

Invitation and reception of foreign postdoctoral fellows from outside Canada¹ (Procedures guide)

	Action	Who?	When?	How?
1	Check the candidate's eligibility for Postdoctoral Fellow status at Université Laval	The professor who wants to invite the candidate	Before starting the invitation process	Eligibility form
2	Ask the candidate to read the information available on the Postdoctoral fellows section of the immigration page of the Université Laval website	The professor who wants to invite the candidate	Immediately following initial discussions with the candidate	By sending the candidate the link to the immigration page of the Université Laval website
3	Contact the person acting as a faculty sponsor and request a job offer number	The professor with help from the faculty respondent	As soon as they receive the agreement form signed by their candidate	Follow the instructions in Intranet personnel / outils de travail RH to get a job offer number.
4	Draft the official invitation letter and send it to their candidate to assist with the immigration process .	The professor	As soon they receive the job offer number	Use the invitation letter template for foreign postdoctoral fellows
5	Register for their postdoctoral fellowship at Université Laval.	The candidate	Upon arriving in Québec City	Follow the instructions for admission and registration .
<p>For immigration-related questions, write to your faculty representative: https://www.ulaval.ca/sites/default/files/International/Immigration/repondants_facultaires.pdf (French only)</p> <p>For all questions related to admission and registration, write to: postdoctorats@reg.ulaval.ca</p> <p>For all questions related to the Université Laval postdoctoral fellowship, write to: stagiairespostdoctoraux@fesp.ulaval.ca</p> <p>Website of the Faculty of Graduate and Postdoctoral Studies https://www.fesp.ulaval.ca/</p>				

¹ In the event of any differences in translations or interpretations, the French version shall prevail.
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