



New Postdoctoral Fellow Appointment Checklist (REG)

Provide all information / documentation for all new appointments:

- Full name: _____
(LASTNAME, First name Middle Initial)
- Citizenship: _____
If individual's citizenship is not Canadian, please submit a Request for Letter of Invitation (see below).
- Work Address: _____

- Wk Ph #: _____ Wk fax #: _____
- Monthly Salary: _____
Start date: _____ End date: _____
- Speed chart: _____ P/G: _____ Dept ID: _____ Fund: _____
- Supervisor: _____
- Supervisor's Signature: _____

Please note: Candidates for postdoctoral fellowships should have completed their PhD not more than three years ago or their MD not more than 10 years ago;

Postdoctoral fellows may be appointed for up to 1 year at a time for a maximum of 5 years, with the approval from the Dean.

Please ensure that you include the following:

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Request for the Letter of Invitation for Department Head's Signature <input type="checkbox"/> UBC PDF draft Offer Letter, to be signed by Department Head <input type="checkbox"/> UBC Employee Personal Data Form
hr.ubc.ca/administrators/files/2010/11/personal_data_form.doc | <ul style="list-style-type: none"> <input type="checkbox"/> Resume or Curriculum Vitae <input type="checkbox"/> Note introducing PDF to Department (outline expertise, experience, proposed research, etc.) <input type="checkbox"/> Payroll Direct Deposit form (if individual desires this option)
http://www2.finance.ubc.ca/payroll/forms/dirdeposit.pdf |
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Please forward information/documentation to:

Sandy Liu, HR Manager
Department of Pathology and Laboratory Medicine, UBC
Fax: 604-822-9703; Email: sliu@pathology.ubc.ca

Photocopy of Social Insurance card

TD1 – Personal Tax Credits return form

<http://www2.finance.ubc.ca/payroll/forms/td1.pdf>
<http://www2.finance.ubc.ca/payroll/forms/td1bc.pdf>

Benefit Enrollment Forms (only appointments for one year are eligible for benefits)

Please click on the following link with your enrolment code (found on your offer letter)
hr.ubc.ca/benefits/enroling/

Please forward information/documentation to:

Sandy Liu, HR Manager
Department of Pathology and Laboratory Medicine, UBC

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