

## Getting Started Checklist

New faculty should use the following Getting Started Checklist to keep track of the things you need to do within the first week of arrival in Montréal.

### If you are not a Canadian citizen or Canadian permanent resident:

- Get a [work permit](#) upon arrival at the land border entry or the airport of entry to Canada
- Apply for a temporary [Social Insurance Number](#), commonly known as a SIN number, at a [branch office of Service Canada](#)
- Send copy of work permit as well as the SIN card to the Faculty Relations Officer, GM 806.05, by fax at (514) 848-8766 or as a PDF attachment to [Lyse Jean-Baptiste](#). You must submit both documents in order to collect your pay
- Apply for Québec [health insurance](#) at the [RAMQ](#) (Régie de l'assurance maladie du Québec) in person at: 425 Blvd. de Maisonneuve west, 3rd floor, bureau 300, Montréal (Québec) H3A 3G5 (this is near the McGill metro station). Work permit holders will need to bring their work permit with them
- Send the [Benefits Team](#) in the Department of Human Resources the proof of RAMQ application, once available. Send Benefits a photocopy of your Health Insurance card, once available
- Open a local-area bank account

### If you are a Canadian from outside Québec:

- Apply for Québec [health insurance](#) at the [RAMQ](#) (Régie de l'assurance maladie du Québec) in person at: 425 Blvd. de Maisonneuve west, 3rd floor, bureau 300, Montréal (Québec) H3A 3G5 (this is near the McGill metro station).
- Send the [Benefits Team](#) in the Department of Human Resources the proof of RAMQ application, once available. Send Benefits a photocopy of your Health Insurance card, once available.

### For everyone:

- Go to Department of Human Resources at S-FB 1130 for a Concordia ID card
- At HR, fill out Direct Deposit form (bring ID card, SIN and void cheque to attach to form)
- At HR, ask for a Benefits Enrolment kit if not already provided by Human Resources
- Provide your faculty personnel administrator with your new local-area address and telephone number and update your profile (address, phone number, etc.) through the [My Concordia](#) Portal
- Visit [Concordia Intranet \(Cspace\)](#) for additional information on the University
- Download Montréal city and transportation maps (if needed): [www.google.ca](http://www.google.ca) and [STM Metro map](#)
- Download the [Concordia campus map](#)