

Centre de recherche Azrieli du CHU Sainte-Justine

REQUIRED DOCUMENTS

Registration for Students, Interns and Research Stay

The student must submit all required documents to [Human Resources](#) by email. Please allow **one to two weeks** for the opening of the Administrative File and obtaining access. Delays can be longer at the start of the Semester (when we welcome many students).

Required Documents for Everyone

- ☐ CRA-CHU Sainte-Justine Agreement Form (between you and your Supervisor)
- ☐ Supporting document in order to validate your status (see 1st Page of the Agreement for more details on the document(s) accepted)
- ☐ Document entitled "To Read and Return"
- ☐ Updated Curriculum Vitae
- ☐ ID Card Photo (see document "To Read and Return", for instructions)
- ☐ Voided Check from a Canadian Bank Account (if financed via CHUSJ Research Funds)
- ☐ Copy of your Grant Award notifications (if applicable)

AND Required Documents for Canadians and Permanent Residents

- ☐ Copy of Passport **or** Birth Certificate
- ☐ Copy of your Health Insurance Card
- ☐ Copy of Permanent Residence Card (both sides), if applicable
- ☐ Social Insurance Number (if financed via CHUSJ Research Funds)

AND Required Documents for Foreign Students

- ☐ Copy of Passport
- ☐ Study Permit **or** Work Permit **or** Visitor Record
- ☐ Copy of your Health Insurance Certificate **or** your [RAMQ Application](#) **or** your private Medical Insurance **or** proof of registration for the ongoing semester at the University of Montreal validating your Medical Insurance coverage (Study Permit holders only)
- ☐ Copy of the Official Document confirming your [Social Insurance Number \(SIN\)](#) and the expiry date (if financed via CHUSJ Research Funds)

Exception for international internship of 120 days or less

For international interns completing an internship of 120 days or less who receive financial compensation from the researcher, it is not mandatory to open a Canadian bank account and submit a SIN application. You can request financing via accounting (one-time payment). Please contact [Academic Affairs](#) to obtain the required documents if this applies to you.

Instructions for Submitting Your Documents:

- Please name your files like this: Start date_Family Name and first letter of the First Name_Type of Document. Ex.: 2018-06-01 TremblayJ Passport
- Health Evaluation Form: You only need to fill out the form. Please do not go to the Health Unit, make an appointment, or go to a Clinic. We will inform you of the procedure to follow once your file is open.
- In order to help us process files efficiently, please send us your scanned documents in PDF Format. Please avoid photos of paper documents, when possible.
- For Macs (to avoid compatibility problems), please make sure to freeze the information in the forms by selecting '[Adobe PDF Printer](#)' in the 'Print' function, to save the document.