



Biochemistry Department - Post Doctoral Appointment Checklist

Prior to receiving payment the following must be complete. Please send the **bolded documents** to Joelle Denomy (contact info below). All of the below listed items are required before you can be appointed:

- 1) Direct Deposit (to be completed in Minerva)
 - 2) Personal Data (to be completed in Minerva)
 - 3) Personal Data form (printed for Departmental records)
 - 4) **Copy of Letter of Agreement** *with all required signatures*
 - 5) **Tax forms** (only to fill out if you want to be exempted more than the basic amount taken off by Payroll)
 - 6) If foreigner, copy of your **visa/work permit**
 - 7) Proof of the registration (an email will be sent on your behalf)
- More Post Doctoral information can be found on the website of GPS:
<http://www.mcgill.ca/gps/postdocs/fellows/registration>
 - The person to contact at GPSO (Graduate & Postdoctoral Studies Office) for post-docs:
martine.eggeman@mcgill.ca
514-398-3990, ext. 00778

SUPERVISOR TO DO LIST:

For the appointment itself, the following information is required from the supervisor:

- 1) Start and end date (normally maximum a year, then the department will reappoint)
- 2) Fund to charge
- 3) Salary on an annual basis

Please send the above documentation to:

Joelle Denomy
Administrative Coordinator
McGill University - Department of Biochemistry
McIntyre Medical Sciences Building
3655 Promenade Sir William Osler - room 905
Montreal (Quebec) H3G 1Y6
Phone: 514 398-7262
Fax: 514-398-7384
Email: biochem.med@mcgill.ca