

PRE-DEPARTURE BULLETIN
FOR NEW
INTERNATIONAL STUDENTS

Master's and PhD
Student Edition



University
of Windsor



2012/2013

UNIVERSITY OF WINDSOR

Congratulations on your acceptance to the University of Windsor - Canada's International University! Our unique location on the Canada-United States border means that we can offer our students opportunities for international study, research and work experience that no other university in Canada can match. You will be part of a community of students from over 80 countries around the world, who bring an added dimension to Windsor's academic and campus experience.

The University of Windsor is known as a Canadian leader in the areas of automotive, environment and social justice, building on the strengths of the university and the region. Windsor also offers prestigious programs across its faculties of Arts and Social Sciences, Business, Education, Engineering, Graduate Studies, Human Kinetics, Law, Nursing and Science.

PREPARING FOR YOUR STUDIES IN CANADA

In coming to the University, you are joining a dynamic international community. We share your excitement as you undertake the opportunity to study in Canada and understand that you will have many questions you will need answered before you begin your studies. It is our hope that the information contained here will assist in answering these questions and will serve as an introduction to your new life. We look forward to meeting you at the International Student Centre and working with you as you complete your studies.

For more information please visit the ISC website www.uwindsor.ca/isc or contact isc@uwindsor.ca

In this brochure you'll find information on:

- ▶ Canada Immigration Regulations
- ▶ Documentation
- ▶ Canada Customs
- ▶ When should I arrive?
- ▶ Arriving in Canada
- ▶ Soft Landing Program
- ▶ Currency
- ▶ Cost of Living
- ▶ Financial Assistance
- ▶ Payment Options
- ▶ Health Care Insurance
- ▶ Accommodation
- ▶ The English Language Improvement Program
- ▶ The Graduate Student Society

CANADA IMMIGRATION REGULATIONS

When you have received your official letter of acceptance to the University of Windsor, you should immediately begin procedures to obtain a **Study Permit**. A **Temporary Resident Visa** may also be required. These documents are available from the nearest Canadian visa office (embassy, high commission or consulate). The process of obtaining your required immigration documents will differ among visa offices abroad and, in some cases, can take up to six months to complete. After approving your application, the visa office will issue you a “Letter of Study Permit Approval.” **Present your “Letter of Study Permit Approval”** to the immigration officer when you first enter Canada, and the officer will issue you your Study Permit.

Students can study in Canada in programs of less than six months in duration without requiring a Study Permit. The program of study must be completed within six months of the date you enter Canada. If you wish to work on campus or anticipate that you may extend your program of study beyond six months, you should obtain a Study Permit in advance of your travel to Canada. If your program of study requires more than six months, under no circumstances should you leave for Canada until you have obtained the written approval of your Study Permit application from a Canadian visa office abroad. If you also require a Temporary Resident Visa be sure it is in your possession before departing for Canada. Before completing immigration procedures at a port of entry, ensure that you are in possession of a valid Study Permit and that all the information on it is correct. It is not possible to change from “visitor status” to “student status” once you have entered Canada.

Study Permits

With your application for a Study Permit, you will need to include your letter of acceptance to the University of Windsor, proof that you have sufficient funds to support your academic and living expenses, and a valid passport. Depending on your country of residency you may also be asked to complete an immigration medical exam. The visa office will provide detailed instructions if a medical examination is required.

The processing fee for applying for a Study Permit is \$125 (all amounts in this brochure are in Canadian dollars). This fee is payable at the time the application is made and does not guarantee a permit will be issued. Please note that this fee will be charged not only when you apply for your initial permit but also when, in Canada, you apply to extend your Study Permit. With this in mind, you should attempt to have your initial permit issued for the full term of your studies in Canada. It is important to remember the expiry date of your Study Permit. If your course of study requires you to remain in Canada past the expiry date, you must obtain a renewal of your permit before that date. You can apply for a renewal from within Canada.

You need to renew your study permit before it expires. It is illegal to remain in Canada beyond your study permit expiry date if you have not applied for the renewal of your Study Permit. You can apply online to renew your study permit from within Canada up to 90 days before its expiry date. You can visit www.uwindsor.ca/isc and click on Visas and Permits for more information.

If you are married: A spouse who wishes to attend an educational institution in Canada will also require a Study Permit. This may be applied for after arrival in Canada. The process for obtaining immigration documents within Canada can take up to two months to complete. Please note that spouses and children of international students are the only visitors who may apply for Study Permits from within Canada.

Minor children do not require Study Permits to study in Canada at the primary or secondary education level, as long as one parent is a full time international student with a valid Study Permit.

Temporary Resident Visas (TRV)

If you require a visa to enter Canada, you should consider asking for a multiple entry visa. This will allow you to re-enter Canada at a later date, if necessary, without having to apply for a new visa. There is a \$75 fee for a single entry Temporary Resident Visa and \$150 for a multiple entry Temporary Resident Visa. While those applying for Study Permits will be exempt from this fee, all other, including spouses and children of students, will be assessed the fee.

**The Canadian Immigration and Citizenship
website is www.cic.gc.ca**

Work Permits

International students are able to apply for a work permit to work off campus. To be eligible to apply for this permit, you must have a valid Study Permit, be in good academic standing, and have been enrolled in full time courses for the last six months.

If you wish to work on campus, you don't have to apply for this work permit. You are eligible to apply for a job as long as your study permit is valid. For more information about the WISE program, please visit www.uwindsor.ca/wise.

For Co-op and Post-Graduation employment, a work permit is required. Please visit the ISC website for detailed information, www.uwindsor.ca/isc.

DOCUMENTATION

When travelling to Canada, be sure to carry the following items in your carry-on or hand luggage, and not in your checked luggage, as you will be needing them upon arrival in Canada.

- Valid passport
- Letter approving Study Permit application (issued by Canadian visa office).
- Temporary Resident Visa (if required, not to be confused with your Study Permit)
- Original letter of acceptance from the University of Windsor.
- Proof of funds available (e.g. bank draft, transfer, letter of credit, scholarship or assistantship letter, or other proof).
- This bulletin.

(Citizens of the United States will require a passport to return to the U.S.A.. Only U.S. citizens may apply for a Study Permit at the border when they enter Canada.)

CANADA CUSTOMS

Detailed information about Canada's customs regulations are available from the Canadian visa office in your home country. The Canadian government allows you to bring a reasonable quantity of clothing, books and other items for your personal use into the country. However, only limited amounts of items such as liquor and tobacco are permitted. If you plan to bring any electrical equipment, you should note that Canadian voltage is 110 volts, 60 Hertz. For further information, ask at the visa office for the brochure "Entering Canada to Study or to Work."

Visit www.cbsa-asfc.gc.ca for more information.

WHEN SHOULD I ARRIVE?

If you are not able to make use of the Student Information System (SIS) or my.uwindsor.ca (Student Portal) from your home country to register for your courses, we encourage you to arrive before classes begin to complete registration procedures. If you arrive early make certain you have sufficient money to cover your living costs. Arriving early will also allow you to get to know your way around the campus, the city and to find suitable off-campus housing, if needed, while there is still a variety of accommodation from which to choose. Early arrival will also make it possible to have time to participate in planned social events, make friends and attend orientation.

Soon after your arrival, be sure to visit the International Student Centre (ISC). We will provide you with maps, information about orientation, the International Student Handbook and assist you with registering for Health Insurance, the equivalent of the Ontario Health Insurance Plan. We will also try to provide any help you may need, such as where to get information on available housing. Most University offices are open 8:30 am to 4:30 pm. For those arriving in January, offices are closed for the Christmas holidays and reopen in early January. The International Student Centre may open earlier, please check www.uwindsor.ca/isc each year.

If you are concerned about your English language ability, you may want to consider taking the English Language Improvement Program (ELIP). This program is offered throughout the year. See www.uwindsor.ca/elip and last page of this bulletin for more information.

ARRIVING IN CANADA

If you will be studying in Canada for more than 6 months, **do not leave** the Customs and Immigration area at your first landing point in Canada without having been issued your **Study Permit**. If you are visiting another country on your way to Canada, check with the appropriate consular office before you leave to determine what documents are required. Even if you are only in transit, you may require a visa.

SOFT LANDING PROGRAM

Arriving in Windsor

This program makes arrangements for students to get to the University of Windsor from the **Windsor** airport, VIA Rail, Greyhound, and Robert Q station. Students **must** read instructions in advance and sign up for the program on the website www.uwindsor.ca/isc

**Please note that Windsor is 350 km from Toronto*

Even if you are not going to use the services offered by

the Soft Landing program please fill out the Soft Landing Arrival Form providing us with as much information as possible about your arrival. This serves many purposes and is very useful to you and the University. For example, your arrival information is shared with Residence Services, if you have already applied for Residence and are planning to live on campus. This information is also used by the International Student Centre, in case of emergency.

Facebook

You can like us on Facebook and follow us for latest updates, events and information sessions. You can also connect with current students to get information about the University of Windsor or about life in Canada in general. You can find us at www.facebook.com/UWindsorISC.

Temporary Housing

Students may require temporary accommodation while they are looking for suitable accommodation off-campus or waiting for residences to open. The University of Windsor provides this service through partnerships with nearby hotels. These rooms are shared with other new students and are available at reduced costs to new international students including a free first-night stay. A free daily shuttle service from the hotel to campus is provided by the ISC. For information on the hotel and how to get to the hotel using the Soft Landing Program upon arrival in Windsor (if you are coming after hours, if not, then please visit the ISC), please read and carry the information from www.uwindsor.ca/isc— 'When I Arrive' and fill out the Soft Landing Arrival Form.

CURRENCY

When you arrive, try to have at least \$100 (Canadian or U.S.) in cash. A currency exchange service is usually available at the Toronto or Vancouver airport from 5:00 am to midnight. We also recommend that you carry enough travellers' cheques or bank drafts to cover at least your first month's expenses. Because of the extra costs in the first month (such as rental, damage deposits and books) this can amount to \$1000 or more for a single student.

COST OF LIVING

Depending on your standard of living, living costs in Windsor for a single student may range from \$10,000 to \$14,000 per year (all amounts on this page are in Canadian dollars). Below is an example of what it might cost a single student to live in Windsor for 12 months. Please note that this is an estimate and is subject to change.

Tuition Fee (per semester)	16,500–22,000
Compulsory Fees	3,300
Accommodation	4,800
Food	3,000
Clothing	500
Textbooks, Printing, Supplies	1,000
Miscellaneous*	1,500
TOTAL:**	\$30,600-36,100

* postage, laundry, pharmacy supplies, telephone, dental costs, recreation, entertainment, etc.

** total does NOT include taxes or thesis costs.

This estimate is only a guideline. It will permit an adequate, but far from luxurious standard of living. Graduate student tuition fees vary considerably depending on the year of study and program. Your first month will be expensive because of settling-in costs, such as paying an extra month's rent as a damage deposit and purchasing warm clothing, textbooks and supplies. Do not purchase textbooks until after the first class in each course as it is wise to ensure you are purchasing the proper books. Keep in mind that the above figure does not include any money for returning home or visiting other parts of Canada or the United States.

If you are married:

Should I bring my family with me?

Your decision to bring your family with you when you come to Canada will depend on your financial situation and the ease of obtaining immigration documents for your family members.

You should estimate at least \$4,000 in additional expenses if your spouse is not a student. Allow an extra \$2,000 to \$3,000 per child (not including childcare costs). Using the estimates above, the cost for a family of four for one year would be upwards of \$20,000, not including your tuition fees or childcare expenses. Given this, you may wish to arrange for your family to come at a later date, after you have familiarized yourself with life in Canada and are satisfied that enough money is available to support them.

Some students with sufficient financial resources may prefer to apply for immigration documents for their family members at the same time as they apply for their Study Permit. If your family members are denied visas, this may affect your decision to study in Canada. Contact the International Student Centre for further advice. isc@uwindsor.ca

FINANCIAL ASSISTANCE

It is important that you make arrangements for funding your complete program, not only the first year, before leaving home for Canada. You should assume no supplemental funds will be available here.

International graduate students in research based programs may be eligible for Scholarships, Graduate Assistantship or Research Assistantship. Some of the course-based programs specifically preclude some or all of these modes of funding — students are strongly advised to consult with their programs to understand what funding level can be reasonably expected. If you are eligible, this funding will normally be allocated when you are admitted to your program. For more information, contact the program to which you have been admitted, or the office of Graduate Studies.

www.uwindsor.ca/grad

Email: gradst@uwindsor.ca

INTERNATIONAL STUDENT PAYMENT OPTIONS (FROM OVERSEAS COUNTRIES)

Please note that the University of Windsor will accept only payments via the StudentPay system for international payments.

Three Easy Steps for Using StudentPay:

1. Enter the StudentPay platform, select your language and follow the instructions.
2. Print out the bank instructions.
3. Give the instructions to your local bank, and they will handle the rest for you, ensuring that the correct funds reach the University of Windsor.

Note that acceptance of local currency is subject to international banking restrictions and regulations.

For more information you may visit

www.uwindsor.ca/cashiers or contact -

Cashiers Office, University of Windsor, Chrysler Hall North, 1st Floor, 401 Sunset Avenue Windsor, Ontario, Canada, N9B 3P4

Phone: (519) 253-3000 ext: 3307, 3308, 3309

FAX: (519) 561-1434 Email: cashiers@uwindsor.ca

HEALTH CARE INSURANCE

The University of Windsor participates in a health-insurance plan, which is equivalent to OHIP (Ontario Health Insurance Plan). This comprehensive plan is mandatory for all undergraduate and graduate (part- and full-time) international students here on a study permit. For more information about this health insurance plan please visit www.uwindsor.ca/isc, go to Health & Medical.

The University of Windsor also offers supplemental health coverage for all students. This insurance covers additional health considerations such as dental, prescription drugs and vision.

For more information about this coverage please visit www.uwindsor.ca/gss

ACCOMMODATION

Living in Residence

Students who choose to live in residence will find themselves at the heart of campus life, close to the classrooms, the library, health services, recreational and dining facilities. In addition, part of the convenience students receive by living on campus is an automatic enrolment in the University's meal plan. This is especially beneficial for those who do not cook. For further information visit the Residence Service website: www.uwindsor.ca/residence

Living Off-Campus

If you do not want to live in residence, you will need to find a place to live off-campus. You can get housing lists online, from the Windsor Star newspaper or other local publications.

www.uwindsor.ca/servids/housing.asp

www.canada.com/windsorstar/index.html

www.places4students.com

www.campusup.com

THE ENGLISH LANGUAGE IMPROVEMENT PROGRAM

The English Language Improvement Program (ELIP) is a year round program for second language students whose language skills range from low-intermediate to high intermediate. Within progressive program levels we target the four language areas (reading, listening, writing, speaking), and pair them with effective academic skills to assist students with attaining the language competency and study skills necessary for successful integration into the academic discipline of their choice. Each progressive level of the program is appropriately titled ELIP Foundation, ELIP I, ELIP II, ELIP III.

Daily learning activities, as well as evening and weekend social events, will provide a dynamic environment in which to improve your English skills. In keeping with the interactive character of the program, small group work and technology-assisted learning will also feature prominently.

For additional information and program fees or to apply, please visit www.uwindsor.ca/elip

THE GRADUATE STUDENT SOCIETY

The Graduate Student Society (GSS) is the official representative of the graduate student body and is recognized as such by the University of Windsor. The GSS represents graduate students at different levels of the University Administration, including the Board of Governors, the Senate, the Faculty of Graduate Studies Council, and on many of the committees within the aforementioned bodies.

For more information and to contact GSS executives go to www.gss.uwindsor.ca

The University of Windsor fosters an atmosphere of close cooperation between faculty and students, creating a unifying atmosphere of excellence across all of its faculties to encourage lifelong learning, teaching, research and discovery. Its basic characteristics of openness, warmth and support make the University an exceptionally welcoming community for students and faculty from around the globe. Welcome to Windsor!

We are looking forward to meeting you in Windsor. Make sure to visit the International Student Centre as soon as you arrive on campus. Here is a map of our location:



International Student Centre
Laurier Hall, 2nd floor
University of Windsor
401 Sunset Avenue
Windsor, ON Canada N9B 3P4
Phone: (519) 253-3000 ext. 3938
Fax: (519) 561-1472
E-mail: isc@uwindsor.ca
www.uwindsor.ca/isc

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