

Welcome to McMaster University, Hamilton, Ontario

A guide through the paperwork

This compilation of material will help assist overseas trainees through the maze of paperwork and bureaucracy. It is suggested that you go through this list in chronological order on your arrival. Our office has been told that, "You will need at least 3 days if all goes smoothly, but probably 4 to complete everything. Be prepared to wait in lines and be ready to fork out some money!".

What to do when you arrive:

Postgraduate Medical Education Office (PGMEO)

Phone: 905-525-9140, ext. 22118, office hours, 0800 – 1600 hours

Location: In the Michael Degroote School of Medicine (MDCL) 3101a. 3rd floor.
1200 Main Street West.

On your arrival you should come to the PGMEO to register and introduce yourself. Our office will provide you with a letter to apply for the Ontario Health Insurance Plan (OHIP) – see OHIP.

Our office can provide you with letters to verify your training. For example, if you are purchasing a house or a car, our office can provide, for your bank, verification that you are a registered trainee. The turnaround time is 48 hours.

Postgraduate Registration fee: \$350.00

Ontario Health Insurance Plan (OHIP) – as there is a 3 month waiting period for OHIP, you must first apply for the University Health Insurance Plan (UHIP) to cover you for the first 3 months. When you come to the PGMEO, you will be instructed on how to sign up for UHIP. UHIP is compulsory.

Cost of UHIP:	Member only	\$63.00 per month
	Member plus 1 dependent	\$171.00 per month
	Member plus 2 or more dependents	\$279.00 per month

To apply for UHIP/OHIP you will need a letter from the PGMEO verifying that you are a registered trainee at McMaster and have an Ontario address. Your spouse and family are covered for OHIP if you are staying in Ontario for 3 years or longer. You can complete the applications which are available on the website:

http://www.health.gov.on.ca/english/public/forms/forms_mn.html

Once you have obtained a certificate stating that you are eligible for OHIP, you will need to take a copy of document to Human Resources to complete the UHIP process. Human Resources is located in the Red area of the Health Sciences Centre, Room 2J5. Please email their office at hrlink@mcmaster.ca to set up an appointment and someone will be in touch with you within 24 business hours.

OHIP Office

Location: 119 King Street West, Hamilton, Ontario
 Hours: Monday, Tuesday, Thursday, Friday – 0830 – 1700 hours
 Wednesday – 0830 – 1800 hours

College of Physicians and Surgeons of Ontario (CPSO) is the provincial licensing authority. You must be licensed with the CPSO in order to begin your Pre-Entry Assessment Programme (PEAP). You may be required to show your original documents to the College; however this is no longer a requirement of the College and they will let you know on an individual basis. This would only be required if they have been unable to satisfactorily source verify information.

Phone: 416-967-2600, extension 221 or
 1-800-268-7096, extension 221

Location: The office is at 80 College Street, Toronto.
 If you wish to drive, a map is available at the PGMEO.
 Public transit: take GO bus from Hamilton GO Centre (or corner of King and Dundurn Street) to Union Station in Toronto (currently the fare is \$9.50 one way). Transfer to the subway (\$3 one way) and go to College stop (about a 20 minute walk). Walk to CPSO.

You will need your passport, visa and **original medical degree**. Check with the CPSO prior to going to ensure that you bring the required documents.

Costs:	\$156	Registration/Application Fee
	\$260	Membership Fee

Social Insurance Number (SIN) – If you are being paid through the Hospital or University payroll they will require a SIN number in order to process your pay; in this case you may apply for an emergency SIN number. You may also need a SIN number to get your bank account set up, although this varies from bank to bank.

If you need an Emergency social insurance number, the PGMEO can supply you with a letter to assist you in obtaining a temporary SIN number (a number will be issued within 3 days of application).

If you do not require a SIN number immediately, the regular application information is available on the website: <http://www.hrsdc.gc.ca/en/gateways/topics/sxn-gxr.shtml>

Locations: 31 King Street East, L8N 4K3 (downtown Hamilton, across from the OHIP Office) Phone: 905-572-2211
 Or
 Hamilton Mountain (corner Rymal Road)
 1550 Upper James Street, L8N 2A2 Phone: 905-572-2211

Bank Account – Several of the well known banks are: Canada Trust, CIBC, Royal Bank, Scotia Bank, TD Canada Trust. There are several types of accounts, each having certain benefits. Make sure you understand what you're getting. If you don't have a credit card, you may wish to apply for a credit card to start building a credit history.

Canadian Medical Protective Association (CMPA) – this is the agency that looks after medical malpractice insurance. You should have (or will receive) received an application form in the mail, if not one is available from PGMEO or from the CMPA website: www.cmpa-acpm.ca. Complete the application form and submit it to CMPA. If you do not have a CPSO number yet, you can still send it in and the PGMEO will call your licence number to CMPA. You must have CMPA to start your PEAP. You can apply to CMPA before you come to Canada; however, it may be easier to do it once you arrive, because you will have your bank information. CMPA will accept a faxed copy of your application and a void cheque.

Phone: 1-800-267-6522

Costs: \$1572 (Code 12 – Residents) Annual Fee
\$840.00 (Code 13 – Clinical Fellows, no moonlighting) Annual Fee

Driver's Licence – To apply for your G1 licence, please see the website: <http://www.mto.gov.on.ca/english/dandv/driver/drvlicen.htm>

Required documents: <http://drivetest.ca/en/license/HowToApply.aspx>

You may wish to seek assistance from a driving instructor, who can help expedite the appointment for G2 or full G licence. They will provide you with pointers to pass the examination. You will have to pay for these services.

Prior to coming:

It is helpful if you can obtain a letter from your home licensing agency saying that you have been driving for at least two years. This will allow you to bypass most of the graduated licensing system and let you sit the full G driving test immediately once you have passed the Knowledge Road test, without having to wait for the obligatory minimum 20 months.

It is also helpful to obtain a letter from your car insurer at home indicating your insurance status. This might help to reduce your insurance costs when you purchase a car.

Other Information:

Furniture Outlets:

The Brick
Park Furniture (good reasonable prices)

Leon's

Stoney Creek Furniture

Electronics and Electrical Appliances

FutureShop

Office Depot

CanadaComputers – Excellent deals on OEM brand new items

Housing:

Options:

- Apartment, townhouse, single house
- Areas: downtown (mainly apartments), mountain (townhouses and singles), Ancaster (townhouses and singles), Dundas
- If you are staying for your entire residency training program, ie. 5+ years, you may wish to look into buying a home sometime down the line.

Search Strategy:

- PGMEO has a housing list that you may check.
- The Hamilton Spectator - check listings daily
- Ask your colleagues, friends.
- Or hire an agent who will do the looking for you.

Rentals - approximate only (per month)

1 bedroom	\$600-800
2 bedrooms	\$900-1000
3 bedrooms	\$1,000+

Car:

Before buying a car, consider the insurance cost.

For car insurance, shop around for the best deal. Meloche Monnex 1-877-536-7755 offers good rates for McMaster employees. Make sure you inform the representative that you're a trainee at McMaster University in order to benefit from their special rates.

Note: All costs in this document are as for 2003 and may change from time to time, but will give you an idea of what to expect.

POSTGRADUATE MEDICAL EDUCATION OFFICE

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