

Student Hire Checklist

Employee Name: _____

Employee ID (if known): _____

Department: _____

- Work Term 1
- Work Term 2
- Work Term 3
- Work Term 4

- 1st Year Summer Student
- 2nd Year Summer Student
- Other: _____

If work term student:

Program: _____

University/College Name: _____

_____ Authority (please tick appropriate box)

- RSA
- Letter of Appointment

_____ Hiring Form

_____ Direct Deposit Form

_____ TD1 (Federal)

_____ TD1 (Provincial)

_____ Copy of Birth/Baptismal Certificate

_____ Copy of Social Insurance card

_____ Oath of Allegiance/Oath of Office

Comments: _____

Employee Signature: _____ Date: _____

GNL Representative Signature: _____ Date: _____

**All Documents, including this checklist, should be sent as a package to
CompensationBenefits@gov.nl.ca or fax 709-729-7167. If documents are missing, incomplete, or
illegible, they will be rejected which could result in delays in processing.**