



**GLOBALINK RESEARCH INTERN
HANDBOOK 2016**

WELCOME!

Congratulations on your acceptance to the 2016 Mitacs Globalink Research Internship cohort! You are about to begin a rewarding experience in Canada as you live in a new environment, meet new people, and conduct research in another country.

This orientation handbook has been prepared to help you succeed in your internship and adjust to your new surroundings. It will guide you in some of the situations that you might deal with prior to, during, and after your arrival in Canada. You will find information on a wide variety of topics such as what to bring, what to expect, where to go, required forms and letters, medical insurance, accommodation, public transportation, and much more!

Please read this document carefully before sending us questions by email or Facebook, and print a copy to keep with you during your internship.

If you have further questions, please contact the Globalink Research Internships Team at <https://helpdesk.mitacs.ca>. Enjoy your time in Canada!



I. MESSAGE FROM THE DIRECTOR



Congratulations on being accepted as a Mitacs Globalink Research Intern. On behalf of the entire Mitacs team, we wish you much success as you work towards fulfilling your academic goals, and as you learn more about yourself from your upcoming international experience.

Over the next few months, you will be communicating with Globalink Ambassadors (former Research Interns) as well as your Globalink Mentor closer to your arrival. They want to ensure that you are able to take advantage of as many opportunities as possible while you are in Canada, and to share their experiences and advice with you. Your Globalink Ambassador and your Globalink Mentor are your first link to Mitacs and are in place to ensure that you are well prepared for your arrival and enjoy your stay. If you have any problems during your stay or need emergency attention please contact your Globalink Mentor — they are your first point of contact.

We are very excited for your arrival, and we know you are sharing the same feelings of excitement and maybe even a little apprehension. Our country is vast and offers many different and unique cultures, landscapes, and experiences. While I can assure you that our students in Newfoundland on the East Coast will have very different experiences from our students staying on Vancouver Island off the West Coast (and everywhere in between!), I can also assure you that you will have a rich, rewarding, and unique experience, regardless of where you are. One of our greatest rewards in having you here is being able to share these experiences with you, so we encourage you to use our Facebook page to share pictures and thoughts with us during your stay!

I want to take this opportunity to share with you that many stakeholders have come together to make this opportunity possible, and we all want to make sure you leave with a great impression of Canada. More importantly, we want you to experience firsthand the world-class research that takes place here. While you are in Canada, you will meet government dignitaries, university leaders and professors, other students, business leaders, and members of the Mitacs team. We are all looking forward to meeting you and wish you an incredible stay here in Canada!

Sincerely,

Lorena Christensen, M.B.A.
Director, Mitacs Globalink

II. RESEARCH INTERNSHIP CHECKLIST

Time	Actions
January - February	<ul style="list-style-type: none"> <input type="checkbox"/> After receiving your introductory email, discuss your research internship start date with your professor and whether your professor can send you preliminary readings or documents to prepare. Your professor might request a Skype call. Research internships require researchers to work on a research project for <u>40 hours/week for 12 weeks</u>. <input type="checkbox"/> Input your personal information into your student profile in January. Make sure all information is accurate, including: <ul style="list-style-type: none"> ✓ Your name as it appears on your passport ✓ Passport information ✓ Mailing address in your country of origin (home address) ✓ Phone number ✓ Emergency contact ✓ Dietary restrictions <input type="checkbox"/> Check your passport expiration date. Your passport should be valid for up to six months after the date you intend to leave Canada. Please ensure your passport is valid until at least December 2016. <input type="checkbox"/> Contact a Globalink Ambassador from the 2015 program to help you prepare for your internship (contact information will be provided by Mitacs). These volunteers can provide you with suggestions to enhance your experience. <input type="checkbox"/> Ensure you receive an Award Letter from Mitacs (between January and February). <input type="checkbox"/> Apply for the appropriate permit/visa using the Award Letter and any other documentation required by Citizenship and Immigration Canada (CIC) www.cic.gc.ca You will need the "Employment ID Number" sent to you by Mitacs or your home university to apply — you cannot submit a work permit application until this is received. <input type="checkbox"/> By February 15, 2016, agree to the terms and conditions of your <u>Award Letter</u>, <u>Code of Conduct</u>, and <u>Liability Waiver Form</u> in your student profile on the Globalink Student Platform. You can agree to these documents electronically (you do not need to physically sign them).

March – April

- By March 2, 2016, input your internship start date into your [profile](#).** Mitacs will use this information to organize your medical insurance, Globalink Mentor, and other logistical details. Please note that your internship end date will be automatically calculated at 12 weeks from your internship start date. All Globalink Research Internships are required to be 12 weeks in length. If you do not input your internship start date by March 2, 2016, you may be removed from the program. Make sure you confirm your internship date with your professor first. Please contact <https://helpdesk.mitacs.ca> if there are any issues inputting this information by the required date.
- Book your flight to Canada.** If possible, fly directly into your host city. For example, if your host city is Waterloo, you may need to fly into Toronto and take a bus/shuttle to Waterloo. Globalink Mentors can help you arrange for transportation into your host city in April. Input your flight arrival date and flight departure date into your [student profile](#). These dates are used for logistics planning.
- Receive your visa/permit to enter Canada. Please be patient as you wait for your permit and check with your local CIC office (www.cic.gc.ca) if you have questions.
- In April 2016**, get in contact with your Globalink Mentor and exchange contact information, photos, and your flight itinerary for airport pick-up. Each Globalink research intern is assigned a Globalink Mentor to assist them. Your Globalink Mentor may reach out to you before you contact them. GRIs at the University of Alberta are not assigned Globalink Mentors. Instead, the university's international office will contact you and provide similar services.
- You may receive email communication from your host university on issues such as registration forms and student fees. Please follow all instructions sent to you.
- Begin to arrange your accommodation for the time you are in Canada.** A list of ideas and resources is provided in the accommodation section of the [Globalink Information website](#) to assist you with this. Your Globalink Mentor is not able to assist with accommodation arrangements.
- If you arrange accommodation in a university residence**, please be aware that many university residences close in early to mid-August to prepare for the fall semester. This may require you to locate different accommodation if your internship continues during this period. Please research this and ensure you are aware.
- Complete any preliminary readings assigned by your host professor.
- After receiving an invitation, join our Events portal to find information on Step workshops and industry events. These workshops and events give you the opportunity to learn specific skills and increase your knowledge and abilities. We strongly encourage you to take advantage of these opportunities.

<h2 style="writing-mode: vertical-rl; transform: rotate(180deg);">May – July</h2>	<ul style="list-style-type: none"> <input type="checkbox"/> Arrive in Canada between May 1 and June 30, 2016. Your arrival and departure dates must correspond to the internship start date that you have agreed upon with your supervising professor, and they must correspond with the permit issued to you by CIC. <input type="checkbox"/> If you are flying directly to your host city, your Globalink Mentor will welcome you at the airport and take you to your accommodation. If you are flying to a nearby city or destination, your Globalink Mentor will communicate with you to arrange transportation to the host city and then welcome you and take you to your accommodation. Your Globalink Mentor will ensure you have made any necessary arrangements for your departure, but you will be responsible for arranging transportation to the airport when leaving Canada. <input type="checkbox"/> Keep in contact with your Globalink Mentor as you prepare for your arrival in Canada. S/he will offer you support and be a valuable contact during your stay. Please consult the Globalink Information Website for more information on the Globalink Mentor role and the support provided by our staff. <input type="checkbox"/> Upon arrival, you must open a bank account at TD bank to receive your funds. Your mentor will assist you with this. We recommend that when you arrive you ensure you have access to \$500 in Canadian currency. We <u>do not</u> recommend keeping large sums of money in your accommodations or on your person. <input type="checkbox"/> Meet your host professor. Your Globalink Mentor will help introduce you. <input type="checkbox"/> Start your Globalink Research Internship and complete all duties assigned to you by your host professor. Remember that you will be working 40 hours a week. <input type="checkbox"/> Pay any student or medical insurance fees to your host university. We will send you an email if you are required to pay any student fees or medical insurance at your university and provide you with the funds. Ask your Globalink Mentor for his or her help and support if you are unsure of how to make the payments and provide him or her with your receipts/proof of purchase to ensure you have successfully registered. <input type="checkbox"/> Attend social events organized by your Globalink Mentor (optional). Your Globalink Mentor may also offer other social opportunities. <input type="checkbox"/> Attend industry events and Step Workshops organized by Mitacs (optional). If they occur during work hours, get permission from your host professor. We strongly encourage you to attend as many as possible, as these events are an extremely valuable resource for gaining new knowledge and abilities.
<h2 style="writing-mode: vertical-rl; transform: rotate(180deg);">July – September</h2>	<ul style="list-style-type: none"> <input type="checkbox"/> Finish your Globalink Research Internship. <input type="checkbox"/> Ensure you are prepared for departure from your accommodation and have made any necessary arrangements (cleaning, damage deposit, etc.). <input type="checkbox"/> Return the access keys/cards to your host university department. <input type="checkbox"/> Complete the 2016 Globalink Research Internship Student Exit Survey

III. PREPARING TO COME TO CANADA

A. Apply for your visa/permit to enter Canada

In order to enter Canada, you need to apply for a visa/permit through a Visa Application Centre of Canada (VAC), Embassy of Canada or Canadian Consulate in your country of origin. Please visit [Citizenship and Immigration Canada's](#) (CIC) website to find your closest visa office and additional information about applying for your permit. You can also apply for a permit online through CIC's website.

Mitacs has an [information](#) sheet that summarizes the information on Canada's Immigration website that relates to the immigration permit process.

If you have any questions, please consult the (CIC) office in your country of origin (www.cic.gc.ca).

Reimbursement of the applicable permit fees will be outlined in your Award Letter.

B. Input your internship start date

By March 2, 2016, confirm your internship start date with your professor and input it into your [profile](#). Mitacs will use this information to organize your medical insurance, Globalink Mentor, and other logistical details. Your internship end date will be automatically calculated at 12 weeks from your start date. All Globalink Research Internships are required to be 12 weeks in length. If you do not input your internship start date by March 2, 2016, you may be removed from the program.

C. Book your flight

When booking your flights, remember the following guidelines:

- You will need to book your flight to arrive at the (major) airport that is closest to your host university. If you are unsure about which Canadian airport to fly into, check with a Globalink Ambassador or travel agent.
- It is your responsibility to purchase **travel insurance** for when you leave your home country until the day your internship starts. Any additional coverage (such as cancellation insurance is) your responsibility and will not be covered by Mitacs. Please note that Mitacs will provide your medical insurance once your internship begins, but this is different than travel insurance. Be aware of when your Mitacs provided insurance begins and ends — you are responsible for providing insurance for yourself for any remaining time in Canada.
- You are required to arrive at your host university one or two days **prior** to the start of your internship so that you have time to adjust to your new environment. Your professor is expecting you to **begin** your research on your confirmed start date, and it is not acceptable to be arriving from the airport on that date.
- If Mitacs is reimbursing your flight, details are outlined in your Award Letter.

- Record your travel information in your [student profile](#).

D. Get to know Canada and your host university

We encourage you to research and learn about your host city ahead of time, including the local transportation system. Think of questions surrounding your city or geographical area and reach out to a Globalink Ambassador (see next section). Find the international student website for your host university — these websites often include handbooks and guides for students visiting Canada. Discover your host city and other Canadian cities, too!

IV. BEFORE COMING TO CANADA

A. Contact Globalink Ambassadors

Before coming to Canada, we suggest you contact a Globalink Ambassador (former Globalink research interns) who interned at your host Canadian university in a previous year. Last year, these Globalink Ambassadors embarked on a similar journey to the one you are about to begin. At that time, they had a lot of questions about how to prepare for their upcoming internship in Canada and what kinds of things to expect. These Ambassadors are volunteering their time to answer your questions and to help you in any way they can. We have sent you an email with their contact information and host university; you can also connect with them on our closed Facebook group. If there is no Ambassador at your host university, you can contact one from the same region as your host university.

B. Contact Your Globalink Mentor

Make sure you connect with your Globalink Mentor at least 2 weeks in advance of your arrival in Canada. Your Globalink Mentor's contact information will be uploaded to your Student Profile on the [Globalink Student Platform](#). Your Mentor will receive your contact information, so they may reach out to you before you contact them.

Going to the University of Alberta? Administrators at the University of Alberta will provide you with the mentor's contact information. Provide your flight itinerary, exchange pictures, and agree on a meeting spot at the airport by email to ensure your smooth arrival.

Please see the Globalink Information Website for more information on this role:
<https://www.mitacs.ca/en/information-mitacs-globalink-research-interns>

C. What to bring

Summer temperatures in Canada range from 15 to 35°C (59 to 95°F), with occasional rainfall. Climates differ depending on the area of the country you are in. For students staying in Canada until September, make sure you bring some sweaters, long pants or skirts, a fall jacket, a rain jacket, and waterproof shoes/boots. We also recommend that you check the weather in your city before you arrive.

➔ The essentials

- Important documents: passport, photocopies of your passport, entry permit/visa, flight itinerary, copies of your award and invitation letters, etc.
- Access to \$500 in Canadian currency. We do not recommend keeping large sums of money in your accommodation or on your person.
- If applicable, contact your credit card company to be able to use your card in Canada, just in case.
- If applicable, extra eye glasses/contact lenses and your preferred contact solution.
- If you wish to visit an optometrist or dentist in Canada, please consult your medical insurance policy, as their services are not often covered. If you want additional coverage for these services, you are required to obtain and pay for this yourself.

- If applicable, enough prescription drugs for the length of your stay. Make sure you have a doctor's note and approval to bring your medication into the country. Check with your home country's CIC office for any restrictions on prescription medication.
- Small backpack (for day trips, daily use, or carry-on luggage).
- Laptop with charger.
- Camera with large memory cards and charger.
- Adapters that change the shape of the electrical plug and/or a converter that reduces or increases the current's voltage. For more information on Canadian voltage and electrical outlets, [click here](#).

➔ Clothing and shoes (pack one and a half weeks' worth of clothing)

- Pants or skirts (two to three pairs, jeans, khakis, and linen are great for summer months)
- Sweaters/hooded sweatshirts (two to three) for cooler nights
- T-shirts, sleeveless shirts, tank tops
- Long-sleeve shirts (for layering)
- Underwear (one weeks' worth)
- Pajamas (two pairs)
- Sandals
- Decent walking shoes
- Flip flops (especially for showering)
- Socks (one week's worth)
- Swimsuit
- One set of workout clothes (if you plan to go to the gym or for other exercise)
- Rain jacket (water-resistant with zip pockets)
- One outfit (dress pants/skirt/dress) for special or formal occasions, such as meeting with business or government leaders

➔ Toiletries (these items can be found in a Canadian drug store or pharmacy)

- Shampoo, conditioner, and soap
- Toothbrush and toothpaste
- Brush or comb (and hair ties if you have long hair)
- Contact lenses and solution if required
- Over-the-counter medicines (aspirin, antidiarrheal, anti-nausea, antihistamines, allergy medication)
- Sunscreen with SPF and/or sunblock
- Moisturizer

➔ Miscellaneous

- Alarm clock (or alarm on a mobile phone)
- Refillable water bottle
- Purse and/or small backpack
- MP3 player (especially for long plane/train rides)
- Umbrella or rain coat
- Watch (optional)
- Sunglasses
- Playing cards
- Journal

- Two towels
- Small blanket

*We do not advise students to bring pressure cookers or food items to Canada. They are frequently confiscated upon entry and can easily be found in Canadian supermarkets.

D. How to pack

Check with your airline regarding checked baggage allowance. Because you are only coming for the summer months, you may only need one normal-size suitcase. Most students pack more than they need.

Bring clothes that layer easily, do not need ironing, can be drip-dried, and are comfortable and durable. Remember that dark clothing does not show stains and dirt as much as light-coloured clothing. Make sure that your shirts can pair with many of your skirts/pants, etc. This will provide you with additional outfits on a daily basis even with limited clothing items.

Put tape over the tops of containers with liquids and wrap in a plastic bag to prevent them from opening and from leaking onto other items in your luggage.

Roll your clothes and pack them in your suitcase. You will have much more room that way. Pack heavier items at the bottom of your bag.

Remember that most electrical appliances will not work because of the different electrical current. Generally, laptop computers will work but you may need an adapter. It might be better to buy small electrical appliances, such as hair dryers, curling irons, and other small appliances, in Canada. You can check out appliances at www.bestbuy.ca and www.walmart.ca.

Keep your money, important documents, valuables, prescription medications, a change of clothing, and some toiletries in your carry-on bag in case your luggage gets lost on its way to your final Canadian destination.

V. ARRIVING IN CANADA

A. Globalink Mentors

Globalink Mentors, typically graduate students at your host university, will act as your first point of contact as you prepare for your trip and land in Canada. Each student will be introduced to their assigned Globalink Mentor via email prior to coming to Canada. Globalink Mentors will also be your emergency contact during your stay.

Your first communication with your Mentor over email is an opportunity to exchange contact information, provide details of your flight, and learn about each other and your host city and university. Your Globalink Mentor will meet you at the airport or an agreed-upon meeting location and take you to your accommodation. S/he will also help you sign any forms and show you how to pay fees at your host university.

→ Meeting you at the airport:

Make sure you give your Mentor your accurate flight information so s/he can pick you up at the right place and time: confirm a meeting location, consider exchanging photos, and ask if your Mentor will be holding a sign. S/he will track your flight to determine if there are any delays or gate changes. Keep your Globalink Mentor's contact information with you in the event that you need to contact him or her.

****Note:** Globalink Mentors will meet you at the airport assuming your arrival airport is in/near your host city. If you are flying to an airport that is in a different city or is far from your host city, your Globalink Mentor will arrange transportation from the airport to the host city and meet you at a location in the host city.

Do NOT leave the airport without collecting a copy of your work permit. If you do leave the airport without the permit, you will have to go to the closest Canada-U.S. border and get another work permit, which is a lengthy task.

→ Taking you to your accommodations:

Your Mentor will escort you to your accommodation. S/he is not responsible for your arranged accommodation and cannot pay amounts, sign documents, etc. You are responsible for arranging and managing your accommodation.

→ Introducing your campus:

Since you will be arriving **one to two days** prior to the start of your internship, your Globalink Mentor will give you a tour of your campus. Your professor will let you know where and when to meet on the first day, and your Globalink Mentor will direct you there.

Your Globalink Mentor will coordinate social events for you and your other Globalink colleagues. These events are a great way of experiencing the culture of your university, host city, and Canada!

→ Acting as a main point of contact:

Your Globalink Mentor will be your emergency contact. You will have his or her e-mail and mobile phone number. If there is a serious emergency, your Globalink Mentor can contact the Globalink team 24 hours a day, seven days per week. Your Globalink Mentor will also be available to answer any questions you may have and help support you with any issues that need to be dealt with.

Please note that Globalink Mentors are not required to perform any tasks that are not outlined in their contract. They are not responsible for providing any extra transportation or other expenses unless they choose to do so at their own discretion.

Please see the Globalink Information Website for more information on Mentors and the support they provide: <https://www.mitacs.ca/en/information-mitacs-globalink-research-interns>

B. Accommodation

You will be responsible for arranging your accommodation. Helpful information and resources on accommodation is available on the [Globalink Information website](#).

If you choose accommodation at your university residence, it may close in early to mid-August. If your internship extends past this period, you may be required to find alternative accommodation for those dates.

Research your accommodation of choice and ensure you are aware of all policies and procedures.

C. Transportation

Public transportation in urban centres is very common and quite reliable throughout Canada. Depending on the city, you will have access to buses, streetcars, and trains. You can also walk or rent a bike to experience your host city. We encourage you to research the local transportation system.

→ Driving

If you plan to drive in Canada, you must obtain an International Driving Permit (IDP) in your home country.

You must follow Canada's driving laws, and before you start driving, you should learn the laws in your province. For a full list of laws and rules about driving, obtain a copy of the driving guide issued by the provincial authority that regulates cars and driving in your province. These guides are usually available at service centres, online, and in stores.

→ Taxi

If you would like to take a taxi, phone in advance. You can find the phone numbers of different companies on the internet. Fares are regulated, non-negotiable, and based on an initial charge and a fee for each kilometre the taxi travels. The further you travel, the more you pay. If you receive good service, it is customary to tip the driver 10 to 15 per cent. Smoking is not permitted inside taxis.

D. Banking

Your Award Letter lists the funding you will receive.

When arriving in Canada, you should have access to enough money to last until you receive your first Mitacs funds (we suggest \$500 in Canadian currency). Do not keep large sums of money in your accommodations or with you — it cannot be replaced.

In order to receive your funds, you are required to take immediate action upon arriving, including opening an account at TD Bank. More information and instructions on how to do this are located on the [Globalink Information Website](#), in the Banking section.

After you submit your correct banking information to Mitacs, it can take up to two weeks for funds to be deposited into your account. You will receive funds every two weeks.

E. Medical insurance

The Globalink team will purchase medical insurance for you on your behalf. This is mandatory for all interns and will cover emergency medical needs during your time in Canada. It does not include travel insurance, which you can obtain separately.

Your host university may require you to be enrolled in its campus plan. Otherwise, Mitacs purchases medical insurance from a third-party provider. Coverage and claim details will be sent to you via email prior to your arrival. If you have to pay fees, retain your original receipts and provide them to your Globalink Mentor.

F. Emergency contact information

Your Globalink Mentor is your emergency contact in Canada — keep his or her phone number with you at all times. **Update your emergency contact details (a family member in your home country) on your student profile on the [Globalink Student Platform](#).**

If you require emergency assistance in Canada, call **9-1-1**.

G. Step workshops, industry events, and other opportunities

Mitacs will organize meetings with government and industry leaders in which your attendance is expected. You will also be invited to participate in online professional development webinars and workshops offered by the Mitacs Step program. We strongly encourage you to attend as many of these workshops as possible. They are a valuable resource for learning important new skills and improving your abilities.

Prior to your arrival, you will be invited to join the Globalink Events portal, where you can find more information. You must ask your supervising professor for permission to attend workshops and industry events if they take place during regular internship hours.

VI. LEAVING CANADA

A. Certificate of Participation & Exit Survey

You will be sent an exit survey to fill out after the program cycle concludes. Completion of this survey is a **mandatory** component of the program, and you will only receive a Certificate of Participation if you complete the survey.

B. Ambassadors

You too can become a Globalink Ambassador and guide students as they prepare for their internships! Indicate your interest when you complete your exit survey.