



APPOINTMENT REQUEST FORM

Directions:

1. Complete all appropriate fields, attach form to an email, and send to:
 - a. For UNDERGRADUATE students – Tanya Chartrand (tanya.chartrand@ubc.ca)
 - b. For GRADUATE students – Shannon Hohl (shannon.hohl@ubc.ca)

Student / Supervisor Information:

Date:	Supervisor's Name:		
Appointment Type:	New Appointment	Re-appointment	Termination/Leaving UBC
Employee's/Student's First Name:	Employee's/Student's Last Name:		
Employee's/Student's Email Address:			
Position (Please choose one):	Graduate Research Assistant	Undergraduate Research Assistant	
NSERC USRA	VIRS (Visiting International Research Student)	Other	

Payroll Information:

Funded	Self-Funded	Rate of pay:	per	Hour	Month	Period
Amount Includes Benefit Cost (If so, please select one of the following calculations)						
1% - Recommended for Graduate Research Assistant			7% - Recommended for Undergraduate Research Assistant			
Appointment Start Date:			Appointment End Date:			
Speedchart(s):	Comments:					
Additional information required for <u>Student</u> Appointments – Registered Students Only						
Academic Start Date:			Expected Academic Completion Date:			

Space Requirements:

Desk	Lab Access Location(s):
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Computer Equipment Requirements:

Employee/Student has own computer equipment (Note: Novell access is limited when the student is using Blackboard)			
Employee/Student requires new computer equipment - Quote has been submitted to IT Services	Yes	No	
Employee/Student will use existing computer equipment – Current location of equipment:			
– Does it need to be relocated?	Yes	No	New Location:
Additional equipment is required:			

Accounts (check as many as required) *SPEEDCHART REQUIRED:

Novell Account – Allows access to net storage and printing	FREE (Speedchart still required):
Access to printing – Charges billed to Supervisor's Account	Speedchart:
Photocopier PIN – Charges billed to Supervisor's Account (per copy)	Speedchart: