

CHEMISTRY DEPARTMENT TEACHING ASSISTANT “Submitting by Email”

1. Emailed applications are currently accepted if you can save your unofficial transcript as a PDF file.
 - a. Via a web-browser's (e.g. "Google Chrome") print tool function
 - or
 - b. By scanning your unofficial transcript and converting to a PDF file in order to attach in an email.
2. The email address that you are using to submit your application must match that of the one listed on your application; this will be considered your "signature".
3. Application submissions must be sent as "one whole email" with "file" attachments. The attachments must consist of your completed "Fillable Application" form, your unofficial SMU transcript as a PDF file, and, if applicable, the "Fillable Blank Schedule Template" (hint: save your "documents" first, prior to attaching). **DO NOT SEND SEPARATE EMAILS WITH SEPARATE ATTACHMENTS.**

IF YOU MEET ALL OF THE ABOVE CRITERIA THEN

- A. Complete the "Fillable Application", and if applicable, the "Fillable Blank Schedule Template". Both are available from our [Safety Training & Resources](#) page (scroll down to TA Applications)

Note: If you wish to apply for 2 positions (e.g. double marking for the same course), then select/enter "Position #" twice and place it as your first (#1) and second (#2) preferences.

- B. Attach your completed "Fillable Application", your unofficial SMU transcript as a PDF File, and if applicable, the "Fillable Blank Schedule Template" in one email and send to chemistry@smu.ca by the deadline time frame (see the Department's [Safety Training & Resources](#) page).