Welcome!

Congratulations on your acceptance to the 2018 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, and print a copy to keep with you during your internship.

Questions?

Please review the information provided in this guide and the Globalink Information Website. If you have any questions, please submit a ticket at https://helpdesk.mitacs.ca or by email at helpdesk@mitacs.ca.

Message from the Director

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

Over the next few months, you will be communicating with Globalink Ambassadors (former research interns) and your Globalink Mentor. They want to ensure that you take advantage of as many opportunities as possible while you are in Canada, and will share their experiences and advice with you. Your Globalink Ambassador and 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 the greatest rewards of having you here is sharing these experiences with you, so 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 first-hand 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,

Petra Kukacka, MES
Director, International Programs
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Important Deadlines

February 15 — Complete “Personal Details” section of the Globalink Student Platform

February 15 — Review and accept the Liability Waiver, Student Code of Conduct, Award Letter, and Immigration Policy and Procedure Consent in the “Agreements and Award Letter” section of the Globalink Student Platform

March 1 — Input internship start date into Globalink Student Platform

Research Internship Timeline

Pre-Arrival

▪ Input your personal information into your student profile in the Globalink Student Platform by February 15, 2018. Make sure all information is accurate, including:
  □ Your name as it appears on your passport
  □ Passport information
  □ Mailing address in your country of origin (home address)
  □ Phone number
  □ Emergency contact

▪ 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 40 hours/week for 12 weeks.
  □ The deadline to input your confirmed start date into the Globalink Student Platform is March 1, 2018. 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 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 1, 2018, you may be removed from the program. Make sure you confirm your internship date with your professor first. Contact https://helpdesk.mitacs.ca if there are any issues inputting this information by the required date.

▪ Check your passport expiration date. Your passport should be valid for up to six months after the date you intend to leave Canada. Your passport must be valid until at least December 2018.

▪ Contact a Globalink Ambassador from the 2017 program to help you prepare for your internship (contact information provided on the Globalink Information Website). These volunteers can provide you with suggestions to enhance your experience.

▪ View your Award Letter detailing your financial award in the Globalink Student Platform “Agreements and Award Letter” section

▪ Please see the “Immigration” section on the Globalink Information Website for information on entering Canada.

▪ By February 15, 2018, agree to the terms and conditions of your Award Letter, Code of Conduct, and Liability Waiver Form in your student profile on the Globalink Student Platform. You can agree to these documents electronically (you do not need to physically sign them).

▪ 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 to 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.
In April, you will be assigned a Globalink Mentor. Contact 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 contact you before you contact them. Interns at the University of Alberta are not assigned Globalink Mentors. Instead, the university’s international office will contact you and provide similar services. See more information on the Globalink Mentor role and support provided in this document.

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.

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 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 ensure you are aware of any relocation requirements.

Complete any preliminary readings assigned by your host professor.

Arrival

Arrive in Canada between May 1 and June 30, 2018. Your arrival and departure dates must correspond to the internship start date that you have agreed upon with your supervising professor.

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.

Keep in contact with your Globalink Mentor. S/he will offer you support and be a valuable contact during your stay. See information on Globalink Mentors and the support they provide in this document.

- Attend social events organized by your Globalink Mentor (optional). Your Globalink Mentor may also offer other social opportunities.

- Upon arrival, you must open a Canadian bank account to receive your funds. Your mentor will assist you. We recommend that, when you arrive, you have access to Canadian currency. We do not recommend keeping large sums of money in your accommodations or on your person.
  - Mitacs only provides funds and reimbursements during your internship. We do not issue funds prior to your arrival in Canada and we do not arrange housing or flights.

Meet your host professor.

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.

Pay any student fees to your host university.

During Your Internship

- Attend events organized by Mitacs (optional). If events occur during internship hours, get permission from your host professor.
- **Complete online workshops organized by Mitacs** (optional). We strongly encourage you to complete as many as possible, as these workshops are an extremely valuable resource for gaining new knowledge and abilities.

- **Complete the 2018 Globalink Research Internship Student Interim Survey** (first survey)

- **Please note; as per Mitacs’ “Code of Conduct”, interns wishing to travel outside of Canada during their internship must apply to Mitacs for permission** due to safety and liability reasons. Mitacs only permits travel outside of Canada due to extenuating circumstances.
  - You are welcome to travel outside of Canada before your internship start date and after your internship end date and do not require permission outside of these dates.

**End of Your Internship**

- **Finish your Globalink Research Internship.**

- **Ensure you are prepared for departure** from your accommodation and have made any necessary arrangements (cleaning, damage deposit, etc.). Your Globalink Mentor does not transport you to the airport for departure, but you can ask them for advice on the best way to travel to the airport.

- **Return the access keys/cards** to your host university department.

- **Complete the 2018 Globalink Research Internship Student Exit Survey** (second and final survey).
Preparing to come to Canada

View the Immigration resources on the Globalink Information Website

Please see the following information (coming early-February) on the Globalink Information Website:

- Globalink Immigration Processing Resource

Please visit Immigration, Refugees and Citizenship Canada’s (IRCC) website to find your closest visa office and additional information about immigration.

The Globalink Immigration Processing Resource summarizes the information on Canada’s Immigration website that relates to the immigration process.

Mitacs cannot advise you on immigration. Only lawyers, licensed Immigration Consultants, or notaries of Quebec can provide immigration advice to non-Canadian citizens who are seeking to enter Canada.

Mitacs is not able to contact the IRCC on your behalf.

Input Your Internship Start Date

By March 1, 2018, confirm your internship start date with your professor and input it into your profile in the Globalink Student Platform. 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 1, 2018, you may be removed from the program.

Book Your Flight

When booking your flights, remember the following guidelines:

- You will need to book your flight to arrive at the (major) airport closest to your host university. If you are unsure about which Canadian airport to fly into, check with a Globalink Ambassador or travel agent.
- 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. 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 that day.
- If Mitacs is reimbursing your flight, details are outlined in your Award Letter.
- Record your travel information in the Globalink Student Platform.

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!
Before Coming to Canada

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. Please see a full list of Ambassadors and contact details on the Globalink Information Website. If there is no Ambassador at your host university, you can contact one from the same region as your host university.

Contact your Globalink Mentor

Globalink Mentors (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.

Make sure you connect with your Globalink Mentor at least two weeks in advance of your arrival in Canada. Your Globalink Mentor’s contact information will be uploaded to the Globalink Student Platform. Your Mentor will receive your contact information, so they may reach out to you before you contact them.

Provide your flight itinerary, exchange pictures, and agree on a meeting spot at the airport by email to ensure your smooth arrival.

Each Globalink Mentor:

▪ Provides materials and information orienting you to your host school and host city
▪ Meets you at the airport (if you are flying into your host city)
▪ Provides a campus tour
▪ Supports your arrival by assisting you to open a Canadian bank account
▪ Organizes fun social events
▪ Checks in with you throughout the internship
▪ Acts as your emergency contact in Canada

Globalink Mentors answer questions relating to your host city and host university. Globalink Mentors are not able to answer questions regarding your internship or Mitacs systems, including the funds you receive. If you have any questions relating to your internship or funds, please submit a ticket at https://helpdesk.mitacs.ca or contact Mitacs by email at helpdesk@mitacs.ca.

University of Alberta interns are not assigned Globalink Mentors and are provided with support through the university directly.
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.

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, Award Letter, 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 IRCC 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.

Clothing and Shoes:
- Pants or skirts (two to three pairs, and 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 week’s 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 do 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
- Sunglasses
- Playing cards
- Journal
- Two towels
- Small blanket

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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.

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**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](http://www.bestbuy.ca) and [www.walmart.ca](http://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.**
Arriving in Canada

Globalink Mentor
Your first communication with your Globalink 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. If you are flying into your host city, your Globalink Mentor will meet you at the airport or an agreed-upon meeting location and take you to your accommodation.

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.

Taking you to your accommodation/housing
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 email and mobile phone number. If there is a serious emergency, your Globalink Mentor can contact the Globalink team 24 hours a day, seven days a 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.

Globalink Mentors answer questions relating to life in your host city. For questions relating to your internship or the support provided by Mitacs (such as funds), please contact Mitacs directly; submit a ticket at https://helpdesk.mitacs.ca or by email at helpdesk@mitacs.ca.

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 percent. Smoking is not permitted inside taxis.

**Receiving Funds from Mitacs**

Your Award Letter on the Globalink Student Platform details the funding you will receive. Mitacs only provides funds and reimbursements during your internship. We do not issue funds prior to interns’ arrival in Canada and we do not arrange housing or flights.

To receive your funds, you must:

- Open a Canadian bank account after arrival
  - Information on what type of account to open is available on the Globalink Information Website
- Provide the account information and a copy of a direct deposit form with your banking details to Mitacs in the Globalink Student Platform “Banking” section

In April, you will receive an email communicating on which days you will receive funds, based on your date of arrival. After you arrive, open an account and submit your correct banking information to Mitacs — it can take up to two weeks for funds to be deposited into your account. When arriving in Canada, you should have access to enough money to last until you receive your first Mitacs funds.

Mitacs cannot provide funds earlier than the dates communicated to you; please be aware of any initial costs/deposits you will be required to pay before receiving your funds from Mitacs.

More information is available on the Globalink Information Website.

**Taxation**

Please see the Globalink Information Website on any tax requirements associated with the funds you will receive from Mitacs. After arriving in Canada, you will be required to apply for a taxation number and provide it to Mitacs.

**Medical Insurance**

Please review the Mitacs Globalink Health Insurance Policy on the Globalink Information Website. 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.

Details of this insurance will be provided in April.

If your host university has a mandatory health insurance plan, please “opt-out” using your Mitacs-provided health insurance.

If your “opt-out” request is rejected, please notify Mitacs by email.

**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.
Student Fees
Please see the Mitacs Globalink Student Fee Policy on the Globalink Information Website. All interns are provided a $200 stipend to be used towards any student fees charged by the host institution. For any questions relating to student fees, please contact your host institution.

Mitacs Training Workshops
You will also be invited to participate in online professional development webinars and workshops offered by Mitacs. These workshops are designed exclusively for Globalink Research interns. 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.

More information and a listing of available workshops will be provided at the start of your internship.

Events
You will have the opportunity to attend various events in Canada organized by Mitacs, your host university, government, and industry leaders.

You must ask your supervising professor for permission to attend workshops and events if they take place during regular internship hours.

Midterm Survey
You will receive a midterm survey during your internship. This is the first of two surveys. Completion of both surveys is a mandatory component of the program and is required for successful completion of your internship.

Avoiding scams/fraud while in Canada
The following tips will help you have a safe and successful summer:

- Avoid financial scams and fraud with advice from the RCMP (police), Canada Revenue Agency, or Immigration, Refugees and Citizenship Canada
  - The most common financial scams are calls or emails from individuals identifying themselves as members of one of these organizations
  - Callers will say that money is owed and demand immediate payment using prepaid credit cards or iTunes gift cards
- Be aware of cyber security when using public Wi-Fi and/or shared computers
- Review EduCanada’s Living in Canada guide
- Review your host university’s international student guides and resources, as well as any travel advice and/or advisories issued by your home country’s government
Leaving Canada

Airport Departure
Your Globalink Mentor will not travel with you to the airport for your departure. You can ask them for advice and tips on the best way to travel to the airport.

Exit Survey
Your feedback is important to us! You will be sent the second and final survey to fill out after the program cycle concludes. Completion of this survey is a mandatory component of the program.

Certificate of Completion
Interns who complete their internship will receive a Certificate of Completion from Mitacs signifying this accomplishment.

To receive the certificate, you must complete both the midterm and final exit surveys sent you by Mitacs. These are mandatory components of the program and are required for successful completion.

Fellowships
Since its launch in 2009, Mitacs Globalink has attracted top undergraduate students from around the world to Canada for a summer research internship. As a result of the program’s success pairing them with Canadian faculty members, Mitacs is helping these talented students pursue additional educational and research opportunities in Canada through the Globalink Graduate Fellowship.

This award is available to Globalink Research Internship alumni who wish to pursue a master’s or PhD in Canada.

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.

On behalf of the Globalink Research Internship team, we look forward to welcoming you to Canada this summer!