**Attachment Instructions**

Please submit the documents in the order listed.

Send the attachments as a whole package and secure with staples. Do NOT send documents separately unless requested from HR.

Letter of Offer templates are located on the HR Forms web page: [http://umanitoba.ca/admin/human_resources/service_centre/academic-letter-templates.html](http://umanitoba.ca/admin/human_resources/service_centre/academic-letter-templates.html)

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### UMFA

- Academic Appointment Form
- Summary of Search (for new appointments)
- Signed Letter Of Offer
- Personal Information Form (new hire)
- Curriculum Vitae (CV)
- Direct Deposit (new hire)

**Additional documents (as required):**

- Removal Allowance exceeding $6K (if applicable): Approval memo from Provost & VP (Academic)
- For Reduced Appointments only: Approval memo from Provost & VP (Academic)
- Copy of SIN memo & Work Permit (for temporary foreign workers)
- Copy of Permanent Resident Card (for permanent residents only)

### Executives/Senior Admin (i.e. Deans and Associate Deans/Associate Directors-Libraries)

- Academic Appointment Form
- Signed Letter Of Offer
- Direct Deposit (new hire)

### Librarians (Head/Section Head/Coordinators)

- Academic Appointment Form
- Summary of Search (for new Head appointments, not required for Acting Heads)
- Signed Letter Of Offer
- Direct Deposit (new hire)

### Heads/Associate Heads/Assistant Heads/Dean of Studies & Colleges/Directors of Schools

- Academic Appointment Form
- Summary of Search (for new Head appointments, not required for Acting Heads)
- Signed Letter Of Offer
- Direct Deposit (new hire)
**Attachment Checklists**

**GFT**
- Academic Appointment Form
- Salary Distribution Sheet (SDS)
- Signed Letter of Understanding (LOU)
- Summary of Search (for new appointments)
- Curriculum Vitae (CV)
- Personal Information Form (if new hire)
- Direct Deposit (new hire)

**Additional documents (as required):**
- Copy of SIN memo & Work Permit (for temporary foreign workers)
- Copy of Permanent Resident Card (for permanent residents only)

**Research Academics (Research Associates/Professional Associates)**
- Academic Appointment Form
- Signed Letter Of Offer
- Personal Information Form (new hire)
- Direct Deposit (new hire)

**Additional documents (as required):**
- Copy of SIN memo & Work Permit (for temporary foreign workers)
- Copy of Permanent Resident Card (for permanent residents only)

**Post-Doctoral Fellow**
- Academic Appointment Form
- Signed Letter Of Offer
- Personal Information Form (new hire)
- Direct Deposit (new hire)

**Additional documents (as required):**
- Letter from the Dean of Graduate Studies of your educational institution stating that you have completed all the requirements for your PhD.
- Copy of SIN memo & Work Permit (for temporary foreign workers)
- Copy of Permanent Resident Card (for permanent residents only)

**Associate Post-Doctoral Fellow**
- Academic Appointment Form
- Letter of Offer to be written by Director of VP (Research & International) Office once Academic Appointment is received
- Personal Information Form (new hire)
- Direct Deposit (new hire)

**Additional documents (as required):**
- Work Permit (temporary foreign worker)
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<th>Visiting Academics</th>
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<td>Personal Information Form (new hire)</td>
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<td>Direct Deposit (new hire)</td>
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**Additional documents (as required):**
- Work Permit (temporary foreign worker)
- If paid appointment: Confirmation of SIN letter (for foreign worker)

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