**Application form for an Eligibility Certificate Tax**

**Exemption Program - Trainees**

 Postdoctoral trainee

The purpose of this tax exemption measure is to increase the ability of Québec universities to attract or recruit foreign postdoctoral trainees in areas of expertise in which the universities are experiencing recruitment difficulties. This measure is applicable to the following areas of expertise: the pure and applied sciences and their related fields.

* Please take note that the **internal deadline to receive the applications and the supporting documents** from the postdocs is **January 31** in order to give our postdoc office enough time to file the applications online before the ultimate deadline due to the number of applications received).
* The email to send all these documents is (new email address): **sgs.tax.postdocs@concordia.ca**
* All **documents/files** below need to be submitted in the **format below** so we will consider the application complete and submit it to the Ministry:

for example:

**Applicant’s First name**(Space)**Last name\_Document name**

John Smith\_Appointment Letter

* The size of each document/file should **not exceed 2 MB**
* You must attach the following **6 documents** to this application form:
1. **Document name**: Appointment letter: a copy of a document confirming the applicant's appointment as a postdoctoral trainee employed by the university (letter of invitation is sufficient)
2. **Document name**: PhD Degree: a certified true copy of the applicant's doctoral (Ph. D.) degree or equivalent recognized by the university; diplomas in languages other than French, English, Spanish or Latin **MUST** be translated by a member of the Ordre des traducteurs terminologues et interprètes agréés du Québec (OTTIAQ).
3. **Document name**: PhD Thesis Abstract\_English **and** PhD Thesis Abstract\_French: a copy of the abstract (summary) of the applicant's thesis in **English and French versions**
4. **Document name**: Job Description and Duties: the applicant's job description and list of duties (1/2 page document will suffice)
5. **Document name**: CV: a copy of the applicant's **up-to-date** curriculum vitae which **contains**

 **information on occupation prior to start date**

1. **Document name**: Work Permit: a copy of the applicant's work permit issued by Citizenship Canada whose dates correspond to start date of the applicant (if you have received several work permit, please include all issued for Concordia University for our postdoctoral appointment)

\*\*\* Please include all the invitation letters issued to you (plus all the work permits) if there has been any extension to your appointment.

**Application form for an Eligibility Certificate Tax**

**Exemption Program Foreign Postdoctoral Trainees**

The **employer** must submit the application for certificate before March 1st following the individual's taxation year

1. **Information on the applicant**

|  |  |
| --- | --- |
| **Title (Mr. or Ms.):** |  |
|  |  |
| **Applicant's family name:** |  |
|  |  |
| **Applicant's given name:** |  |
|  |  |
| **Date of birth (YYYY-MM-DD):** |  |
|  |  |
| **\*Citizenship (mark as below):**  |  |
| **Canadian (Yes or No):** |  |
| **Other (Yes or no):****If Yes to Other, please specify which country:**  |  |
|  |  |
| **\*Status (mark as below):** |  |
| **Temporary Resident on a Work Permit (Yes or No):** |  |
| **Permanent Resident (Yes or No):** |  |
|  |  |
| **Temporary Social Insurance Number:** |  |
| **(Mandatory if changes occurred since last request)****Permanent Social Insurance Number:** |  |
|  |  |
| **Country of birth:** |  |
|  |  |
| **Current mailing Address:** |  |

1. **- Doctoral degree (Ph. D.) obtained by the applicant**

|  |  |
| --- | --- |
| **Date obtained (YYYY-MM-DD):** |  |
|  |  |
| **Discipline:** |  |
|  |  |
| **University:** |  |
|  |  |
| **City:** |  |
|  |  |
| **Country:** |  |

1. **- Declaration by the eligible university or public research center concerning the applicant**

|  |  |
| --- | --- |
| **Trainee's name** (postdoctoral fellow’s name: **First name followed by last name**): |  |

We certify that this person was hired as a postdoctoral trainee and will work exclusively or almost exclusively in the field of pure or applied science or in a related field for the establishment mentioned above from the date he or she was hired until the end of the year, or part of the year if there is a termination of employment. We undertake to inform the ministère de l’Enseignement supérieur of any change to the postdoctoral trainee's employment situation.

|  |  |
| --- | --- |
| **Date of signing of applicant's contract (YYYY-MM-DD) (**Date that PDF signed the letter of invitation**:** |  |
|  |  |
| **Start date of applicant's contract (YYYY-MM- DD) (**Start date in the letter of invitation issued to PDF to sign)**:** |  |
|  |  |
| **End date of applicant's contract (YYYY-MM- DD) (**End date in the letter of invitation issued to PDF to sign)**:** |  |

1. **- Research field (Refer to the guide)**

|  |  |
| --- | --- |
| **Research program (**Refer to “guide\_exemption\_impot\_stagia”)**:** |  |
|  |  |
| **Field of research (**Refer to “guide\_exemption\_impot\_stagiai”)**:** |  |
|  |  |
| **Sub-field of research (**Refer to “guide\_exemption\_impot\_stagiai”)**:** |  |
| **Brief description of applicant's field of research (Max. 500 words - attach a separate sheet of paper, if necessary)**  |  |
|  |  |
| **Department of affiliated research center at Concordia University:** |  |

**Example of Research fields/sub-fields:**

**Research Program:** Environment – (FRQ-NT)

**Field of Research:** Ecology and Quality of the Environment

**Sub- field of Research:** Biogeography