

November 18, 2024

Dear Incoming Graduate Student,

Welcome to the Department of Electrical and Computer Engineering at McMaster University. In preparation for your January start, please review the following information contained within, and use the additional checklist as a guide to ensure your January start is as seamless as possible.

PREPARING FOR ARRIVAL

Whether you are returning to McMaster or new to Hamilton, please familiarize yourself with the School of Graduate Studies [New Graduate Student Orientation Hub – Winter](#) webpage.

International Students are encouraged to also visit the [International Students](#) page for guides and resources on travelling to McMaster, Hamilton and more.

All incoming students should complete the [ECE Graduate Student Arrival](#) form of your anticipated arrival.

MCMASTER STUDENT ID

Your nine (9) digit McMaster student ID can be found on your Acceptance Letter in Slate. You will require this number for many tasks during your time at McMaster.

REGISTRATION/ENROLLMENT

Enrollment opens November 21. You will receive email communication from the School of Graduate Studies regarding enrollment. International students, please see the note below with instructions on lifting the enrollment block.

To be considered fully enrolled, you must enroll in both terms - January 2025 and Spring/Summer 2025, including enrollment in the required SGS 101 and SGS 201. More information can be found on the [New Graduate Student Orientation Hub – Winter](#).

If you are not sure which courses to take, please use **SGS 700** as a placeholder. You can add courses until January 24. View our [Dates and Deadlines](#) page for more details.

Graduate Course Offerings – Winter 2025

A list of available ECE graduate courses can be found on the ECE page under [Resources](#). For details in courses, please visit the ECE Courses listing in the [Academic Calendar](#).

MASc and PhD Students

Review all available course and refer to the [Academic Calendar](#) regarding course load and requirements. Consult with your supervisor about which courses to take.

MEng Students

Students should review all available courses. Please refer to the [Academic Calendar](#) regarding course load and requirements. Consult with the Associate Grad Chair – Dr. Shiva Kumar if you have questions about which courses to take. If you are not sure which courses to take, please use the placeholder SGS 700. More details on courses will be provided during orientation events.

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS – ENROLLMENT BLOCK

International students in Engineering **must** provide their department office with a copy of their Letter of Approval, Port of Entry and/or Study Permit from Immigration, Refugees and Citizenship Canada (IRCC) **before they can register/enroll**. Please upload a copy of these documents to our safe and secure [MacDrive](#). **DO NOT UPLOAD YOUR LETTER IN THE SLATE APPLICATION!!** The department will review and update enrollment holds on a weekly basis. Once we have received these documents, we will submit the request to open enrollment and inform you.

CONDITION CLEARING

Conditions must be cleared by **the date indicated in your offer letter**. **Failure to clear your conditions by the date specified in your offer will result in your offer being rescinded.**

Conditions may include:

- Official Transcripts
- Confirmation of Degree completion
- Official Translations in English
- Study Permit - International Students Only*

IMPORTANT! Official documents **must be** submitted directly from the issuing institution to the ECE department office prior to the condition clearing deadline in one of the accepted options:

Mail

by issuing institution only
ECE Graduate Administrator
McMaster University
ITB A111
1280 Main St. West
Hamilton, ON L8S 4K1

Email

by issuing institution only
ece_grad@mcmaster.ca

Upon Arrival

Must be in a **sealed** envelope by the issuing institution

Photocopies, scanned copies, and/or unsealed copies will not be accepted and may delay your condition clearing requirements. Documents uploaded to Slate during your application are not considered to meet the condition clearing requirements.

For more information about condition clearing and acceptable documents please visit [Conditions of Admissions](#) from the School of Graduate Studies.

CONTACTS

Please send any questions or concerns to ece_grad@mcmaster.ca and watch for more communication coming your way.

Wishing you the best in your graduate career!

ECE Graduate Administrative Team

ECE Grad Admin Team

Electrical and Computer Engineering

McMaster University
1280 Main St. West.
Hamilton, ON, L8S 4K1

 location: [Information Technology Building \(ITB\), A111](#)
 web: <https://www.eng.mcmaster.ca/ece/>

CHECK LIST FOR YOUR ARRIVAL – January 2025

Contact: ece_grad@mcmaster.ca

Preparing for your arrival

International graduate students travelling to McMaster should visit the [International Students](#) page to prepare for your arrival.

- Advise the ECE graduate admin team of your anticipated arrival by completing the [ECE Graduate Student Arrival](#) form

Upon Arrival

There is no need to show up unannounced to the graduate office. If you need to come to the office, please email ece_grad@mcmaster.ca to make an in-person or online appointment.

Students should make plans to obtain the following:

- Social Insurance Number (SIN)
- Canadian bank account – you will need a SIN to do this

Details can be found on the [International Students](#) page.

Condition Clearing

Refer to your offer letter about the conditions required to clear. Visit the [Conditions of Admission](#) page for definitions and more information. Required documents may include:

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

IMPORTANT! Official documents **must be** submitted directly from the issuing institution to the ECE department office prior to the condition clearing deadline.

International Students:

- Upload a copy of your Letter of Approval, Port of Entry and/or Study Permit from IRCC (International Students). By uploading a copy of your documents to McMaster's secure and safe [MacDrive](#) you confirm these to be original. At any time, a copy of the original may be requested by the department office.

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 – Winter](#) 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 [ECE 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 Winter 2025
 - SGS 101
 - SGS 201
- 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 need any further assistance.

Follow Us

Follow us on our social media channels:

Instagram - [ece.mcmaster](#)

X - [@ecemcmaster](#)