**Getting Started**

Welcome to the Department of Music! We are located in Room 3-82 Fine Arts Building (FAB).

Please review the information below carefully.

**Meet with the Graduate Advisor**

All new graduate students should arrive on campus and report to the Graduate Advisor in 3-82 Fine Arts Building by the end of August.

* If your arrival will be delayed, please notify us at [musicgs@ualberta.ca](mailto:musicgs@ualberta.ca)

For this meeting, you will need to bring:

* **Your Study Permit and Passport**

All foreign students must have a valid study permit. It is the student’s responsibility to keep it current. Payroll will not release any cheques until they have a copy of a valid permit.

* **Your Social Insurance Number (SIN)**

All students with TAs or RAs must have a Social Insurance Number.

If you do not already have one:

* Fill out [Social Insurance Number application form](http://www.servicecanada.gc.ca/eng/sin/forms.shtml)
* You will also need an [Employment Verification Letter](http://www.hrs.ualberta.ca/en/MyEmployment/EmploymentInfo/EmploymentVerification.aspx) from Human Resources that confirms your employment

Canada Place Service Canada Centre  
9700 Jasper Ave, Main Floor  
For more information, phone 1-800‐622-6232

* **Your ONEcard**

The ONEcard is the official University of Alberta identification card used on campus. You will need government issued Photo ID (driver's license or passport) and your 7-digit U of A ID Number to pick up your ONEcard

* For quicker pickup, [submit your photo online](http://www.onecard.ualberta.ca/GettingYourONEcard/quickONE.aspx)
* For more information on getting a ONEcard visit the [ONEcard office website](http://onecard.ualberta.ca/en/GettingYourONEcard.aspx).

**Orientations**

**Attend the Departmental Orientation**

There is a mandatory departmental orientation for new graduate students before classes start in early September. The date, time and location will be sent to new graduate students in an email.

**International Student Check-In**

The [International Student Check-In](http://iss.ualberta.ca/PreparingForUAlberta/TransitionsOrientation/InternationalStudentCampusCheck-In.aspx), located at the International Centre, is the first stop for new international students! Pertinent information will be provided to international students to help them settle into their new environment and prepare for a successful academic year. Students will be introduced to campus, the city and connected to other international students by participating in on and off-campus events.

**Transitions Orientation for International Students**

The goal of [Transitions](http://iss.ualberta.ca/PreparingForUAlberta/TransitionsOrientation.aspx) is for all international students to be academically prepared and aware that help is available to them throughout the academic year. The program includes:

* Immigration tips
* Undergraduate and graduate student sessions on what is expected of them while studying at university
* Intercultural training
* How to prepare for Canadian weather, where to shop
* How to stay healthy, both mentally and physically

**Official Documents**

If you are required to submit transcripts, degree certificates or other official documents to meet the conditions of your admission, please drop them off to the Faculty of Graduate Studies and Research at [2-29 Triffo Hall](https://www.google.ca/maps/place/Triffo+Hall,+Edmonton,+AB+T6G+2E1/@53.5263833,-113.5258008,17z/data=!3m1!4b1!4m2!3m1!1s0x53a022203c3700b9:0x800a701177320074).

**TD-1 (Tax Reduction Forms)**

Students employed at the university can complete a TD1 and TD1AB form once a year in order to calculate the appropriate amount of income tax to be deducted.

* [TD1 (Federal)](http://www.cra-arc.gc.ca/E/pbg/tf/td1/td1-fill-15e.pdf)
* [TD1AB (Provincial)](http://www.cra-arc.gc.ca/E/pbg/tf/td1ab/td1ab-fill-15e.pdf)

Forms should be returned to Staff & Student Payments, University Terrace, 2‐60 University Terrace.

**Computing Account**

You will automatically receive a Campus Computing ID (CCID) from the U of A that provides a secure gateway to University services.

* Questions regarding your account can be directed to [helpdesk@ualberta.ca](mailto:helpdesk@ualberta.ca)

**Bear Tracks**

As a student, you will use [Bear Tracks](https://www.beartracks.ualberta.ca/) to register for courses, check your grades and pay fees. You will be able to set up direct deposit and view your pay and benefit information.

* Use your CCID to access Bear Tracks.

**Tuition**

Students are assessed tuition fees in Fall, Winter, Spring and Summer terms.

For more information, visit [Tuition and Fees](https://uofa.ualberta.ca/graduate-studies/current-students/tuition-and-fees) on the Faculty of Graduate Studies and Research website.

**Paying Tuition by Payroll Deduction**

If you are receiving a Graduate Assistantship, tuition fees for Fall and Winter terms can be paid by [Payroll Deduction](https://uofa.ualberta.ca/graduate-studies/current-students/tuition-and-fees/payroll-deductions). If you wish to pay your fees in a lump sum and NOT by payroll deduction, you may pay your fees by the [Tuition Deadline](http://calendar.ualberta.ca/content.php?catoid=6&navoid=1055)

*Please note*: Scholarship students cannot pay fees by payroll deduction.