

# University of Saskatchewan

## Checklist for New Graduate Students

Welcome to your Graduate Studies Program here at the University of Saskatchewan. Here is a checklist of tasks that you will need to complete now that you have begun your graduate program. These tasks are very important, as they will allow you to register for courses, access the university computer network and receive your student stipend and/or scholarship.

What department have you been admitted to:

For international students, please email copies of your **Study Permit** and **Passport** to the Graduate Assistant (GA), who will keep these documents for your official student file.

Once you have received your Social Insurance Number (SIN), please email this document to the Graduate Assistant, who will make a copy of it for your official file.

If you have **other documents** (e.g. Official transcripts, English Language Scores) that you are required to submit to the College of Graduate and Postdoctoral Studies (CGPS) before you can register (these will be specified in your letter of offer), please make sure that arrangements have been made for these to be sent to CGPS before starting your program. These official documents must be received by CGPS before you will be allowed to register.

Ensure you have created a **password** for your **Network Service ID (NSID)** (this is the code you were given when you were admitted (e.g.abd123)). You will need your NSID and password to access the U of S Computer system and to register for classes. IF you have problems with your NSID, please contact IT Services at 1-306-966-222 or [servicedesk@usask.ca](mailto:servicedesk@usask.ca)

Fill in the **employment documents** you were given along with this checklist (TD1 and TD1SK Income Tax Forms, Personal Information Forms, direct deposit form). If you do not already have a bank account in Saskatoon, you should open an account. Your completed employment documents should be emailed to the GA from your department. Other graduate students, your supervisor or the International Student and Study Abroad Centre can also help you fill out these forms.

**Register for your classes.** You should first get in contact with your supervisor to discuss which courses he/she would like you to register for this term. You will then need to fill in the **Class Permission Form** given to you with this checklist and have it signed by each Instructor, yourself and your supervisor. The completed form should then be emailed to the GA, who will then give you permission to register in courses using the PAWS on-line system. While undergraduate courses begin January 6, many graduate courses may not start until the second week in January – students should consult with each course instructor for the class schedule and location, and the date of the first lecture.

We have an **Emergency Contact Form** that can be completed. The form is optional and is found as part of this package. The form will be put in a sealed envelope in your file and only opened in the event of an emergency. The form should be emailed back to your GA.

There is a **Declaration of Academic Honesty** form in this package. It must be completed and emailed back to the GA.

There is a **Student Supervisor Agreement** that you must complete with your supervisor(s) and emailed back to the GA.

Register for the **Laboratory Safety, WHMIS and Safety Orientation for Employees** courses, and any other safety courses that you are required to take, through the on-line system (<http://safetyresources.usask.ca/services/training/> ). Students should take these courses as soon as possible; they must be completed before students are allowed to use any laboratory facilities. Before you can become a Teaching Assistant, you must also complete **Safety Orientation for Supervisors**. You will receive a certificate after the courses are complete. Please email a copy to the GA to be kept in your file.

Register for and complete the on-line **GPS 960 Introduction to Ethics and Integrity Course** through the CGPS department. Depending on your research area, your supervisor may also require you to take GPS 961 (research involving humans) or GPS 962 (research involving animals).

If you have been offered a **teaching assistant position** (or you are required to serve as a teaching assistant as part of a scholarship), please see the professor in charge of the course you have been assigned to as soon as possible. In some cases, the professor will schedule an orientation meeting, especially for laboratory courses.

More detailed information on these and other topics of interest to graduate students is also available:

- On the department website “Current Graduate Students”
- Some departments have their Graduate Student Handbooks on their department webpages
- On the CGPS Website <https://students.usask.ca/graduate/graduate-students.php>

ALL Graduate Students must maintain registration in the following two course for the duration of their graduate studies program:

- Seminar Course (990)
  
- Research Courses

Please submit all forms and questions to your department Graduate Assistant at [enrgrad.support@usask.ca](mailto:enrgrad.support@usask.ca)