

Checklist for New and Returning Graduate Students

Welcome! This checklist is designed to help you during your first days at UNB.

1. (If needed) Convert your conditional acceptance to a full acceptance

Fulfil all the conditions of your acceptance (e.g., take your official transcripts and/or official English language proficiency results to the School of Graduate Studies) so the admission assistants can activate your student account.

2. Visit your department

Your department will provide key information about graduate student life in your department or Graduate Academic Unit (GAU), including information on orientation sessions, academic requirements, activities throughout the year, and student work space.

3. Meet with your supervisor

Your supervisor will guide you in developing your program of study, selecting courses, and establishing a supervisory committee. It is important to meet with him/her early in the program to discuss program expectations, frequency of meetings, career goals, and opportunities for funding, publishing, presenting, and professional development, etc.

4. Choose and register for courses

Students in research-based programs must register **each and every term** (Fall, Winter, and Summer) throughout their program to maintain their student standing. Prior to registering for the first time, check requirements for your program and consult with your supervisor. Failure to register on time will delay university payments to students. More information is available at:

www.unb.ca/academics/calendar/graduate/current

More information on online registration can be found here: www.unb.ca/academics/registration

5. Tuition, fees and other expenses

Students are required to pay tuition and fees each term. Late payment fees apply to payments made after the deadline. Payments may take 5-7 days to process. Details on Masters and PhD fee regulations are at:

www.unb.ca/financialservices/students/masters_and_phd_fee_regulations

Estimated costs of living: www.unb.ca/gradstudies/current/financial/estimates

6. Obtain your student ID card

The UCard is your official UNB Photo Student ID Card and gives you access to library resources and secure areas on campus, entry to campus recreation facilities and events, residence meal plans, printing, purchases with UCard cash, discounts around Fredericton and Saint John, and more. To find out more about the UCard and how to obtain yours, go to: www.unb.ca/ucard

7. Update your personal information

If you change your address or other personal information, it is your responsibility to update UNB. You can update your personal information on your UNB e-Services, which is accessed through ‘myUNB’. For example, if you wanted to change your address, click on the “*Personal*” tab and then select “*Demographics*”.

8. Connect with the Graduate Student Association

The Graduate Student Association (GSA) is an independent, member-driven organization whose purpose is to serve and further the interests of all graduate students at UNB. The GSA provides information on numerous topics and organizes events during the year. More information is available at their website: www.unbgsa.ca

9. Apply for awards and scholarships

Major funding is available through NSERC, SSHRC, and CIHR. Applications for these awards are highly competitive. Applications are due in the fall term, so it is important to start working on them early. UNB offers workshops to assist with applications. More information on deadlines and workshops available at: www.unb.ca/gradstudies/current/financial/scholarships

10. Stay up-to-date

The School of Graduate Studies (SGS) website provides important information, including descriptions of program requirements, important dates, financial requirements, important contacts, and much more.

Students receive regular updates via email from SGS regarding scholarship and funding opportunities, notices of thesis proposals and defences (all students are welcome to attend), and important reminders and news.

Keep your supervisor and committee members informed of your program progress. The Director of Graduate Studies in your Department (GAU) and administrative support staff and the School of Graduate Studies Administrators and administrative support staff are available to assist you. At UNB Fredericton, the Graduate School is located on the top floor of Sir Howard Douglas Hall (3 Bailey Drive) and at UNB Saint John it is located in Ganong Hall, room 36.