WELCOME TO YOUR NEW COMMUNITY!

A Pre-Arrival Guide for Graduate International Students at the University of Guelph 2022/2023
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To do a few weeks before you leave for Canada:

- Find a place to live (Residence / Temporary Accommodation)
- If you need to find off-campus housing, visit the Off Campus Living Housing Office website for accommodation listings and advice, https://www.uoguelph.ca/studentexperience/off-campus-living
- Ensure you have a valid passport issued by your government
- When you obtain your acceptance letter from Guelph, apply for your study permit and temporary resident visa (if needed) as soon as possible
- Read and understand your funding letter carefully and plan and budget your finances accordingly. You should also submit final documents for the Office of Graduate & Postdoctoral Studies (OGPS) (if required) as outlined in your offer letter
- Purchase travel insurance for your flight to Canada
- Set up your GryphLife.ca account and add International Student Connections as one of your organizations
- Register for START International Orientation (for Fall and Winter arrival)
- Book your flight, and if applicable, transportation from the airport to Guelph
- If applicable, pack a transformer (electrical outlet adapter) for appliances — you can also purchase this in Canada
- Pack warm clothes. If you do not have any yet, you can purchase some when you arrive in Canada
- Exchange currency – it’s a good idea to have some Canadian money when you arrive here
- If applicable, research any medications that you take regularly to find out what their equivalent or English name is in Canada
- If you are a new student with a disability and require accommodation, make sure to register with Student Accessibility Services wellness.uoguelph.ca/accessibility.
Before you leave home for the airport, be sure to do/bring the following items with you:

☐ Passport. If applicable, Temporary Resident Visa
☐ Travel insurance
☐ Birth certificate
☐ Letter from Canadian Visa office confirming that you have been approved for a Study Permit
☐ Original letter of Admission from the University of Guelph
☐ Proof of financial support
☐ A list of any items that you are sending separately i.e. not declared on your date of arrival
☐ Depending on the time your arrival time, look into how you are going to get to the place of residence
☐ Check the travel restrictions and make quarantine arrangement by following the Quarantine Compliance Program.
☐ Know the address of the place you are planning to arrive at (residence office or temporary accommodation)
☐ It’s going to be a long trip. Pack snacks!
“I chose the University of Guelph simply because of its motto - “IMPROVE LIFE”. I was really fascinated by those words and I fell in love with it.”

DOLAPO OBIMUYWA, from Nigeria
MASC: Mechanical Engineering
Welcome, Gryphons!

Congratulations and welcome to the University of Guelph! I am excited and pleased to welcome you into our Gryphon Family.

You are embarking on a journey that will not only provide you with an excellent academic education while being immersed in a new culture, but also one that will allow you to grow as a person, scholar, and citizen. At the University of Guelph, we recognize that our community is enriched through students, faculty, and staff from the global community.

We look forward to building our relationship with you as a member of our Guelph Gryphon family. Our International Student Experience team has been working with colleagues across campus to provide opportunities which will enable you to engage with our campus and surrounding community. We recognize that joining us here on campus means that you may have left your support system behind, so our team will introduce you to the many resources available to help ensure your success. We hope that you will participate in the many activities and events designed to help you meet others and to make new friends. Together you can explore our beautiful campus, the City of Guelph, and experience our unique “Guelphy-ness.”

As a member of our Gryphon family, we hope that you will take full advantage of the many enrichment opportunities that come with campus life – join a club, play on an intramural team, volunteer for our Catalyst programmes, or become a student leader. We look forward to supporting you on your journey to Improve Life, here at the University of Guelph.

University of Guelph Fall 2022 Updates:

Due to COVID-19, we know that many of you are wondering about the fall 2022 semester. Guidance and directives relating to this public health crisis change daily, but we promise that this fall we will be ready to deliver high-quality courses, innovative programs and enriched student experiences. Some courses and activities may be taught and hosted in-person and some will be offered remotely. Please contact your academic program counsellors for information about which model your area of study will be using. But whatever the method, our commitment to you, our students, will stay the same. We have a long history of offering courses through a variety of formats, so we will be ready for September. Our dedicated faculty and student-centered services will support you in your studies and the achievement of your goals.
Meet the International Student Experience Team

Stop by our office on the 3rd Floor (South) of the University Centre and introduce yourself. We are looking forward to getting to know you during your time at the university.

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ABOUT UNIVERSITY OF GUELPH

“I chose this university for their sense of belonging and community. Being proud of your school is very important and the Gryphon pride is what made me realize this is the school for me.”

OMOZUWA AEGE, from Nigeria
Bachelor of Arts and Science, Neuroscience and psychology
About U of G

International Student Experience promotes the development and learning needs of undergraduate and graduate international students by providing advice and referrals during your studies here at Guelph, supporting your individual transition needs, and connecting you to resources on- and off-campus.

Although you may be looking forward to studying at Guelph and living in Canada, it can be challenging to leave your home, family and friends for a new community with a foreign climate and culture. We are here to help you find your place on campus, manage the transition in a healthy way, and make being away from home easier.

International Student Connections are events and programs specifically for international students throughout the year to help you meet new friends, learn new skills, and explore Canadian culture. Activities include free skill-building workshops, volunteer opportunities, cultural excursions, and social events. We also have mentorship and social programs for new international students to help with cultural, academic, and language transition.

Go to gryphlife.uoguelph.ca/organization/ISC to learn about upcoming events, register for International Student Experience activities and programs, and explore opportunities to get involved.
The International Student Advisors (ISAs) are available to meet 1-on-1 with full degree undergraduate and graduate international students, new immigrants, and refugees. Common topics of conversation include housing, academic concerns, immigration (study permit, visa, post-graduate work permit, etc.), financial difficulties, and culture shock. Our ISAs can also help you get involved on campus, connect with other students, and talk through any personal concerns. Regardless of the nature of your visit, our ISAs are always happy to see you and to provide guidance and support as needed. Please see the column to right to see who your main contact would be.

In addition to the International Student Experience staff, our Ambassadors and Engagement Peer Helpers will also be available to support you throughout your time here. They are upper year students who have experience navigating campus resources and provide tips and guidance to help make your first year successful.

Take advantage of free workshops on a variety of topics. These are free mini classes where you can get the skills needed to find a job and learn about specific topics and updates important for international students to know. Sample topics include: Health Insurance, Immigration Info, Tax, and International Student Career Resources. We also organize community building and social events to help you explore Canadian culture and meet other peers. Some activities organized in the past include Excursion to Niagara Falls, apple picking, maple syrup trip, winter activities such as skating, and snow tubing, and holiday dinner in December. (Note: Events may vary each semester and virtual events are offered due to COVID)
START International,
Orientation for International Students

Register for START International! This is a free five-day orientation program from Monday, August 29 to Friday, September 2, 2021. specifically for new full-degree international undergraduate, graduate, exchange, and out-of-country Canadian students. Learn more about academic life at Guelph, the various resources that are available to you, and the many people who are here to help new students make a successful transition. This is an informative event that includes campus and city tours, sessions on what to expect in and out of the classroom, job seeking, healthcare information, ideas for financial management, opportunities to get involved, and what to expect during Orientation Week.

During this week, START International team and volunteers will be able to help you and answer any questions you may have in settling down in Guelph. You will get the opportunity to connect with staff from various support services on- and off-campus.

If you are arriving for the Winter semester, START International normally takes place the week before the first day of classes. Check your U of G email address for date, time and additional information.

Registration for START International is open. You can find the registration online at gryphlife.uoguelph.ca/organization/ISC (see the forms section).
International Student Experience

You may feel overloaded with information during your first year, but here are some of the most important resources to consider. It will be your responsibility to stay up to date by:

- Reading and keeping a copy of the International Student Connections weekly newsletter, sent via email. This is where we will let you know about ongoing volunteer and job opportunities, events with campus partners, and announcements about study permits and visa regulation changes. Create a folder in your inbox and keep the newsletters to reference when you need them!

- Adding “International Student Connections” on gryphlife.uoguelph.ca.

- Adding upcoming events to your phone calendar.

- Following Student Experience on Facebook, Instagram, and Twitter (@UofGStudentExp).

GRYPH TIP!

University life in Canada is quite different than what you are familiar with, especially for international students. Being independent and proactive are essential to be successful in your university life. Of course, we are here to help you along the way.

Student Experience Organizations

Some of the Student Experience organizations on GryphLife include:

- Cultural Diversity Office
- Multi-Faith Resource Team
- LGBTQ2IA+ Student Advising
Mentorship, Engagement and Transition Programs

As a new student, there are several programs to receive guidance and mentorship throughout your first semester and first year in Guelph. Get paired with an upper year student to help with your academic, cultural, and social transition. Take part in one of these programs, or all of them – it’s up to you! Later, as an upper year student, you can get involved by volunteering in these programs:

• **International Student Connections**
  A meeting space by international students, for international students! Join a group of your fellow international Gryphons for a bi-weekly chat about life, culture, studying, and all things related to the international student experience.

• **LINK**
  A transition program where incoming Gryphons (including upper years who are arriving in Canada for the first time) can connect with a fellow student who has been living in Guelph for at least one year. Your LINK partner can help you navigate life on campus, explore Guelph, and adjust to Canada.

• **Conversation Partners**
  This program is designed for all Gryphons who speak English as an additional language and would like a space to practice English skills. The goal of this program is to provide a space where you can practice your casual, conversational English, which can be very different from the formal academic English you’re most likely using in the classroom. Join us once a week for Conversation Café, where we chat about different topics over hot beverages and treats!

• **Events, Activities, and Workshops**
  The International Student Experience team offers all kinds of great events, activities, and workshops to get involved with throughout the school year. Field trips off campus, social nights in the University Centre, and workshops related to life in Canada are just some of what we offer. Remember to check GryphLife for the latest announcements!

To join these programs and others visit International Student Experience on [gryphlife.uoguelph.ca](http://gryphlife.uoguelph.ca).

**GRYPH TIP!**
Explore [gryphlife.uoguelph.ca](http://gryphlife.uoguelph.ca). There are over 300 organizations for you to join!
Meeting Other Students

One of the most memorable parts of university is the people you meet and the friendships you develop. However, we know it can be difficult to meet new people when you first arrive. Here are some tips on how to meet other students to develop lasting friendships:

- **Clubs and Campus Organizations**
  The University of Guelph has lots of clubs and organizations for diverse interests, from language and arts clubs to program related organizations! Visit [csaonline.ca/clubs](http://csaonline.ca/clubs) for a list of clubs and organizations.

- **Intramural Sports**
  The university organizes sports competitions called ‘intramurals’ which aim to create a comfortable and fun atmosphere for students of all backgrounds and skill levels to get involved. Students make up their own teams and sign up to play, and exchange/international students have often formed teams together. To find out how to join a team, ask your Residence Manager, drop by the Athletic Centre, or ask us for more information.

- **Orientation Week**
  Attend Orientation Week activities. During Orientation Week, or “O-Week”, there are hundreds of events run by various campus clubs, organizations and academic departments to help with your transition to university. Orientation week takes place in early September before classes start.

- **Faith Communities**
  The Multi-Faith Resource Team (MFRT) are representatives from diverse faith and spiritual communities who work together to celebrate diversity, promote understanding, encourage harmony and foster spiritual growth while helping students meet their religious needs. Contact the MFRT faith@uoguelph.ca or visit them at Raithby House on campus.
“Becoming a teaching assistant (TA) for the first time and seeing that students enjoyed what I was saying gave me a confidence boost and more motivation to speak!”

TRISHAN DEB ABHI, from Bangladesh
MASc: Mechanical Engineering
Registration

Each semester you are required to submit full semester payment OR complete Graduate Settlement for the upcoming semester by the published payment deadline.

You will not receive a financial statement or invoice from Student Financial Services; you are expected to check your student account on WebAdvisor in order to determine the amount payable for the semester.

For full information on submitting your tuition payment please go to the Student Financial Services website uoguelph.ca/registrar/studentfinance/fees/payments and for important financial dates and deadlines, please see uoguelph.ca/registrar/studentfinance/deadlines

Registrations will continue to be accepted through WebAdvisor or on Add/Drop forms. You will be able to view your student account on WebAdvisor once your registration is complete, and will be responsible for submitting your payment appropriately. (Please be advised if you are registering late, proof of payment will be required prior to processing your enrolment. Please speak with the Student Financial Services office).
Settlements received and payments completed after the published deadline will result in a $60 late fee which will be added to your student account and possible de-registration. Reactivation of a de-registered term is possible only with full payment or satisfactory arrangement with Student Financial Services, and will cost a $200 reinstatement fee ($100 for part-time students).

Payment of all fees including health insurance and parking finishes the registration process. You will want to check out how to make a payment to Student Financial Services, however if you are paying by payroll deduction, departmental trust funds, awards or sponsorship, you need to complete the Graduate Settlement form by the appropriate deadline.

WebAdvisor

The registration process is done electronically using WebAdvisor. Detailed instructions on how to register and choose courses using WebAdvisor are provided on the following page: www.uoguelph.ca/registrar/undergraduate/registrationhandbook/webadvisor

Once you have made your choices, you should get a fairly rapid response to indicate that your selections have been registered. If you don’t, please take careful note of the message(s) that you do get. If successful, it is recommended that you log out and then log back in and check My Class Schedule to ensure everything is there. Then check Account Summary or Registration Billing to see your account for the term when it is available.

If you have difficulty with WebAdvisor please consult Ask Gryph (link provided on the WebAdvisor homepage). This is the University’s automated help feature that allows its user the ability to receive instant responses to their questions. Ask Gryph can be accessed by navigating to Ask Gryph or by clicking on the Ask Gryph button in the upper right-hand corner of every WebAdvisor screen.

Please note that you cannot select courses for audit using WebAdvisor.

You can access WebAdvisor at webadvisor.uoguelph.ca.

You can access the WebAdvisor Tutorial: uoguelph.ca/registrar/webadvisor/index.

GRYPH TIP!

Check the Bulletin boards in the University Centre (UC). Browse the posters in the UC to check out some upcoming events and opportunities.

University of Guelph Homepage to see the latest news on campus.

New Student Planning Tool

You can now use the Student Planning Tool through WebAdvisor to check your program requirements, plan your degree, track your academic progress, and enrol in courses. Learn more about the tool here uoguelph.ca/registrar/studentplanning.
Choosing Courses

For each semester that you will be registered, you must choose one of the following:

- UNIV*7510*01 (02, 03 or 04) Active Full-time Registration...if you were admitted to a full-time program

- or UNIV*7520*01 Active Part-time Registration...if you were admitted to a part-time program

Registering for one of these courses serves only to activate your registration. In addition to this basic selection you must be registered in at least one other course:

- UNIV*7500*01 Research/Writing

- or any real course for which an active section exists

Failure to do this will result in the term simply not appearing on any official transcript of record.

Check for course availability on WebAdvisor. Follow the links for WebAdvisor for Students and Search for Classes. Please note that even if you have not had the opportunity to consult with your department on specific course recommendations, you should still register by selecting the appropriate UNIV*7510 or *7520 course, in order to activate your registration for the term.

You may only add courses during the designated period (normally until the first week of each semester). Consult your academic calendar for these dates.

Make sure to consult with your graduate program coordinator, supervisor, and/or graduate program assistants before you make any decisions to add or drop courses.

For all international students, adding or dropping classes may affect your student status, ability to work, or finances, so make sure to speak to your International Student Advisor before you decide to make a change.
Academic Calendar

The academic calendar helps students stay on track in their degree program. It includes registration dates, class start dates, add or drop dates, program policies, and more. Get familiar with this resource ahead of time to begin learning about your responsibilities as a university student.

Current Graduate course calendar can be found here: uoguelph.ca/registrar/calendars/graduate/current/

Office of Graduate and Postdoctoral Studies

You can also learn about the policies and procedures that apply to all graduate students before you arrive by looking through the resources on the Office of Graduate & Postdoctoral Studies (OGPS) website and reviewing the Graduate Academic Calendar (see above). You should also get familiar with resources available from your department. Most graduate departments provide a handbook for students in their graduate programs. This will give you information about timelines, what to expect during your academic program, organizations in your field, office space and research resources, and the important people who can help you navigate your department. The
OGPS hosts a graduate student orientation session at the beginning of each semester, with a session specially for international students. There is also departmental orientations offered by your academic program to learn more and start meeting other graduate students. You should receive an invitation to these events from your Graduate Program Assistant, but can also contact us for information.

**Graduate Program Coordinators and Program Assistants**

It is a good idea to get in touch with your Graduate Program Coordinator and Graduate Program Assistant before you arrive. They will be able to provide specific information on program requirements for your academic discipline, offer course selection support, and assist with any other program-related inquiries. Contact names can be found on the following website. Search by your program [graduatestudies.uoguelph.ca/programs/list/byprogram](http://graduatestudies.uoguelph.ca/programs/list/byprogram)

**Religious Accommodation**

You may request an academic accommodation if there is a conflict between academic and religious obligation commitments. You have to submit your alternative request to your course instructors directly, or through Graduate Program Coordinator within two weeks after the course outlines are distributed. The course instructors are responsible to arrange an alternative for you according to the nature of your request without putting you at an academic disadvantage. Visit the Academic Calendar for further information [calendar.uoguelph.ca/graduate-calendar/general-regulations/academic-accommodation-religious-obligations/](http://calendar.uoguelph.ca/graduate-calendar/general-regulations/academic-accommodation-religious-obligations/).

**Academic Integrity**

Academic Integrity means honesty and responsibility in your school work. The academic system in Canada and at the University of Guelph may be very different from what you are familiar with. It’s important to familiarize yourself with the academic expectations of your instructors. The Library offers support in many areas including, but not limited to: academic citations, writing services, academic presentations, workshops and academic integrity, and more. Make use of these services to ensure your success in your coursework and assignments. Visit [academicintegrity.uoguelph.ca](http://academicintegrity.uoguelph.ca) to understand how to avoid academic misconduct so that you feel more secure when completing your assignments.

New graduate students are required to take UNIV*7100 Academic Integrity for Graduate Students. This course must be completed by the 20th class day. For further information visit [uoguelph.ca/graduatestudies/current/academics/academic_integrity](http://uoguelph.ca/graduatestudies/current/academics/academic_integrity)
“Being away from home was difficult but the resources at the university helped me a lot. Make use of the resources and opportunities on/off campus and start early.”

CHEAU YUAN FOO, from Malaysia
Bachelor of Arts: Psychology minor Biology
**Studying in Ontario**

All full-degree international students are required to have a Study Permit to study in Canada.

**APPLYING FOR A STUDY PERMIT (from country of residence)**

You should apply as soon as you receive your letter of acceptance. The time needed to process an application to study in Canada may vary at different visa offices and may take several weeks.

Visit [www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/international-visa-offices.html](http://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/offices/international-visa-offices.html) for a list of embassies. US students may apply for a study permit at the US/Canada point of entry.

**APPLYING FOR A STUDY PERMIT (within Canada)**

Only some people can apply for a study permit from within Canada. If you are currently in Canada and wish to apply for a study permit, please refer to this link to see if any of the situations apply to you: [www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/apply.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/apply.html)

If your study permit is still valid, you don’t need to change or apply for a new permit if you’re moving between school levels. This could be moving from high school to post-secondary, post-secondary to high school, etc. Make sure to change your DLI number within your Immigration account, which can be done online. At the same time, if you are moving from high school to post-secondary, and if you wish to work while you are studying, then you would need to extend your study permit.

Contact Immigration, Refugees and Citizenship Canada for more information on applying for a study permit and visa. [canada.ca/en/immigration-refugees-citizenship/services/study-canada.html](http://canada.ca/en/immigration-refugees-citizenship/services/study-canada.html).

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**U of G’s DLI Number is O19305391192.**

Please note: The first digit is the letter ‘O’ and not the number ‘zero’.

**GRYPH TIP!**

It is a good idea to **write down the address** of the place you are planning to arrive at (residence office or temporary accommodation) and keep it in your carry-on luggage or on your person.
Temporary Resident Visa (TRV)
A study permit is not a Visa. Citizens of certain countries require a Temporary Resident Visa (TRV) to enter Canada. The visa is placed in your passport to show that you have met the requirements for admission to Canada as a temporary resident. If you have been issued a study permit and are from a visa-required country, you will need to apply for a new TRV when the current TRV expires for future re-entry to Canada.

You should inquire at the Visa Office in your home country to determine whether you need a TRV or check the Immigration, Refugees and Citizenship Canada website at cic.gc.ca/english/visit/visas.asp. For students with families, you should ensure that your family members have the appropriate visas to enter and reside in Canada as well by inquiring at the Visa Office in your home country.

ELECTRONIC TRAVEL AUTHORIZATION (ETA)
Visa-exempt foreign nationals who fly to or transit through Canada are expected to have an Electronic Travel Authorization (eTA). Exceptions include U.S. citizens and travelers with a valid Canadian visa. Visit canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html for more information.

Canadian Port of Entry
It is important that you show the Immigration Officer the following documents to complete the process at the Canadian Port of Entry:

- Your Passport
- Letter of Introduction or an email (from the High Commission, Embassy or Consulate) confirming approval of a study permit, or if you already have it – your study permit.
- Original letter of Admission from the University of Guelph
- A list of any items that you may be sending separately

These documents and any cash or traveler’s cheques that you may have, should be kept in your carry-on luggage or on your person.

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GRYPH TIP!
Email communication
Check your UofG Email regularly (at least once per day). Most communication is carried out through email. Reply to emails within 24 to 48 hours if they require your response. Communicate with the professors and staff using your GryphMail account ONLY. Be professional and clear in writing your emails. Instead of emailing to get a quick answer, try to search for the answers first. A lot of questions can be answered if you google it or on your person.

Due to COVID-19 restrictions, additional documents may be needed. Please refer to the following website. www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html
Booking a Flight and Planning Your Travel

Both the Toronto (YYZ) and Hamilton (YHM) airports are approximately one hour away from Guelph, but most international flights land at Pearson International Airport in Toronto. If you are starting in the fall and plan to live off campus, we recommend arriving by mid-August, so that you have time to find housing and get settled before classes begin. Off-campus students starting in the winter semester should try to arrive by mid-December and those starting in the summer semester should ideally arrive by Mid-April.

If you are booking a flight to return home for vacation during winter school break, **do not set the date until you know your final exam schedule.**

Due to COVID-19 there may be additional travel restrictions. Please refer to the following website [www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html](http://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html).

Spouses and Children of International Students

If you are bringing family members to live with you in Canada while you study, make sure they have the correct immigration documentation.

Your spouse and children must apply for the Temporary Resident Visa to join you in Canada. Minor children who are accompanying you may study in Canada without a study permit at the pre-school, primary, and secondary levels. Your spouse may be eligible to apply for an open work permit (SOWP) and can be employed both on and off campus. Immigration procedures change regularly. For the most up-to-date information, contact [Immigration, Refugees and Citizenship Canada](http://canada.ca/en/services/immigration-citizenship.html) at +1 888-242-2100 or visit [canada.ca/en/services/immigration-citizenship.html](http://canada.ca/en/services/immigration-citizenship.html).
Visiting the United States

Citizens of most countries require a visa to enter the United States. If you intend to travel to the US, it is recommended that you apply for this visa in your home country/country of residence. If you want to apply from Canada, you must be enrolled in school for at least six months and prove that you will be returning to school after your visit. You can prove this with a confirmation of enrolment letter from the University.

Quarantine Compliance Program

Due to the COVID-19 pandemic, international students (and any accompanying family members) must adhere to public health measures when travelling to Canada. These include pre-departure and vaccination requirements, complying with travel restrictions, and enrolling in the University of Guelph’s Quarantine Compliance Program. The University of Guelph is on the Approved DLI List for COVID-19 readiness.

Details and updates related to the Quarantine Compliance Program are outlined on the Student Experience website and the COVID-19 FAQs page.

GRYPH TIP!

Academic expectations. It is your responsibility to fully understand your program requirement (i.e. research requirement, TA responsibilities, course outline, etc.) and complete it before the deadlines. Stay organized and avoid procrastination. Do not complete your assignments last minute.
“Moving here to do my master’s degree was a big transition for me since I was living alone. It taught me to be more confident, self-driving, and brave.”

IFTEKHAR HUSSAIN CHOWDHURY, from Bangladesh
MAsc in Biological Engineering
Guelph Transit

The Guelph Transit buses operate throughout the week and weekends. The routes and times vary. To determine the best routes and departure times, visit the website guelph.ca/living/getting-around/bus/.

YOUR BUS PASS

Eligible students can ride Guelph Transit buses simply by tapping their student ID cards on the card reader upon boarding a bus. Every University of Guelph main campus student who has been charged the Bus Pass fee on their student account is an eligible student. The bus pass fee is automatically included in your tuition.

Driving in Canada

There are different rules and requirements for driving or renting a car in Ontario depending on whether you are a visitor or a new resident. More information regarding these regulations and car rentals can be found on our website, through the following link: ontario.ca/page/drivers-licence.

Without a valid student bus pass (e.g. For families of international students), exact change of $3.00 is required. Fare cards are sold at guelph.ca/living/getting-around/bus.

Owning and maintaining a vehicle in Ontario is quite expensive. There are also hazards of driving in the winter if you are not familiar with driving in such weather. Use public transportation unless you absolutely need a vehicle.
Travelling Outside of Guelph

Heading out of town? Buses and trains are the most common ways of getting around Ontario, other provinces in Canada, and the United States. If you have your International Student Identity Card (ISIC), you may be eligible for a discount on these services. ISIC cards can be obtained free of charge from the CSA office, 2nd floor of the UC.

- **Via Rail** is the main passenger train service for getting around Canada and makes connections to Amtrak, the United States rail service.

- **GO Transit**, a bus service out of the City of Toronto, runs from the University of Guelph bus loop to the Greater Toronto Area (GTA) daily. There is also a GO Train service between Guelph and Toronto on weekdays.

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**Via Rail**

Their toll-free hotline is 1-888-842-7245 and website is [viarail.ca](http://viarail.ca).

**GO Transit**

Visit [gotransit.com](http://gotransit.com) for a list of GO Bus schedules. Purchase tickets at the kiosk by the GO Bus station outside of the University Centre.
HEALTH CARE SERVICES

“I loved the START International orientation program, they provided a lot of on-campus resources that international students can take advantage of.”

MIR TAZWAR, from Bangladesh
BComm MEF
On-Campus

For students and their families, Student Health Services on campus acts as your “family physician” with comprehensive healthcare services including family physicians, nurses, a psychiatrist, a dietician, and a health educator on staff. If you visit a physician during regular office hours Monday to Friday (either with an appointment or in the walk-in clinic) then the cost of the visit to your health plan is considerably less than seeking care in an after hours walk-in clinic or in the Emergency department of a hospital. Family physicians also provide referrals for diagnostic services (laboratory work or x-rays) and to appropriate specialists when needed. Student Health Services is located in the J.T. Powell Building (168 Reynolds Walk).

Off-Campus

When the on-campus Health Services office is closed, you can go to a after hours clinic. A list of after-hours resources is available on the Student Health Services website. wellness.uoguelph.ca/services/health-services/services/after-hours-resources.

Emergencies

If there is an injury or illness that requires immediate medical attention, then you should go to the Emergency Department at the nearest hospital. You can get there on your own by searching for the nearest hospital with emergency department or call an ambulance by dialing 911.
University Health Insurance Plan (UHIP)

University Health Insurance Plan (UHIP) is one of two health insurances that are available for international students at the university. Next section will cover the Student Benefits Plan, a supplementary health and dental insurance.

UHIP covers the cost of the hospital and medical services that international students may need during their stay in Canada while registered at the University. This includes doctor’s visits, diagnostics and lab services such as blood test and X-rays, some surgeries, and more. Visit the UHIP website detailed explanation of your coverage: uhip.ca/Enrollment/PlanDetails.

Always carry a physical or electronic copy of your UHIP Card on your person. Student Health Services on campus will accept your UHIP Card and will not charge you additional fees for services part of your coverage. They bill UHIP directly for services covered on the plan so you avoid any surprise fees. If you go to an after-hours walk-in clinic, you may have to pay for the visit initially, and then make a claim to UHIP to get reimbursed. There are also some fees that cannot be reimbursed if you go to a provider that is outside of the UHIP Preferred Provider network.

Always get health and medical attention in a timely manner but give thought to where you obtain care and use healthcare services as required by the nature of the problem. Emergencies should go to the Emergency Department at the nearest hospital. For other healthcare issues, use your family physician when possible.

The UHIP fee is compulsory, and is part of your tuition and fees which can be viewed on WebAdvisor. All international students (paying international fees) will automatically be enrolled in UHIP (single coverage). See the most current rates on the Student Financial Services website: uoguelph.ca/registrar/studentfinance/fees/uhip.

Your UHIP card will be sent to your U of G email by SunLife, the UHIP insurance company, during the first week of class. You will not be able to use medical services, even emergency services, without your UHIP card. Make sure to save your UHIP card and carry a copy with you.

UHIP Is mandatory for all international students except Norwegian students. Please do not buy your own medical plan.

GRYPH TIP!

Advisor-Student Relationship.
Some of you may already have an Advisor assigned. If you are looking for an advisor, it is important to consider if the faculty can support you and if you can work well together. Book an appointment with your faculty members and discuss your research interests. Develop a list of criteria and rank their importance. If you have conflict with your Advisor, you may seek advice from the International Student Advisor, the Graduate Coordinator, or the Office of Graduate Studies.
**UHIP for Family Members**

You must enroll your dependents (spouse and children) with **UHIP within 30 days of their arrival in Canada.** It is the student’s responsibility to complete the UHIP application [uhip.ca/Enrollment/Coverage](http://uhip.ca/Enrollment/Coverage) and submit it to Student Financial Services. An additional premium is charged. Contact the UHIP Administrator in Student Financial Services [accquest@uoguelph.ca](mailto:accquest@uoguelph.ca) for more information or to enroll your dependents.

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**Student Health Plan**

In addition to UHIP, you have the Student Health and Dental Plan, paid for in your student fees. The Student Health Plan covers some medical costs that are not covered by UHIP, such as prescription drugs, physiotherapy, and vision care. The **Dental Plan** provides some coverage for routine dental care such as examination, consultation and cleanings. For up-to-date information on the coverage, visit the University of Guelph Student Health Plan page: [mystudentplan.ca/uofguelph/en/mybenefits](http://mystudentplan.ca/uofguelph/en/mybenefits).

**Please Note:** If you arrive in May, your enrolment and coverage may vary. [mystudentplan.ca/uofguelph/en/am-i-covered](http://mystudentplan.ca/uofguelph/en/am-i-covered).

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**Health & Dental Insurance for Family Members**

Students with families can also add their dependents to their Student Health and Dental Plans for a fee. Contact the Student Benefits Plan Office by emailing them at [guelphplan@mystudentplan.ca](mailto:guelphplan@mystudentplan.ca) or visit the [website](http://mystudentplan.ca) for further information.

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**GRYPH TIP!**

**Take time for your social life.** You may feel isolated when you are focused on conducting research in the office or in your labs. It is important to maintain your well-being by balancing your academic life and social life. Build your network and make friends by participating in ISE programs, join the Graduate Student Support Circle, go to trivia night at The Fifth and events organized by the GSA, and so on!
“My favourite memory was the pep-rally with my new friends during Orientation Week, I felt so gryphon at that moment.”

JIE FANG, from China
Bachelor of Commerce
Enrolling Your Children in School

In Canada, children from ages 6 to 18 are required by law to attend school. There are two major school boards in Guelph, the Upper Grand District School Board and the Wellington Catholic District School Board. If you would like to enroll your child/children in school, please contact the school boards directly to get more information on the nearest schools and registration requirements.

Per the Ministry of Education instructions, a parent must hold a valid study permit and be a full-time student and registered in a degree or certificate program of at least 2 or 3 semesters for their dependent children to qualify for international fee exemption. Please ask for more information when you speak with the school boards.

Upper Grand District School Board
inquiry@ugdsb.on.ca
519-822-4420

Wellington Catholic District School Board
generalinquiries@wellingtoncdsb.ca
519-821-4600

GRYPH TIP!
Get involved outside of your department and academics. Although preparing for your thesis and dissertation is a major part of your experience, getting involved on campus can help you build important skills that will help you to get a job later. Join clubs and organizations that you find interesting on GryphLife. There are also involvement opportunities with the Work Study program, the Peer Helper program, Graduate Student Association, CUPE 3913, and more!
Child Care Services

In Canada, leaving a child alone at home, even for a few hours after school, could endanger the child and possibly result in legal charges against the parents. A responsible individual must supervise your children if you are not at home.

Formal childcare must be licensed by the provincial government under the Child Care and Early Years Act. Some of the listed regulations include safety standards, and a learning environment that promotes the child’s physical and social development. Formal childcare operators can be run out of private homes as well as childcare centers. Daycare costs vary in Canada and can range between $45 and $70 dollars per day depending on the age of the child and the type of care required. International students are not eligible for a subsidy.

Informal childcare is not licensed by the provincial government and can include friends, relatives or neighbours as the caregiver. It is the parent's responsibility to ensure that the caregiver is suitable. If you are considering using a private individual for childcare, you are strongly encouraged to check their references first.

Some international students and families may be eligible for Canada’s Child Benefit, a monthly payment made to eligible families to help them with the cost of raising children under the age of 18. If you are a Canadian citizen, a permanent resident, a protected person, or a temporary resident who has lived in Canada for the previous 18 months, you and your family may be eligible. Visit canada.ca/en/services/taxes/child-and-family-benefits.

There is one formal childcare service available on campus: The University of Guelph Child Care and Learning Centre
125 Arboretum Rd, Guelph, ON N1G 2W1 - 519-824-4120 Ext.52682
cclc@uoguelph.ca
uoguelph.ca/childcare

Another childcare service close to campus is: The Campus Child Care Co-operative of Guelph
2 South Ring Road West Guelph, ON N1G 4Y2 - 519-822-1280
office@campuschildcare.org
campuschildcare.org

Off-Campus Child Care Services:
Montessori Academy Learning Centre
286 Water St, Guelph, ON N1G 1C5 - 519-341-6877
montessoricentre@hotmail.com
montessoriacademylearningcentre.com

Little Champs Day Care
58 Dawson Road, Guelph, ON N1H 1A8 - 647-809-0003
lcdaycare@outlook.com
www.lcdaycare.ca
“My favourite memory is my first days during the START International orientation. It was exciting participating in activities and meeting people. I was amazed by how diverse the student body was.”

KESHINI DIGAMBER, from Guyana
Bachelor of Arts: Economics
On-Campus Housing

Student Housing Services consists of various service areas designed to provide support for students during their time living on-campus. Students will receive an online application link and information along with their offer of admission from the university. Visit the Student Housing Services website to explore residence options, learn more about the application process, fees, room assignments, life in residence, and much more: housing.uoguelph.ca/future-residents/how-apply.

Each of the residences are unique. Graduate students can apply to live in graduate student specific residences.

Graduate Student Residence

The University of Guelph reserves some three-person townhomes near campus for graduate students. In addition, the University operates five houses designated as Graduate Houses near campus. Each house accommodates four to six people and the majority are a short walk from campus. To view these houses and their availability, go to the Student Housing Services website at housing.uoguelph.ca/our-communities/graduate-houses

You will be notified of your acceptance into residence and room assignment closer to the beginning of the semester. Make sure to keep checking your U of G email to stay up to date with all of the communication from Student Housing. Contact housing@uoguelph.ca for more information.

Meal Plans

On-Campus Meal Plans are mandatory for students living in a traditional residence, and optional for students living in East Residence, West Residence and the East Village Townhouses. For more information on meal plan options visit hospitality.uoguelph.ca/student-plans/campus-meal-plans.

<table>
<thead>
<tr>
<th>Plan Size</th>
<th>Cost (CAD)</th>
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<tbody>
<tr>
<td>Minimum</td>
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</tr>
<tr>
<td>Light</td>
<td>$2,550.00</td>
</tr>
<tr>
<td>Full</td>
<td>$2,860.00</td>
</tr>
<tr>
<td>Plus</td>
<td>$3,115.00</td>
</tr>
<tr>
<td>Varsity</td>
<td>$3,270.00</td>
</tr>
</tbody>
</table>

*Approximate amount per semester based on 2021-2022 Meal Plans
Moving In

For students arriving for Fall semester, Move-In Day takes place on the Friday and Saturday before the Labour Day holiday. All new students will move in on the same day unless special arrangements have been made. You will receive information about your move-in date and documents required for check-in from Student Housing Services.

Exact move-in day for Winter and Summer arrival will be emailed to students directly.

Life in Residence

The staff in residence includes both Residence Managers (RMs) and Residence Assistants (RAs). You will become most familiar with your RAs, who are responsible for helping residents establish and maintain community standards with social and educational programming and personal and academic support.

Personal Supplies

Your residence room will include single beds (mattress size Standard Twin 75” x 36”), desks, bookshelves, desk chairs, desk lamps, room lamps, closets, wardrobe space/drawers, mirrors, towel bars, corkboards, waste containers, and curtains. Bed linen is not automatically provided in residence. However, for a small fee ($20-$25), international students can be provided with linen packs which can be signed out for the whole semester. Contact residence desk staff for more information.

Another option would be buying linen packages through Residence Linens, which includes a comforter, a throw, duvet covers, sheet sets, pillows, towels, a laundry hamper, etc. delivered to your residence room. The price ranges from $300-$430. More information can be found at residencelinens.com.

There are many stores in Guelph where you can purchase personal items when you arrive, but if you will be arriving late at night you should plan ahead to ensure you have the basic supplies you will need for your first night.

Students who are attending START International are automatically allowed to move in early. Note that to avoid early move-in fees you must attend and sign in on every day of the START International program.

Students who are not registered for START International can still request to move in early, but permission will be granted on a case-by-case basis. If the request is approved, then students will be billed for every night from the night of their arrival until their assigned Move-In day.

Email: resdesk@uoguelph.ca

For a comprehensive list of what is and is not provided in residence visit housing.uoguelph.ca/services/what-provided.
Family Housing

Student Housing Services operates two communities for student families within walking distance of the main campus. Priority for housing is given to couples with or without children, and singles with children. If space allows, mature single students will be considered for accommodation. There are two sites available to choose from: College Avenue and Wellington Woods.

The College Avenue Family Housing community is located at 78 College Avenue West. It consists of 200 units: 68 two-bedroom townhouses, nine two-bedroom apartments, 119 one-bedroom apartments, and four units available for students with physical disabilities.

Wellington Woods is located at 252 Stone Road West. Wellington Woods consists of 139 two-bedroom townhouses.

Off-Campus Housing

There are different kinds of off-campus housing available, ranging from a single room with cooking facilities to shared houses and apartments.

- Rooms in houses where the kitchen and bathrooms may be shared with other tenants: $550–$750 per month
- One-bedroom apartments with private kitchen and bathroom (studio, basement and upper apartments): $1000–$1600 per month
- Two-bedroom apartments: $1600–$2500 per month
- Three-bedroom apartments: $2000+ per month

**Prices will vary based on whether utilities are included in the rental amount or not.

If you have chosen to live off campus, you should begin searching for housing well in advance of arriving in Canada. Arrive at least two weeks before the beginning of classes to view housing in person and secure a place to live before classes start.

Most off-campus housing is rented on 12-month lease contracts that start either May 1st or September 1st. A lease is an agreement between the tenant and landlord outlining rights and responsibilities of each party for the term of the lease.

You can view rental listings in Guelph at places4students.com

For more resources and questions concerning living off-campus and landlord-tenant issues visit https://www.uoguelph.ca/studentexperience/off-campus-living.

The Ontario government has a standard lease that should be the only document you sign. ontario.ca/page/guide-ontarios-standard-lease-newcomers

Are you living off-campus, or on-campus in residence with kitchen facilities but would like to enjoy food in the Hospitality Services location? You can purchase Ultra Food Plan, with minimum deposit of $195. hospitality.uoguelph.ca/student-plans/ultra-food-plan
Off-Campus Living (OCL)

Off-Campus Living (OCL) provides information about your rights and obligations as a tenant. If you need help finding off-campus housing, they may be able to assist you. However, it is your responsibility to find and secure a place to live. To contact them call 519-824-4120 Ext. 53357 or email ocl@uoguelph.ca.

Off-Campus Early Arrival

If you are living off campus during the school year, you can arrange for temporary accommodation before finding a place for the year. Accommodation is available at Bed and Breakfasts and at hotels near the University. To learn more about temporary accommodations near the university please email ocl@uoguelph.ca.

GRYPH TIP!

Academic environment. Critical thinking is important in the North American academic environment. You are encouraged to ask questions in classes or during office hours. Schedule regular meetings with your supervisor and use upper year graduate students as a resource. It is okay if you are shy at first and/or not fluent in English. It gets better if you practice.

thecannon.ca is a popular place for students to find off-campus housing as well as textbooks. The Cannon is not monitored by the University, so be mindful of potential scams.

In Guelph, everyone has the right to quiet enjoyment of their home and yard, and safety of their home and neighbourhood. The City of Guelph has bylaws that are community standards for living, which include regulations on noise, vehicle parking, property maintenance and garbage disposal.

For more information, visit uoguelph.ca/studentexperience/rightfootforward.
“Through the University of Guelph, I got to have many new experiences and I have been satisfied with my choice to be here.”

NIVAD AHMADIAN, from Iran
MEng: Biological Engineering
Owning a cell phone can be expensive in Canada and it is challenging to find a plan that costs less than $35 per month. Cost will depend on the types of options that are included such as: messaging (most have unlimited in-Canada text), calling minutes (unlimited, or a certain number of minutes per month), voice mail, international texting, and internet data. You may be charged for making a call, getting a call and sending a text depending on the call type and where you send it to. When you are budgeting, remember to include tax into the price (an additional 13% of the listed cost in Ontario). Additional fees may be applicable, and you should ask the sales person if information is not clear before signing a contract or making a purchase.

Cellphone companies offer many different packages and plans for students. Most companies offer pay-as-you-go or contract services. Some cellphone companies may not allow you to use an unlocked phone and you may have to buy a cellphone directly from the service provider. Some providers will give you a free phone with a contract but be careful because most of these contracts are a minimum of two years. If you don’t get a free phone with a contract, the cost of the phone is usually added for a higher monthly bill. If you do not want a cellphone contract, you can buy a cellphone upfront and use the pay-as-you-go or prepaid option. It’s really a personal choice depending on the features you want, your budget, and how much you’ll be using it when you make your decision.

When you are researching phone plans, keep in mind that free Wi-Fi is available on campus and in residence, and in many public spaces across the city, like libraries, coffee shops, and stores. You may not need a plan with a lot of data if you are on campus the majority of the time.
What do I need to sign up for cell phone service?

This may vary between mobile operators, but most students need:

1. Two pieces of ID (you can bring a government-issued photo ID like your passport, and your student ID card)

2. Bank account information

3. Proof of Canadian address

Be prepared to encounter some challenges in arranging mobile plans due to lack of credit history in Canada. Some mobile operators require a credit check assessment. If you are not able to enrol in a mobile plan right away, it is okay. Most places have Wi-Fi available so you can still stay connected.

Purchasing calling cards or phone cards will make phoning long distance much cheaper. You can purchase phone cards at any grocery or corner stores.
“My advice is to try living a new lifestyle, try cooking different dishes. Also, save your money because it is very easy to excessively spend your money. Focus on your mental, physical, and social health. Take a breather and allow yourself to rest when you need to, but don’t allow it to become a habit.”

BHUVESH SINGH KOOLAPUT, from Mauritius
Bachelor of Engineering: Mechanical Engineering
Banking in Canada

SETTING UP A BANK ACCOUNT

You will need to take the following documents with you in order to open a bank account:

1. Your passport or Birth Certificate
2. A second piece of identification
3. Some money to deposit
4. University of Guelph Student ID

The staff at the bank will direct you in applying for an account. Please ask them questions if there are details that you do not understand. We recommend making an appointment.

Currency in Canada

The official currency in Canada is the Canadian dollar. There are different denominations from the coins (5, 10, 25 cents; $1 and $2) to the bills ($5, $10, $20, $50, $100). Coins have different names for each denomination:

- A 5 cent coin is called a nickel.
- A 10 cent coin is called a dime.
- A 25 cent coin is called a quarter.
- A one-dollar coin is called a loonie.
- A two-dollar coin is called a toonie.

US money is the only foreign currency that is accepted in some Canadian stores, but this is not common and you will not receive the best exchange rate.

If you intend on traveling with Canadian dollars, you can change your money in your home country or at the airport. If you bring your foreign currency to Guelph, you can change it at the Global Currency Services located at 1027 Gordon Street, Unit 8 (519-763-7330). Global Currency Services will change most currencies including coins, where some banks may not accept all currencies for exchange.

Banks Close to the University

Many of these banks have other branches in Guelph. You can check their website to find one that is closest to you.

Bank of Montreal
Stone Road Mall
519-836-7400

Scotiabank
Stone Road Mall
519-823-2744

RBC
987 Gordon St.
519-821-5610
**This bank has an Automated Teller Machine (ATM) on campus.

TD
496 Edinburgh Rd. S
519-821-2200

CIBC*
374 Stone Rd. W
519-824-6520
*This bank has an Automated Teller Machine (ATM) on campus.
Transferring Funds to Canada

Money can be wired from your home to your Canadian bank account at any time. The time it takes for a transfer of funds can vary from a few days to weeks. You should plan accordingly for your finances — do not wait until you run out of money to have money wired to you.

Students requiring a statement of their account showing a payment has been received, or that have inquiries regarding international payments should contact accquest@uoguelph.ca. Students should submit their email requests from the University of Guelph email accounts that are set up for them and outline exactly what they require in the email.

How to Pay Tuition

Student Financial Services accepts several different types of payment options for your deposit and tuition, including internet or telephone banking (both of which require a Canadian bank account), PayMyTuition, and more. The preferred method of payment for international students to pay their student fees from outside of Canada is through PayMyTuition. With PayMyTuition, you can pay your tuition payments from any bank, in any country, in any currency at better than bank exchange rates. PayMyTuition is fast, simple and cost effective. To learn more about PayMyTuition for students, please visit https://www.uoguelph.ca/registrar/studentfinance/fees/payment_paymytuition.

NOTE: Student Financial Services does not accept in-person payments (including debit or credit card) for student financial accounts.

It is a good idea to bring money for your first few days in Canada, before you set up a bank account. You are allowed to carry up to $10,000, however as soon as you arrive, you should try to set up an account.

See the Banking in Canada section on page 45 for more information on how to open a bank account.

To learn more about other payment options or how to use wire transfer or online banking services, visit uoguelph.ca/registrar/studentfinance/fees/payments.
## Estimated Costs in Canada

Here is a general guide of how much you can expect to spend during your first semester. The following estimates are based on the Fall 2020 tuition fee amount.

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<thead>
<tr>
<th>Expenses per semester*</th>
<th>Estimated Minimum</th>
<th>Estimated Maximum</th>
</tr>
</thead>
<tbody>
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<td>Room and Board</td>
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<tr>
<td><strong>Minimum:</strong></td>
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<tr>
<td>shared accommodation</td>
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<tr>
<td>off-campus starting at</td>
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<tr>
<td>$650/month plus</td>
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<td></td>
</tr>
<tr>
<td>$250/month in food</td>
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<td><strong>Maximum:</strong></td>
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<tr>
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<tr>
<td>off-campus</td>
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<tr>
<td>at $1,300/month plus</td>
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<td>$500/month in food</td>
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<td>Textbooks and Supplies</td>
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<tr>
<td>Clothing</td>
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<td>Transportation**</td>
<td>$300</td>
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<tr>
<td>Lifestyle and Personal Costs</td>
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<td>(entertainment, eye glasses, minor repairs, cell phone etc.)</td>
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<tr>
<td><strong>SUBTOTAL</strong> (cost of living)</td>
<td>$5,270</td>
<td>$9,490</td>
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<td>1 semester (average)</td>
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<tr>
<td>International Undergraduate Student Total</td>
<td>$12,849</td>
<td>$18,490</td>
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</table>

* Per-semester estimation based on 2021/2022 single, regular full-time international undergraduate (non-professional) students. Fees listed are listed per semester. Most graduate students attend Guelph for 3 semesters (Fall, Winter, & Summer) per year. Estimate includes compulsory fees such as University Health Insurance Plan but excludes meal plans, residence and parking.

** This estimate is based on student’s travelling within and outside of the city. It does not include travel abroad or travel to return home during the studies, and expenses of owning a vehicle.

*** For students bringing family members, the costs for room and board, clothing, transportation and personal costs must be increased accordingly.

These costs are estimates and should be used only as a guideline. The costs incurred by a student may vary depending on many factors including, but not limited to, your lifestyle, whether you are supporting family members, and the program to which you are admitted. All costs are estimated in Canadian dollars. To budget for future years, anticipate a cost increase of 10% each year.

Visit Student Financial Services at uoguelph.ca/registrar/studentfinance for details on your fees.
“During my 5 years, I participated in many programs. It gave me great outside of the classroom learning and helped me acquire transferable skills.”

JENNIFER LEW, from Malaysia
BSc. Microbiology Co-Op
Social Insurance Number (SIN)

A SIN allows an employer to process payroll while informing the Canadian Revenue Agency of the amount of money a person earns. You apply for a SIN in person at Service Canada. To get a SIN, you will need a valid study permit that includes statements such as, “may accept employment”, and your passport.

Do not reveal your SIN. Your SIN can be used to steal your identity. Learn to protect your SIN at priv.gc.ca/en/privacy-topics/sins-and-drivers-licences/social-insurance-numbers/protecting-your-social-insurance-number/

How to Find a Job

Job hunting takes effort, especially for international students. Employers may be hesitant to hire international students, so it is your responsibility to start the process early and market yourself. Take advantage of the resources available at the Experiential Learning Hub (North of Rozanski Hall), home of Career Advising. You can also go to the EL Hub to get your resume and cover letter critiqued and seek help from a Career Advisor. You can also sign up for a mock job interview with a peer helper at the EL Hub by logging into Experience Guelph.

The nearest Service Canada location from campus is at:
259 Woodlawn Rd W Unit C, Guelph, ON N1H 8J1

GRYPH TIP!
The Graduate Student Learning Initiative (GSLI) is a collaborative platform that offers various workshops and consultations on academics and professional skills development such as writing, data information, citation, presentations and more. In addition to the regular workshops, there are non-credit courses offered to enhance professional skills.
On-Campus Work

ELIGIBILITY
Full time international students on a valid study permit are able to work on-campus throughout the year in various academic and administrative departments.

FINDING ON-CAMPUS WORK
There are various employment opportunities advertised on Experience Guelph. You may find on campus job opportunities with the Work Study Program, Hospitality Services, Physical Resources, Teaching Assistant and more. To see the current on-campus employment database, visit this link: experienceguelph.ca/home. html. Other job searching platforms include the organization websites, Indeed, Workopolis, and more.

GRADUATE ASSISTANTSHIPS
Depending on your funding package received upon admission, you may be eligible to apply for Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), or Graduate Service Assistant (GSA) positions. You are encouraged to connect with the Graduate Program Assistant or Graduate Program Coordinator in the department regarding the application process and requirements if you have any questions about the employment opportunities.

WORK STUDY
The Work Study Program provides undergraduate and graduate students with demonstrated financial need the opportunity to meet their educational costs while developing transferable employability skills through part-time paid work experiences on campus.

To be eligible, you must:

- have completed your first year of studies;
- be approved to participate through the submission of a Financial Needs Assessment Form;
- maintain a minimum semester credit weight of 1.50 (undergraduate students) or full-time status (graduate students)

For more information on working on-campus as a student or as a graduate, please contact the International Student Advisor or visit the Immigration, Refugees and Citizenship Canada website www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work. html.

You do not need a social insurance number (SIN) to apply for Work Study jobs; however, you will need a valid SIN once you have gained employment. See Page 49 for more information on how to apply for a SIN.
Once you meet the eligibility criteria, you can apply for jobs through Experience Guelph. Jobs are posted year-round, with the highest number available in August/September for the Fall. Jobs range from 5-15 hours per week and typically offer a flexible work schedule. Students are not permitted to hold more than one Work Study position at a time. Full details and forms can be found at uoguelph.ca/registrar/studentfinance/wsstudent.

Off-Campus Work

ELIGIBILITY

International students with a valid study permit can work off campus for up to 20 hours per week during a regular academic term, and full time during regularly scheduled breaks. You must continue to meet the conditions of your study permit in order to remain eligible for off-campus work. Please pay attention to the working boundaries stated on your study permit and adhere to them. Visit the Immigration, Refugees and Citizenship Canada website for more specific information about working off campus, www.cic.gc.ca or visit with the International Student Advisor.

While working in Canada, you will have tax deducted from your earnings. In March, you can file your income tax with the Federal government, and you may receive some of this deducted tax back. The International Student Experience office holds tax sessions every March, and if you are on the international student email list, you will be notified. For more information on income tax for international students, visit canada.ca/en/revenue-agency/services/tax/international-non-residents/individuals-leaving-entering-canada-non-residents/international-students-studying-canada.html.
Post Graduation Work Permit (PGWP)

After graduation, international students may work for a period of up to three years in Canada under the Post-Graduation Work Permit Program (PGWP) of Immigration, Refugees and Citizenship Canada. International students can receive an open work permit (no restrictions on type of employment and no job offer requirement). For information, visit: canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/about.html.

Scheduled and Unscheduled Academic Breaks and Part-Time Student Status

In order to maintain PGWP eligibility international students are not authorized to take unscheduled breaks. This means not taking additional semesters off outside of what the University deems your break (Summer, reading week, Christmas break).

It is not advised as an international student to drop to part-time status at any time unless you are registered into your last semester. There are some exceptions but before taking a semester off or dropping down to part-time status please consult with your International Student Advisor.

For questions surrounding your PGWP please feel free to speak with your International Student Advisor.

GRYPH TIP!

Check your emails regularly, including communications within your department and program. They are not spam or junk mail. They provide information and opportunities to help you build a meaningful university experience.