IMPORTANT ADMINISTRATIVE INFORMATION FOR INCOMING GRADUATE STUDENTS

• 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://netid.queensu.ca/selfservice/login/auth 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 The PPL option is only available for graduate students and the advantage is that monthly payments are automatically withdrawn on the specified date and there is no need to make online payments.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
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 2020-2021 funding letter mid-summer)

We will send you your 2020-2021 departmental funding letter mid-summer, 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).

Please also complete a Biographical Data Sheet (form found here http://www.queensu.ca/humanresources/forms) and send it to 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 TAship and not for paid work (TA, GRA, casual work) at Queen’s in the past.

• SUBMIT YOUR STUDENT WEBSITE PROFILE INFORMATION

You should already have received an email from Angie Balesdent asking you to complete a Website Permission Form and submit it to Faisal (cc’d to Angie) along with a ‘head-and-shoulders’ photo of yourself for inclusion on our website. Please contact angela.balesdent@queensu.ca if you did not receive this message.

• ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

The School of Graduate Studies (SGS) FAQS contains important information for ALL incoming graduate students, and Section 6 has important information for incoming 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/internaional-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.