

Exchange Student Guide

2017-2018



Welcome to Kingston, Ontario, Canada

Kingston: Canada's best small city

More than 25,000 students from Queen's University, the Royal Military College and St. Lawrence College call this city of 124,000 residents home during the academic year.

The waterfront, downtown shopping, and an eclectic student neighbourhood are all steps from the Queen's campus. Kingston tops national surveys for its high quality of life and vibrant downtown.

The first capital of Canada, historic Kingston boasts some of the finest examples of 19th century architecture in the country.

North America's best freshwater sailing is found in Kingston, home of the sailing events for the 1976 Olympic Summer Games.





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queensu.ca

Welcome to Queen's University!

At Queen's University, a quality educational experience means we provide international opportunities for our students to learn, research new ideas, and gain the skills and knowledge to participate in a global society. With that in mind, Queen's is proud to welcome you to our campus. Our dynamic program of international exchanges involves bilateral agreements with more than 180 universities in approximately 50 countries and consortia exchanges that include an additional 70 universities. As an exchange student, you join a vibrant campus that hosts degree-seeking students from every province in Canada, and almost 100 other countries.

At Queen's we are proud of the leadership role we take in cultivating global citizenship. Diversity in all its forms, from divergent opinions, to diverse citizenry, to cultural awareness and international experience, is a cornerstone of Queen's. Your presence enriches our classrooms, our research initiatives, our campus, and our Kingston community. I invite you to share your experiences and perspectives as you interact with fellow students, faculty members and staff, both inside and outside the lecture hall.

We offer a wide range of services and support programs designed to make you feel welcome during your time at Queen's. This handbook will give you a brief introduction to these programs and services, and serve as a guide as you make the transition into your new academic setting.

Welcome to your campus! May your time at Queen's be an experience of both academic success and personal fulfillment. May Queen's be a source of new opportunities and fond memories when you return home.

Sincerely,



Kathy O'Brien
Associate Vice-Principal (International)

Welcome to Queen's University!



Queen's University is located at the northeastern end of Lake Ontario in the historic city of Kingston, midway between Toronto, Ontario and Montréal, Québec and less than two hours from Ottawa, our national capital.

To learn more about Kingston visit the following websites:

City of Kingston
cityofkingston.ca

City of Kingston Visitor and Tourism
tourism.kingstoncanada.com

To learn more about Queen's visit the following websites:

Discover Queen's
queensu.ca/discover

Queen's Encyclopedia
queensu.ca/encyclopedia

To learn about the resources that are in place to assist international students before and after they arrive, visit the following websites:

Queen's University International Centre (QUIC)
quic.queensu.ca

Queen's International
queensu.ca/international

Preparing to come to Queen's

Study Permits and Entry Visas

If you are planning to study in Canada **for one term (less than six months)**, you may study under temporary resident status as a visitor. For any period longer than six months (two terms), *a study permit is required.*

A **study permit** is written authorization issued to international students giving them permission to study in Canada. It is required for programs longer than six months.

Students from *some* countries **require a temporary resident visa (entry visa)** to be eligible to enter Canada. The temporary resident visa (if required) *will automatically be issued as part of a successful study permit application.*

Most people that do not require a visa, require **electronic Travel Authorization (eTA)** to fly into Canada. An eTA costs \$7 CDN, and is valid for five years or until the expiry of your passport (whichever comes first). Applications are made online and require a valid passport, email address, and credit card. In most cases, an eTA will be issued in minutes.

If you want to be eligible to get a job on campus during your time at Queen's, you must have a study permit, regardless of whether you are studying for one term or two.

Finding on-campus work is almost impossible for single-term students and is not guaranteed for two-term students.

You must also be considered by Queen's to be a full-time student.

Exchange Students are NOT eligible to work off-campus.

To obtain a **study permit** and/or a **temporary resident visa (entry visa)** you may apply through a Canadian visa office or visa application centre (VAC) outside of Canada, or you may be eligible to apply online. The study permit application costs \$150 CDN (or the equivalent in local currency), while a temporary resident visa application (if made on its own – without a study permit application) costs \$100 CDN. These applications can take as little as a few days and as long as three months to be processed.

General requirements include:

- A valid passport;
- Proof of acceptance from Queen's University;
- Proof of adequate funds to cover living expenses for you and any dependents coming to Canada with you. *Generally accepted evidence includes personal bank statements and/or letters pledging financial support from family or other sponsors;*
- A medical examination may also be required;
- Citizens of some countries must provide biometrics (digital photographs and fingerprints).

Online applications involve completing a questionnaire where the answers that you give determine the application form and supporting documents you are asked to provide.

Country-specific requirements for paper applications are available through Citizenship and Immigration Canada.

You can find the forms and guide for the country that you are applying from at:
cic.gc.ca/english/information/applications/student.asp

Be sure to keep copies of all documents sent to and from Citizenship and Immigration Canada.

Preparing to come to Queen's

Further information can be found through:

- The Queen's University International Centre (QUIC)'s "Studying in Canada" page at: **quic.queensu.ca/studyingincanada** or;
- The Immigration, Refugees and Citizenship Canada website at: **cic.gc.ca**

If your research results in further questions, you can also contact an International Student Adviser at: **isa@queensu.ca**

Transportation

Most students arrive in Canada through Toronto or Montréal, as these are the closest major cities to Kingston. The travelling time from each city centre to Kingston is approximately three hours, although trips from the international airports to Kingston often take a little longer. If you are having difficulty making arrangements to get to Kingston from the airport once you have arrived, go to the *ground transport* area of the airport to seek assistance.

Note: It is important to carry enough Canadian money with you to cover immediate costs, as there may be no facility upon arrival where traveler's cheques can be cashed or currency can be exchanged. It is also possible that some ATMs may not recognize your bank or credit card.

From Toronto

You can fly directly to Kingston through Toronto with:

Air Canada **aircanada.com**

This option is most economical when booked as part of your original flight to Canada.

There is also a bus service direct from the Toronto Pearson International Airport to Kingston operated by: Megabus **ca.megabus.com**

This service departs from Terminal 1 – Ground Level Post P6 and Terminal 3 – Arrivals Level Post C8. It stops on the Queen's campus in front of Goodes Hall, which is approximately 75m west of the John Deutsch University Centre (JDUC), (home to the Queen's University International Centre (QUIC)). *Bookings should be made in advance to reserve space and to qualify for a lower rate.*

Note: Megabus advertises a 1-bag luggage limit. **ca.megabus.com/LuggageAllowance.aspx**

You can get to downtown Toronto using the Union Pearson (UP) Express train or by taking a combination of public bus and subway operated by the Toronto Transit Commission (TTC). The TTC is much less expensive than the UP Express but is less convenient.

Union Pearson (UP) Express **upexpress.com**

Toronto Pearson Public Transportation **torontopearson.com/en/toandfrom/public**

From downtown Toronto to Kingston, you can take either a bus: Megabus **ca.megabus.com** or train: VIA Rail **viarail.ca**

Preparing to come to Queen's

From Montréal

The Montréal public transit service (STM) operates "Express Bus 747", a shuttle service from Montréal's Pierre Elliott Trudeau International Airport to the Montréal Central Bus Station. Tickets can be purchased from automated dispensers on the international arrivals level. For more information, visit: Aéroports de Montréal "Bus 747 Express" website: admtl.com/en/access/transport/buses-747-express

This service is much less expensive than a taxi. The Montréal public transit service (STM) also offers service to and from Montréal's Pierre Elliott Trudeau International Airport with a combination of bus, commuter train and metro.

To get into downtown Montréal, you can catch bus #204 East at the airport's Departures entrance on the ground level. It goes to two places; so be sure to get on the *Gare de Dorval* (Dorval train station) bus. From the Dorval train station, you can catch a commuter train into Montréal (or a VIA Rail train directly to Kingston).

The commuter train line intersects with the Metro. Bus schedules for route #204 East are available from the: STM website stm.info/en/info/networks/bus/local/line-204-east

Commuter train schedules from the Dorval Train Station are available from the: AMT website [amt.qc.ca/en/trip-planner/train/val-dorval-hudson \(direction Montréal\)](http://amt.qc.ca/en/trip-planner/train/val-dorval-hudson-direction-montreal)

From Montréal to Kingston, you can take either a bus: Megabus ca.megabus.com or train (from downtown Montréal or Dorval Train Station – at the airport): VIA Rail viarail.ca

From Ottawa

A shuttle service operates between Ottawa's Macdonald-Cartier International Airport and downtown Ottawa hotels. It departs at the Level 1 curb outside the terminal in the Arrivals area. This is much less expensive than a taxi. The least expensive option is the local bus service operated by OC Transpo (Ottawa public transit). **Route 97** (Destination – Bayshore) departs the terminal at Pillar 14 outside the Arrivals area. Tickets are available at the *Ground Transportation Desk* located on Level 1 at the centre door of the Arrivals area. Full information about transportation options from the airport to downtown Ottawa can be found at: Ottawa Airport Ground Transportation yow.ca/en/parking-transportation/transportation

Bus service from Ottawa to Kingston is available through: Greyhound Canada greyhound.ca

Train service is available through: VIA Rail viarail.ca

Neither the bus nor the train terminal is located in downtown Ottawa, but each is accessible from downtown using Ottawa public transit.

For more information on transportation and preparing to come to Queen's visit: quic.queensu.ca/international/arrival

If you choose to fly to Kingston, you will need to take a taxi from the Kingston airport to Queen's. There is no bus service to/from the Kingston airport.

Health Insurance (UHIP)

There are two types of medical insurance in Ontario: **primary** and **supplementary**. **Primary medical insurance** – *is mandatory and enrollment is automatic for international students*. It offers coverage for basic services that everyone must have (hospitals, doctors, counselling, etc.). For international students and their dependents (partner and children), this primary coverage is provided through the University Health Insurance Plan (UHIP) which is administered by the Queen's University International Centre (QUIC). UHIP does not provide coverage for medicine, vision or dental care and has very limited coverage for travel needs outside of Canada.

All students have access to health services, including doctors and registered nurses, at Queen's Student Wellness Services. You must present your student card and proof of UHIP coverage at each scheduled appointment. For more information about their services please see: queensu.ca/studentwellness

Supplementary medical insurance – *is optional for exchange students but strongly recommended*, as it covers some services that are not covered by UHIP, such as a portion of the cost of prescription medicines, physiotherapy, chiropractic care, dental work, vision care, travel coverage and other services. Supplementary health plans are administered by both student government offices:

- Alma Mater Society (AMS): *for undergraduate and MBA students* myams.org/plan
- Society of Graduate and Professional Students (SGPS): *for graduate (including MIB) and law students* sgps.ca/health

Enrollment in an optional supplementary health plan, if desired, *must occur within your first 30 days at Queen's*.

Enrolling in the University Health Insurance Plan (UHIP)

International students will be automatically enrolled in the University Health Insurance Plan (UHIP) for each term of your enrollment at Queen's University. The fee for single UHIP coverage will appear on your student fee account prior to the start of each term under the title "International Health Care". (*You can pay each term individually or as one payment.*)

- For use in Canada, UHIP coverage will begin on August 10 (for September starts) and December 10 (for January starts).
- Prior to the start of each term, you will receive UHIP messaging to your Queen's email account providing you with access to the UHIP online portal. This system will allow you to print your proof of coverage, add dependents or opt-out of coverage (within the first 45 days of the term only, and only with proof of coverage in an approved plan).
- It is the student's responsibility to access this on-line system in the 45 day time line. Without approval for reductions, UHIP coverage and fees will remain without exception.

Returning Canadians

Please email UHIP Administrator at uhip@queensu.ca for information about your eligibility for UHIP and/or Ontario's provincial health insurance coverage.

UHIP Rates for 2017-2018 *will be announced on June 1, 2017.*

UHIP due dates: September 30, 2017, fall UHIP fee due; January 31, 2018, winter UHIP fee due. Costs for students with dependents can be found at: quic.queensu.ca/uhip/cost.

Any/all UHIP payment inquiries can be directed to: fees@queensu.ca

Making Payments to Queen's

Payments Due

UHIP payments and deadlines: see page 9.

Residence application payments and deadlines: see page 14.

Payments from Outside Canada

i) By Bank Wire Transfers

Funds may be electronically transferred to Queen's University, but be advised that the initial bank, intermediate banks as well as the receiving bank may all impose an additional handling fee.

Therefore you should provide extra funds to cover these costs (any overpayment received by Queen's can be refunded to you upon request). The information required to wire funds is:

Payable to: Queen's University

Bank Address: Bank of Montreal
297 King Street East
Kingston, Ontario K7L 3B3
CANADA

Telephone: +1-613-545-3005

Bank Number: 001

Transit Number: 00162 (some banks use 0016 – both work)

Account number: 1046-122 IBAN 00162-1046-122
or 0016-1046-122

Swift Code: BOFMCAM2

Routing Number: ABA026005092

Ensure that your name and Queen's student ID (number) are included in the wire transfer for proper processing of your payment. Please note that wire transfers can take as long as several weeks to be processed, so it is recommended that you submit your payment well in advance of any deadlines. You may be required to ask your bank to trace your payment. We also recommend that you bring a copy of the receipt with you.



Making Payments to Queen's

ii) By Mail

This method of payment is for students living outside of Canada. Cheques, money orders, or bank drafts, in **Canadian or U.S. funds only**, may be mailed to:

Office of the University Registrar
Room 125, Gordon Hall (Records and Services)
74 Union Street
Queen's University
Kingston, Ontario K7L 3N6
CANADA

Note: Your name and Queen's student ID (number) must be clearly written in the notes section on the front of your cheque, money order or bank draft. Please allow approximately two to three weeks for mailing and processing when using this method of payment. Do **not** send post-dated cheques. Payments refused for any reason, will be subject to a \$20 CDN administration fee.

iii) Western Union

Payments may be made at the nearest Western Union office using the (Blue Form) Quick Collect rate.

Company Name: Queen's University

Locale/Code City: QUEENSUONTARIO, ON

Account Number: Your Queen's student ID (number)

Payments From Within Canada

Any payments to Queen's that need to be made following your arrival in Canada **must** be made through a Canadian bank account.

Further payment information is available at: queensu.ca/registrar/currentstudents/fees/payment.html

Estimated Living Costs

The following chart has been drawn up to assist international students in calculating the financial resources required to meet the living needs of the average Queen's University student.

	Monthly	One Term	Two Terms
Housing (off-campus), see page 14 for a link to university residence fees	\$600-\$800	\$2,400-\$3,200	\$4,800-\$6,400
Food costs may be reduced if meals are prepared at home	\$300	\$1,200	\$2,400
Primary Medical Insurance (UHIP) (mandatory) reference only UHIP rates 17-18 TBD		\$204	\$408
Supplementary Medical Insurance (optional) (AMS for Undergraduate and MBA) (SGPS for Graduate, Law and MIB)		AMS \$204* (Jan. start) SGPS \$500* (Jan. start)	AMS \$408* SGPS \$500*
Textbooks and Supplies , costs vary according to area and level of study		\$400-\$500	\$600-\$1,000
Telephone (mobile), includes service but no long-distance calling (may also require purchase of a phone or SIM Card)	\$20-\$45	\$80-\$180	\$160-\$360
Clothing (costs vary). A new winter coat can cost between \$75 and \$300 while a good second-hand coat can start at \$50. Boots are at least \$50.		\$250	\$400
Miscellaneous . Study permits cost \$150, used bicycles cost approximately \$50 and movies cost from \$8 to \$16.		At least \$600	At least \$900

Note: All values are in Canadian dollars and **subject to change**.

The figures listed in the chart are only an estimate of the basic living expenses. It is strongly recommended that you have at least the minimum level of funding.

For further information on banking and shopping economically once you arrive, see the Living in Kingston Guide on the QUIC website at: quic.queensu.ca/livinginkingston

A tax of 13% is added to the price of most services and items purchased in Ontario.

There is *no* tax rebate program for short-term visitors to Canada (like exchange students).

Ask other students...

For advice on where to find things you need at a good price – it's a great conversation starter.

Where to Live

Exchange students have a wide variety of housing options to choose from during their time in Kingston. The following can serve as a guide.

It may impact your search to know that your Queen's student card grants you free access to the Kingston Transit bus network.

Queen's University Residence Halls

The university has designated buildings at Jean Royce Hall that are available to exchange students. Single private rooms are provided with shared kitchen and bathroom facilities. Students can choose to cook or purchase an optional meal plan for use at dining facilities at Jean Royce Hall and other buildings at Queen's. The residence internet service is known as ResNet.



Jean Royce Hall is a mixed gender residence that is home to first-year undergraduate and international exchange students on Queen's West Campus. West Campus is a 15 to 20 minute walk from Main Campus and a 30 to 45 minute walk from downtown. Jean Royce Hall is on a city bus route that runs regularly between Queen's West and Main campuses.

Check out Virtual Tours of Jean Royce Hall at: queensu.ca/virtualtours/jeanroyce

Fees (not including optional meal plans)

Exchange student fees can be found at:

residences.housing.queensu.ca/coming-to-residence/how-to-apply/residence-fees

Applying

You can apply for a place in a Queen's residence online. *You will require your Queen's student ID (number) to apply.*

residences.housing.queensu.ca/applications_assignments/how-to-apply/exchange-student-application

Please note that a \$525 CDN deposit must be submitted at the same time as your application. The deposit is only refundable if you are not offered a place in residence. If you accept an offer of a place in residence, the agreement is binding and you are responsible for all fees for the term of your stay at Queen's.

■ Rooms are assigned by a computer lottery process and *are not guaranteed*. Queen's Residences do, however, reserve a number of rooms for exchange students.

■ Students will be notified whether they have been successful in the lottery by mid-July so that they can pursue other options for housing, if necessary.

You can view optional meal plans at: **dining.queensu.ca/av-meal-plans**

Where to Live

Application and Payment Deadlines

Fall term applicants (September 3 to no later than 24 hours after your last exam in December 2017 or full year (September 3, 2017 to no later than 24 hours after your last exam in April 2018)

- Application + deposit
July 1, 2017
- Remainder of fees (for fall term students)
OR half the balance for full year students)
September 30, 2017
- Remainder of fees (for full year students)
January 31, 2018

Winter term applicants (January 2 to April 29, 2018)

- Application + deposit
December 1, 2017
- Remainder of fees
January 31, 2018

For additional information please contact Residence Admissions by email: reshouse@queensu.ca or by telephone: +1-613-533-2550.

Other Options

Private Housing

There are a number of resources available for off-campus housing search. Some of these resources are offered or supported by Queen's, while others are not directly associated with the university.

Queen's offers housing listings specifically for exchange students:

International Housing Office (IHO) Listing Service:

quic.queensu.ca/housing-support/long-term-options/listings

More information, including links to these and other accommodation listing services is available at:

quic.queensu.ca/housing-support/long-term-options

Important: Agreements that you make to rent a room/house/apartment with a property owner (landlord) OR another student are legally-binding. There are so many variables related to housing that many students don't formalize their agreements until they arrive.

Learn more about your rights and responsibilities before making an agreement at:
queensu.ca/studentcommunityrelations

While your Queen's student card will give you free access to Kingston Transit buses, most students will focus their housing search on areas within walking distance of Queen's main campus. The listing services noted above include maps to help you identify the location of the accommodations you are considering. A Queen's campus map (see page 29) and general map of Kingston with information about walking times is available at:
quic.queensu.ca/housing-support/maps

If you are considering accommodation that is not within walking distance of campus, be sure to check the Kingston Transit website for routes and schedules.
cityofkingston.ca/residents/transit/bus-schedules

Where to Live

Kingston Student Housing Co-op – is a privately-owned, non-profit network of student residences. The Co-op offers 6 to 10-bedroom houses where students rent a private room and share all common space with the other student residents of the house. Weekly co-op duties are assigned in order to minimize housing costs to the students and foster a familial environment. Most rooms include a meal plan although some are available without meals. Both 4 and 8-month leases are offered during the academic year.

All houses are co-ed and accommodate Canadian, international, first and upper-year student residents. All buildings are located within a 5-10 minute walk to main campus, and within a 10-15 minute walk to *downtown*. More information is available at: **studenthousingkingston.ca**

There are further resources available to you in your search.

How to apply for the options mentioned;

- Temporary housing options (if you will be arriving without your permanent housing secured);
- Resources designed to assist both 4 and 8-month exchange students with their housing search;

To learn more about the above and other housing options, visit the International Housing Office website at: **quic.queensu.ca/housing-support**

Students from your home university who have been on exchange at Queen's are another good source of information. Learning about their experience may prove invaluable to you in your housing search.

Keep in mind that downtown (an area with a many services and shops) is generally considered to be centered around lower Princess Street (east of Victoria Street) and along Ontario Street, at the base of Princess Street.



Students arriving in the Fall, who do not have their permanent accommodation arranged, may request a temporary residence room, for \$45 CDN (plus tax) per night, while they conduct their housing search.

When making reservations, you will be required to provide your name, arrival and departure date, and student number.

For more information or to make a reservation [Queen's University student ID (number) required], email **event.services@queensu.ca**.

Rooms are available until 12 pm Tuesday, August 29, 2017 *at the latest*. Dates may be extended upon availability.

Arrival in Canada and at Queen's

Arriving in Canada

Be prepared to produce the following documents upon arrival in Canada:

- Letter of introduction from the Canadian Consulate or High Commission (if you applied for a study permit);
- Passport (with Canadian Temporary Resident Visa, if required);
- Copy of letter and certificate of admission from Queen's University;
- Evidence of financial support;
- A list of any items which you are sending separately, or which are not cleared through customs personally at the time of your arrival (if applicable); have the list stamped by immigration officials;
- Letters of reference or any other documents recommended by the Canadian embassy, consulate or high commission serving your country. Carry these items and all other valuable papers, money (or traveler's cheques) with you rather than in checked baggage. For further information on the process of entering Canada, please visit the Citizenship and Immigration website at: cic.gc.ca/english/study/study-arriving.asp

If you plan to travel to Canada via the United States (or hope to visit the U.S. during your time here), please ensure you have the proper permission from their government. Details are available at: quic.queensu.ca/international/us

Arriving at Queen's University

Information about transportation options between the airports in Toronto, Ottawa or Montréal and Queen's University can be found starting on page 7. The Queen's University International Centre (QUIC), located in the John Deutsch University Centre (JDUC), will offer extended hours during the reception period to ease the arrival process for you. During this period, QUIC is open on weekdays from 8:30 am until 8 pm and on weekends and holidays from 1 pm until 8 pm. For exact dates of the reception period, visit:

quic.queensu.ca/international/welcome

At other times of the year QUIC is open Monday through Friday, from 8:30 am until 4:30 pm

Plan to visit QUIC soon after your arrival in Kingston. Orientation packages containing information about some of the programs and services that are offered within the university are distributed at QUIC. These packages also include maps of Queen's campuses, central Kingston and the city bus routes.

If necessary, you may use QUIC as a mailing address until your permanent residence is established. Be sure to notify QUIC's staff in advance of shipping items. QUIC's mailing address and important mailing instructions can be found at: quic.queensu.ca/international/shipping

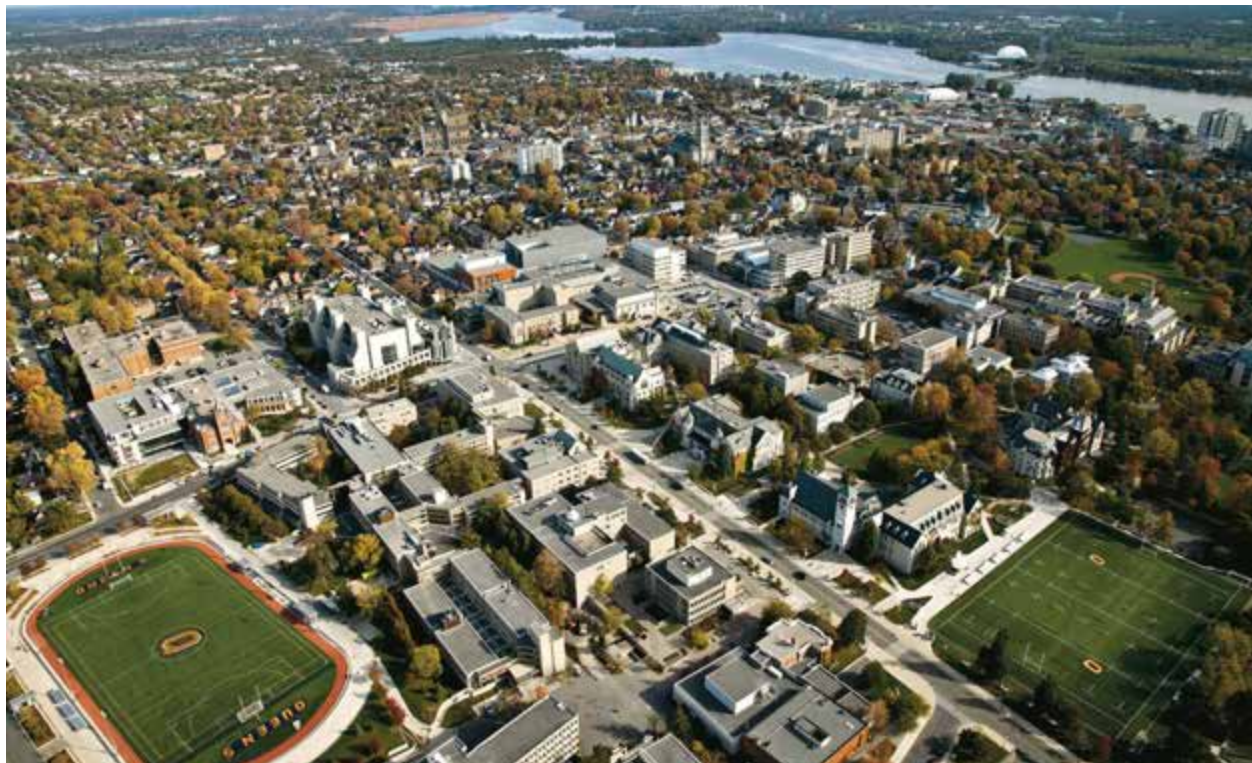
What if you arrive after QUIC has closed and need temporary accommodation?

The John Deutsch University Centre (JDUC), where QUIC is located, is open 24 hours a day throughout the year with the exclusion of the period between December 22, 2017 and January 2, 2018. During this time, there will be signs posted on the doors of the JDUC listing some potential accommodation options (hotels and bed and breakfasts). When the building is open, but QUIC is closed, these signs will be found inside the building and on the doors of QUIC. To find out more about temporary accommodations before arrival in Canada, please visit the International Housing Office, Temporary Housing Options page at: quic.queensu.ca/housing-support/short-term-options

Arrival in Canada and at Queen's

What if you arrive after QUIC has closed and you are supposed to be living in a Queen's Residence?

If you plan to live in residence for the duration of your time at Queen's and have received permission from the Residence Admissions Office to move in, you can check in at the residence desk responsible for your specific residence. These desks are open 24 hours a day, 7 days a week, so even if you arrive in Kingston at 4 am you are welcome there. The main desk at Jean Royce Hall is where you check-in to residence rooms in Jean Royce Hall.



Note for fall term arrivals: If you will be arriving after September 3, you must notify the Residence Admissions Office at reshouse@queensu.ca. You cannot move in to your residence room before September 3.

For further information, visit the residences moving into Residences page:
residences.housing.queensu.ca/move-inout/move-in

The Queen's campus map (see page 29) will help you find these buildings. It is available at:
queensu.ca/campusmap

For more information on arrival details please visit: **quic.queensu.ca/international/arrival** or contact an International Student Adviser at **isa@queensu.ca**.

Queen's Campus Security and Emergency Services operates 24 hours a day, 7 days a week.

If you arrive at night and are concerned for your safety, they can be contacted through the emergency phone network (each outdoor phone is identified by a blue light above it).

Orientation Programs

From Monday to Friday throughout most of the year, Queen's University International Centre (QUIC) is available to provide information about banking, housing, orientation to campus and the wider community. You are encouraged to visit QUIC during your first few days in Kingston to pick up an information package that will help you connect with the opportunities available to you at Queen's. Whenever you go to QUIC, you will find tea and coffee, computers (and wireless internet access), friendly conversation, and a place to meet new people.

Fall Term Arrival

Orientation and welcome activities are provided by QUIC, some academic faculties, and student groups. QUIC will offer opportunities to learn about living in Canada, a walking tour of Student Services offices, information on immigration regulations, the law as it applies to housing situations, and other common issues. There will also be an optional trip, opportunities to meet other students while getting to know Kingston and Queen's, and the chance to cook meals at QUIC.

In addition to QUIC's International Student Orientation Program, some academic faculties will offer orientation sessions (your faculty exchange representative will notify you). Those living in a Queen's University residence will have the opportunity to participate in residence orientation activities. An optional student-run orientation known as NEWTS (New, Exchange and Transfer Students) week is provided for exchange students and others. If you will be joining a graduate-level program at Queen's, the Society of Graduate and Professional Students (SGPS) will also offer welcome and orientation activities.

For more information on fall term orientation opportunities, including the dates of the sessions, please visit: quic.queensu.ca/international/welcome

For more information about QUIC's International Student Orientation Program please contact an International Student Adviser at isa@queensu.ca.



Winter Term Arrival

QUIC offers orientation and welcome sessions prior to and following the start of classes in January. While not as extensive as the fall orientation, the winter orientation provides useful information and an opportunity to connect with students from across the university. Your faculty may also have a faculty-specific academic orientation (your faculty exchange representative will notify you). For details, please visit: quic.queensu.ca/international/welcome

QUIC also offers social activities and extended hours during this period. This is meant to provide a safe, comfortable environment to meet other students and settle in upon your arrival at Queen's.

For more information about QUIC's International Student Orientation Program please contact the International Student Adviser at isa@queensu.ca.

Getting to know Queen's

Student Services at Queen's

Queen's University takes the well-being of its students very seriously. We want our students to be happy and healthy so that they can make the most of their time here. The Queen's University International Centre (QUIC) provides a wide range of non-academic supports for international students (as noted elsewhere in this guide). Additional services include (but are not limited to):

- Student Wellness Services (SWS) queensu.ca/studentwellness

SWS provide a range of important services which are free and confidential. The Health Service is staffed by a team of family physicians and nurses who provide primary health care to students. You can visit their Urgent Care Clinic (which operates from September to April), or you can book an appointment in advance. The Health Service also provides immunizations (for example flu shots or immunization for travel), as well as access to specialist mental health care. The Counselling Service provides professional short-term counselling on a range of personal concerns (adjusting to Canada, relationship issues, mental health concerns, personal crises) as well as learning skills development. The Accessibility Services Office oversees and manages accommodation planning for students with disabilities. If you have a documented disability, you can arrange an appointment by calling the Accessibility Services Office at +1-613-533-6467.



- Athletics and Recreation Centre (ARC) gogaelsgo.com

The ARC is the central location for many athletic opportunities at Queen's. Facilities include gymnasiums, a pool, workout facilities, dance studios, racquet courts and more. The ARC is available for individual use, as well as intramural (within Queen's) and varsity (beyond Queen's) competitions.

- Writing and Learning Strategies Centres (Student Academic Success Services) sass.queensu.ca

The Writing and Learning Strategies Centres offers workshops, credit courses, and one-on-one writing sessions designed to support students at Queen's in thinking and writing effectively in all disciplines at both undergraduate and graduate levels.

Access to these services is free (there is no fee per use), though there may be costs for extended service.

Course Information

Enrollment in Courses and Registration

Your faculty exchange representative will contact you regarding your preferences. Each course is assessed by the appropriate academic department which checks your academic record on your official transcript to see if you are qualified to take the course. Your faculty exchange representative will communicate directly with you regarding enrollment for your courses.

Faculty of Engineering and Applied Science students: Your department will accommodate your required course requests upon arrival on campus. Please note that enrollment in courses offered outside of the Faculty of Engineering and Applied Science is not guaranteed.

ALL visiting students: Queen's University will permit visiting students to enroll in a normal course load and in all courses where they meet the department's pre-requisites, with the understanding that normal timetabling and scheduling constraints apply equally to all students. While every effort is made to place students in the courses requested, it is not always possible to fulfill all requests. Enrollment in 400-level courses is not guaranteed

Academic questions can be directed to:

Faculty of Arts and Science Janice Tough
ipo@queensu.ca

Faculty of Education Nadya Allen
nadya.allen@queensu.ca

Faculty of Engineering and Applied Science contact TBA
engineering.committees@queensu.ca

Faculty of Law Nancy Somers
somersn@queensu.ca

Smith School of Business Jacoba Franks and Tenay Bartzis (Undergraduate – Commerce)
SmithExchange@queensu.ca

Kerri Regan (Graduate – MBA and Master of International Business)
SmithGradExchange@queensu.ca

Upon arrival on campus, you will complete your electronic registration process with the Admission and Registration Coordinator – International Exchanges, Maryann Severin, using SOLUS, the university's online registration system (see page 23). Maryann can be reached at: **intstudy@queensu.ca**

Course Descriptions

A description of courses is contained in the Academic Calendar; to find yours, please refer to the following websites:

Faculty of Arts and Science **queensu.ca/artsci/students-at-queens/academic-calendar**

Faculty of Education **queensu.ca/calendars/education**

Faculty of Engineering and Applied Science **engineering.queensu.ca/calendar**

Faculty of Law **law.queensu.ca/jd-studies/academic-programs/jd**

Smith School of Business **smith.queensu.ca/bcom/academic_calendar/browse_calendar/2015_16_started/curriculum/courses_instruction.php** (Undergraduate – Commerce only)

Smith School of Business **smithgradexchange@queensu.ca** (Graduate – MBA and Master of International Business)
email: **smithexchange@queensu.ca** (Undergraduate – Commerce)

Academic Calendars contain all possible courses, some of which may not be offered during your period of study.

Course Timetables/Schedules

The timetable or schedule lists the courses which will be offered in both terms (fall and winter) of the academic year.

You will find this information in SOLUS, the university's online registration system. See page 23 of this guide for details.

Law course timetables and schedules are listed at: law.queensu.ca/jd-studies/dates-timetables

Course Weighting and Course Loads

Your host faculty, along with your home university exchange coordinator, will recommend the number of courses you should take. Please refer to the chart below for general information for each faculty.

Program	Weight of one course		Recommended Exchange total course load weight	
	One Term	Full Year	One Term	Full Year
Arts and Science*	3 credit units	6 credit units	12-15 units	24-30 units
Education	Variable	Variable	12-15 credits	24-30 credits
Engineering and Applied Science	Variable	Variable	12-15 credits	24-30 credits
Law	3 or 4 credits	6-8 credits	14-17 credits	28-34 credits
Commerce	3 units	6 Units**	12-15 units	24-30 units
(Graduate – MBA and Master of International Business)	3 credit units	Not Applicable	9-15 units	Not Applicable

* Exchange students in the Faculty of Arts and Science are required to carry the recommended course-load for their term or year of study as noted above.

**Only full year Commerce exchange students can take full year courses worth 6 units.

Course Information

Course Types

It is very rare that there will be courses for which the final examination is worth 100% of the final course mark (except for Faculty of Law courses). Most courses will consist of lectures or seminars (plus laboratories for science/engineering courses).

Professors/instructors will give work assignments on a regular basis (sometimes weekly). These are graded and the marks received count towards the final course mark. For some courses (particularly those in Commerce, MIB, or MBA), class attendance, participation, and formal presentations are vital and also count towards the final course mark.

You may find course work at Queen's closely matches the level of difficulty of that of your home university. **However, the volume of course work is commonly considered to be heavier than that done at your home university.** You should prepare yourself for a higher volume of course work (assignments, tests, reports etc.) while at Queen's.

Common types of Courses

LECT – *Lecture*: In-classroom presentations by professors/instructors. Assignments are scheduled for submission on a regular basis, usually weekly.

LAB – *Laboratory*: An experiment-based session in a laboratory with a report due at the end of each session, and usually held weekly. Labs count toward the final course mark.

TUT – *Tutorial*: An informal class which supplements a lecture and is usually conducted by a teaching assistant. The tutorial offers the chance to ask questions and get clarification on lecture material.

SEM – *Seminar*: Small discussion group, typically 10-20 students, in a classroom. Students are expected to prepare and deliver presentations to classmates and professor. The presentations count toward the final course mark.



Registration Information

SOLUS is the Student OnLine University System. As an exchange student you may access SOLUS to complete your registration, make changes to your address, view your marks, look at your daily class schedule, and drop courses.

Getting Started

Get your NetID

1. On **netid.queensu.ca**, click on the "Activate your account" link.
2. Once on the Activate your account page, you must select a "student/alumni" account from the drop-down menu and enter your student number and your date of birth.
3. Clicking on "continue" will bring you to the first of a series of pages where you will accept the terms and conditions of the account, set recovery questions and provide a back-up email address. At the end, you will set your password and be issued your NetID. Once you have done so, you will be able to use your NetID to login to SOLUS through the MyQueen's Portal at: **my.queensu.ca**

Your Queen's email address will be: YourNetID@queensu.ca

Please keep your password in a secure place. You will require this information each time you log into the MyQueen's Portal or access your Queen's email account. Note: You may be required to update your password periodically.

Access SOLUS

Once logged in to the MyQueen's Portal, click on the red "SOLUS" tab. In SOLUS you can view course timetables and schedules, review your online fee account statement (we strongly suggest you do this every month), update contact information, and print verification of your enrolment at Queen's.

Queen's Student Card

You will receive an email in your Queen's account starting the week of June 12, asking you to submit your photo in order for your card to be prepared prior to your arrival on campus.

Your Queen's student card gives you free access to the Kingston Transit bus service, Queen's Athletics and Recreation Centre (ARC) and resources at all Queen's Libraries. You must also present it when you write your exams or have an appointment at our Student Wellness Services. Take care of it. Your schedule for picking up your student card is available at: **queensu.ca/registrar/studentid**

Registration Information

After Arriving at Queen's

STEP 1	QUIC
Location	One level above the street in the John Deutsch University Centre (JDUC), on the North-East corner of University Avenue and Union Street.
Purpose	<ul style="list-style-type: none"> • To meet an International Student Adviser. • To pick up an Orientation Package and learn about some ways to get involved in your time at Queen's. • Access and print your proof of UHIP from QUIC's online service if you have not done so independently from the UHIP email sent prior to arrival.
What to Bring	<ul style="list-style-type: none"> • Your student number. • Your Letter of Admission to Queen's.
STEP 2	SOLUS Enrollment and Student Card Pick-up
Contact	Questions may be directed to the Office of the University Registrar photo-ID assistant. student.card@queensu.ca T: 613-533-2040
Purpose	To receive photo-ID student card with validation sticker
What to Bring	Your Queen's University student number
Where	Pick up schedule available at queensu.ca/registrar/studentid
STEP 3	Your Faculty Office for Advice on Academic Matters and Information on Faculty-specific Programs and Opportunities
Location and Contact	<p>Faculty of Arts and Science: Room B206, Mackintosh-Corry Hall, Janice Tough</p> <p>Faculty of Education: Room A101, Duncan McArthur Hall, Nadya Allen</p> <p>Faculty of Engineering and Applied Science: Room 300, Beamish-Munro Hall, contact TBA</p> <p>Faculty of Law: Room 200C, Macdonald Hall, Nancy Somers</p> <p>School of Business (Commerce, MIB, and MBA): Room 321, Goodes Hall, Jacoba Franks (COM), Tenay Bartzis (COM), and Kerri Regan (MIB, MBA)</p> <p>School of Graduate Studies: Room 425, Gordon Hall, Monica Corbett</p>
Purpose	<ol style="list-style-type: none"> 1. To meet your faculty exchange representative. 2. To review your academic timetable. 3. To make relevant changes to your academic timetable.
What to Bring	Your student card and/or student ID
When	As soon as possible after steps 1 and 2

Important Dates (Fall Term)

July 2017

1	Residence	Deadline for residence applications (and deposit payment) to be received by Queen's. (Fall term starts).
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August 2017

12-25	Welcome UHIP	Queen's Executive MBA (Class of 2019) opening session. Watch your Queen's email for UHIP direction and access to the on-line system. Enter the link with your net id and password.
8 to Sept 11	Welcome	Extended hours at QUIC.

September 2017

1	Welcome	Extended hours at QUIC in progress
2	Welcome	Trip to Toronto (optional) tickets sold at QUIC
4	General	Statutory holiday – Labour Day- No classes held. QUIC open at 1 pm. All other offices and banks closed.
5	Courses	Faculty Education students: Mandatory opening day.
5	Courses	Faculty of Education students: Start of classes.
5	Courses	Faculty of Law students: Start of classes.
TBA	Welcome	All students: Exchange student orientation session. quic.queensu.ca/international-students-and-staff/welcome-and-orientation/international-orientation-fall
6-10	Welcome	NEWTS week (optional): Student-run welcome activities for exchange students. queensu.ca/orientation/find-your-week/newts-week .
11	Welcome	Extended hours at QUIC end.
11	Courses	Faculty of Arts and Science, Engineering and Applied Science and Commerce students: Start of classes.
30		Fall UHIP payment deadline.

October 2017

9	General	Statutory holiday – Thanksgiving – No classes held.
10	Practicum	Faculty of Education students: Practicum component begins.
15	UHIP	Fall term opt-out deadline.

November 2017

6-10	General	Faculty of Law students: Mid-term break – No classes.
17	Practicum	Faculty of Education students: Practicum component ends.
20	Courses	Faculty of Education students: Class block begins.

Important Dates (Fall and Winter Term)

All dates are subject to change. Please confirm with the appropriate contact at Queen's or website. Important academic dates can be found at: queensu.ca/registrar/resources/sessional-dates

December 2017

1	Where to live	Deadline date for residence applications (and deposit payment) to be received by Queen's. (Winter only).
1	Courses	Faculty of Arts and Science, Commerce, Engineering, Law students: End of classes.
2-5	Exams	Faculty of Arts and Science, Commerce, Engineering, and Law students: Pre-exam study period.
6	General	Commemoration Day. No classes or exams held.
7-21	Exams UHIP	Faculty of Arts and Science, Commerce, Engineering, and Law students: Final exams for fall term courses and mid-term tests for full year courses. Watch your Queen's email for UHIP direction and access to the on-line system. Enter the link with your net id and password.
15	Courses	MBA Students: End of classes.
20	Courses	Faculty of Education students: Class block ends.
24 to Jan 3	General	All university offices will be closed beginning at 4:30 pm on December 22. Most will re-open at 8:30 am on January 2, 2018.
31	General	Fall term ends.

January 2018

TBA	Welcome	All students: Exchange student orientation quic.queensu.ca/international-students-and-staff/welcome-and-orientation/international-orientation-winter
2	General	Most Queen's offices re-open.
2-6	Welcome	Extended hours at QUIC.
8	Courses	Faculty of Arts and Science, Commerce, Education, Engineering, Law, and MIB students: Start of classes.
9	Welcome	Winter day trip (Optional) – Tickets available at QUIC.
31	Payment	Winter term UHIP payment deadline.

February 2018

15	UHIP	Winter term opt-out deadline.
19	General	Statutory holiday – Family Day – No classes held.
20-23	General	Faculty of Arts and Science, Commerce, Engineering, Law and MIB students: Mid-term "Reading Week". No classes held.

March 2018

12-16	General	Faculty of Education Students: March Break Holiday.
30	General	Statutory holiday – Good Friday. (No classes or exams held).

April 2018

6	Courses	Faculty of Arts and Science, Commerce, Engineering, Law, and MIB Students: End of Classes.
7-11	Exams	Faculty of Arts and Science, Commerce, Engineering, and Law Students: Pre-exam study period.
12-26	Exams	Faculty of Arts and Science, Commerce, Engineering, and Law Students: Final exams for Winter Term and Full Year courses.
30	General	Winter term ends.

All dates are subject to change. Please confirm with the appropriate contact at Queen's or website. Important academic dates can be found at: queensu.ca/registrar/resources/sessional-dates

Critical Checklist

- ☐ Read this Exchange Student Guide
- ☐ Ensure your passport will be valid for the period of your time in Canada, plus a minimum of three months (though six months is recommended).
- ☐ Apply for any immigration document(s) necessary for you to enter and study in Canada, if required. See page 6 for details.
- ☐ Ensure you print a copy of your Offer Letter and your Letter of Acceptance and keep them with you for your entry into Canada (do not put them in your checked luggage). See page 6 for details.
- ☐ Note dates of International Student Welcome and Orientation Programs. See page 26 for details and contact your faculty exchange representative to learn more.
- ☐ Make your travel arrangements.
- ☐ Check your Queen's email account regularly and be sure to reply to the photo request for your Queen's student card.
- ☐ Research accommodations. See page 13 for details.
- ☐ Print both UHIP documents from the on-line system and pay for UHIP before the September 30 (fall deadline) and January 31 (winter deadline).
- ☐ Consult your faculty exchange representative regarding all academic issues. See page 20 for contact information.
- ☐ Make plans for temporary accommodation following your arrival in Kingston, if required. See pages 15–17 for details.
- ☐ Pack and get ready for the education adventure of a lifetime!



Important Resources

Faculty of Engineering and Applied Science
appsci.queensu.ca/internationalstudents
Contact TBA: **engineering.committees@queensu.ca**

Faculty of Arts and Science
queensu.ca/ipo
Janice Tough: **ipo@queensu.ca**

Faculty of Law
law.queensu.ca/jd-studies/international-opportunities
Nancy Somers: **somersn@queensu.ca**

School of Business
smith.queensu.ca/international
Undergraduate: Tenay Bartzis, Jacoba Franks:
SmithExchange@queensu.ca

(MIB and MBA): Kerri Regan:
SmithGradExchange@queensu.ca

Faculty of Education
educ.queensu.ca
Nadya Allen: **nadya.allen@queensu.ca**

Queen's School of English
queensu.ca/qsoe
Admission and Registration Coordinator
International Exchanges
Maryann Severin: **intstudy@queensu.ca**

Queen's University International Centre (QUIC)
quic.queensu.ca

Student Services at Queen's
queensu.ca/studentaffairs

Student Wellness Services
queensu.ca/studentwellness

Human Rights Office
queensu.ca/humanrights

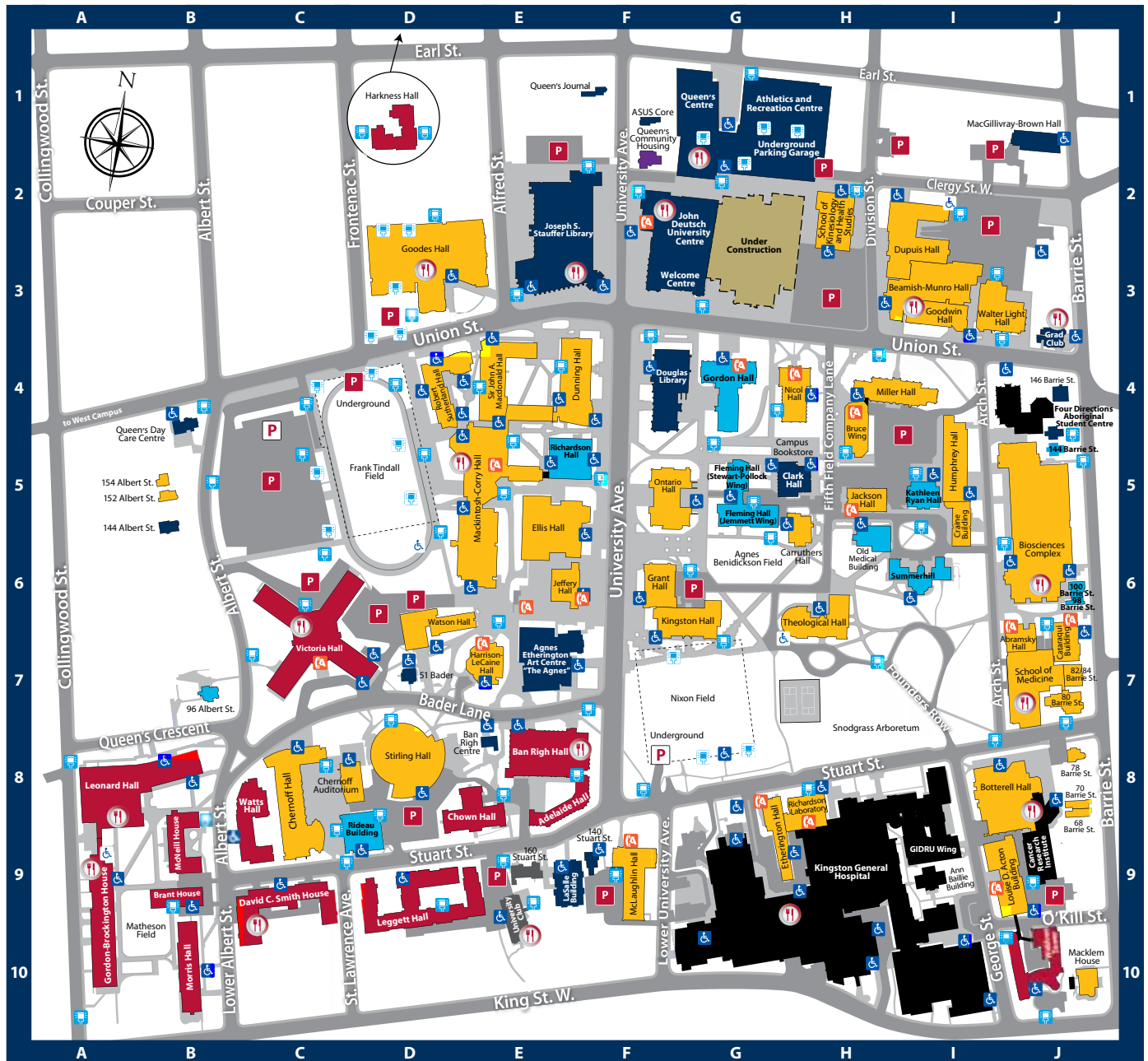
Alma Mater Society (undergraduate student government)
myams.org

Society of Graduate and Professional Students
(graduate student government)
sgps.ca

Queen's University Residences
residences.housing.queensu.ca

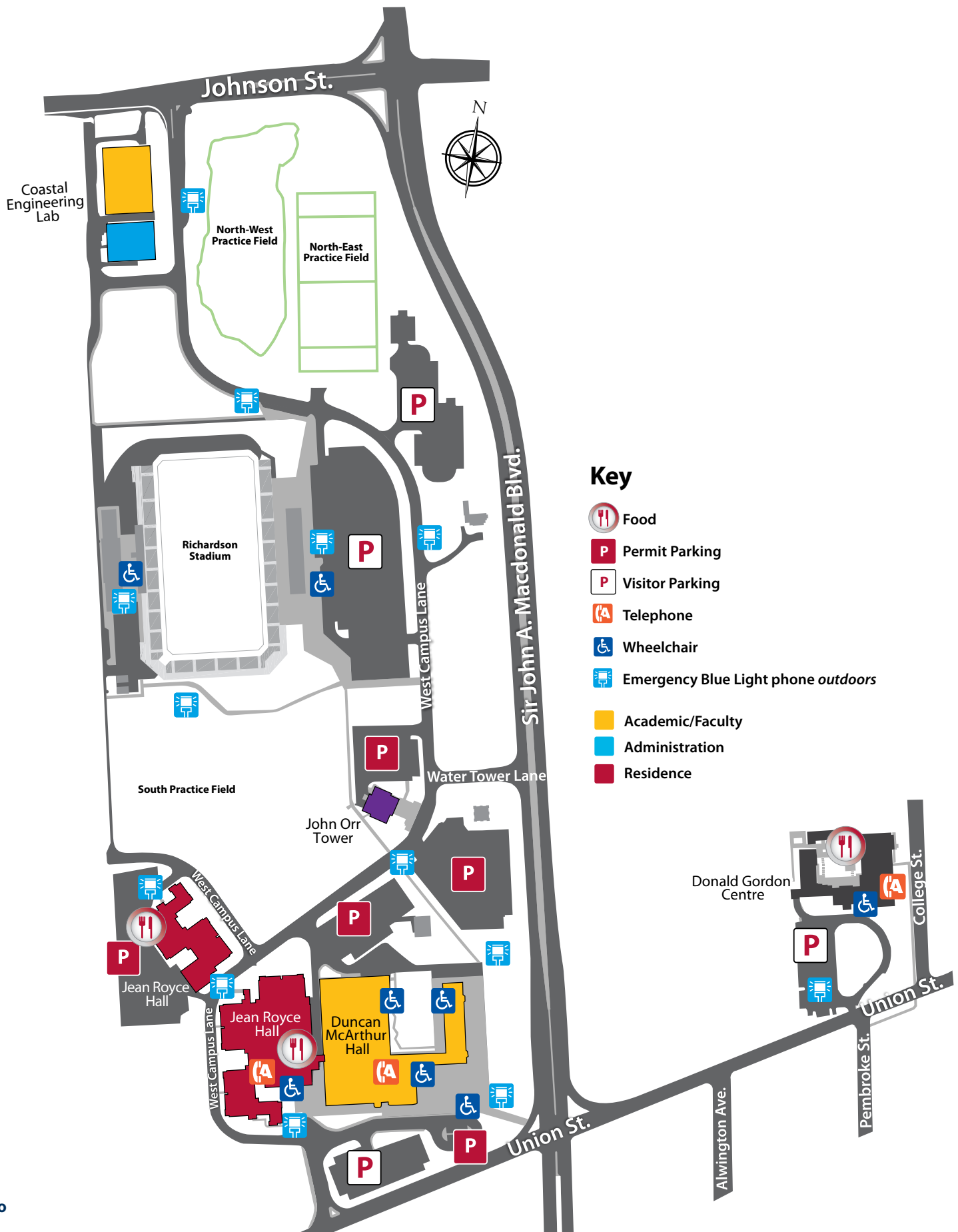


Queen's University Main Campus



A 96 Albert Street B7 144 Albert Street B5 152 Albert Street B5 154 Albert Street B5 Abramsky Hall I7 Adelaide Hall E8 Agnes Benidickson Field G6 Agnes Etherington Art Centre E7 Ann Baillie Building I9 ASUS Core F1 Athletics and Recreation Centre G1	B 51 Bader Lane E7 68 Barrie Street J8 70 Barrie Street J8 78 Barrie Street J8 80 Barrie Street J7 82/84 Barrie Street J7 98 Barrie Street J6 100 Barrie Street J6 144 Barrie Street J5 146 Barrie Street J4 Ban Righ Centre E8 Ban Righ Hall E8 Beamish-Munro Hall I3 Biosciences Complex J6 Botterell Hall I8 Brant House B9 Bruce Wing H4	C Campus Bookstore G5 Cancer Research Institute J9 Cataraqui Building J7 Carruthers Hall H5 Chernoff Auditorium D8 Chernoff Hall C8 Chown Hall E8 Clark Hall G5 Craine Building I5 D David C. Smith House C9 Douglas Library F4 Dunning Hall E4 Dupuis Hall H2 E Ellis Hall E5 Etherington Hall G9 F Fleming Hall G5 Four Directions Aboriginal Student Centre J4 Francophone Centre G6 Frank Tindall Field D5 G GIDRU Wing I9 Goodes Hall D3 Goodwin Hall I3 Gordon-Brockington House A10 Gordon Hall G4 Grad Club J3 Grant Hall F6	H Harkness Hall D1 Harrison-LeCaine Hall E7 Humphrey Hall I5 J Jackson Hall H5 Jeffery Hall E6 John Deutsch University Centre F3 Joseph S. Stauffer Library E3 K Kathleen Ryan Hall I5 Kingston Hall F6 Kingston General Hospital H9 L LaSalle Building E9 Leonard Hall A8 Leggett Hall D9 Louise D. Acton Building I9 M MacGillivray-Brown Hall I1 Mackintosh-Corry Hall E5 Macklem House J10 Matheson Field B10 McLaughlin Hall F9 McNeill House B9 Miller Hall H4 Morris Hall B10 N Nicol Hall G4 O Old Medical Building H6 Ontario Hall F5	Q Queen's Day Care Centre B4 Queen's Centre F1 Queen's Community Housing F2 Queen's Journal F1 R Rideau Building C9 Richardson Hall E5 Richardson Laboratory H8 Robert Sutherland Hall D4 S 140 Stuart Street F8 160 Stuart Street E9 School of Kinesiology and Health Studies H2 School of Medicine J7 Sir John A. Macdonald Hall E4 Stirling Hall D8 Summerhill I6 T Theological Hall H6 U University Club E9 V Victoria Hall C7 W Waldron Tower J10 Walter Light Hall J3 Watson Hall D6 Watts Hall C8	Key Food Permit Parking Visitor Parking Telephone Wheelchair Wheelchair prior arrangements necessary Emergency Blue Light phone underground Emergency Blue Light phone outdoors Academic/Faculty Administration Athletics/Student Life/Student Services/Support Community Housing Residence Non-Queen's Buildings
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Queen's University West Campus



Queen's University Isabel Bader Centre for the Performing Arts "The Isabel"





Kingston, Ontario
Canada K7L 3N6
queensu.ca
queensu.ca/international