Congratulations on your admission to the University of Alberta (UA) bulletin. This bulletin, and information on our website, should provide answers to many of your questions. It is your responsibility to review this bulletin. If you have more questions, please call or email and we will be happy to answer. We look forward to meeting you and working with you as you study at the UA.

WELCOME GRADUATE STUDENTS

TABLE OF CONTENTS

Immigration 1
Fees and finances 2
Cost of living 4
Finding a place to live 5
Health care 6
Working in Canada 7
Preparing for your trip 8
Before leaving home 9
Arriving 8
Welcome services 9
Need more help? 9

CONTACT INFORMATION
University of Alberta International Services Centre
142 Telus Centre
University of Alberta
Edmonton, AB T6G 2E1
Canada
Tel: 780.492.2692
Fax: 780.492.1134
E-mail: arriving@ualberta.ca | www.iss.ualberta.ca
DO YOU NEED A STUDY PERMIT?

You will need a study permit if you will study for longer than six months.
- It is difficult to change your status once you are in Canada so if you might study in Canada for longer than six months, apply for a study permit.
- If you want to work while you are studying, you will need a valid study permit and be registered full time. Visit the International Services Centre (142 Telus) for more information.
- If your studies continue after your study permit expires, you will need to renew.

APPLY EARLY

Once you receive your official letter of admission to UAlberta, immediately begin the process of obtaining a study permit that enables you to attend the University. You should NOT begin your studies at UAlberta without the proper permit.

STUDENTS OUTSIDE CANADA

If you are a student living outside Canada, once you receive your official letter of admission, immediately begin the process to get the Immigration, Refugees and Citizenship Canada (IRCC) documents you need to study in Canada because this can take up to 4 months. You can apply for your permit online or at the nearest Canadian Visa office in your country.

You may be required to complete: 1) an online assessment form; 2) a study permit made outside of Canada (IMM1294 form); 3) family information (IMM5645 form); 4) details of employment and education history for you and your parents; 5) a medical examination.

Check with your local visa office to see if there are any other documents you need, or follow instructions in the online assessment form. The fee for the study permit application is $150 Canadian.

IMMIGRATION DISCLAIMER: Immigration information contained in this publication is not a replacement for legal counsel or advice from a regulated immigration consultant. Although every effort is made to ensure the accuracy of the information given on this publication, the requirements relating to students’ immigration status in Canada are complex and change frequently. We cannot accept responsibility for any changes in the rules. Students are bound by the regulations of Immigration, Refugees, Citizenship Canada and Canada Border Services Agency. We recommend you verify the information, and the requirements that apply to you on the websites to ensure accuracy, reliability or currency of the information.
FEES AND FINANCES

EXCHANGE STUDENTS

Students who are attending UAlberta as part of an official exchange program will pay most fees to their home university.

Exchange students must pay mandatory UAlberta health and transit fees:
• $32 per month for the UAlberta Health Insurance Plan
• U-Pass transportation fee costs approximately $140 per term. U-Pass rates are updated each term. Visit the U-Pass website for more information.

OTHER ACADEMIC COSTS

(suggested minimum per year):
• Textbooks - $1,200 to $1,600. Books average $120 per course; used books will cost less.
• School supplies (notebooks, paper and pens, and printing or photocopying costs) - $100 to $200 per term.

INSTRUCTIONAL AND OTHER FEES

You are charged for school fees at the rate that is in effect when you register. View up-to-date information about fees.

Official 2017/18 tuition rates will be posted on the above website as they become available. Remember that tuition fees normally increase each year.

You can estimate your tuition and other fees for the faculty/program you have been admitted to by using the Cost Calculator.

RECEIVING YOUR STUDY PERMIT

1. When your study permit is approved the visa office will issue you a “letter of introduction” to say you are approved. This letter is not your study permit.

2. When you first enter Canada show this letter to Immigration at the airport to get your study permit. The Canada Border Services Agency officer may not ask you for it, so it is your responsibility to show it.

3. When the officer sees the letter, they will give you a study permit.

4. Make sure that all the information on your study permit is correct, including dates and the spelling of your name.

5. If you are going to be a full time student, allowed to work on or off campus, ensure your study permit states “may work, allowed to work or may accept employment” before you leave immigration area.

Do not leave the customs area before you get this permit. If you do, you will have “visitor status” not “student status”. Once you enter Canada, it will be very difficult to change this status and you will not be able to study without the correct permit.

REGULAR GRADUATE STUDENTS

You should budget approximately $8,800 in tuition and other fees if you are in thesis-based programs (based on 9 credits per term). Students in course based programs should budget $9,800. Check with your department to find out how many credits of course and research work you should be registered in.

Also check how much you should budget for thesis preparation expenses. You may need to set aside as much as $1,500.
**FEE ASSESSMENTS AND PAYMENTS**

Once you have registered for your courses, you can view your registration and the amount you must pay on Bear Tracks. Fall/Winter assessments are not available until July.

If you make any changes to your registration, please verify them in Bear Tracks. A change in registration may change the amount of money that you owe.

To avoid extra charges, all Fall fees must be paid by September 30, 2017 and Winter fees must be paid by January 31, 2018. If you plan to take courses during the Spring/Summer Terms (May through August), be sure to budget for additional instructional and other fees.

All students are responsible for changes to their registration. If you decide not to attend, you must delete your class registration to avoid the tuition charges.

If money is to be sent to UAlberta on your behalf, it should be sent to: Student Receivables, Financial Services, 3rd Floor Administration Building, University of Alberta, Edmonton, Alberta, T6G 2M7. You must clearly indicate your first and last name and student identification number. For more details contact Financial Services for student tuition payment options.

**SCHOLARSHIPS AND LOANS**

There are some scholarships that are available to outstanding graduate students. For most awards, you will need to apply. Contact your department for details.

There are no student loan programs available to international students except small short-term loans for emergency purposes. These are not available to pay for tuition fees or books.

For information on scholarships available from sources within your country, contact the Ministry of Education in your country. If you have a scholarship from your home country, please notify the Sponsored Student Program.

Canadian banks do not usually extend a line of credit to a non-national without a Canadian guarantor.

**TRANSFERRING MONEY TO CANADA**

There are several ways to transfer money to Canada. You may bring travellers’ cheques or transfer funds from your bank at home to your Canadian bank. The option you select will depend on the amount of funds being transferred, service charges and the timelines of each option.

View a list of Canadian chartered banks and credit unions located close to the University.
COST OF LIVING

Your cost of living will depend on a number of factors:

- Whether you live in University or non-University housing
- Whether you live alone or share with roommates
- Whether you shop carefully and cook your own meals or you frequently eat out.

The following is an estimate of annual living costs for a single student who budgets carefully for food and personal expenses.

<table>
<thead>
<tr>
<th></th>
<th>1 MONTH</th>
<th>8 MONTHS</th>
<th>12 MONTHS</th>
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<tbody>
<tr>
<td><strong>ACCOMMODATION</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(UAlberta residence with shared facilities)</td>
<td>$771 - $921</td>
<td>$6,168 - $7,368</td>
<td>$9,252 - $11,052</td>
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<tr>
<td>(Private apartment-style UAlberta residence)</td>
<td>$788 - $1,478</td>
<td>$6,304 - $11,824</td>
<td>$9,456 - $17,736</td>
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<tr>
<td><strong>FOOD</strong></td>
<td>$300</td>
<td>$2,400</td>
<td>$3,600</td>
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<tr>
<td><strong>CLOTHING</strong></td>
<td>$75</td>
<td>$600</td>
<td>$900</td>
</tr>
<tr>
<td><strong>TRANSIT PASS</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>$366</td>
</tr>
<tr>
<td><strong>BOOKS &amp; SUPPLIES</strong></td>
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<td>$1,200</td>
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<td><strong>MISCELLANEOUS</strong></td>
<td>$185</td>
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<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
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<tr>
<td>(shared residence)</td>
<td>$1,331 - $1,481</td>
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<td>$1,348 - $2,038</td>
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* The cost of living estimates do not include any money for returning home or visiting other parts of Canada, or travelling for conferences and off-campus research expenses. You will need to budget extra if you plan to travel.

**Note 1:** Accommodation estimates are based on monthly rates for different types of UAlberta residences. The rental cost for privately-owned, off-campus housing can vary widely. For more information about off-campus housing, see OFF-CAMPUS HOUSING on the following page.

**Note 2:** From September to April, the charge for the U-Pass (a universal transit pass) is included in your non-instructional fees, and is assessed with your tuition. If you are not eligible for a pass in the summer months, you can purchase a bus pass for approximately $91.50 per month (transit fees may increase in 2018). See Edmonton Transit.

**Note 3:** The miscellaneous category includes cell phone and internet charges ($60/month), laundry ($30/month), pharmacy and dental incidentals ($35/month), and recreation & entertainment ($60/month).

**Note 4:** Totals do NOT include taxes, tuition, thesis costs, and healthcare insurance.

ASSISTANTSHIPS

Teaching and research assistantships are available from each University department. These assistantships are offered to qualified graduate students and are a major means of funding available. Students should apply by March 1 (or earlier) to be considered for assistantships beginning in September. Contact your department directly for more detailed information.

Not all students are given assistantships. In the fall/winter terms an assistantship job lasts eight months or less and they are not automatically extended to the next term. Do not rely on this as your only funding source.

If you receive an assistantship, you should familiarize yourself with the regulations that you will be expected to follow (AEGS Collective Agreement). Review the regulations online.

Students funded by assistantships are still required to pay all University fees. Canadian income tax and other applicable government deductions will take as much as 15% to 20% of your pay cheque amount. Visit graduate awards funding for more information.

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**Note 1:** Accommodation estimates are based on monthly rates for different types of UAlberta residences. The rental cost for privately-owned, off-campus housing can vary widely. For more information about off-campus housing, see OFF-CAMPUS HOUSING on the following page.

**Note 2:** From September to April, the charge for the U-Pass (a universal transit pass) is included in your non-instructional fees, and is assessed with your tuition. If you are not eligible for a pass in the summer months, you can purchase a bus pass for approximately $91.50 per month (transit fees may increase in 2018). See Edmonton Transit.

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**Note 4:** Totals do NOT include taxes, tuition, thesis costs, and healthcare insurance.
FINDING A PLACE TO LIVE

You are responsible for finding your own housing while studying at the University of Alberta. You may choose to live on-campus in a University residence or off-campus in a private accommodation. Be sure to carefully review the details of any contract before signing.

CAMPUS RESIDENCES

For descriptions of UAlberta’s different residences, current rates and the online application, please visit Residence Services’ website.

Each university residence offers housing to specific student groups, based on your year of study and whether you’re a single student or live with family.

Apply as early as possible. Applications open October 1 of the previous year, for the upcoming academic year. Residence services may accept applications year round, depending on the accommodation type.

You should apply for housing even if you do not have full admission. There is a $25 fee to apply to live in residence that must be paid by VISA, MasterCard or American Express.

You must also make rent payments on either a long term contract or a monthly basis. Each residence may charge an annual student association fee that varies from $20 to $80.

If you plan on arriving in Edmonton before your residence move-in date, be sure to confirm with Residence Services that you can move in early. If you cannot, you will need to find temporary accommodation until the move-in date.

You must notify Residence Services if you are not able to move in on your planned date. If you do not pick up your keys on the scheduled move-in date, you will lose your reserved space in the residence.

OFF-CAMPUS HOUSING

If you plan to look for off-campus housing, it is best to arrive two weeks to a month before classes begin. There will be fewer options available as September gets closer. International Student Services can help you look for off-campus housing once you arrive in Canada. You will need to arrange temporary accommodation, so you will have a place to stay while you arrange your permanent housing. You may not be able to move in until the first day of the month. Remember to budget for the added cost of temporary accommodations.

Off-campus housing is available close to the University. Prices vary depending on size, facilities and location. A one-bedroom apartment within a 30 minute walk off campus or closer will likely cost from $800 to $1500 per month. Students willing to live farther from campus may find more affordable accommodations.

Buses and trains (LRT) come to the University from most areas of the city.

Do not enter into any rental agreement until you have viewed the accommodation in person and met any prospective roommates. Be sure to carefully read the details of the contract before you sign it. Information on laws governing rental accommodation in Alberta is available online.

Get more accommodation tips on our website.
You may be able to work in Canada, but you should not rely on potential employment to meet your financial needs. When you budget and plan your academic and living expenses, be sure you

WORK IN CANADA

If you have an existing medical condition or detailed medical history, bring an English copy of your medical record with you. Be sure to bring an adequate supply of any prescription medication you are presently taking. When you arrive, contact a doctor to obtain a prescription for your medication. Also bring an extra pair of eyeglasses in case you damage or lose your first pair.

Medical expenses can be extremely high in Canada, so you must have medical insurance. When you arrive, you will need to participate in either the Alberta Health Care Insurance Plan (AHCIP) or the UAlberta Health Insurance Plan (UAHIP).

ALBERTA HEALTH CARE INSURANCE PLAN (AHCIP)

If you will live in Alberta for 12 months or longer, you will need to register yourself and your dependents in the Alberta Health Care Insurance Plan. There is no cost for this plan; however, you must submit an application in order to be covered. It is necessary to apply within three months of entry into Alberta for your coverage to be effective from the date of arrival. Volunteers and staff at International Student Services can assist you with an application upon your arrival at the University. Proof of study or work permit, identity, and residency are required to apply for Alberta Health Care coverage.

UALBERTA HEALTH INSURANCE PLAN (UAHIP)

If you will be in Alberta for less than 12 months, you will be automatically enrolled in the UAlberta Health Insurance Plan (UAHIP). The cost of UAHIP is currently $32 per month for single students. Your spouse/partner or children can be added at an additional cost and it is recommended that you do so, as it will be very expensive should they require medical attention. This can be arranged through International Student Services.

Coverage of UAHIP begins from the first day of the month your classes begin. If you arrive before the start of coverage period you should purchase travel insurance that will protect you until classes begin.

GSA HEALTH & DENTAL PLAN

As a graduate student at the University of Alberta, you are a member of the Graduate Students’ Association (GSA). Graduate students registered full-time (for 9 or more graduate credits) in Fall or Winter Terms are automatically covered by the GSA Health & Dental Plan. You can enroll your spouse and dependents in this plan.

The Plan was designed to provide many important services and cover expenses not covered by a basic health-care plan, such as:
• Prescription drugs
• Dental care
• Eye exams, eyeglasses or contact lenses
• Visits to physiotherapists, massage therapists and chiropractors, and more.

For a complete and up-to-date list of benefits, visit I have a plan website.

Your Student Health & Dental Plan does not replace medical coverage such as the Alberta Health Care Insurance Plan (AHCIP) or the equivalent UAlberta Health Insurance Plan (UAHIP). Students wishing to opt out of the plan may do so only during the Change-of-Coverage period.

More information

Get more information about the GSA Health & Dental Plan on their website. You can also call the Member Services Centre at 1-866-795-4430 or visit the Student Health & Dental Plan Office located in the Students Union Building (6-14 SUB) with any questions or to drop off your claim forms.

WORK IN CANADA

You may be able to work in Canada, but you should not rely on potential employment to meet your financial needs. When you budget and plan your academic and living expenses, be sure you
have enough, secure, funding for the duration of your entire program. Start to get work experience during your studies. Once you arrive, visit the UAlberta Career Centre. They can help you build your employment skills, plus develop successful job search strategies.

WORK ON CAMPUS
International students with valid study permits who are enrolled full-time are permitted to work, without a work permit, at any employment facility located within the boundary of the University of Alberta's North campus, and at other Edmonton U of A campuses, including Enterprise Square, Campus Saint-Jean and South Campus.

WORK OFF CAMPUS
International students may work off campus without a work permit if they: 1) have a valid study permit, and 2) are enrolled full-time in a UAlberta degree, diploma or certificate program of at least six months in duration.
- Maximum of 20 hours per week during the regular academic sessions
- Work full-time during scheduled school breaks; and
- Must apply for a Canadian Social Insurance Number (SIN) after you arrive in Canada.

You must have one of the following written on your study permit:
- May work 20 hours/week off-campus or full time during regular breaks, if criteria is met in section 186 (v) of IRPR
- May accept employment on or off campus, if criteria is met in section R186 (f), (v) or (w). Must cease working if criteria is no longer met.

WORK AS A CO-OP STUDENT OR INTERN
International students participating in a co-op or internship program must have a work permit as well as a study permit.

Send an email to our advising team for all work and immigration questions.

BRINGING FAMILY
Your decision to bring your family with you will depend on your financial situation and the ease of obtaining immigration documents for family members. It is important to start the process as early as possible. There is no guarantee that they will be granted visas if you wait until you are in Canada to apply. International Student Services can advise you in these matters.

BUDGETING
- Minimum of $4,000 in additional expenses for your first dependant (spouse or child)
- An extra $3,000 per additional dependent

Using the estimates above, and the cost of living outlined on p.4, the living costs for a family of three for one year would be a minimum of $29,000 (not including tuition and other costs). This does not include childcare expenses, which average between $600 and $900 per child, per month. Visit our website for more information.

DOCUMENTS REQUIRED
If you have sufficient financial resources, you may prefer to apply for immigration documents for your family at the same time as you apply for your study permit.

WORK PERMITS
Your spouse must have a work permit before beginning any employment. If you are a full-time student and your spouse is not, your spouse may be eligible for an open work permit that is valid for any employer. Restrictions may apply to those spouses who have not completed an immigration medical. These permits can be obtained within Canada. Visit our website for more information.

STUDY PERMITS FOR FAMILY MEMBERS
Spouses require study permits if they wish to study in Canada. They may be applied for after your spouse arrives in Canada. The process for obtaining immigration documents within Canada can take up to two months to complete.

To study at a primary or secondary school, your children may be required to apply for a study permit for entry to Canada, but do not need to maintain it once in Canada. However, dependents of study permit holders are still required to maintain valid visitor status.
Before you leave your country, it is important that you prepare for the time when you will return to it. Sometimes, it is even harder to adjust to your return than it is to adjust to your time in a new country. One thing you can do is to talk with potential employers about what they would expect of you when you return from Canada. You should also make contact with the professional organizations in your country before you leave. It is important to appoint someone as your emergency contact. The University might need to contact someone from your home country on your behalf. Ideally, this person should speak English. You should have their current phone number. Let this person know you have named them as your emergency contact. It is your responsibility to keep your emergency information current on your Bear Tracks account.

**PREPARE FOR YOUR TRIP**

**DOCUMENTATION**

Be sure you carry all of the following information with you on the plane. Do not pack it in your baggage:

- Valid passport - including temporary resident visa (if required). Your passport should be valid for the duration of your stay in Canada.
- Letter approving your study permit application (issued by Canadian visa office)
- Original letter of admission from the University of Alberta
- Proof of funds available (for example, money transfer, letter of credit, scholarship or assistantship letter, or other proof)
- This information bulletin

If you are stopping in another country on your way to Canada, check to see if you require a transit visa.

If you are a US citizen/permanent resident or a resident of Greenland or St. Pierre and Michelon and are applying for a study permit at the border, make sure you have all the required documents as listed on page 1 of this bulletin.

**CANADA CUSTOMS**

Detailed information about Canada’s customs regulations is available from the Canadian visa office in your home country. For further information, visit [Coming to Canada to study or work](#).

If you plan to bring any electrical equipment, you should note that Canadian voltage is 110 volts, 60 Hertz.

**CURRENCY**

When you arrive, try to have at least $100 (Canadian or US) in cash. A currency exchange service is usually available at the airport from 4:30 a.m. to midnight. We also recommend that you have enough money to cover at least your first month’s expenses, often around $3,000 for a single student. This is for costs such as paying an extra month’s rent as a security deposit, purchasing warm clothing, textbooks and supplies, furniture and household items.

Before you leave your country, it is important that you prepare for the time when you will return to it. Sometimes, it is even harder to adjust to your return than it is to adjust to your time in a new country. One thing you can do is to talk with potential employers about what they would expect of you when you return from Canada. You should also make contact with the professional organizations in your country before you leave.

It is important to appoint someone as your emergency contact. The University might need to contact someone from your home country on your behalf. Ideally, this person should speak English. You should have their current phone number. Let this person know you have named them as your emergency contact. It is your responsibility to keep your emergency information current on your Bear Tracks account.
ARRIVING EDMONTON AIRPORT

If you arrive between mid-August and early September, look for the UAlberta Welcome Booth on the arrivals level for information and help arranging transportation. If you arrive at a different time of year, staff at the Edmonton Airport Information Booth, on the arrivals level, can assist you.

The University and all major hotels are easily reached from the airport by taxi or the Sky Shuttle service.

The ETS bus service (Route 747) will take you from the Edmonton International Airport to the Century Park LRT (rail) station in Edmonton. A one-way ticket costs $5. From there, you can purchase a ticket for $3.25, to the University campus or downtown area.

TRANSITIONS INTERNATIONAL STUDENT ORIENTATION

The orientation program, Transitions, is for all international students who begin classes in September. Transitions is held the last week of August, before classes begin.

This program will help you get to know the University and provide you with an opportunity to meet other international and Canadian students.

International students who come to Transitions usually have fewer difficulties with their adjustment, immigration and other matters.

A shorter version of Transitions is held in January for those starting Winter Term.

Get more information about Transitions and register online!

PEER PROGRAM

As a new student, you may want to take advantage of the Peer Program. The program provides you with the opportunity to connect with other students.

Participants organize and take part in ongoing social events, throughout the year. As you get settled in and begin your studies, you’ll receive information, support, and opportunities to make new friends.

Complete the online application form to be part of this program.

WELCOME SERVICES

WHEN YOU ARRIVE

Visit the International Services Centre as soon as you arrive. We will provide any help you need, including:

- Maps
- Information about orientation
- Assistance registering for health care insurance
- Information on student housing

We are open from 8:00 a.m. to 4:00 p.m. May through August and from 8:30 a.m. to 4:30 p.m. September through April.

University offices (including the International Services Centre) are closed Saturdays, Sundays and holidays (including July 1, August 1, and September 4, 2017 over the summer months). The University is also closed over the winter break (December 25, 2017 to January 1, 2018).

NEED MORE HELP?

If you have any further questions or concerns, please contact us at: arriving@ualberta.ca

For more contact information visit our website.

WE LOOK FORWARD TO WELCOMING YOU TO THE UNIVERSITY OF ALBERTA!