



Getting Started Checklist

New faculty should use the following Getting Started Checklist to keep track of the things you need to do within the first week of arrival in Montréal.

If you are not a Canadian citizen or Canadian permanent resident:

- Get a work permit upon arrival at the land border entry or the airport of entry to Canada.
- Apply for a temporary Social Insurance Number, commonly known as a SIN. In response to COVID-19, all Service Canada Centres are closed until further notice however, [services are available online](#). For additional support, you can fill out the [service request form](#).
- Send a copy of your work permit as well as the SIN card as a PDF attachment to the Immigration Specialist [Cristiana Voiculescu](#) and to [Lyse Jean-Baptiste](#). You must submit both documents in order to collect your pay.
- Apply for Québec [health insurance](#) at the [RAMQ](#) (Régie de l'assurance maladie du Québec). Certain services are available by appointment only at the Montréal reception desk. No one without an appointment will be admitted. For a list of the services offered by appointment, or for other information, refer to the webpage: [Questions and answers about our services during the pandemic](#). Document deposit boxes are also available on their premises. According to the situation, their [telephone](#) or [online services](#) remain operational. Work permit holders will need to provide a copy of their work permit.
- Once you receive your confirmation letter from RAMQ, please email a copy to the [Benefits Team](#) as this is required to prove your eligibility for Concordia's health insurance plan. Our insurance provider, Sun Life Financial (see brochure next page), offers inpatient health insurance coverage during the RAMQ waiting period. If you are interested in applying for the inpatient health plan, please contact the [Benefits Team](#) to obtain further information and an application form.
- Open a local-area bank account.

If you are a Canadian moving to Québec:

- Apply for Québec [health insurance](#) at the [RAMQ](#) (Régie de l'assurance maladie du Québec). Certain services are available by appointment only at the Montréal reception desk. No one without an appointment will be admitted. For a list of the services offered by appointment, or for other information, refer to the webpage: [Questions and answers about our services during the pandemic](#). Document deposit boxes are also available on their premises. According to the situation, their [telephone](#) or [online services](#) remain operational.
- Once you receive your confirmation letter from RAMQ, please email a copy to the [Benefits Team](#).

If you are not a Canadian citizen or Canadian permanent resident or a returning Canadian resident

- As soon as individuals commence employment, the appropriate provincial and federal income taxes will be deducted. Individuals covered by tax exempt treaties should present the appropriate paperwork to the Payroll department. Any inquires on the subject should be directed to [Revenu Québec](#) or to the [Canada Revenue Agency](#).
- Foreign national or repatriated Canadian faculty members in certain disciplines may be eligible for the Québec Provincial Tax Exemption Program (up to five-year tax exemption). For specifics on the eligibility criteria as well as

application instructions are available through our [Guidelines for Tax Exemption For Foreign University Professors and Returning Canadians/permanent residents](#). First time applicants should apply soon after commencing at Concordia. The tax exemption must be renewed every year. Individuals should submit their exemption renewal applications to [Lyse Jean-Baptiste](#) by **February 1**.

- The tax exemption measure extends to foreign-national post-doctoral fellows. For information in this category, please write to sgs.postdocs@concordia.ca

For everyone:

- Fill out the Direct Deposit form (see page 3) information (ID card, SIN, void cheque, etc.) and return to [Lyse Jean-Baptiste](#).
- You will receive a welcome e-mail from the Benefits Team regarding your enrolment in Concordia's benefits program. You will receive a separate communication from the Pension Team regarding the pension plan. To learn more about Concordia's Pension and Benefits programs, please visit our website using the following address: <http://www.concordia.ca/hr/benefits/>.
- Email the Concordia University Faculty Association (CUFA) membership form to [CUFA](#) once you have your Concordia University email address and office coordinates.
- Your department will provide instructions on how to create your Netname, Concordia email address, Moodle, SIS, etc.
- Provide your faculty personnel administrator with your new local-area address and telephone number and update your profile (address, phone number, education, etc.) through the [My Concordia](#) Portal.
- Visit [Concordia Intranet \(cspace\)](#) for additional information on the University.
- Download Montréal city and transportation maps (if needed www.google.ca and [STM Metro map](#)).
- Download the [Concordia campus map](#).

DIRECT DEPOSIT

Sign up for direct deposit today! It's convenient, secure and reliable! Concordia University offers direct deposit if you are currently paid via cheque. With direct deposit, we process your payments automatically into your bank account.

Direct deposit is the most convenient way to receive recurring deposits, with immediate access to your funds. Unlike a cheque, your funds will never be lost, stolen or damaged. There are also no holds on your funds, or a need for special trips to your bank to deposit your cheques.

Please complete the information below and **attach a specimen cheque identified with your name or a direct deposit enrolment form with your name** provided by your financial institute. Return the specimen or completed form to officer.as@concordia.ca.

Please deposit my pay directly into my account as indicated on the attached form:

Full Name: (Please print): _____

Date of Birth: (dd/mm/yyyy): _____

Employee I.D.: 0 _____ Student I.D.: _____

Social Insurance Number: _____

Home Telephone Number: _____

Email: _____

Employee Signature _____ Date _____