POLYTECHNIQUE MONTRÉAL

TECHNOLOGICAL UNIVERSITY

INSTRUCTIONS FOR OUR PARTICIPATING UNIVERSITIES' PROGRAM COORDINATORS

Procedures for applicants

Applicants must submit their candidacy electronically through our Application Platform by **August 21, 2023**. Each candidate will be required to create a MoveOn account, with a valid email address and password. After submission, an automatic confirmation message will follow. Be mindful that this message might be placed under spam or junk mails by certain mailing services.

Period of the Research Internship Program

On their application form, applicants will have to choose their period of internship among the five following options:

- 2024-01-08 to 2024-05-06
- 2024-01-15 to 2024-05-13
- 2024-01-29 to 2024-05-27
- 2024-02-12 to 2024-06-10
- 2024-02-26 to 2024-06-24

Candidates must discuss beforehand about these different dates with their research supervisors.

Requested Documents

Bellow are the requested documents to be provided by your nominated candidates to support their application to our Program. Please make sure they fulfill all the instructions below, and more specifically those in blue. If your institutional documents do not meet POLY-MTL requirements, please confirm the requested information on a separate letter to be joined by your students in their application files.

REQUESTED DOCUMENTS

1. **Academic transcript**
   Please provide your latest official academic transcript clearly stating your cumulative GPA or cumulative average. A letter from your institution is required if the official academic transcript template does not include the GPA or the cumulative average.

2. **Proof of Full-time Enrolment**
   The proof of full-time enrolment is a letter in English from your home institution, on official letterhead, dated within the last six months, clearly confirming that the candidate is currently enrolled in a FULL-TIME program and will continue to be enrolled after the internship. A letter from your institution is required if your proof of full-time enrolment template does not meet the above requirement. (Maximum one page). Note: copies of academic transcript, a student card or a letter of admission are not acceptable.

3. **Letter(s) of Motivation**
   The letter of motivation is a letter in English addressed to the project supervisor with the title of the project, in which the candidate specifies his/her interest and skills in respect to the project. If the candidate chooses two (2) research projects, he/she must provide a letter of motivation for each project. Maximum one page/each.

4. **Passport**
   Valid Passport with photo. Note: national identity cards, driver's licence, permanent residence card, work permits, student cards, health cards, birth certificates or baptism certificates are not accepted. If the passport is expired, the selected candidate must send his/her new passport by February 15, if possible (before we send his/her invitation letter).

5. **CV / Resume**

6. **Internship report**
   If available, a copy of an internship report performed in the past.

   Note: Make sure that all your documents, including those delivered by the home university and government, are written in either French or English. Should this not be the case, a separate certified translation will be required.