

INTERNATIONAL POSTDOCTORAL FELLOWS

# ORIENTATION HANDBOOK

2021



THE HOSPITAL FOR SICK CHILDREN

**SickKids<sup>®</sup>**

# TABLE OF CONTENTS

01 INTRODUCTION

02 ABOUT SICKKIDS

03 POSTDOCTORAL ADVISORY COMMITTEE

04 RESEARCH TRAINING CENTRE

05 FACILITIES AND SERVICES

06 WORKING IN CANADA

07 SICKKIDS ONBOARDING

08 LIVING AND ACCOMMODATIONS

09 FINANCES

10 RESOURCES AT SICKKIDS

11 LIFE IN TORONTO

12 GOOD TO KNOW



THE HOSPITAL FOR  
SICK CHILDREN

# INTRODUCTION

## Welcome

Welcome to The Hospital for Sick Children (SickKids)! We are pleased to have you join us and are looking forward to your contribution to the research community! The Postdoctoral advisory committee (PDAC) and the Research Training Centre (RTC) have put together this guide to help you get started at SickKids!

## About Us

The SickKids Research Institute is Canada's largest, hospital-based child health research institute. Our commitment is to improve the health of children, here in Canada and in the global community.

Our history is one of research innovation. The Research Institute was founded in 1954 with the belief that innovation was critical to the hospital's mission to improve child health. We share the SickKids vision of Healthier Children. A Better World.

Our values are research excellence and integrity and our strength is collaboration. We have created an environment where top researchers and health care experts work closely together as a team to improve children's health.

## Mission

- Advancement of child health through global leadership in innovation, research and discovery.
- Translation of research knowledge to benefit children and families everywhere.

Our research is supported by the generosity of donors who contribute to SickKids Foundation, as well as government agencies, non-profit foundations and companies and organizations that share our goals of improving child health outcomes.

## Structure

Housed in the Peter Gilgan Centre for Research and Learning, the SickKids Research Institute community includes approximately 2,000 staff including:

- 256 scientists;
- approximately 1,150 trainees, including graduate students, research fellows and summer students;
- visiting scientists;
- laboratory technologists;
- administrative assistants; and other professional and support staff.

Our research ranges from basic discovery research all the way to clinical care and is supported by state-of-the-art expertise, technologies and facilities.

Our research activities are coordinated under seven major research programs, which range from basic science at the sub-molecular level, to organ systems, to population health. The seven programs cover the spectrum of child health from wellness and normal development to causes of diseases, diagnostics, treatments and therapies. Through these programs we cohesively and collaboratively bring together the more than 1,600 funded research projects.

## Postdoctoral Advisory Committee (PDAC)

Postdoctoral advisory committee (PDAC) is a committee made up of volunteer postdocs with the goal of helping postdocs make the most of their experience at SickKids. PDAC hosts many events for postdocs and other trainees at SickKids, including monthly coffee hours, postdoc talks, career Q&As.

The mandate of the Post-Doctoral Advisory Committee (PDAC) is:

- To elevate awareness for the many and varied roles postdoctoral fellows
- Play in the RI across the organization to provide opportunities for postdoctoral fellow collaboration, networking, and knowledge-sharing to collaborate with various groups in the development of programs related
- To skills enhancement, and leadership opportunities for or relevant to postdoctoral fellows
- To communicate information relevant to postdoctoral fellows to the broader postdoctoral community

We welcome you to join the Post Doctoral Advisory Committee to help drive issues relevant to the postdoc community at SickKids.

[Contact us](mailto:postdoc.advisorycommittee@sickkids.ca)  
[postdoc.advisorycommittee@sickkids.ca](mailto:postdoc.advisorycommittee@sickkids.ca)

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## Research Training Centre (RTC)

The Research Training Centre (RTC) is a strategic initiative of the Research Institute at the Hospital for Sick Children (SickKids), and was established in 1996 in response to a need for a more coordinated and integrated approach to research training. The RTC aims to understand the various challenges of those training at SickKids and works with existing trainees to support and improve their research training experiences.

Trainees include both graduate students and research fellows conducting research at the hospital. The RTC supports these trainees by:

- maintaining a trainee registry
- coordinating research training funding competitions
- running career development seminars
- organizing research training activities and events

RTC activities are managed by a committee of scientists and clinicians with representation from the basic sciences, medicine, nursing and allied health professions. In addition, trainee representatives from each of the seven Research Institute programs attend monthly RTC meetings to provide input and bring forth trainee-related concerns.

### Mission

The RTC's mission is to ensure that trainees pursuing research careers receive the highest possible quality of training, encompassing all components of research performed at the Hospital for Sick Children Research Institute.



This mission will be accomplished by:

- Coordinating all research training programs at a central source
- Creating expanded opportunities for research training at SickKids
- Advocating the importance of research training at SickKids
- Enhancing the career development of our trainees and the quality of mentoring at SickKids
- Strengthening the funding base for research training at SickKids

#### RTC News and Events

As a postdoc trainee, you will be receiving emails and notifications on talks, workshops as well as seminars held at SickKids. The EventBrite link below can be used to search and register for some of such events:

<https://www.eventbrite.ca/o/sickkids-research-training-centre-7702985073>

#### Contact Us

[research.trainingcentre@sickkids.ca](mailto:research.trainingcentre@sickkids.ca)

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SICK CHILDREN

**research  
training  
centre**

# PGCRL

## Peter Gilgan Centre for Research and Learning (PGCRL)

Peter Gilgan Centre for Research and Learning is the main research building at SickKids with 21 floors dedicated to research. Major research programs at PGCRL are:

- Cell Biology
- Child Health Evaluative Sciences
- Developmental & Stem Cell Biology
- Genetics & Genome Biology
- Molecular Medicine
- Neurosciences & Mental Health
- Translational Medicine

## Facilities and Services

The Hospital for Sick Children (SickKids) is Canada's most research-intensive hospital and the largest centre dedicated to improving children's health in the country. The mission of SickKids is to provide the best in complex and specialized care by creating scientific and clinical advancements sharing our knowledge and expertise and championing the development of an accessible, comprehensive and sustainable child health system. At SickKids we are committed to the idea that innovation and research are critical to our vision of Healthier Children. A Better World.™

In order to provide for the wide array of technical requirements of our research community, we are home to a series of specialized core facilities and services for basic, translational, and clinical research. Each of these facilities provides technical

expertise and services as well as access to state-of-the-art equipment to our researchers on a cost recovery basis. For more information on the facilities and services available, please visit: <https://www.sickkids.ca/en/research/core-facilities-resources/>



# WORKING IN CANADA

## Getting Started

General guides and disclaimers: Note that the details on some processes may be updated, keep checking CIC website for most recent instructions.

Non-Canadian postdoctoral fellows must have a valid Citizenship and Immigration Canada (CIC) work permit to legally work in Canada.

Postdoctoral fellow are exempt from the Labour Market Impact Assessment (LMIA). SickKids will submit an offer of employment online through the Employer Portal and pay a fee before your work permit application is submitted. You will need to include the offer of employment number with your work permit application. Please follow the links below to find more information on:

- obtaining a work permit
- extending a work permit
- the University Health Insurance Plan (UHIP)
- obtaining a Canadian Social Insurance Number (SIN)
- employment for spouses, partners, and dependents
- driving in Ontario

Please contact [research.trainincentre@sickkids.ca](mailto:research.trainincentre@sickkids.ca) , for questions about coming to SickKids as an international postdoc.

Canadian citizen nor permanent resident), you must apply for a Citizenship and Immigration Canada (CIC) work permit in your current country of residence prior to coming to SickKids to start your postdoctoral position.

Steps for applying for a work permit:

- Obtain a passport from your country of citizenship that is valid for the time period you anticipate being in Canada.
- Secure a Memorandum of Understanding (MOU) from your prospective faculty supervisor which includes the term of your postdoc appointment, including both start and end dates, and the amount and source of your funding.
- Ensure that your supervisor arranges for the employer compliance fee and the completion/submission of form IMM5802 (Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment). You'll find instructions for this process below; these instructions are for your reference only, as your supervisor will complete the IMM5802 process. You will need to provide your supervisor with information necessary to complete the form. Your supervisor needs to provide you with a copy of the completed form; the Research Training Centre also advises requesting a copy of the payment receipt.

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## Obtaining a Work Permit

If you are a prospective postdoctoral fellow who is a foreign national (neither a



- Complete the Citizenship and Immigration Canada work permit application.
  - You will be required to pay a non-refundable application processing fee
  - In some cases, you may require a medical examination. Citizenship and Immigration Canada has published information that will help you determine if you require an examination. Consult the relevant office regarding
- accepted methods of submitting applications (i.e. online, general mail, in person, by courier, etc). Review the final application closely prior to submission to ensure all required documents are included. Submit your application to the
- Canadian visa office responsible for your region. You can find a list of visa offices outside of Canada here. Applications are processed at the Canadian immigration office outside
- Canada. This information is then electronically transferred to ports of entry in Canada, so that Customs officers can check the status and validity of your visa when you enter Canada. Once your application has been processed, you will receive a "Letter of Approval." Your visa may also be provided to you at this time, or at the border/airport when you go through Customs. You must show this letter to the Customs officer when you arrive in Canada. You may also wish to
- present a letter of "no patient contact," which clarifies what work you'll be doing in the SickKids Research Institute. You can request the letter from the Research Training Centre.

## Information for Supervisors

### Employer Compliance Fee and Submitting Form IMM5802

Supervisors of postdoctoral fellows are required to pay the compliance fee and fill out form IMM 5802 (Offer of Employment to a Foreign National Exempt from a Labour Market Impact Assessment). Incoming international postdocs will not be able to apply for a work visa before the form and fee have been submitted. Incoming postdoctoral fellows who are applying for a work permit, as well as current postdoctoral fellows who plan to renew their work permit, should contact their supervisor to ensure this process is started well in advance of submitting the work visa application.

- Steps for paying the compliance fee and submitting the form:

instructions on the process:

1. Create and submit offer of employment
2. Pay the employer compliance fee  
Can be paid either by personal credit card or by P-card. This will generate a unique fee receipt number.
3. When you have entered the CIC online payment website, navigate through the information page and the disclaimer.
4. On the next page select "Immigration." On the following page click on the "Temporary Residence" link.
5. From the list of Temporary Residence application fees pick "Compliance fee (employer)".



First time users of CIC's online payment system will be directed to register at <https://eservices.cic.gc.ca/ols/register.do>.

After the IMM 5802 is submitted to CIC, forward a copy of the form and the fee payment receipt to your postdoctoral fellow for inclusion with their work permit application.

### Eligibility of Employer Compliance Fee as Research Expense (Tri-Council Grants)

The Tri-Council agencies (SSHRC, NSERC, and CIHR) have indicated that the employer compliance fee is eligible to be paid by grant funds either in full, in part, or not at all, depending on the following criteria:

·If the foreign national is recruited to work exclusively on research for which Tri-Council grant funds are provided, the full cost of the employer fee is an eligible expense.

- If the foreign national is recruited for a variety of purposes, one of which includes working on research for which Tri-Council grant funds are provided, those funds may be used to pay the percentage of the employer compliance fee that corresponds to the percentage of time that the postdoc will be working on the Tri-Council funded research project.
- If the foreign national is recruited for purposes unrelated to Tri-Council funded research the employer fee is not an eligible Tri-Council grant expense.

If you require any additional information, please contact:

CIHR - Scott Davies at

[Scott.Davies@cihr-irsc.gc.ca](mailto:Scott.Davies@cihr-irsc.gc.ca)

NSERC- SSHRC - Rita Carrière at

[rita.carriere@nserc-crsng.gc.ca](mailto:rita.carriere@nserc-crsng.gc.ca) or

[rita.carriere@sshrc-crsh.gc.ca](mailto:rita.carriere@sshrc-crsh.gc.ca)

### Extending a Work Permit

If you wish to extend your work permit to stay in Canada, you need to complete a new CIC work permit application. This application can be used to extend your stay with SickKids, change the conditions of the stay, change your type of temporary status, or amend application and contact information.

The application needs to be submitted at least 30 days before the expiry date on your current work permit. This also applies to any family members—your spouse and dependents—who are currently in Canada and want to obtain or extend a work permit. Note: the wait times for work permit renewals can be upwards of four months; you can check current processing times on the Citizenship and Immigration website. Your OHIP health coverage will end on the date of your work permit expiry, and you will not be able to resume coverage until you receive the new work permit. You will be able to remain in Canada on "implied status," but only if you applied to extend

your permit at least 30 days prior to the expiry of your original work permit. See Working temporarily in Canada: Extending your stay on the CIC website for details.

### The Ontario Health Insurance Plan (OHIP)

The Ontario Health Insurance Plan provides health insurance for eligible Ontario residents. You may be eligible for OHIP coverage after the first three months of your employment. For information on obtaining OHIP coverage after the first three months of your employment, please visit the OHIP website. You will also want to visit the page specifically for Temporary Foreign Workers.

You can enroll in OHIP at a **Service Ontario office**.

### OHIP Replacement Plan

As a SickKids postdoctoral fellow, you and your family qualify for the OHIP Replacement Plan. This plan provides basic medical coverage for your first three months of employment, until you are eligible for coverage under OHIP. Please contact [ask.hr@sickkids.ca](mailto:ask.hr@sickkids.ca) for direction about setting up your enrollment in the replacement plan. You must enroll as soon as you arrive in Canada, and your coverage will begin on your first day of employment at SickKids.



### Obtaining a Canadian Social Insurance Number (SIN)

In order to be paid through SickKids payroll, you require a Social Insurance Number (SIN). More information about the SIN and how to get one is available on the Service Canada website.

You can also find a nearby Service Canada location that issues SINs on the Service Canada Website.

You will need your passport and work permit to apply for your SIN. If you are a temporary worker you will be given a temporary SIN number that will have an expiry date. If you are a temporary foreign worker (on a work permit) and apply for permanent residence status, you must reapply for a permanent SIN once your permanent residence status is confirmed.

### Employment for Spouses, Partners, and Dependents

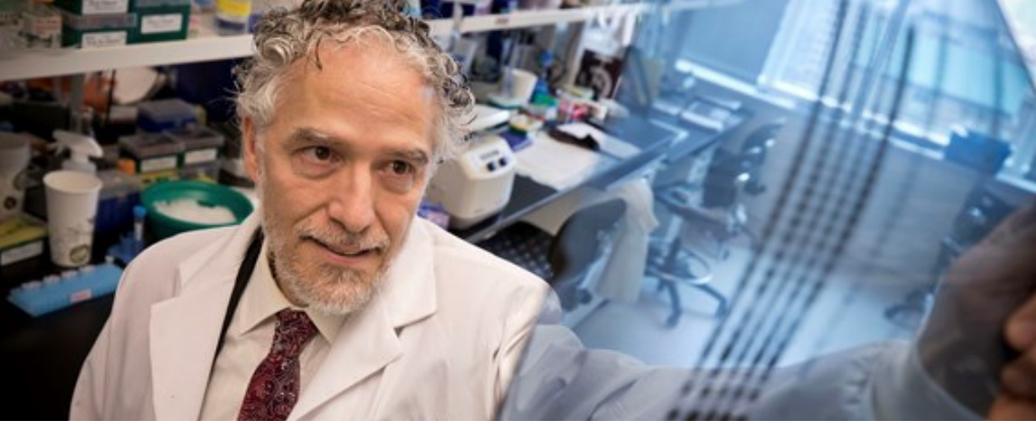
If your appointment as a SickKids postdoc is for six months or longer, your spouse/partner (husband, wife, or common-law partner) and/or dependents may qualify for a work permit. To find out if your spouse/partner and/or dependents qualify for an open work permit, please visit the "If your spouse wants to work in Canada" and "If your children want to study or work in Canada" sections of the CIC website.

If you are common law, you may need to complete a Statutory Declaration of Common Law Union form in order to obtain your spouse's work permit.

### Study for Spouses, Partners, and Dependents

Your spouse/partner and/or dependents may be eligible to study in Canada while you are here as a postdoctoral fellow. Please visit the study section of the CIC website for more information.





# ONBOARDING

## Submit Documents to Human Resources

You will receive an email from the SickKids HR department with information regarding your next steps once your supervisor contacts HR to start the hiring process. Please provide all the documentation outlined in the onboarding email:

- Personal information form
- Benefits package
- Copy of void cheque or direct deposit form
- Work permit
- Immunization forms
- VSS (Vulnerable Sector Search)

## Badge

Upon arrival on the first day, postdocs can get a temporary badge at the security desk on the ground floor if it has already been coordinated by their supervisor or their department. They need to return the badge as they leave work that day. They repeat this until they receive the onboarding email within a week after they hand over the required work and occupational health documents. At this point, postdocs can go with a

government-issued photo ID to the badging office at the main hospital building, 555 University Ave, to obtain the ID badge.

## Immunization

May vary by nationality/countries you have visited, visit

<https://www.canada.ca/en/public-health/services/immunization-vaccines.html>

for more information. Some tests can be done in your home country – All the vaccinations required need to be done at home, others can be done here. Extra vaccines can be done at the prevention Centre in Sick Kids 5th Floor Burton Wing. This will be for free if you have a Sick Kids Badge.





# HEALTH, FINANCES & LIVING

## Finding a Doctor or Dentist Medical Care: Contacts

To secure a family doctor (also sometimes referred to as a general practitioner or primary-care physician) in Toronto, you must find a doctor who is accepting new patients. The College of Physicians and Surgeons of Ontario offers a useful web tool called Doctor Search to help you find a family doctor. Once you have a valid OHIP card, you can also use the Health Care Connect service to find a family doctor.

While you are seeking to be added as a regular patient to the roster of a family doctor, you can make use of the services of walk-in clinics. These clinics will see any patients, regardless of whether or not they have a family doctor, and often do not require an appointment. A list of Toronto-area walk-in clinics can be found via the Findhelp directory at [211Toronto.ca](http://211Toronto.ca)

You will also need to find a dentist in your local area who is accepting new patients. The Ontario Dental Association offers a search tool called Find a Dentist to help you find one. The Faculty of Dentistry at U of T also has patient clinics offering full-service dental care at reduced rates.

For more information on finding a family doctor or nurse practitioner, please visit <https://www.ontario.ca/page/find-family-doctor-or-nurse-practitioner>

**Ontario Health Insurance Plan (OHIP)**  
[Apply for OHIP here](#)

## Employee Benefits

### Dentist

To find a dentist in Ontario, please visit: <https://www.oda.ca/find-a-dentist/>

### Physiotherapy

To find a physiotherapist in Ontario, please visit:  
<https://physiotherapists.opa.on.ca/physiotherapists/>

### Mental Health, Rehabilitation and Wellbeing

To find centres for mental health, rehabilitation and wellbeing treatment, please visit:  
<https://www.ontario.ca/page/mental-health-services>

or

Employee Assistance Program Monday to Friday  
1-844-880-91427 a.m. to 5 p.m.  
Confidential service offered as a benefit 416-813-6680  
to all SickKids staff. Offers counselling on [ask.hr@sickkids.ca](mailto:ask.hr@sickkids.ca)  
many topics such as family, marital Lync IM: ask HR Instant Chat  
issues. Information on a variety of health 11th floor, 525 University Avenue  
issues such as nutrition, smoking cessation, elder care.

### Travel Medicine

Visit the [Life at SickKids page](#) (Leaves of  
Absence section) to access detailed  
[SickKids Family Travel Clinic](#)  
information, policies and forms.  
Ext. 227555



# Living Accommodations

## Finding an apartment

- SickKids Alan Brown building (temporary)
- Real estate agent (Realtor)
- “Off market” websites
- Consider roommates:  
<https://torontoroommates.ca/index.html>

## Alan Brown Building

The [Alan Brown Building](#) is located at 77 Elm Street, is owned and operated by The Hospital for Sick Children (SickKids) as a support for SickKids research. Located across the street from the Hospital, it provides temporary and affordable accommodation for new professional staff. All apartments are unfurnished (unless items were purchased from the previous residents) and freshly painted and cleaned as required.

Occupancy at the Alan Brown Building is reserved for the following:

- SickKids fellows, residents, PhD students and observers arriving from either other cities or overseas, and limited to the period of their fellowship, residency or study period.
- Nurses hired by SickKids, who are relocating from another city. Occupancy may be limited to a 12-month period in order to provide assistance in finding accommodation somewhere else in the city in the interim.
- Other professional staff hired by the Hospital, who are relocating from another city. Occupancy will be limited to a 12-month period in order to provide assistance in finding accommodation somewhere else in the city in the interim.

**Application:** It is in your interest to apply as early as possible as your place on the waiting list will be determined by your application submission date.

1. To find out if you are eligible to apply, please see the [Occupancy Guidelines](#) listed below or contact Maureen Herman at 416-813-4921, [maureen.herman@colliers.com](mailto:maureen.herman@colliers.com)
2. Complete and submit your Application for Occupancy
3. Have your SickKids department complete the Department Application for Occupancy on your behalf (mandatory). Please ensure that both applications are submitted and that all appropriate sections are filled out. Property Management unfortunately cannot accept incomplete applications.

## Realtor

Find a realtor near you:

<https://www.realtor.ca/meet-a-realtor/#v=location>

“Off market” website and social media  
Caution: be careful scam!

Before renting an apartment, check your rights and responsibilities:

<https://www.torontorentals.com/blog/best-apartment-rental-websites-in-toronto>

Here is a non-exhaustive list of the most common rental scams and tips to avoid them:

- Seller demands payment upfront
- Post from a social media account with no pictures
- Avoids sending further pictures upon request
- Lack of documentation
- Request for payment before a property visit
- Big promises without asking background information
- Requesting private bank information
- Lack of personal contact, either over the phone or in person
- Price is too good to be true

Prevention is always better than trying to Ontario that you may want to review; it is recover from a scam after the fact. But if available in a number of languages. They you have been scammed:also publish information about the [average](#) File a report with the police [cost](#) of apartments of various sizes in Report the scam to Housing (whether Toronto and surrounding communities that you found them through our site or not)you might find helpful. and any other listing site(s) you foundPrior to entering into any lease agreement, ad on you may wish to review the [Residential](#) Contact Downtown Legal Services to [Tenancies Act](#), which lays out your rights see if they can help you take the and responsibilities as a tenant, as well as scammer to court the laws that apply to your landlord. You can also download [a guide](#) to the Visit UoFT website for more information: [Residential Tenancies Act](#)

## Ontario Home and Information on Renting

Rental housing in Toronto may be a whole home, an apartment within a home Ontario official website provides guidelines that has been subdivided, an apartment and information about [your rights](#) as a within a designated rental building, or a tenant in Ontario. apartment within a co-operative or When renting, landlords and tenants need condominium building, where unit owners to complete the [standard lease](#) for most may rent out their apartments. private residential tenancies for new The following links will provide you with agreements signed on or after April 30, current rental listings, as well as photos of 2018. This guide is also available in 22 available houses and apartments. languages.

1. [Viewit.ca](#) When complete, the standard lease
2. [Craigslist](#) creates a contract between the landlord
3. [Kijiji](#) and tenant. It is also called a residential tenancy agreement.

Most tenants in Toronto are required to it is written in easy-to-understand provide two months' notice to their landlord language and includes information such when they wish to end their leases: agreement; this means that you should the rent amount and when it's due start looking for housing to rent two what's included in the rent (for months before the date you wish to move example, air conditioning or parking) in. Move in dates are normally on the first rules or terms about the rental unit or of the month. Many landlords will require building (for example, no smoking) the payment of two months' rent (the first it also has a section on renter and landlord month and the last month) at the time of rights and responsibilities, and explains signing the lease agreement. Most leases what can (and cannot) be included in a in Toronto are for a minimum of twelve lease. months.



For example:

- who's responsible for maintenance and repairs
- when your landlord can enter your unit
- that landlords can't ban guests or pets

### After Moving

When renting an apartment or house, utilities will normally need to be connected. The major utilities are phone, internet, hydro (electricity), and gas (heating); you may also want to set up cable television access. Your landlord will tell you which of these are already included in your rent, and which ones you need to have connected and pay for separately. There are many companies that provide these services. You can search for companies that provide electricity and heating at the Energy Shop website. You can find a list of internet providers that service Toronto here; many also provide phone and TV services. The internet, phone, and/or cable service providers you can use may be limited by where you live.

The company may require proof of identification (your date of birth AND your Canadian driver's license number, passport number, citizenship number), and information/verification of your employment status before it agrees to connect services. Your MOU/job offer letter can be used as verification of employment. Please contact the company to get more information.

## Finances

### Taxes

Canada Revenue Agency (CRA) administers tax laws for the Government of Canada and for Ontario. Taxes need to be done by the last day of April, annually. Tax return files can be submitted electronically or by mail.

Information regarding your tax return files (for example T4/T4A tax slips) can be accessed through your myHR (available on mysickkids dashboard). You can fill out your tax forms yourself using online tools or take your documents to offices to help you do your taxes.

Other tax considerations:

As a person who travelled from abroad to settle in a new place near its work, you are eligible to travel expenses refund. You should keep all the tickets and payment information regarding, all the travel expenses from travelling from your town to Toronto, plus food tickets that you need to take during the process of getting settled (for example, the days in between arrival and getting the keys of your house), and also the payment regarding nights you needed to spend in a hostel, or alike, until you get or house keys. You can use this information on the first year of your taxes to increase your refund.





# LIFE IN TORONTO

## Presto Card

PRESTO is a reloadable payment card that lets you pay your fare on the TTC, GO Transit, UP Express and 8 other transit agencies in Ontario. It's the perfect time to get a PRESTO card to take advantage of benefits like lowest fares, balance protection, Autoload and 2-hour transfers. When you download the PRESTO app you can load passes or money, manage up to 10 cards and check your balance. Presto card can also be loaded at subway stations, Shoppers stores, etc. Further information is on [https://www.prestocard.ca/en/about/prest-o-on-the-ttc?gclid=EAlaIqObChMI9tvJulG55wIVysDACh0XzwNIEAAYASAAEgIHcVD\\_BwE](https://www.prestocard.ca/en/about/prest-o-on-the-ttc?gclid=EAlaIqObChMI9tvJulG55wIVysDACh0XzwNIEAAYASAAEgIHcVD_BwE)

You may also want to use the Greater Toronto and Hamilton Area Triplinx trip planner:

- TTC (Toronto)
- GO Transit (commuter train servicing the Greater Toronto Area, as well as suburbs and cities to the north, east, and west)
- YRT/VIVA (York Region)
- Mississauga Transit (Mississauga)
- Brampton Transit (Brampton)
- Durham Region Transit (Pickering, Ajax, Whitby, Oshawa, Clarington, Brock/Scugog/Uxbridge)

## Driver's licence

An Ontario driver's licence gives you permission to drive in the province of

Ontario. In some cases it can also be used for identification purposes. Depending on what country you are from, you may be able to exchange your current license for an Ontario driver's license. If your country does not have an exchange agreement with Ontario, you may be able to get credit for your past driving experience toward a new Ontario license. Please visit the Ministry of Transportation website for more information about exchanging or getting an Ontario driver's license.

If you have brought a car to Ontario with you, you must register it with the Ministry of Transportation. You must also have your car inspected and secure insurance. Please visit the Ministry of Transportation website for more information.

## How to get to and from the airport

Union Pearson Express runs from Pearson Airport to Union Station in downtown Toronto in just 25 minutes. Adult one-way fare from Pearson to Union is \$12.35. Children under 12 years of age ride free. The first departure from Union is at 4:55 am, and from Pearson is at 5:27 am. Trains depart every 15 minutes until 12:57 am. Further information is on can be [found here.](#)



# GOOD TO KNOW

## Banking

Many banks in Canada offer special rates and services for foreign nationals newly arrived in Canada. The websites below will provide you with information about these programs, and about how to set up a bank account. For more information on banking in Canada, please visit:

<https://www.canada.ca/en/financial-consumer-agency/services/banking.html>



Postdoctoral Fellows who are working at one and paid by one of our affiliated hospitals are not entitled to a TCard. You will be issued a library card when you set up your library access but not a TCard.

## Library Access

Because Postdocs work with one of the faculty members who have a cross-appointment with that hospital or institution, they can get library access (both in person and online).

To obtain library access, they need a letter from their supervisor, written on institutional letterhead, indicating the following:

- Name
- Date of birth
- End date of your fellowship.

Take this letter and a piece of government-issued photo ID to the Reader Registration desk at Robarts Library, 130 St. George Street, second floor.

## Canadian Phone Plan

Purchasing a Canadian phone plan might be considered the first thing to do since people may be required to provide their phone number when they want to open a bank account or complete their onboarding documents. There are plenty of companies at Eaton Center (260 Yonge Street) which allow people to compare different phone plans. In doubt just get the cheapest and then you can change for the one better fits your needs.

Visit your local wireless wave or visit their website <https://www.wirelesswave.ca/en/> to compare various phone plans suitable for your needs.

## Mental Health Resources

Your mental health is important to us! There are resources available for SickKids staff to help them cope during stressful times:

- Peer Support Group: You can always email them to schedule a phone or in person session.

[Peer.support@sickkids.ca](mailto:Peer.support@sickkids.ca)

For additional information visit:

<http://my.sickkids.ca/staff-support-resources/ohss/staff-mental-health/Pages/Peer-Support-Program.aspx>

External support:

As an Ontario resident, you have access to resources on the “Big White Wall”. Check out the following link for detailed information:

<https://togetherall.com/en-ca/?from=bwwca%2Fv2%2FHome.aspx>

You can visit the information on the website of the Centre for Addiction and Mental Health (CAMH)

<http://www.camh.ca/>

If you are registered with the University of Toronto (e.g. if you are doing a degree at UofT in parallel with your postdoc), you can also contact the “Health & Wellness” program through “The Division of Student Life”.

<https://studentlife.utoronto.ca/department/health-wellness/>

Note that this service is reserved for UofT students only.

## Becoming a Research Associate

Some postdocs decide to transition into a research associate (RA) position upon completion of their postdoctoral research or after their 6-year term is completed.

Note that RA positions are not LMIA

exempt, and only Canadian citizens/permanent residents are considered for these positions. For more information visit:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/hire-temporary-foreign/find-need-labour-market-impact-assessment.html>

## Booking Conference and Seminar Rooms at PGCRL

There are also several conference and seminar rooms at PGCRL, room descriptions can be found here:

<http://www.sickkids.ca/Learning/thecentreforresearchandlearning/roomdescriptions/index.html>

Conference rooms on most floors can be booked through your SickKids outlook email account if needed.



## English Courses

If you are interested in taking English courses, please reference the following link to find classes available near you.

<https://www.ontario.ca/page/adult-learning-english-second-language>



## Childcare: Schools & Daycares

### Enrolling Children in School

Your work permit allows you, as the parent or guardian of international students, to enroll your child(ren) in a public school, free of charge. You or your spouse must provide the school with several documents prior to enrolling your child in school. For further information, visit the school board site that applies to the area where you're living. You can find [a listing of schools and school boards](#) on the Government of Ontario Ministry of Education website. The Toronto-area public school board is the Toronto District School Board.

The University of Toronto has prepared a useful [tip sheet](#) for enrolling international children in Toronto schools.

### Finding Childcare

There are a number of options for childcare in Toronto and the surrounding areas, and you will want to begin researching them before or as soon as you arrive in Canada. It can often take time to find a suitable childcare arrangement.

[Settlement.org](#) publishes a useful guide to finding childcare in Ontario, which is available in a number of languages. If you live in Toronto, the City of Toronto website has a useful [Child Care Locator](#).

Depending on your financial situation, you may be eligible for a childcare fee subsidy through the City of Toronto. Please see the City [website](#) for more information and application instructions.

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For more information on any of the topics discussed, please reach us at [postdoc.advisorycommittee@sickkids.ca](mailto:postdoc.advisorycommittee@sickkids.ca)  
or  
[research.trainingcentre@sickkids.ca](mailto:research.trainingcentre@sickkids.ca)

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