CHECK LIST FOR YOUR ARRIVAL – September 2024
Contact: 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
X - @ecemcmaster