



## New Student Appointment Checklist

**Provide all information / documentation for all new appointments (UAA, GAA, GRA):**

- Full name: \_\_\_\_\_  
(LASTNAME First name Middle Initial)
- Citizenship: \_\_\_\_\_  
If individual's citizenship is not Canadian, attach a copy of a valid work/study permit. Please note that UBC Payroll now requires that, if the SIN is in the 9-series, a copy of the card and valid work/study permit be submitted for all appointment changes. Only cards bearing expiry date are acceptable).
- UBC student #: \_\_\_\_\_ Non UBC Student: \_\_\_\_\_
- Work Address: \_\_\_\_\_  
\_\_\_\_\_
- Wk Ph #: \_\_\_\_\_ Wk fax #: \_\_\_\_\_
- Grad: \_\_\_\_\_ Undergrad: \_\_\_\_\_ Job title: \_\_\_\_\_
- Monthly Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_ End date: \_\_\_\_\_  
dd/mmm/yyyy dd/mmm/yyyy
- Speed chart: \_\_\_\_\_ P/G: \_\_\_\_\_ Dept ID: \_\_\_\_\_ Fund: \_\_\_\_\_
- Supervisor: \_\_\_\_\_
- Supervisor's Signature: \_\_\_\_\_

**Please ensure that you include the following documents:**

- |  |   |
|--|---|
| <p><input type="checkbox"/> Resume</p> <p><input type="checkbox"/> UBC Employee Personal Data Form<br/><a href="http://www.pathology.ubc.ca/pathology/HR/personal_data_form.docx">http://www.pathology.ubc.ca/pathology/HR/personal_data_form.docx</a></p> <p><input type="checkbox"/> Photocopy of Social Insurance Card</p> <p><input type="checkbox"/> Photocopy of work permit / student visa (if applicable)</p> <p><input type="checkbox"/> Payroll direct deposit information (if the individual wants this option)<br/><a href="http://www2.finance.ubc.ca/payroll/forms/dirdeposit.pdf">http://www2.finance.ubc.ca/payroll/forms/dirdeposit.pdf</a></p> | <p><input type="checkbox"/> TD1 &amp; TD1BC – Personal Tax Credits Return form<br/><a href="http://pathology.ubc.ca/files/2012/06/2013TD1TaxForms1.pdf">http://pathology.ubc.ca/files/2012/06/2013TD1TaxForms1.pdf</a><br/><a href="http://pathology.ubc.ca/files/2012/06/2013-TD1BC-tax-form.pdf">http://pathology.ubc.ca/files/2012/06/2013-TD1BC-tax-form.pdf</a></p> <p><input type="checkbox"/> Criminal Record Check (If applicable)<br/>For more information on when criminal record checks are required, please see <a href="http://www.hr.ubc.ca/administrators/managing-staff/criminal-record-checks/">http://www.hr.ubc.ca/administrators/managing-staff/criminal-record-checks/</a></p> |
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Please forward information/documentation to:

**Rita Amisano, Interim HR Manager**  
**Department of Pathology and Laboratory Medicine, UBC**  
**Fax: 604-822-9703; Email: [ramisano@pathology.ubc.ca](mailto:ramisano@pathology.ubc.ca)**



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**PATHOLOGY**  
laboratory medicine  
UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine  
G105-2211 Wesbrook Mall  
Vancouver, B.C. Canada V6T 2B5

Tel: (604) 822-7102  
Fax: (604) 822-9703  
<http://www.pathology.ubc.ca>

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