

## CHECK LIST FOR YOUR ARRIVAL – September 2024

Contact: [ece\\_grad@mcmaster.ca](mailto:ece_grad@mcmaster.ca)

### Prepare for your arrival

International grad students travelling to McMaster visit the [International Students](#) page to prepare for your arrival. Students should plan to arrive before September 6.

- Advise the Grad Admin team of your anticipated arrival by completing the [ECE Graduate Student Arrival](#) form
- Obtain Social Insurance Number (SIN)
- Obtain Canadian bank account – you will need a SIN to do this

### Condition Clearing

Visit the [Conditions of Admission](#) page for definitions and more information.

- Official Transcript
- Official Translation
- Confirmation of Degree Completion\*

International Students:

- [Upload](#) Letter of Approval, Port of Entry and/or Study Permit from IRCC (International Students). For added security password protect your documents using your 9-digit McMaster student ID (400XXXXXX)

Current McMaster students do not need to provide official transcripts however a letter of degree completion may be required.

\*If your transcript does not indicate degree completion/degree awarded, proof of completion is required in the form of an original certificate, or a letter from the issuing University may be mailed or emailed.

### School of Graduate Studies

Visit the [New Graduate Student Orientation Hub: Fall](#) for the following:

- Register
- Set up your MacID
- Set up your McMaster email
- Upload your photo for your student card
- Update your personal information
- How to enrol in - and complete - SGS 101, 201
- Receiving your scholarship monies, research funds and TA pay
- Review all dates and deadlines

## Enrollment

Refer to the list of [available graduate courses](#) and consult with your supervisor if needed. Select SGS 700 as a placeholder if undecided or not taking any courses.

- Enroll in Fall 2024
  - SGS 101
  - SGS 201
- Enroll in Winter 2025
- Enroll in Spring/Summer 2025

## Human Resources

Visit [Human Resources Teaching Assistants Payroll Information](#) and review the information on this page. Click the Employee Self-Serve tile for details on updating the following:

- Social Insurance Number (SIN), name, address and emergency contacts
- Banking details
- Complete and submit tax forms including TD1 Federal and TD1-Ontario
- Submit the Freedom of Information and Collection of Personal Information form (COPI)

You must obtain a SIN before you can complete the Federal and Ontario Tax forms and before opening a Canadian bank account. NEVER share your SIN number other than with a bank or employer. Feel free to reach out to ECE Grad Admin team if you are unsure.

## Follow Us

Follow us on our social media channels:

Instagram - [ece.mcmaster](https://www.instagram.com/ece.mcmaster)

X - [@ecemcmaster](https://twitter.com/ecemcmaster)