYY/MM/DD

Expected end date: YYYY/MM/DD

Weekly schedule (number of hours per week): xx

**Gratification**

Financial support: xxxx $ CAD /year/month/week

Source of financial support: Xyz

**Tasks**

The main tasks of your postdoctoral fellowship will consist of:

- Xyz …

- Xyz …

- Xyz …

**Additional information**

According to the University of Sherbrooke’s academic regulations, postdoctoral fellows, with some exceptions, must also be students; to this end, please read the *Policy for hosting and supporting postdoctoral fellows* by clicking on the following link: <https://www.usherbrooke.ca/a-propos/fileadmin/sites/a-propos/documents/direction/politiques/2500-005_angl.pdf>

**International candidate**

If you are coming from abroad, it is your responsibility to obtain the appropriate immigration documents for your stay in Quebec and Canada, taking into account immigration processing times. The USherbrooke International team will contact you to guide you through obtaining your work permit and your social insurance number (SIN). You are, however, responsible for checking Immigration, Refugees and Citizenship Canada (IRCC)’s website to see if one or more specific requirements for entering, working and studying in Canada apply to you.

**Travel and health insurance**

We recommend that you take travel insurance for your trip. If you have a work permit valid for 6 months or more, you will be covered free of charge by the public Quebec health insurance plan (RAMQ); however, there is usually a three-month waiting period before coverage begins. For more details, you can contact the RAMQ directly: <https://www.ramq.gouv.qc.ca/en/contact-us>.

During the waiting period, if applicable, you must subscribe, upon your arrival, to a health and hospitalization insurance plan from the Université de Sherbrooke’s insurance provider, namely Desjardins Sécurité Financière (DSF), at a monthly rate of $ 75. More information is available by calling 1-866-838-7580 or by writing to [servicecollectif@dsf.ca](mailto:servicecollectif@dsf.ca). The DSF brochure can be found at: <https://www.usherbrooke.ca/international/fileadmin/sites/international/documents/Q178_en_br_Foreign_University_Students.pdf>

Your faculty will be communicating with you shortly regarding your registration at the Université de Sherbrooke and, hoping to welcome you here soon, please accept my sincere greetings.

Kind regards,

*Professor's signature*

Vice-dean of research

Faculty of Education