

Globalink Research Internship (GRI)

2024 Research internship timeline

The document below outlines the main actions you are required to take in order to prepare for your internship in a timely manner.

PRE-ARRIVAL

February 15

1. **Input your personal information** in the [Mitacs Globalink Portals](#), “2024 Intern Logistics Platform”. Make sure all information is accurate as per your passport.
2. **Check your passport expiry date.** Your passport should be valid for at least six months after the date you intend to leave Canada. If you haven’t yet, urgently apply for a new passport if it is expiring too soon.
3. **Review and accept the agreements:** Code of Conduct, Liability Waiver, and Immigration Policy and Procedure Consent.
4. **Award Letter:** Once you have completed your Personal details section, you will be able to generate your Award Letter. Mitacs will notify you when it is ready. Please review and agree to your Award Letter.
5. **Immigration processes:** Once you have your Award Letter, you can start applying for your immigration documentation.

March 15

1. **Internship dates:** Discuss your research internship start and end dates with your professor. Interns are required to work 40 hours/week for 12 weeks. Input your internship dates on the [Mitacs Globalink Portals](#). March 15th is the deadline to input internship dates. Failure to input your internship dates may result in delays in the processing of your funding.
2. Once you have received your required **immigration documents** to enter and stay in Canada for the duration of your internship, please indicate this in the platform.

After receiving immigration document

1. **Book your flight to Canada.** Mitacs recommends purchasing refundable tickets or waiting to buy tickets until you have all your immigration documents. Please note that ticket prices become more expensive the closer you make the purchase to your travel date. You may wish to purchase changeable or refundable flights, so that you have flexibility depending on the outcome of your immigration processing. If for some reason you are unable to come to Canada, Mitacs will not reimburse any expenses. Input your flight details into the [Mitacs Globalink Portals](#).
2. **Book your accommodation for the time you are in Canada.** A list of ideas and resources is provided in the accommodation section of the [2024 GRI Intern Information \(mitacs.ca\)](#). Mitacs recommends you carefully read cancellation and refund policies of the accommodation that you choose. If for some reason you are unable to come to Canada, Mitacs will not reimburse any expenses.

Thanks to our funding partners.

Canada 

Merci à nos bailleurs de fonds.

By April

- We ask that professors submit a **Research Project Plan** by April. You will get a notification once they have completed and submitted it and you will be required to confirm that you agree. We recommend you stay in contact with your professor so that you can clarify any points in advance of this deadline.
- **In mid-April, you will be assigned a Globalink mentor** and this information will be entered into the Globalink platform. We encourage you to start talking to your mentor, who can help you with your preparation.

ARRIVAL

1. **Plan your airport transportation to your accommodation.** You are responsible for arranging transportation from the Canadian airport to your accommodation; your mentor can help provide information, but they will not pick you up. We recommend that you have access to Canadian currency upon arrival. We do not recommend keeping large sums of money in your accommodation or on your person.
2. **Arrive in Canada between May 1 and July 31, 2024.** Mitacs strongly encourages you to request a **Visitor Record (IMM 1097)** at the Canadian airport as this can be used as identification alongside your passport when opening a bank account in Canada. This is at the discretion of the immigration officer. Make sure to travel with a printed copy of your Award Letter should you need to explain to the agent why you are coming to Canada.
3. **Upon arrival, you must open a Canadian bank account to receive your funds.** Please make this a priority once you arrive in Canada. You will be required to submit banking details in your Globalink Student Platform to receive the funds described in your Award Letter from Mitacs.

DURING YOUR INTERNSHIP

1. **Research expectation:** Please complete all duties assigned to you by your host professor. Remember that you should be working 40 hours per week for 12 weeks. You're encouraged to establish routines for regular exchange with your host professor. Keep your supervisor informed about the progress of your work regularly.
2. **Keep in contact with your Globalink mentor.** Mentors will offer you support and be a valuable contact during your stay. Attend social events organized by your mentor.
3. **Attend events organized or courses offered by Mitacs.** If events occur during internship hours, get permission from your host professor in advance. The courses are an extremely valuable resource for gaining new knowledge and abilities.
4. **Complete the GRI Student Interim Survey (first survey).** About halfway through your internship, Mitacs will send you a link to a survey.

Please note that as per Mitacs's Code of Conduct, interns, at no time leave the country of Canada without first contacting and receiving the approval of Mitacs. If you need to leave Canada for any reason you must contact Mitacs immediately.

END OF YOUR INTERNSHIP

1. **Ensure you are prepared for departure** from your accommodation and have made any necessary arrangements (cleaning, damage deposit, etc.). Your 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.



2. **Return access keys/cards** to your host institution department.
3. **Complete the GRI Student Exit Survey** (second and final survey).