

Postdoctoral Research Fellow

In the Department of Cellular & Physiological Sciences
Faculty of Medicine
University of British Columbia



UBC

Everything you need to get started at UBC as a Postdoctoral Research Fellow

Department of Cellular & Physiological Sciences
Faculty of Medicine
University of British Columbia
2350 Health Sciences Mall
Vancouver, BC V6T 1Z3
Canada

Prior to Arrival

Prior to arriving in Canada foreign visitors are advised to familiarize themselves with UBC and the benefits and amenities of the campus and surrounding area. Information is found on our **Things to Know Before You Arrive** page and on the **Housing & Relocation Services** website.



Accommodation/Relocation

Work-Life Relocation - Supporting Relocating Faculty, Postdoctoral Fellows, Staff & Their Families

The Work-Life Relocation office is a friendly gathering place to help you access a central repository of information and support. The 'concierge-style' service can help you settle quickly into your new home so you can get on with living. We can offer assistance and support with a wide range of services to help you balance work and life. [Click here](#) for detailed information housing and relocation.

Review the **Welcome Guide** on the Housing & Relocation Services Office for information about relocating to UBC Vancouver or UBC Okanagan.

Upon receipt of the letter of offer/invitation and Offer ID Number (if applicable), the visitor must contact [Citizenship and Immigration Canada](#) to determine what visas and/or work permits are required. Please refer to the CIC website for information on [visiting](#) or [working](#) as well as details on [how to apply](#). If a [work permit](#) is required the application form is found on the CIC website. Currently the cost of a work permit is \$155 and \$100 for a Temporary Resident Visa (TRV). Depending on the immigration office it can take several days to several weeks to process an application. Visiting academics are advised to review the website of their local Canadian Immigration Office to ascertain processing times and documentation required.

Depending on the activities and/or salary, a visitor may require a work permit. Work permits are issued for "an activity for which wages or commission is earned, or that competes directly with activities of Canadian

citizens or permanent residents in the Canadian Labour Market” (from [CIC's Working in Canada](#)). Please note that a work permit of at least 6 months duration is required in order to be eligible for medical coverage under the BC Medical Services Plan. For coverage of school fees for school aged children the work permit duration must be 1 year. Please refer to our [Things to Know Before You Arrive](#) page for further information on this and related matters.

Additionally incoming post-doctoral fellows are advised not to make travel arrangements prior to receiving the necessary authorization from the Canadian Immigration office.

Depending on the your country of citizenship CIC may require the following items:

Temporary Resident Visa: In addition to the temporary work permit, citizens of some countries & territories will also require a [temporary resident visa](#) (TRV). If a TRV is required, it is not necessary to make a separate application; the immigration officer will issue the TRV at the same time as the approval for a work permit. A list of countries and territories whose citizens need a TRV can be found on the CIC website. If you are planning to travel outside of Canada while at UBC, please ensure that you notify CIC at the time of application to ensure that, if eligible, a multiple entry visa is obtained.

Citizens of the United States do not require a TRV to enter Canada and may apply for a work permit at the Canadian Immigration Office at a port of entry or border crossing upon their entry into Canada.

Electronic Travel Authorization: CIC requires visa-exempt nationals who arrive or transit through Canada by air to have an Electronic Travel Authorization (eTA) in addition to acceptable travel documents and identification. A visa-exempt national is a foreign national who does not normally need a visa to enter Canada. Please refer to the CIC [website](#) for a list of countries whose citizens will be required to apply for an eTA. Exceptions include citizens of the United States and foreign nationals with a valid visa.

This entry requirement allows CIC to screen travellers before they arrive. In most cases, an eTA will be approved within minutes of applying. It costs \$7 CAD per person to get an eTA and - once approved - an eTA is valid for five years or upon passport expiry, whichever comes first. Application is made online on the CIC website prior to entry into Canada.

Biometric Data Requirements: Citizenship and Immigration Canada (CIC) requires citizens of certain countries to supply biometric data (fingerprints and a photograph) in order to enter Canada. Please refer to the CIC [website](#) for a list of countries whose citizens will be required to provide this data. Note that there is an \$85 CAD per person fee associated with this. Families applying together for a visitor visa will pay a maximum biometric fee of up to \$170 CAD. Minors under the age of 14, the elderly over the age of 79, and diplomats travelling on official business and their family members will also be exempt.

Once an individual arrives in Canada, their biometric data will be checked to ensure that the individual who was approved to travel is in fact the same person who is entering Canada. The use of biometrics as an identity management tool will bring Canada in line with many other countries that are now using, or preparing to use, biometrics in immigration and border management.

At the Canadian border or port of entry the immigration officer issues the work permit to work on a temporary basis at UBC.

Upon entry into Canada the visitor should have the following documents ready for the immigration officer:

- The letter of approval from the Canadian immigration office (only issued in the case of work permits)
- Letter of offer/invitation from the University
- CIC Offer ID Number (if applicable)
- Passport(s)
- Temporary Resident Visa (if applicable)
- Biometric Data requirements (if applicable)
- Marriage Certificate or [Statutory Declaration of Common Law Union](#) (for accompanying spouse/partner)
- Children's birth certificates (if applicable)

Refer also to the documentation checklist found on [work permit application page](#) of the CIC website.

Welcome Guide (Vancouver)

The UBC Welcome Guide allows you to learn the basics about relocating to UBC and Vancouver.

The Welcome Guide contains information about support services available for faculty and staff at UBC. It covers immigration, relocation, accommodation, childcare, important dates and much more.

This is just an overview. If you require more information please contact [Housing & Relocation Services](#).

[Welcome Guide](#)

Upon Arrival

Visitors who will receive remuneration from UBC need to apply in person at a [Service Canada office](#) for a [Social Insurance Number \(SIN\)](#). Note that unpaid visitors who will not receive any remuneration from UBC are not required to apply for a SIN. Upon receipt of the SIN confirmation information, a copy of this and the temporary work permit must be supplied to Faculty Relations. Please note that SINs are valid for the duration of the temporary work permit.

Please note that you are not allowed to begin working until the effective date of your work permit; for example, if your appointment is effective July 1 but you do not arrive in Canada until August 15, your work permit is not effective until that date and your appointment start date will therefore be August 15th.

Work Permit

Renewal of Work Permits for Visitors and Postdoctoral Fellows

You must have a valid work permit to cover the period of your postdoctoral fellow training. Initially, you will have at least one year's work permit to be able to work at UBC. Postdoctoral Fellows contacts the department to make arrangements, if necessary, to continue their stay at UBC. Their appointments are limited to 5 years.

If the appointment is to be renewed, this needs to be done at least 4 months prior to expiry of current work permit. The department administrator will arrange for a new Letter of Offer to be produced and provides it to the Postdoctoral Fellow along with the IRCC Offer of Employment number and proof of payment of the compliance fee.

Further details on the immigration process and immigration documents can found in our **Immigration information for Visitors Section** as well as the **Postdoctoral Fellow Section**.

Documents needed for your appointment in CPS

In order to have an official appointment in the Department of Cellular & Physiological Sciences at UBC you must bring the following documentation to the Administrator on your first day:

1. Copy of your passport
2. Copy of work permit
3. Copy of SIN
4. Copy of Ph.D. or MD certification.
5. Copy of Curriculum Vitae
6. New Employee Form (<http://cps.med.ubc.ca/documents/>) signed by your supervisor
7. Copy of signed offer letter supplied by your Supervisor prior to arrival.
8. Completed [Direct Deposit](#) Form with a Void Cheque

Preventing and Addressing Bullying & Harassment

Effective November 2013, British Columbia's Workers Compensation Act was amended to include three new policies addressing workplace bullying & harassment. Sections 115, 116 and 117 of the Act set out the general duties of employers, workers and supervisors.

The new legislation requires all UBC Faculty & Staff (including students employed by the University) to receive training about the new workplace bullying and harassment policies and requirements on how to recognize, prevent, and address workplace bullying & harassment.

Training Course Objectives

Participants completing this online training will be able to:

- Define workplace bullying and harassment
- Recognize workplace bullying and harassment
- Identify behaviours that do not constitute bullying and harassment
- Describe the duties of employers, supervisors, and workers, with respect to workplace bullying and harassment.
- Respond to situations involving workplace bullying and harassment

Evaluation Process

To complete the online training course, participants must confirm their understanding of the course content by obtaining a score of 100% on a short multiple choice quiz. Those that do not pass the quiz can reread the course material and retest as many times as necessary. Upon successful completion, participants will receive a printable Certificate of Completion for their records.

Training Course Duration

The [online course](#) is self-paced. The duration will depend on the individual participant and their prior knowledge of the subject matter. On average, the course will take 20-30 minutes to complete. **Forward a copy of your certificate to your Administrator.**

University Orientations



Orientation to your new position and to the University will help you get off to the best start possible. We have a number of orientation resources available to those who are new to the campus. Take a moment to view and select those orientation opportunities that are most convenient for you.

University orientations are available at in-person sessions, held quarterly at the Vancouver campus, and online at UBC Orientation. For research related orientations visit the Office of Vice President, Research.

Virtual Orientations

As a new UBC community member, we encourage you to visit the following websites prior to or within your first few days of employment:

For a quick look at general information about your appointment and services both on and off campus, please refer to our [Before You Arrive](#) page. Explore our [online Orientations site](#). The online Orientation will help you as you settle into your new position, find people and places, and familiarize yourself with all that UBC has to offer its employees.

Enrolling in Payroll and Benefits

Taxation in Canada/BC – Income Tax

While at UBC, any earnings received are considered Canadian income, unless otherwise indicated by [Canada Revenue Agency \(CRA\)](#) in writing prior to arrival.

Please note that, by law, deductions are taken from your salary for [Canada Income Tax](#), [Canada Pension Plan \(CPP\)](#) and [Employment Insurance \(EI\)](#). If you receive fellowship earnings these will not be deducted for CPP and EI. In the spring of every year, you will receive T₄ and/or T₄A slips from UBC Payroll, which you will use to file your tax return. You must ensure your forwarding address is up to date in the event you leave UBC prior to this time. Please contact a financial advisor or the [Canada Revenue Agency](#) for tax and financial information.

If you have any questions about paying income tax in Canada, please refer to CRA's [information for non-residents](#) or contact the International Tax Services Office (collect calls are accepted):

- Calls from Canada and the US: 1.800.267.5177
- Calls from outside Canada and the US: 1.613.952.3741
- Fax number: 1.613.941.2505

Check the [CRA website](#) for a self-directed online course on Learning About Taxes. According to the site, this online course has been developed to help you understand the fundamentals of the Canadian tax system and to teach you how to file a tax return.

Benefits

If you are a resident of British Columbia, you must enrol in MSP. By law, MSP is mandatory for all eligible residents and their dependents.

UBC Group MSP enrolment is part of your initial [UBC Benefits Enrolment](#). If you are unsure about your MSP status, login to the [UBC Faculty & Staff Self-Service](#) to view your benefits information. If you prefer to submit a paper application, visit the [Forms](#) section of the UBC Benefits website to download the appropriate form(s).

Our online enrolment system was created so that you complete all your forms in one sitting, in a secure, web-based environment. Enrol for your benefits, payroll, and pension package online. You will need an enrolment code (usually found in your offer letter but can also be found online) which will automatically select the forms and enrolment checklist required for you to complete in a secure, confidential, online environment. Completion of the forms includes printing, signing, and submitting the forms to Payroll in Financial Operations.

Please follow the online instructions, which will prompt you to **print, sign, and forward all completed forms to Payroll in Financial Services.**

Postdoctoral Fellow Award Recipients – effective September 1, 2011, individuals who receive their funding directly from a source external to UBC (rather than being paid through UBC) must also provide proof of award and earnings and have a valid Canadian Social Insurance Number.

The following list details which enrolment package a new faculty member will be assigned.

Rank	Meeting Eligibility Requirements 1-4	Meeting Eligibility Requirements 1-3, and date of hire between NRD and age 71	Not Meeting Eligibility Requirements
Postdoctoral Research or Teaching Fellow; Postdoctoral Fellow Award Recipient receiving earnings through UBC	FEP004	FEP004	FEP007
Postdoctoral Fellow Award Recipient receiving funding from a source external to UBC	FEP012	FEP012	FEP008

Faculty Enrolment Package 004

Full- and Part-time term appointments for one year or more, have at least 50% appointment, and meet [salary requirements](#). Includes: Postdoctoral Research Fellow, Postdoctoral Teaching Fellow, Clinical Fellow; Postdoctoral Fellow Award Recipient receiving earnings through UBC.

The enrolment package also includes payroll forms: employee data form, direct, deposit form, and federal and provincial tax forms.

Medical Services Plan	optional – first of the month on or after date of hire (<i>If you are new to BC, you have a MSP "statutory waiting period" consisting of the balance of the month of arrival, plus two months</i>)
Extended Health Plan	optional – first of the month on or after date of hire (<i>If you are new to Canada, you must satisfy the MSP statutory waiting period before you can enroll in the Extended Health plan</i>)
Dental Plan	optional – first of the month on or after date of hire
Employee and Family Assistance Program	mandatory – first of the month on or after your date of hire

Faculty Enrolment Package 007

The enrolment package also includes payroll forms: employee data form, direct deposit form, and federal and provincial tax forms.

Faculty members who receive this package of benefits and are receiving salary (as opposed to a fellowship) receive Statutory Benefits only, i.e., Employment Insurance, Canada Pension Plan and Worker's Compensation and all statutory leaves. Faculty members who receive this package of benefits and are receiving a fellowship (as opposed to salary) receive Worker's Compensation but not other Statutory Benefits, i.e., Employment Insurance and Canada Pension Plan but **are** eligible for all statutory leaves.

Faculty Enrolment Package 008

All unpaid appointments. The only form required is the Personal Data Form, for emergency contact purposes.

Faculty Enrolment Package 012

Full- and Part-time term appointments for one year or more, have at least 50% appointment and meet [salary requirements](#). Includes: Postdoctoral Fellow Award Recipient receiving funding from a source external to UBC.

The enrolment package also includes payroll form: employee data form.

Extended Health Plan	optional – first of the month on or after date of hire(<i>If you are new to Canada, you must satisfy the MSP statutory waiting period before you can enroll in the Extended Health plan</i>)
Dental Plan	optional – first of the month on or after date of hire
Employee and Family Assistance Program	mandatory – first of the month on or after your date of hire

Coming to UBC from out of BC or Canada

New or returning residents to BC must complete a waiting period before they are eligible for MSP. The waiting period consists of the balance of the month of your arrival, plus two months.

New residents arriving from other parts of Canada should maintain coverage with their former provincial medical plan during the waiting period for MSP.

New or returning residents arriving from outside Canada should arrange for private coverage during the waiting period for MSP. Faculty and staff employed or appointed by the University from outside Canada can purchase private coverage during the waiting period through the David Cummings Insurance Services (DCIS) or Sun Life. [Learn more about private coverage.](#)

Work Permit Renewals and MSP Coverage

If you are in British Columbia under a Work Permit and enrolled in the Medical Services Plan, your medical coverage will end when your Work Permit expires.

To arrange for continuation of MSP coverage after the expiry of a work permit, you must provide proof of Implied Status to your [UBC Vancouver Payroll Representative](#) or [UBC Okanagan Payroll Representative](#) at least 1 month in advance of the work permit expiry date.

If your dependent (spouse or child) is in British Columbia under a Work or Study Permit and enrolled under your MSP through UBC, be sure to provide a copy of their Implied Status to your Payroll Benefits Representative so that their MSP will be extended (see below for contact details).

If you are enrolled for MSP through UBC:

Upon proof of your Implied Status, your MSP coverage will be extended for 3 months beyond the original cancellation date based on the understanding that the work permit will later be issued. Once the new permit is issued it should be provided to your Department Administrator who will forward to Faculty Relations/HR and Payroll so that MSP coverage can be extended beyond the initial 3 months.

If you have any questions about your MSP reinstatement or extension, please contact your Payroll Benefits Representative.

General Benefits Enquiries – Vancouver

Last Name beginning:

A-G	Daljinder Gill	604-827-3212
H-O	Katerina Marta	604-827-1738
P-Z	Pravin Khan	604-822-8701



Dear [Postdoctoral Fellow:]

UBC is a global centre for research and teaching, consistently ranked among the 40 best universities in the world. Surrounded by the natural beauty of the Canadian West, UBC embraces bold new ways of thinking that attract exceptional postdoctoral fellows, students and faculty. It is a place where innovative ideas are nurtured in a globally connected research community, providing unparalleled opportunities to learn, discover and contribute in one's own way. UBC is a place of mind.

The Postdoctoral Fellows Office located in the Faculty of Graduate and Postdoctoral Studies is pleased to welcome you into the UBC Postdoctoral Community. You will be joining close to nine hundred Fellows across all disciplines within the UBC campus and its various medical units. As a postdoctoral fellow we know that this is an important place in your career and that you will gain the knowledge and experience necessary to advance your career and develop contacts among your peers that might assist you in the future. Here are a few of the offices/places here to support you during your time at UBC.

**The Postdoctoral
Fellows Office**



The Postdoctoral Fellows Office, (PDFO) provides support, development opportunities and advocacy for all PDFs. We work to enhance the development and experience of the postdoctoral community by implementing the Faculty's support of research and professional career development. Our vision is simple: PDFs should have an excellent experience at UBC, preparing them to secure long-term employment in their chosen field.

Postdoc Orientation



As part of our welcome, we invite all new postdocs to the "New Postdoc Orientation" organized by our office. Here, you will receive an overview of the services that will help get you started and connected to the community. To register for the next orientation session, please visit our website:
<https://www.grad.ubc.ca/postdocs/orientation-postdoctoral-fellows>

Postdoc Association



UBC Postdoc Association (UBC-PDA), established in 2006, is a coalition of volunteer postdoctoral fellows and research associates (RAs) with the goal of enhancing the postdoc experience at the University of British Columbia in all aspects – personal, professional, and social. To connect with the PDA, please visit their website: <http://blogs.ubc.ca/ubcpda/>

Getting your Benefits



Postdoctoral Fellows at UBC may be eligible for health benefits, which include Extended Health, Dental and the Employee and Family Assistance Program. The eligibility requirements for benefits are: an appointment of at least 1 year in length, a minimum 50% appointment and you must meet the minimum salary requirements for that position. <http://www.hr.ubc.ca/benefits/>

Faculty Relations



For questions about your appointment, paid or unpaid, contact the office of Faculty Relations or check their web site: <http://www.hr.ubc.ca/faculty-relations/recruitment/titles-ranks-descriptions/postdoctoral-fellows/>

**Work-Life and
Relocation Services**



The Work-Life and Relocation Services Centre helps with the smooth transition of new faculty, postdoctoral fellows, staff and their families, who are relocating to UBC. <http://www.hr.ubc.ca/worklife-relocation/>

Please feel welcome to contact us at (604)822 - 2848 or visit our website at; <https://www.postdocs.ubc.ca>.

Checklist to be signed and returned to Administrator

Name of Candidate: _____

Supervisor: (signature required) _____

Date: _____

- 1. Copy of your passport
- 2. Copy of work permit
- 3. Copy of SIN
- 4. Copy of Ph.D. or MD certification.
- 5. Copy of Curriculum Vitae
- 6. New Employee Form (<http://cps.med.ubc.ca/documents/>) signed by your supervisor
- 7. Copy of signed offer letter supplied by your Supervisor prior to arrival.
- 8. Completed [Direct Deposit](#) Form with Void Cheque

I, _____, have reviewed the information and acknowledge receipt of the orientation package.