Congratulations on your admission to the University of Alberta (UAAlberta). 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 UAlberta.
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.
- To be able to work while you study, you need a valid study permit and to be registered full time.
- If your studies continue after your study permit expires, you will need to renew.

STUDENTS OUTSIDE CANADA

Start immediately to get your documents together to apply for your study permit. Immigration, Refugees and Citizenship Canada (IRCC) can take up to 4 months to process an application. 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.

DO YOU NEED A TEMPORARY RESIDENT VISAA TRV)?

Citizens of some countries require a Temporary Resident Visa (TRV) to enter Canada. Visit the IRCC website to see if you require a TRV. If required, you must obtain your TRV before leaving your country.

ARE YOU A VISA-EXEMPT FOREIGN NATIONAL?

You need to apply for an Electronic Travel Authority (eTA) before arriving in Canada. Visit the IRCC website to find out if you need an eTA.

STUDENTS WITHIN CANADA

If you are currently studying at a Canadian post-secondary institution and have a valid study permit; your current study permit will allow you to study at UAlberta.

If you are currently working in Canada you can apply online from within Canada for a study permit. If you are the spouse of a post secondary student, who will now be working and/or studying please contact us so we can assist you.

All study permit applications from within Canada should be made at least 3 months before you need the permit to make sure you have the correct permit before you start classes.

Students already in Canada needing a new study permit are encouraged to submit an electronic application. Start the application process on the IRCC website.

If you have a valid work or study permit and your Temporary Resident Visa (TRV) is about to expire, then apply to the Case Processing Office in Ottawa to obtain a new TRV. See application instructions online.

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, Refugee, 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.
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.

6. Ask the officer if you can apply for your Social Insurance Number at the Port of Entry.

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.

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.

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.
FEES AND FINANCES

INSTRUCTIONAL AND OTHER FEES

You are charged tuition fees at the rate that is in effect when you register. Please note non-instructional fees are mandatory and non-negotiable. Additional charges vary and depend on the faculty. View up-to-date information about fees.

Official 2018/19 tuition rates are posted on the above website as they become available. Remember, tuition fees normally increase each year.

View tuition breakdown and cost of living estimates.

FEE ASSESSMENTS AND PAYMENTS

Once 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 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 28, 2018 and Winter fees must be paid by January 31, 2019. 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.

Clearly indicate your first and last name and student identification number. For more details contact Financial Services for student tuition payment options.

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, or check the Grad Student Assistantship Collection Agreement for more information.

View graduate awards funding.

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.

EXCHANGE STUDENTS

Students attending UAlberta as part of an official exchange program 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
  • Visit the U-Pass website for more information on the U-Pass transportation fee.
COST OF LIVING

Your cost of living depends on a number of factors:
• If you live in University or non-University housing
• If you live alone or share with roommates
• If 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 lives in UAlberta residence and budgets carefully for food and personal expenses.

<table>
<thead>
<tr>
<th></th>
<th>8 MONTHS</th>
<th>12 MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOMMODATION (UALBERTA</td>
<td>$11,954</td>
<td>$17,931</td>
</tr>
<tr>
<td>RESIDENCE WITH SHARED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FACILITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOMMODATION (UALBERTA</td>
<td>$12,144</td>
<td>$18,216</td>
</tr>
<tr>
<td>RESIDENCE PRIVATE APARTMENT</td>
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<td></td>
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<tr>
<td>FOOD (MANDATORY MEAL PLAN</td>
<td>$2,400</td>
<td>$3,600</td>
</tr>
<tr>
<td>FEES FOR UALBERTA RESIDENCES</td>
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<td></td>
</tr>
<tr>
<td>NOT INCLUDED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLOTHING</td>
<td>$600</td>
<td>$900</td>
</tr>
<tr>
<td>TRANSIT PASS</td>
<td>N/A</td>
<td>$377</td>
</tr>
<tr>
<td>BOOKS &amp; SUPPLIES</td>
<td>$1,600</td>
<td>$1,600</td>
</tr>
<tr>
<td>MISCELLANEOUS (CELL PHONE,</td>
<td>$2,400</td>
<td>$3,600</td>
</tr>
<tr>
<td>HOME INTERNET, LAUNDRY,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENTERTAINMENT, PHARMACEUTICALS,</td>
<td></td>
<td></td>
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<tr>
<td>DENTIST, ETC.</td>
<td></td>
<td></td>
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<tr>
<td>TOTAL (DORMITORY RESIDENCE)</td>
<td>$18,354</td>
<td>$27,108</td>
</tr>
<tr>
<td>TOTAL (APARTMENT RESIDENCE)</td>
<td>$18,544</td>
<td>$27,393</td>
</tr>
</tbody>
</table>

** Cost of living estimates do not include money to return home or visit other parts of Canada. You need to budget extra if you plan to travel.

From September to April, your U-Pass (universal transit pass) is included in your non-instructional fees, and is assessed with your tuition. You may need to purchase a pass for summer months. See Edmonton transit for more information.

This table does not include taxes, tuition and healthcare coverage.

PLEASE NOTE!
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, 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 you live with family.

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

Apply for residence even if you do not have full admission.

A $25 application fee must be paid by credit card. You must make rent payments on either a long term or monthly basis depending on the residence and unit type. Each residence charges an annual student association fee that varies from $36 to $80 (subject to change).

If you plan to arrive in Edmonton before your residence move-in date, 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.

Notify Residence Services if you are unable to move in on your planned date. If you do not pick up your keys on the date, you scheduled to move-in; you will lose your residence reservation.

OFF-CAMPUS HOUSING

If you plan to look for off-campus housing, arrive at least two weeks to a month before classes start. There will be fewer options available as September gets closer. International Student Services can help you search for off-campus housing once you arrive. Organize temporary accommodation, to have a place to stay while you arrange your permanent housing. Move-in dates are usually the first day of the month. Remember to include the cost of temporary accommodation in your budget.

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 from campus or closer will cost up to $2,000 per month. If you are willing to live farther from campus, there is greater selection of affordable housing. Buses and trains (LRT) come to the University from most areas of the city.

Caution! Do not enter into any rental agreement until you view the accommodation in person and meet any prospective roommates. Carefully read the contract before you sign. Visit the landlord tenant website for more information.

Get more accommodation tips on our website.
### Alberta Health Care Insurance Plan (AHCIP)

If you will live in Alberta for **12 months or longer**, you 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. Proof of study or work permit, identity, and residency are required to apply for Alberta Health Care coverage.

You must also apply if you move to Alberta from a different province in Canada. Coverage starts the first day of the third month, following the date you arrived in Alberta. For example, if you arrived August 26, your health care coverage will begin November 27. You are considered to be covered under your previous provincial plan for these three months. If you moved from a different province where you did not have access to provincial health insurance, you are eligible to apply for UAHIP coverage until Alberta Health Care coverage becomes effective.

### GSA Health & Dental Plan

Graduate students at the University of Alberta automatically become members 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 at an additional cost during the **Change-of-Coverage period**.

The Plan was designed to provide 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, chiropractors, and more.

For a complete and up-to-date list of benefits, visit [StudentCare](#).

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).

### More information

Get more information about the GSA Health & Dental Plan on their [website](#).

### UAlberta Health Insurance Plan (UAHIP)

If you will be in Alberta for **less than 12 months**, you are 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, 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.

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

SPOUSE 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.
PREPARE FOR YOUR TRIP

DOCUMENTATION

Carry all of the following information with you on the plane. **Do not pack 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)

If you stop 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, applying for a study permit at the border, make sure you have all required documents, listed on page 1 of this bulletin.

BEFORE YOU LEAVE HOME

IN CASE OF EMERGENCY

Assign, an English speaking, family or guardian member to be your emergency contact. Take note of their current phone number and inform them that you are providing their name and number to UAlberta in case of an emergency.

If your emergency contact’s information changes, it is your responsibility to update your emergency contact’s information on Bear Tracks.

CHECK UALBERTA EMAIL

When you apply electronically to the University of Alberta, you are assigned a CCID and password to your current email address. Once you start communicating with the University, a CCID is created and uses a combination of your first and last name. It is automatically created for students, staff and faculty.

Your CCID and password allow you to access your University email. All official emails concerning your education (including the Office of the Registrar, International Student Services, Faculties and Departments, etc.) send important information, you need to know prior to your arrival, to your UAlberta email account.

To ensure you do not miss any emails, connect your current personal email to your new UAlberta email account. If you are unable to check your email now, make sure to do so as soon as you arrive in Canada.

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.

CANADA CUSTOMS

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

CURRENCY
GETTING THERE

EDMONTON INTERNATIONAL AIRPORT

If you arrive in August to early September, visit the Airport Welcome booth on the arrivals level for information and help to get to campus.

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 Sky Shuttle service.

The ETS bus service (Route 747) can take you from the Edmonton International Airport to the Century Park LRT (rail) station in Edmonton. From there, you can transfer to a train to the University campus or downtown area.

WELCOME SERVICES

WHEN YOU ARRIVE

Visit International Student Campus Check-in first on campus. The Check-in provides you with information on:
- Orientation
- Health care coverage
- Student housing

INTERNATIONAL STUDENT SERVICES

International Student Services can assist you with any questions or challenges you might face. We are located at 142 Telus Centre. We enjoy getting to know and meeting all of our international students -- make sure to drop-by to say hello!

TRANSITIONS INTERNATIONAL STUDENT ORIENTATION

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

Transitions helps you prepare for UAlberta’s academic and social life, and introduces you to Edmonton’s vibrant community.

International students who attend Transitions usually have less difficulty with adjusting to UAlberta, immigration and other matters.

Transitions is also held in January for those starting Winter Term.

Get more details about Transitions and register online!

PEER PROGRAM

New students! Take advantage of the Peer Program, it connects you with other students and helps you settle into your new surroundings.

The Peer Program offers support and social events throughout the year.

Complete the online application form to join!

QUESTIONS?

If you have any questions or concerns email: arriving@ualberta.ca

For more contact information, visit our website.

WE LOOK FORWARD TO WELCOMING YOU AT UALBERTA!