

Guide of admission for doctorat in the Molecular biology programs

A. For Ph.D. with option System biology

You have to first pass the proper pre-selection procedure for this option. For more details, please contact affairesacademiques@iric.ca or Mme Julie Mantovani julie.mantovani@umontreal.ca

Consult the webpage: <https://www.iric.ca/en/students/systems-biology/phd/>
After the preselection, if you are accepted to the option, you have to identify a research director, and then submit the online application for **admission at University of Montreal** by following the steps described in Part B.

B. For Ph.D. with option General, option Complex diseases in humans and option Cellular and molecular medicine

1. Identify a research director

To be admitted to the PhD in molecular biology, you must first identify a research director according to your research interests. You have to contact him or her by yourself.

This professor has to be accredited to supervise graduate students at the Faculty of Medicine of the University of Montreal and attached to a research center.

You are invited to go through the list of the accredited laboratories of the programs and ensure that a [professor](#) accepts to guide you during the studies.

2. Check the deadline for admission

Please take note that you must submit your application for admission

- before February 1st, for the summer session
- before February 1st (1st cohort) or May 1st (2nd cohort), for the fall session
- before September 15th, for the winter session
- Outside these dates, the files will be reviewed on a case by case basis.

International students should apply for admission at least **6 months** before the desired date of the beginning of the studies.

3. **Submit** the online [application form](#) in due form in accordance with the established rules and procedures. *Students who need help to understand the French terms and to fill the admission form may download this [bilingual document](#) or get more information from [Guide to fill out the French application form](#)*
4. **Pay** the [application fees](#)
5. **Send** all official documents and additionnels documents to [Service d'Admission de L'Université de Montréal](#)
 - Official documents :
<https://admission.umontreal.ca/en/admissions/graduate-studies/official-documents-to-submit/#c1659>
 - Additionnel documents :
 - Acceptance letter of research director identified
 - Transcripts at the undergraduate level
 - Motivation letter of intent
 - Curriculum Vitae
 - Two recommendation letters
 - Description of research project involved
 - Attestation of internship (if applicable)

Once your application is completed, your file will be reviewed by the Graduate Studies Committee of molecular biology programs. You will receive a formal response after the Committee meeting.

The official admission notice will be issued via your [Student Centre](#). It is **imperative** that you confirm the acceptance of admission according to the instructions on the admission notice.

If you no longer wish to be admitted into this program, you must withdraw from the program by sending an email to the FESP: guichet-adm@fesp.umontreal.ca.

After admission - Guide of registration in the Molecular biology programs

1. Email adresse

The University of Montreal assigns for each student an email address as following format: firstname.name@umontreal.ca. **All communications will be sent to this address.** However, if you want to use another email address, it's possible to redirect the message to another e-mail address. If necessary, please go to the site: www.dgtic.umontreal.ca

2. Registration

Your TGDE will register the courses for you before every trimester.

For this purpose, with the help of your director of research and/or head of the molecular biology programs in your research unit and/or academic advisor (according to your research units), you have to fulfill the study plan. Please click the following link to download the document:
<http://www.biomol.umontreal.ca/guide-de-letudiant/cheminement-etudiant/>
<http://www.biomol.umontreal.ca/guide-de-letudiant/student-progression/?lang=en>.

Approved by your director of research **AND** the head of the head of the molecular biology programs in your research unit, the form must be sent to biologie-moleculaire@medir.umontreal.ca at least **two weeks** before the start of your first trimester.

No confirmation of registration will be sent to you. **It is your responsibility** to check, before each trimester, your registration on Centre Étudiant, with the MATRICULE that you were given during your application.

3. Modification of the registration

Please note that any request of modification must be sent by email to biologie-moleculaire@medir.umontreal.ca. During your studies, you can change the study plan with the agreement of director of the programs.

You have to respect the deadline for modifications of the current session, usually in the first two weeks of the session, except for the summer semester, for which changes should be made in the first week.

For more information, please go to the site [Dates importantes](#)

4. **Cancellation of registration for international students**

The students who do not provide on time the immigration documents required to complete their file with the Bureau des étudiants internationaux (BEI) will find their registration cancelled **permanently** for the current session later after the starting date. **Please make sure to keep updating your study permit for the BEI after each renewal.**

After the cancellation of the registration, there is **no possibility of being registered again in the current trimester**. The medical insurance coverage for foreign students will be also canceled from the date of the cancellation of registration. Only the coverage for the past months will remain in the account of the student.

The student can be registered for the next trimester, and continue the studies in the program.

For all questions about the topic, please contact with BEI by phone (514 343-6935) or by email (bei@sae.umontreal.ca). Also, please visit their Web site at http://www.bei.umontreal.ca/english/accueil_coordonnees.htm

5. **Enregistrement du sujet de recherche**

After discussion with your director of research, you have to fulfill the form [Enregistrement du sujet de recherche](#)» .

The form duly completed and signed by students and their director of research must be sent **at least by the end of the first semester** to biologie-moleculaire@medir.umontreal.ca

6. **Student card :**

Please go to the Centre of student's services at following addresses: 2332, boulevard Édouard-MontPetit, Pavillon J.A. De Sève, bureau A-0303. For more information: <http://www.carte.umontreal.ca/>