

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@meddir.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** (except for the master students enrolled in the options System biology or Cellular and molecular medicine)

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 Séve, bureau A-0303. For more information: <http://www.carte.umontreal.ca/>