

# IMPORTANT ADMINISTRATIVE INFORMATION FOR INCOMING GRADUATE STUDENTS Fall 2021

- **SEND IN YOUR OFFICIAL TRANSCRIPTS IF NOT YET DONE**

NOTE about sending your official transcripts for your application: **Do not select Queen's University** in their 'Send To' options. **Select Send To Third Party** and ensure you enter [grad.studies@queensu.ca](mailto:grad.studies@queensu.ca)

<https://www.queensu.ca/sgs/2020-21updates>

**Q: I have received and accepted an offer of admission. Final official hard copy transcripts showing that my current or recently completed degree has been granted, are still required by Queen's School of Graduate Studies. How can these arrangements be made if my home university is partially closed or if hard copy transcript production has decreased?**

A: In these unusual circumstances, the School of Graduate Studies will work with whatever arrangements applicants are dealing with. We need the final transcripts for our processes—the documentation is required. But, **we can accept the transcript from the issuing university** as a pdf or similar document, or any other electronic format, or by fax if that helps. If for some reason the issuing university cannot produce official transcripts, we can accept unofficial transcripts if they are generated and sent by the issuing university and as long as all parties understand an official hard copy transcript will still be required, eventually. **We cannot accept any version of any transcripts from applicants directly by email.**

Transcripts can be emailed to [grad.studies@queensu.ca](mailto:grad.studies@queensu.ca) or our Fax number is 1-613-533-6015. Queen's Postal Service on campus is operational. We are picking up and processing mail, including transcripts. **Mailing address - School of Graduate Studies, Queen's University, Gordon Hall Room 425, 74 Union Street, Kingston, Ontario, Canada K7L 3N6**

**IMPORTANT:** Office building is closed to the public currently, so **courier deliveries (i.e. FedEx, UPS, Purolator, etc.) are being delivered directly to Queen's Postal Services for sorting and distribution.**

Thank you for including your Application Reference Number on all correspondence regarding your application.

- **SET UP YOUR QUEEN'S NETID AND EMAIL (RIGHT AWAY PLEASE)**

Once you have accepted your offer of admission, your Queen's NetID and email will be available for you to activate within approximately 48 hours. To activate your Queen's NetID, visit <https://www.queensu.ca/its/netid/tutorials/activate-netid> and follow the instructions. If you receive an error, please wait the full 48 hours, allowing for your acceptance to be processed, before attempting activation again. You need your Queen's student number (noted at the bottom of your acceptance letter) to go through these processes. Following the processing of your acceptance and the activation of your NetID, email can be accessed via the main Queen's home page by selecting Office 365 from the SEARCH AND SIGN IN button located at the top right. **Please access your Queen's email account and check it often to read information sent to you from Queen's.**

- **SET UP YOUR METHOD FOR TUITION PAYMENTS (AFTER JULY 1 BUT BEFORE SEPT 30)**

There are various options to choose from to make your tuition payments

<http://www.queensu.ca/registrar/financials/HowToPay>.

**We would recommend you consider the Pre-Authorized Payment Plan (PPL)**

<http://www.queensu.ca/registrar/students/financials/payment-methods/pre-authorized-payment-plan-ppl>.

The PPL option is only available for graduate students and the advantage is that monthly payments are automatically withdrawn on the specified date and there is no need to make online payments. You just need to make sure there are enough funds in your bank account to cover the withdrawal, and there are no withdrawals in September or May! In addition, if you choose the Pre-Authorized Payment Plan, then the bank account you set up for your monthly tuition payments will automatically become your bank account of record for any award payments made to you through the School of Graduate Studies.

**Please note that the payment must be made from a Canadian Account held at a Canadian financial institution.** Accounts held in a foreign country, a line of credit account or a credit card account are ineligible for the PPL.

- **SET UP YOUR BANK ACCOUNT OF RECORD FOR DIRECT DEPOSIT OF AWARDS**

As noted above, **if you choose the Pre-Authorized Payment Plan for your tuition payments, then the bank account you set up for your monthly tuition payments will automatically become your bank account of record for any award payments made to you through the School of Graduate Studies.** At Queen's University, all awards (scholarships, fellowships, prizes, QGA, etc.) administered by or through the School of Graduate Studies, are paid through direct deposit to the award holder's bank account of record (see below). This direct deposit method is only for those internal and external awards, fellowships, scholarships, Queen's Graduate Award (QGA), etc. administered by the School of Graduate Studies. **Award payments can only be made to a Canadian Bank Account held at a Canadian financial institution.**

**Most awards are paid out in three installments at the beginning of each term.** So, for example, if you have a \$12,000 award, it would normally be direct deposited to your bank account of record at the beginning of September (\$4,000), beginning of January (\$4,000) and beginning of May \$4,000). The School of Graduate Studies will send award winners an official letter to detail the payment schedule for their awards.

**Set up, change or verify your bank account of record, and review award payments in SOLUS**

<https://www.queensu.ca/sgs/current-students/funding-awards-scholarships-and-bursaries> (click on Payment of Your Award)

- **SET UP YOUR BANK ACCOUNT OF RECORD FOR DIRECT DEPOSIT OF EMPLOYMENT-RELATED WORK SUCH AS TEACHING ASSISTANTSHIP (TA) AND GRADUATE RESEARCH ASSISTANTSHIP (GRA) (if applicable, after you receive your 2021-2022 funding letter mid-summer)**

We will send you your 2021-2022 departmental funding letter before the end of July, which will tell you the make-up of your funding for the year. **In that letter, if one of the components is a TA or GRA, then you will need to set up your bank account of record for the QUEEN'S PAYROLL SYSTEM, because it is a completely different system from the tuition and awards payment systems.**

**Please also note that employment-related payments (such as TA and GRA contracts) are direct deposited to the employee's bank account on the last working day of each month of the contract in question.**

Here is a link to **New Employee Payroll Information** <https://www.queensu.ca/financialservices/new-employee-payroll-information>. You will need to complete a **Direct Deposit Authorization Form**, a **TD1-Federal Form**, and a **TD1 Provincial Form** and send them to Payroll ([payroll.services@queensu.ca](mailto:payroll.services@queensu.ca)).

Please also complete a **Biographical Data Sheet** (form found here <http://www.queensu.ca/humanresources/forms>) and **send it to [angela.balesdent@queensu.ca](mailto:angela.balesdent@queensu.ca)**.

- **COMPLETE MANDATORY EQUITY AND HEALTH AND SAFETY AWARENESS TRAINING FOR ALL EMPLOYEES (i.e. if you have a TA or GRA)**

If you are granted a TA or GRA, then you are required to take mandatory online **Equity training** as well as online **Health and Safety Awareness training BEFORE YOU START WORK**. This training only needs to be taken once, so if you have already taken this training **AT QUEEN'S UNIVERSITY**, then you don't need to take it again.

Here is a link to the Equity site <https://www.queensu.ca/equity/>. Mid-way down the left-hand-side of the page, click on TRAINING PORTAL, then login with your Queen's netid (email address) and password.

**All employees must take:**

Access Forward  
Accessible Customer Service  
Human Rights 101

**TA's must also take:**

Accessible Instruction for Educators

Here is a link to the online **Health and Safety Awareness training** on the Environmental Health and Safety website: <https://safety.queensu.ca/training/health-and-safety-awareness-training>. All employees (including TAs and GRAs) must complete this mandatory training.

When a TA has completed the four Equity modules and the Health and Safety Awareness training, we will compensate the TA for five hours at the current TA rate, as long as the training was taken for the current year's TAsip and not for paid work (TA, GRA, casual work) at Queen's in the past.

- **SUBMIT YOUR STUDENT WEBSITE PROFILE INFORMATION**

On Friday, June 4, 2021, Angie Balesdent sent you an email asking you to complete a Website Permission Form and submit it to Akib Anwar (cc'd to Angie) along with a 'head-and-shoulders' photo of yourself for inclusion on our website. **Please submit this information by June 30, 2021.**

- **ADDITIONAL INFORMATION FOR ALL INCOMING STUDENTS**

The [School of Graduate Studies \(SGS\) Newly Admitted Students page](#) contains important information for **ALL** incoming graduate students.

- **ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS**

The **Queen's University International Centre (QUIC)** <https://quic.queensu.ca/> contains a wealth of information for international students.

Please check this page <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-on-campus.html> to make sure you will have **the correct study permit** to enable you to **work on campus** (for example, as a teaching assistant, research assistant, casual worker) while you are a student here; the study permit must clearly state that you **may work** or **may accept employment**. This page also explains that in order to work in Canada you will also need to obtain a **Social Insurance Number (S.I.N.)**, and it gives details about how to obtain one.

QUIC's **International Student Guidebook** <https://quic.queensu.ca/wp-content/uploads/2020/04/international-student-guidebook.pdf> is also an excellent source of information on a wide variety of matters important to international students and we would encourage you to read it.