

## Administrative Checklist for Postdoctoral Fellows

Please use this checklist as a resource for new postdoctoral fellows, supplemental to your department's general employee onboarding procedures. Shaded rows indicate PDF action items.

ALL POSTDOCTORAL FELLOWS		FOREIGN NATIONALS	
<b>Before Arrival</b>			
<input type="checkbox"/>	Confirm PDF eligibility and type according to the <a href="#">Postdoctoral Fellows Policy</a>		
<input type="checkbox"/>	Confirm funding source following salary requirements listed on the <a href="#">Postdoctoral Fellows Administration</a> page		
		<input type="checkbox"/>	Complete and submit the <a href="#">Foreign Category Visitor Assessment Form</a> before issuing an appointment letter
<input type="checkbox"/>	Issue an <a href="#">Appointment Letter</a> (template under Forms)		
<input type="checkbox"/>	<a href="#">Create Person ID</a> if applicable		
		<input type="checkbox"/>	Obtain the appropriate <a href="#">Work Permit</a> . Depending on Citizenship, a <a href="#">Temporary Resident Visa</a> also may be required before arriving in Canada.
<input type="checkbox"/>	Obtain <a href="#">Travel Insurance</a> and <a href="#">Find Housing</a>		
<input type="checkbox"/>	Discuss possible reimbursements according to funding source (ex. moving expenses)		
<b>Upon Arrival</b>			
		<input type="checkbox"/>	Apply for a <a href="#">SIN Card</a>
		<input type="checkbox"/>	Set up a Canadian bank account
<input type="checkbox"/>	Set up <a href="#">Direct Deposit</a>		
<input type="checkbox"/>	Apply for Health Insurance <ul style="list-style-type: none"> <li>• &gt;12 months: <a href="#">Alberta Health Care Insurance Plan (AHCIP)</a></li> <li>• &lt;12 months: <a href="#">University of Alberta Health Insurance Plan (UAHIP)</a></li> </ul>		
<input type="checkbox"/>	Submit eForm with the following attachments: <ul style="list-style-type: none"> <li>• CV and degree confirmation</li> <li>• Signed appointment letter</li> <li>• Add comment stating source of funding</li> <li>• Funding agency/ award letter or agreement (if applicable)</li> <li>• Direct deposit information (if applicable)</li> <li>• SIN (if available)</li> <li>• Work permit (if applicable)</li> </ul>		
<input type="checkbox"/>	Obtain a <a href="#">ONE Card</a>		
<input type="checkbox"/>	Sign up for <a href="#">New Employee Orientation</a>		
<input type="checkbox"/>	See <a href="#">PDF Benefits Overview</a> and apply for family coverage if needed		
	Additional Onboarding Considerations: <ul style="list-style-type: none"> <li>• Welcome and introductions to hosting unit</li> <li>• Office space allocation and building access</li> <li>• Computer/network set-up</li> <li>• Update department websites and mailing lists</li> </ul>		

### Additional PDF and Employee Resources

- [Postdoctoral Office Website](#)
- [Postdoctoral Fellows Association](#)
- [Information for New Employees](#)
- Payroll: [Pay Schedules](#) and [Tax Information](#)
- [ISS Culture and Lifestyle Guide](#)
- [Bringing Family](#)

