



Personnel/Payroll Enrolment Form for Graduate Students

Personal Information

Surname (as printed on your SIN card):		Given Names (as printed on your SIN card):		Date of Birth (dd/mm/year):
Student Number: <i>See letter of offer from SGS</i>		Program: MSc <input type="checkbox"/> Direct PhD <input type="checkbox"/> PhD <input type="checkbox"/> HRIS Codes:14926 MSc 14927 PhD		Start Date (month/year):
Already a member of UofT's payroll: Y <input type="checkbox"/> N <input type="checkbox"/> Active (ie. currently receiving payment?) Y <input type="checkbox"/> N <input type="checkbox"/>				
Personnel Number (see ESS): _____				
Social Insurance Number: ____ - ____ - ____ (Int'l students will need to obtain upon arrival. Attach copies of front and back sides as per university policy.)				

Status in Canada

Canadian Citizen: <input type="checkbox"/>	Permanent Resident: <input type="checkbox"/>	International Student: <input type="checkbox"/>	Country of Citizenship:
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Study Permit Holders

Study Permit #: _____ (Attach a copy as per university policy.)
Date Issued (dd/mm/year): _____ Expiry Date (dd/mm/year): _____
I understand I am responsible for forwarding a copy of my Study Permit Renewal to the Grad Office a month prior to the expiry date. <input type="checkbox"/>

Current Contact Info

Inform the [Grad Office](#) of address updates. ACORN & HRIS (payroll system) are not integrated systems.

Street Address:		Apt/Suite Number:	
City:	Province:	Postal Code:	
Telephone:		UofT E-mail Address (if obtained):	

Home or Permanent Contact Info

Street Address:		Apt. Number:	
City:	Province:	Country:	Postal Code:

Canada Revenue Agency Documents

Attach Personal Tax Credits Return (both Ontario and Federal): Yes <input type="checkbox"/>
<ul style="list-style-type: none"> • TD1 Federal Personal Tax Credits Return Form • TD1 Ontario Personal Tax Credits Return Form

Bank Details

Inform the [Grad Office](#) of account updates.

Attach a VOID cheque or direct deposit authorization from the bank <input type="checkbox"/> Do not attach a bank statement. This does not have all the info we need. (student number must be indicated on the back of the cheque) <i>International students may forward their void cheque upon arrival.</i>
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The above information is correct.

Student's Signature: _____ Date: _____

For office use only: Fund Centre: 100935 Personnel Number: _____ Entered by: _____
