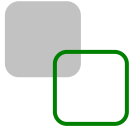




International College of Manitoba

***Student
Pre-Arrival
Guide***



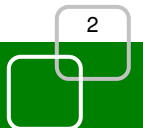
Welcome to ICM

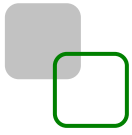
Congratulations on your acceptance to International College of Manitoba (ICM). The staff at ICM welcomes you and we look forward to assisting you with all the important aspects of your studies.

This booklet has been prepared to provide information regarding a range of matters relevant to your studies at ICM, and to make your transition as smooth as possible.

You may be assured that we are fully committed to ensuring that your studies with us are both successful and enjoyable.

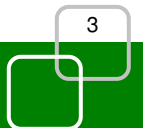
This guide contains valuable information to help you prepare for your studies so we encourage you to read it carefully. If you need more information, please see our website at www.icmanitoba.ca. You may also contact ICM at 1-204-474-8479 or our Admissions Manager via email at admissions@icmanitoba.ca.





Contents

Preparing to leave home	4
Your program.....	4
Student visa.....	4
Applying for a Canadian Study Permit (outside Canada)	5
Temporary Resident Visa	5
Official ICM Letter of Acceptance.....	5
Passport	5
US students.....	6
Medical examination.....	6
Proof of funds	6
Health insurance.....	6
Semester dates and holidays.....	8
Emotional preparation.....	8
Accommodation.....	9
On-campus accommodation	9
Off-campus accommodation	9
Homestay	10
What to pack	11
Important documents	11
Clothing	11
Household items.....	12
Declaring your personal items to Canada Customs	12
Arriving in Winnipeg.....	13
Getting to ICM	13
When to arrive	14
UTP 1 math placement test.....	14
Living in Winnipeg.....	15
Estimated living costs	15
Banking and currency exchange.....	16
Opening a bank account.....	16
Transferring funds to Canada	16
Sales tax.....	17
Employment.....	17
Income tax.....	17
A few final words	18
Pre-arrival checklist.....	19





Preparing to leave home

Your program

Know the full name and title of the program that you will be studying at International College of Manitoba. The full name of your program has been provided to you in your Letter of Offer. Knowing the proper title of your program will be very useful at Orientation. ICM currently offers the following programs:

- ❖ University Transfer Program (UTP) Stage I
- ❖ University Transfer Program (UTP) Stage II: Business
- ❖ University Transfer Program (UTP) Stage II: Engineering
- ❖ University Transfer Program (UTP) Stage II: Science
- ❖ University Transfer Program (UTP) Stage II: Arts

If you meet the academic requirements, but not the English language requirements, you may be required to enrol in the Mixed Program for a minimum of one semester.

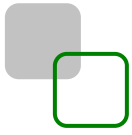
Detailed explanations of these programs can be obtained from your agent, the ICM brochure and the ICM website, www.icmanitoba.ca

You should ensure that you fully understand the length of your program and any conditions that are on your Letter of Offer. All conditions stated on your Letter of Offer must be met on or before the first day of Orientation. **Conditions that have not been met can delay your program start date!** If you are not sure, please ask before you leave your home country. If you have an agent, please approach them for information. If you do not have an agent, please contact our Admissions Manager at admissions@icmanitoba.ca for assistance.

Student visa

Whether you are coming to Canada for the first time or transferring to ICM after studying at another Canadian institution, you need to make sure that you have valid immigration documents:

- ❖ Study Permit
 - ❖ Temporary Resident Visa (if applicable for your country)
 - ❖ Passport
-



Applying for a Canadian Study Permit (outside Canada)

Before you can study in Canada, you must obtain a Study Permit from Citizenship and Immigration Canada. To obtain a Study Permit (or a Letter of Introduction authorizing the issuance of a Study Permit at a Canadian port of entry), you must apply to your closest Canadian Embassy or Consulate. Apply early! Canadian representatives in some countries have a deadline for processing student applications to study abroad and the entire process can take weeks (or in some cases, up to six months). Do not leave home until you receive your Letter of Introduction confirming the approval of your Study Permit from a Canadian Embassy or Consulate. For more information, please visit the Citizen and Immigration Canada website at www.cic.gc.ca.

Temporary Resident Visa

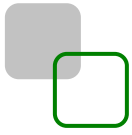
Depending on where you are from, you may require a Temporary Resident Visa (TRV) - in addition to a Study Permit - to enter Canada. (Go to www.cic.gc.ca/english/visit/visas.asp to find out if this applies to you.) A TRV is a stamp or sticker placed in your passport to show that you have permission to enter Canada for a specified period of time, and occasionally allows for more than one authorized entry. If you need a TRV, you do not have to make a separate application. An officer will issue it at the same time as the Letter of Introduction confirming the approval of your Study Permit. Unless you are a citizen of a country that is exempt from this requirement, you must have a TRV before arriving in Canada.

Official ICM Letter of Acceptance

Present your original ICM Letter of Acceptance and Letter of Offer to the Canadian representative abroad when obtaining a Study Permit and (if applicable) Temporary Resident Visa. You will also be provided with an official Fees Receipt once you have made payment. You may be required to provide this document when applying for your Study Permit.

Passport

You must have a valid passport at the start of your academic program in Canada. If your passport expires before the end of your studies, you should start the process to renew your passport six months before the expiry date. The list of foreign representatives in Canada can be found at www.dfait-maeci.gc.ca/protocol. If you are a US citizen, you do not currently need to have a passport to enter Canada, but you will be asked to show proof of citizenship. As this policy may change, we advise all US citizens to have valid passports.



US students

If you are a citizen of the US, Greenland or St. Pierre and Miquelon, you can apply for your Study Permit at your port of entry into Canada (airport or land border crossing). Fill out the application form in advance and prepare the required documentation to present upon arrival. You will need proof of citizenship, a secondary piece of official identification, your official Letter of Acceptance from ICM and proof of sufficient funds.

Medical examination

As part of the procedure for obtaining a Study Permit, you may be required to undergo a medical examination. (Check www.cic.gc.ca/english/information/medical/dcl.asp for details.)

Proof of funds

You must also prove you have enough money to pay for your tuition and living expenses for at least one year, as well as for your return transportation to your home country. One year's living expenses in Winnipeg is estimated to be \$10,000.00 CDN.

Health insurance

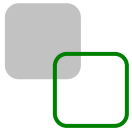
Canadian law requires all residents to have health insurance. If family members are accompanying you, they should also have adequate health insurance during their stay in Canada. The Canadian health system provides a high standard of health care, but medical care is very expensive if you are not insured. Without insurance, you could be charged thousands of dollars per day for a hospital stay or even be refused certain health services.

Types of health insurance

In Canada, there are generally two types of insurance: basic and extended.

Basic health insurance typically covers visits to doctors, hospital stays and diagnostic medical testing. Extended insurance generally covers dental, prescriptions and items not covered by the basic plan. Extended medical insurance can be purchased through private insurance carriers.

Basic health insurance is mandatory for all ICM students.



Manitoba International Student Health Insurance Plan (MISHIP)

All ICM students must have insurance provided by the Manitoba International Student Health Insurance Plan (MISHIP). As part of your initial fees, you purchased this health insurance for 12 months. Full details on the coverage can be found on the MISHIP web site: <http://www.miship.ca/>

Health Services on Campus

ICM students have access to the health services provided by the University Health Service located on campus at 104A University Centre. Doctors and nurses at the unit offer a full range of medical services. For information on the services, including how to make an appointment, visit their web site <http://www.umanitoba.ca/student/health/> or call them at +1 204 474 8411.

Semester dates and holidays

Details of semester start and end dates are available from the ICM website, www.icmanitoba.ca Please make sure that you and your parents know these dates before you leave for Canada as you may wish to organize return plane tickets to return home for holidays, family celebrations or other important events. (Please note that you will not be excused from classes.)

Emotional preparation

Leaving home to study overseas is an exciting adventure that broadens your mind, provides you with a world-class education and allows you to share your experiences with students from many different countries. Leaving home for the first time can be quite a shock and you should be prepared for this.

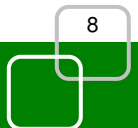
During the first two or three months you will experience many emotions that are new to you. One day you might be on an emotional high and the very next on an emotional low. This is very normal and is something that most students experience. The highs occur because you have started a new adventure, are making new friends, learning new things, and experiencing adult independence, among many other things. The lows occur because you are managing a new way of learning, cultural differences, homesickness and missing family and friends. Remember that this is probably true for many of the other students who have also just begun their studies at ICM. The times of feeling low will become fewer and fewer as time passes.

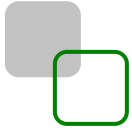
If you find yourself feeling low and this is not passing quickly, there are many options available to you. Discuss with your classmates, talk to the ICM Student Advisor (or any



other member of staff that you have grown to know), or make an appointment with U of M's Student Counselling and Career Centre, at <http://umanitoba.ca/student/counselling/index.html> and be sure to keep busy. You will be surprised how focusing on your studies, going to a movie, exercising or doing something to take your mind off how you are feeling will make the low feeling pass.

Every staff member at ICM is keen to ensure that you enjoy your time at the College and is always willing to help. Do not feel that you are alone or that you are the only one experiencing a particular emotion.





Accommodation

On-campus accommodation

ICM students may choose to live in UM residences on the Fort Garry campus, just a short walk from your classes. The residences on campus feature:

- Furnished rooms (bed, desk, chair, and bookshelf)
- Meal plans
- Lounges with TV/VCR/DVD
- Laundry facilities
- Computer facilities

You can choose to live in traditional undergraduate housing or on special interest floors with students who have similar interests.

For more information about on-campus accommodation and to apply, please visit http://www.umanitoba.ca/student/housing/on-campus_living.htm

Off-campus accommodation

A wide range of off-campus accommodation including hostels, boarding houses, private rentals and shared accommodation is available to ICM students. The following resources are the best places to start looking for off-campus accommodation:

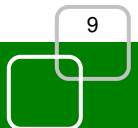
Students and staff can find a place to live off-campus through the University of Manitoba Students' Union (UMSU) Housing Websites at:

www.umsu.ca/umsuliving/

Another two websites for student housing are listed below:

www.homes4students.ca

www.rentingspaces.ca





Homestay

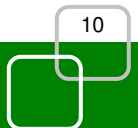
For many students, the opportunity to stay with a Canadian family, off-campus and in the community, offers special appeal. As a homestay student, you will have the chance to be a part of the family, taking part in family activities and celebrating special occasions. All families are within commuting distance of ICM. Homestay includes breakfast, lunch and dinner.

ICM homestays are provided by the University of Manitoba homestay services. For more information about homestay, please visit <http://www.umanitoba.ca/student/elc/homestay/>

Students under the age of 18 must find accommodation acceptable to their parents and ICM.

Students under eighteen are required to be in 'homestay' accommodation while studying at ICM and must be respectful and compliant of responsibilities undertaken by the host families on their behalf.

Students 18 years of age or younger require a custodianship document. Consult with Canadian Immigration officials regarding your situation. If you require custodianship, please contact the admissions officer at admissions@icmanitoba.ca





What to pack

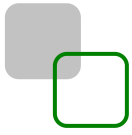
Important documents

Before your departure, make sure that all your important documents are in order. Make photocopies of important original documents and leave one copy with your family or friends at home and keep the other copy in your suitcase, separate from the original documents that you must carry with you. These documents include:

- ❖ Valid passport and/or official government-issued identification
- ❖ Letter of Introduction confirming the approval of your Study Permit from a Canadian Embassy or Consulate (unless you are a US citizen and will be applying for your Study Permit at your port of entry into Canada)
- ❖ Temporary Resident Visa (if required for your country)
- ❖ ICM Letter of Offer
- ❖ ICM Letter of Acceptance
- ❖ ICM Fees Receipt
- ❖ Proof of funds available
- ❖ Credit card(s)
- ❖ Identification document with photo, showing proof of age
- ❖ Driver's licence or international driver's licence, driving insurance records (if you plan to drive)
- ❖ Medical records and immunization records, translated if applicable (useful, but not required)
- ❖ Medical insurance documents (if you have additional medical insurance from your home country)

Clothing

Winnipeg has a continental climate, with four distinct seasons, winter, spring, summer, and fall. Normally, Winnipeg has average temperatures of +26 C in summer (June to August) and -12 C in winter (November to March). However, it can also experience extreme weather conditions where temperatures can reach as high as +30 C in the summer and as low as -40 C in the winter. Consult a weather website (such as www.theweathernetwork.com) to get an idea of the temperatures you can expect during each semester. It is advisable to pack an umbrella, a warm spring or fall jacket and a very warm winter coat as well as winter boots if you have them. People tend to dress casually in Manitoba, but you may wish to bring cultural clothing or more formal wear for special occasions. Bring gloves and a hat and other warm sportswear for outdoor activities and also be prepared to dress in layers. In the summer you will wear light clothing during the day, but in the evenings you will need a light jacket or sweater. Comfortable walking shoes are also essential.



Household items

Electrical appliances

Electrical systems in Canada operate at 110 volts and 60 Hz. Most appliances have a three-pin plug, although some have a two-pin plug. You can purchase an adaptor/converter for your existing electrical appliances if necessary, or wait to purchase appliances in Canada.

Items needed if living on campus

Many household items are included in residence housing. When you first arrive in residence, sheets, pillows and blankets will be provided. However you will be expected to purchase your own soon after arriving. You will be required to bring your own towels. For a complete list of what is included and what you should bring, see the Frequently Asked Questions (FAQ) section on the Housing website:

http://students.sfu.ca/residences/prospective/moving_in.html

Items needed if living off campus

Many students rent private suites or rent a room in a shared suite or house. The majority of rental places are unfurnished, but major appliances (such as a refrigerator and stove) are always included. Furnished suites will include basic furniture but are unlikely to include kitchen utensils, bedding, towels, lamps or phones. When looking for accommodation, check what is included before you sign the rental agreement forms. If you need to purchase items when you arrive, check with ICM staff or other students on where to get the best prices.

If you intend to rent an apartment either by yourself or with a roommate please purchase renters insurance. This will help to cover the replacement of any valuables lost in fire, theft or flood.

Declaring your personal items to Canada customs

Before arriving in Canada, you should review current customs regulations. Prepare a list, in duplicate (preferably typewritten), of all goods you are bringing into Canada. If any of the items can be identified by a serial number (appliances, cameras, etc.) be sure to record those numbers. Mark all items on your list with approximate monetary values. You can bring in other non-consumable goods after your initial arrival, but you must report these goods to Canada Customs. In such cases, Customs will normally require a refundable deposit. For more detailed information on customs regulations for temporary residents of Canada, visit the Canada Border Services Agency website at www.cbsa-asfc.gc.ca and download the brochure entitled, "RC4220: Entering Canada to Study or to Work".



Arriving in Winnipeg

It is important that you know where you are going once you arrive in Winnipeg.

ICM will provide arrival pick-up services at J A Richardson Winnipeg International Airport for new students arriving from outside Canada for \$40.

If you will be looking for off-campus housing upon arrival, or if you are arriving in advance of your move-in date, you may need to stay in temporary accommodation for a few days. Some possibilities include:

Near the airport

The Hilton: www.hilton.com

Near the Fort Garry campus

Holiday Inn www.holidayinn.com

Canad Inns www.canadinns.com

Further listings are available on the [Destination Winnipeg website at www.destinationwinnipeg.com](http://www.destinationwinnipeg.com)

Getting to ICM

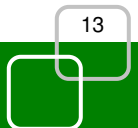
The best way to get to ICM from the airport is by taxi. Public transportation is available, but will require a change of buses in downtown and may be inconvenient for those carrying large suitcases.

By taxi

A taxi ride to the Fort Garry campus from the airport will cost approximately \$40. If you are coming from downtown, expect to pay about \$30. Taxis are metered and a 15% gratuity/tip is typically expected, in addition to the charge on the meter. Two of the largest taxi companies are:

Unicity Taxi: +1 204 925-3131

Duffy's Taxi: +1 204-925-0101





By public transportation

Please see our website, www.icmanitoba.ca and click 'Getting to ICM' on the homepage. You may also wish to visit the Winnipeg Transit Link (Winnipeg public transportation) website at <http://winnipegtransit.com/index.jsp> for bus routes and schedules.

By car

ICM offices are located on the 5th floor of the University Centre building in the middle of the Fort Garry campus. Maps and directions can be found on ICM's homepage at www.icmanitoba.ca.

When to arrive

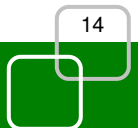
ICM Orientation date for the January Semester is 8:30am on Wednesday, **January 6th, 2010 at 217 University Centre.**

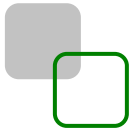
All new students **must** attend Orientation. You will be instructed how to select your timetable, be given a tour of the campus and facilities, receive your student ID card plus other important and useful information.

You should not arrive in Winnipeg later than the Orientation date without first discussing this with your agent or the Admissions Manager of ICM. If you arrive at the airport after your start date you may experience difficulties with immigration authorities, not to mention difficulties catching up on missed course work from your classes.

UTP 1 Math Placement Test

ICM will be requiring UTPI students to assess the level of their Mathematics skills at the start of January classes. Because students begin their ICM studies with different backgrounds in math, it is important that you are able to be in the class that is right for you. On the second day of classes, January 12, UTP 1 students should plan to take a test that will help us find out more about what you have learned in your previous math studies. Results on this test will not be counted towards any grades, and will not affect entry into ICM, schedule or tuition fees. After the test students will continue on in one of two math classes at the UTPI level that is best suited to each student's needs.



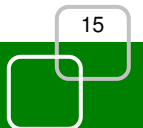


Living in Winnipeg

Estimated living costs

Tuition and student services fees are just some of the costs you will need to pay as a student:

Estimated living costs (CDN)	3 terms (12 months)
Books and supplies – UTP Stage I	\$500
Books and supplies – UTP stage II	\$800
Accommodation (on-campus – including utilities and food)	\$7,200
Clothing	\$500
Personal	\$300
Entertainment	\$500
Miscellaneous	\$300
Medical insurance	\$500
TOTAL	\$9,750 - \$10,600





Banking and currency exchange

Canadian coins are available in denominations of 1 cent (a “penny”), 5 cents (a “nickel”), 10 cents (a “dime”), 25 cents (a “quarter”), \$1 (a “loonie”) and \$2 (a “toonie”). Notes are available in denominations of \$5, \$10, \$20, \$50 and \$100. Many vendors will not accept \$100 bills, so it is best to carry smaller bills. Major credit cards and Interac Direct Payment (with your Automated Teller Machine - ATM) account card are widely accepted.

Currency exchange services are available at the J A Richardson Winnipeg International Airport and at most financial institutions. Major credit cards and travellers cheques are also widely accepted. If you will be arriving late in the evening or on a Sunday or holiday, it is a good idea to have a small amount of cash with you (\$100 to \$150 Canadian). However, we do not advise carrying large amounts of cash on your person.

Opening a bank account

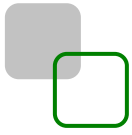
There are CIBC bank machines on campus for cash withdrawals and deposits. To open a bank account in Canada, you will need your passport, ICM Student ID card (to be issued at Orientation), proof of registration at ICM and documentation verifying your address in Canada (such as a phone bill or residence contract).

Other large financial institutions in Canada are the Bank of Montreal, Canadian Imperial Bank of Commerce (CIBC), HSBC, Royal Bank of Canada (RBC), TD Canada Trust and Steinbach, Assiniboine, or Cambrian Credit Unions. Most banks have special rates for students and offer Internet or telephone banking services that you may use.

Transferring funds to Canada

You can wire transfer money to your Canadian bank account from your home country.

Obtain a bank draft for the amount you wish to transfer and bring it with you to Canada. Before making the transaction, you should ask how long the transfer will take, as Canadian banks can place lengthy holds on deposits (sometimes up to 20 business days). Remember to keep copies of all transaction records for future reference. If you have an ATM (Automated Teller Machine) bank card for your bank in your home country, you may be able to withdraw money from your account at ATMs in Canada. Check with your home bank about this option, but keep in mind that you may need to pay service charges and that exchange rates fluctuate.



Sales tax

Most purchases in Manitoba are subject to two sales taxes (the provincial sales tax (PST - 7%) and the national goods & services tax (GST - 5%). These taxes are usually not indicated on the price tag and will be added to the listed price of most retail goods and services.

Employment

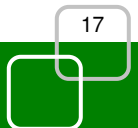
To work in Canada, you will need to apply for a Work Permit and a Social Insurance Number. *For more information, go to the Citizenship and Immigration Canada website at www.cic.gc.ca/english/study/work.asp.

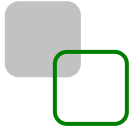
*Check the conditions listed on your Study Permit.

Do not come to Canada if you must work to financially support yourself.
Students who work without proper authorization may be asked to leave Canada.

Income tax

If you earn any income from Canadian sources (including scholarships, fellowships, bursaries or employment), you will generally have to pay income tax for that calendar year, depending on tax treaties between Canada and your home country. Your moving expenses may be eligible tax deductions, so remember to save all receipts for costs that you incur moving to Canada (such as costs for transportation, temporary accommodation, storing your belongings, etc.). For information, please see the Canada Revenue Agency website at www.cra-arc.gc.ca.



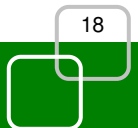


A few final words

The Staff of ICM hope that you will find your time in Canada both challenging and enjoyable. Remember that it can take a while to adjust to anything new, but that eventually all will be very familiar to you. Immerse yourself in the activities and experiences that are available to you at ICM and the University of Manitoba. Not all of the things that you learn will be of an academic nature, but they will lead you to become someone who is independent, a critical thinker and someone whose horizons are greatly expanded.

There might be times of happiness, sadness, stress and discouragement. This is quite normal. Sometimes you might feel that things are all too much for you. Remember that all the staff members of ICM and the University want you to succeed and that we are here to help you do just that.

We look forward to welcoming you to International College of Manitoba!





Pre-arrival checklist (Also see section “What to pack”)

- ❖ Organize all important documents—one photocopy with your family, one photocopy in your suitcase, and all originals in your carry on
- ❖ Three passport sized photographs
- ❖ Identification (e.g. passport)
- ❖ Medical certificates /history/reports
- ❖ Clothing / Toiletries
- ❖ Household items (if applicable)
- ❖ Credit card / Pocket money (approx. \$150 Cdn cash)
- ❖ International prepaid phone card
- ❖ Name, address, telephone number where you will spend your first night in Canada
- ❖ Contact numbers (family and ICM)
- ❖ This Pre-arrival guide

