Faculty of Graduate Studies

Handbook for New Incoming International Graduate Students

Congratulations on your admission into York University! We are simply delighted that you have chosen to join us and look forward to welcoming you in person.

This guide is designed to help you navigate the process of coming to Canada and settling into your new home at York University and the city of Toronto. Please read all of the information in this guide in order to be fully informed about your responsibilities as an international student studying in Canada.

The information provided is divided into two primary sections:

1. Before You Arrive
2. While You are at York

In addition, the Money Matters, and Immigration Information sections are designed to provide you with quick reference points for some of the most common issues faced by an international student.

Before You Arrive

In this section, you will find information about:

- Immigration
- Housing
- Choosing your courses
- Health Insurance and Health Care
- Arriving at the airport
- How to get to York

While You are at York

In this section, you will find information about:

- Academic Life
- Student Life on campus
- Staying Healthy
- Safety on Campus
- Life in Toronto and York Region
- Information for Students Bringing Family to Canada

Immigration Information

In this section, you will find information about:

- Immigration Requirements
- Entry Visas or TRV's
- Study Permits
Money Matters

In this section, you will find information about:

- Personal Finances in Canada
- Budgeting for your Education
- Taxes in Canada
- Employment Opportunities
- Scholarships, Awards and Bursaries
Before You Arrive
Given that international students require specific documents in order to study in Canada, it is very important that you follow these steps as soon as you have accepted your offer from York University:

1. **Immigration Information:** Apply for the immigration documents you will need to enter and study in Canada. This is normally done about six months before you begin your study.
2. **Where to live:** Arrange for housing and choose an on-campus meal plan (if required).
3. **Choose your courses:** The Graduate Studies Enrollment and Registration Guide will provide you with all of the information needed to enroll in your courses.
4. **Health Insurance:** Understand your health insurance coverage and where to get treatment for ailments.
5. **Getting to York:** Plan for your arrival at Toronto Pearson International Airport and learn how to get to York University.

**Immigration Information**

You are required to obtain certain documentations from the Canadian diplomatic missions abroad to study in Canada. It is essential that you submit the required application documents within the appropriate time frame.

As you read this section remember that: while we strive to keep our information current, the most authoritative source for information about Study Permits and Temporary Resident Visas will always be online at the Citizenship and Immigration Canada (CIC) Webpage, in both English and Français.

Your Study Permit and, if required, your Temporary Resident Visa, are essential immigration documents for an international student to obtain before coming to Canada. **Under no circumstance should you come to Canada without a valid Study Permit and if required, your Temporary Resident Visa (entry visa).**

**NOTE:** It is a good idea to make several photocopies of important documents, including your plane tickets, passport, Study Permit, Temporary Resident Visa and prescriptions for drugs. You should keep those photocopies separate from your original documents. Leave one copy at home, with a family member or trusted friend, and keep another copy in your luggage.

While traveling, always carry your original documents and money on your person — do not put these things in your luggage because they can get lost in transit!

Further detailed information about the Canadian immigration requirements of an international student can be found below:

- Immigration Requirements: Summary
• Study Permits
• Entry Visas
• Immigration Information for Family Members
• Working in Canada: Legal Requirements

Note: This immigration information has been reviewed and endorsed by Constance Nakatsu, immigration lawyer, in accordance with the provisions of the Immigration and Refugee Protection Act.

Housing
For many students, living on-campus and in residence provides great opportunities to connect with new friends and meet people from different backgrounds and cultures. Other students may prefer the chance to live elsewhere in Toronto. This section will give you useful information on what to consider as you make a decision about where to live.

On-Campus Housing
Graduate students who decide to live on York’s Keele or Glendon campuses will be within walking distance of many amenities.

York’s Keele campus is like a small city unto itself, complete with shops, sports and fitness facilities, art galleries, parks and green spaces, restaurants, cafés and pubs, while York’s Glendon campus offers a more intimate university experience that is immersed in mid-town Toronto’s Lawrence Park neighbourhood.

If you choose to live on campus, York University offers many housing options designed to fit your needs.

Graduate, Mature Students and Students with Family On-Campus Housing
Keele Campus
Graduate students have the option of living on-campus in one of York University’s apartments.

The apartments are conveniently located on the York Keele campus and are within walking distance of classes and all campus amenities. For students living with their family, York’s graduate apartments contain a community playground and the nearby Atkinson Residence offers a daycare facility.

The York University Apartments offer both furnished and unfurnished apartments, and include bachelor, one-bedroom and two-bedroom units. There are also adapted units for students who require wheelchair access or visual alarm.

For more information about on-campus housing at Keele Campus, visit York's on-campus graduate housing webpage.
Glendon College
If you are a graduate student at York’s Glendon College, visit Glendon’s on-campus housing webpage for more information about on-campus housing options that are available to you.

Note: All students are required to provide their own linens; however, your residence will provide you with sheets and blankets until you are able to purchase your own at a store. Additionally, upon being approved for a residence room, you will be provided with information about a company named Residence Linens—which will deliver sheets to your room prior to your arrival for a fee.

Off-Campus Housing
Many students choose to live off of York’s campus, in an apartment or house in the city. Depending on your finances and your personal preferences, it is possible for you to live alone or with other students as roommates.

As a starting point, the neighbourhoods found in the “Downtown” and “Midtown” areas of the city are always popular with York students because of their close proximity to the Yonge-University Subway line, and an abundance of student-friendly businesses and housing options. This interactive map of Toronto’s neighbourhoods can help you to understand the characteristics of each area.

A listing of some of the available off-campus housing for York University students can be found on the Places 4 Students website. If you desire a more central urban location, student residents for consideration include Neill Wycik Co-operative, Tartu College and Campus Co-op.

Know Your Rights and Obligations
In Ontario, the signing of a 12-month lease is common practice when renting an apartment. Consider if this year-long commitment works with your schedule as an international student.

The Ontario Government’s Landlord and Tenant Board’s website can provide you with important information about your rights and obligations when renting an apartment in Ontario.

While most landlords are honest, there are people who are willing to take advantage of students. It is important to make every effort to avoid fraudulent landlords. Descriptions of some of the most common rental scams can be found on the Federation of Rental Housing Providers of Ontario website.

Note: York University cannot guarantee the suitability of any off-campus housing and advises students to take caution when leasing non-York housing. We strongly recommend that you visit the neighbourhood during day and evening hours, meet the landlord, and inspect the property, before agreeing to rent. Taking the time to do
so will ensure you are able to make an informed decision about important factors including neighbourhood safety, accessibility, lighting, and maintenance.

Comparison Chart of On-Campus and Off-Campus Housing

<table>
<thead>
<tr>
<th></th>
<th>On-Campus Housing</th>
<th>Off-Campus Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of rental</td>
<td>Rented per-semester</td>
<td>Usually rented for a 12-month period</td>
</tr>
<tr>
<td>Ownership</td>
<td>Owned, managed and maintained by York University. Your resident fees can be paid through your Passport York account.</td>
<td>Owned, managed and maintained by private companies. You must pay them directly.</td>
</tr>
<tr>
<td>Accommodation Guarantees</td>
<td>First-year undergraduate students are guaranteed a room in an on-campus residence, provided that you are admitted to York from a full-time secondary school program, and you apply by June 1.</td>
<td>There is no guarantee of suitable off-campus housing and the responsibility of finding and negotiating off-campus housing is the student’s.</td>
</tr>
<tr>
<td>Meal Plans</td>
<td>A meal plan is optional for graduate students who live on-campus.</td>
<td>Students who live off-campus have the option of purchasing a meal plan for use while they are on campus.</td>
</tr>
<tr>
<td>Application Due Dates</td>
<td>Apply by June 1.</td>
<td>Varies by property availability.</td>
</tr>
<tr>
<td>Private or Shared Accommodation</td>
<td>Private and shared rooms are available. All students entering York with a 90% average are guaranteed a single room, if they apply by June 1.</td>
<td>Varies by property.</td>
</tr>
</tbody>
</table>

**Meal Plans**

York University offers Meal Plans to meet the needs of all students. For graduate students who choose to live on campus, meal plans are optional.

When you select a plan, a pre-paid balance will be added to your YorkU student card. You will then be able to swipe it at any of the many restaurants, cafeterias, and cafes, on York’s campuses. Your purchases will then be automatically debited from your Meal Plan account.

For detailed information about the various Meal Plans available, visit the Food Services website.

**Choosing Your Courses**

York University’s Office of the Registrar is responsible for all student registration and course enrolment. After you have activated your Passport York account, (see immediately
below) follow the [Graduate Studies Enrolment and Registration Guide](#), it will provide you with all of the information needed to enroll in your courses.

**Note:** Because many courses are popular and fill quickly, it is important that you select your courses promptly after the registration period begins. Since registration periods vary depending on faculty, year of study and other factors, visit [York’s online ‘Registration and Enrolment Guide’](#) to see when your registration period begins.

**Activating Your Passport York Account**
At York, all course selection is done online through your Passport York account. If you have not activated your account yet, you will need to do this before choosing your courses.

**Passport York** — is York University's secure online portal that will allow you to access York University’s online services and tools.

Logging in to your Passport York account is York University's primary method of online authentication, and will be used frequently while you study at York.

Registering for your Passport York account is easy. You will be given a student number after accepting York's offer of admission. This number can then be used to set up a Passport York account on the Passport York page.

Your Passport York account will allow you to:
- Select courses
- Pay fees
- Review grades
- Review/renew library loans
- View your student financial account
- Check your enrolment date
- Download your T2202 tax form
- Change your address and contact information
- Vote in York elections with EVote

**Steps to Activate your Passport York account:**
- Click on the [New Student Sign Up](#) link
- Login with your Student number and Date of Birth.
- Follow the steps provided.
- Give yourself a Passport York username and password. Choose something that is both easy for you to recall and difficult for others to deduce. You may want to write them down until you memorize them.

Once your account is setup, **Passport York can be accessed here**.

It is recommended that you bookmark this webpage for easy access.
If you forget your Passport York password, follow these steps:
  • [Link to reset password](#).
  • Or visit the helpdesk counter at the Computing Commons, located in the William Small Centre, with a piece of photo ID.

If you forget or want to change your Passport York username:
  • Go to the “Reset your password” application and follow the steps as though you are changing your password. At the end of the process your username will be displayed.
  • To change your username, please send email to [accounts@yorku.ca](mailto:accounts@yorku.ca) from your York email account.

**NOTE:** You can only sign up for a Passport York Account once. If at any time you forget your username or password you cannot sign up for a new account. You will need to follow the instructions on this page for resetting your password or looking up your username.

**Registration**
The most up-to-date information about course selection for Graduate students can be found on the [Registrar’s Office website](#).

Graduate students must maintain continuous registration in all terms — Fall, Winter and Summer — until graduation or withdrawal from the University. Registration is subject to the time limits stated in the [Faculty of Graduate Studies academic regulations](#). In addition, students must pay the appropriate term fee in order to remain registered.

Ensure that you register and accept your fees before the posted deadline; late registration will result in a $200 late fee. Visit the [York Registrar’s Office website](#) to register. You will need to sign into your Passport York account to complete your registration. Select the session you would like to register for and follow the instructions.

**Note:** The Faculty of Graduate Studies does not require an enrolment deposit. By accepting your fees in the online York Registration and Enrolment System, you are deemed to be registered.

<table>
<thead>
<tr>
<th><strong>Academic Term</strong></th>
<th>Registration &amp; Enrolment Access</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer — May 1 – Aug. 31</td>
<td>Early March</td>
<td>Early May</td>
</tr>
<tr>
<td>Fall — Sept. 1 – Dec. 31</td>
<td>Early June</td>
<td>Early September</td>
</tr>
<tr>
<td>Winter — Jan. 1 – April 30</td>
<td>Early June</td>
<td>Early January</td>
</tr>
</tbody>
</table>

**NOTE:** Confirm exact registrations deadlines on the Office of the Registrar's website.

**Registration Status**
Students are expected to remain in the category of registration to which they are admitted unless a change of status is approved by the Graduate Program Director and the Faculty of
Graduate Studies. A change of status (i.e. leave of absence, change to part-time, extension of time) for a term must be made prior to the start of term.

**Change of Status**
To request a change in status, you must complete an **Academic Petition Form** or a **Program Approval Form** and return it to your Graduate Program Office. Please note any change in registration status will affect your funding; before initiating your request, consult with your graduate program and review the **FGS academic regulations**.

- Complete an Academic Petition for the following:  
  [www.yorku.ca/grads/forms.html](http://www.yorku.ca/grads/forms.html)
  - Authorization to pursue graduate studies at a location other than York
  - Change of registration status
  - Extension of program time limits
  - Leaves of absence
  - No course available petition
  - Reinstatement
  - Reinstatement to defend
  - Waive a program requirement
  - Other

- Complete a Program Approval Form for:  
  [www.yorku.ca/grads/forms/ProgramApprovalForm2008.pdf](http://www.yorku.ca/grads/forms/ProgramApprovalForm2008.pdf)
  - An elective leave of absence
  - Maternity leave
  - Parental leave

**Note:** The fee to be registered as inactive is $169.49 plus $15.00 registration fee. This includes maternal/paternal leave, elective leave, external leave, and leave on compassionate or medical grounds.

**Withdraw from Program of Study**
In order to withdraw from the Faculty of Graduate Studies, students must submit a letter to their graduate program office. The effective date of withdrawal is the date the letter is received.

**Note:** Withdrawing from a course or dropping a course does not constitute official withdrawal from the program; graduate students pay fees per term, not per course.

**Enrollment**
*When to enrol in a term*
Students must register by the following dates or pay a $200 late registration fee.

<table>
<thead>
<tr>
<th>Academic Term</th>
<th>Registration &amp; Enrolment Access</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer — May 1 – Aug. 31</td>
<td>March 4, 2014</td>
<td>April 29, 2014</td>
</tr>
</tbody>
</table>
How to Enrol and Register in Courses
In order to register for a term, drop course, and add courses, all students must use a Passport York account to access the online York Registration and Enrolment system. By accepting the tuition fees during this online registration and enrolment process, you are deemed to be registered.

Health Insurance and Health Care
This section will review mandatory health insurance known as UHIP, supplemental health insurance, medical facilities such as clinics and hospitals, and accessing counseling.

Health Insurance Overview: Mandatory and Supplemental
All international students at York are covered by two types of health insurance plans: General Health Insurance (UHIP) and a Supplementary Health Insurance Plan (see below).

<table>
<thead>
<tr>
<th>Insurance Plan</th>
<th>Who is covered</th>
<th>What type of insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General health insurance:</td>
<td>All international students and scholars</td>
<td>UHIP pays for eligible hospital services, physician services, osteopath and podiatrist services, ambulance, diagnostic, laboratory and x-ray services, dental surgery when performed in a hospital, out-of-province/Canada emergency care.</td>
</tr>
<tr>
<td>University Health Insurance Plan (UHIP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplemental Health Insurance:</td>
<td>Graduate Student Association (GSA) Health Plan or CUPE 3903 Health Plan (see below)</td>
<td>Supplemental insurance covers drug prescriptions, vision and dental care.</td>
</tr>
</tbody>
</table>

Insurance Plans: University Health Insurance Plan (UHIP) and Supplemental Health Insurance Plan

University Health Insurance Plan (UHIP)

What is UHIP?
UHIP is the University Health Insurance Plan in place for international students and others who are not covered by the Ontario Health Insurance Plan (OHIP). The UHIP insurer is Sun Life Assurance Company of Canada (Sun Life). If you have a smartphone, Sun Life insurance offers an app that allows you to submit and track your claims from your phone. Your UHIP record will also be available online at SunLife's website.

UHIP pays for eligible hospital services, physician services, osteopath and podiatrist services, ambulance, diagnostic, laboratory and x-ray services, dental surgery when performed in a hospital, out-of-province/Canada emergency care and repatriation at levels comparable to those received by Ontario residents under the OHIP. For more details visit uhip.ca.
How much do I pay for UHIP?
The charge for UHIP coverage can vary based on the length of your coverage and the number of your dependents and the length of their coverage.

View this year's UHIP premiums.

To enroll your dependents, e-mail uhip@yorku.ca.

How do I print my UHIP card?
1. Activate your York U email account, if you haven't done so already. Go to this link for instructions:
2. Register on-line with Sun Life
   • Go to www.mysunlife.ca.
   • Below the Log in Bar, click on 'Register Now'
   • Click on 'Register – Benefits Plan'
   • Enter your date of birth
   • Enter the country: 'Canada'
   • Enter the postal code: 'M3J 1P3'
   • Enter the policy number: '050150'
   • Enter your member ID: 'YU-followed by your York U Student Number' (e.g. YU212121211)
   • Click 'Continue' and choose your log in information (Numerical Access ID or your York U email address) and click 'Submit'. You will now see a card with a 12-digit number on the left hand side of the screen. This is your Access ID only, not your health card. Print or save your Access ID card.
3. Check your York U email for your temporary password from Sun Life within 24-48 hours of registering, otherwise it will expire and your access may be blocked. Use the temporary password to complete your registration and print your card.

How do I use a claim form?
Complete the claim form when you pay for healthcare services. Print out a claim form at uhip.ca/ – Fill out sections 1, 2 and 3 and have the healthcare provider fill out sections 4 and 5. Mail the original form and receipts to Sun Life within 12 months of the date of service (address on the form). Keep copies for your own records.

Does UHIP cover dental and vision care and prescriptions?
UHIP may cover some of these items if they are part of treatment during hospitalization. Visit uhip.ca for details. Vision, dental and prescriptions costs are covered by supplemental student plans as listed in section B below.

Can I extend my UHIP after I graduate or finish my exchange?
Yes, if you are staying in Canada and you apply before your coverage ends, you can extend your coverage for a maximum of 60 days. E-mail uhip@yorku.ca to apply.
Do I still have UHIP if I withdraw from school?
No, your coverage is cancelled from the day you withdraw. However, if you withdraw due to illness or injury, or take a leave of absence, you may be eligible to extend your coverage. E-mail uhip@yorku.ca for more information.

Can I opt-out of UHIP?
UHIP coverage is mandatory unless Sun Life grants you an exemption to opt-out. Exemptions are granted when the coverage provided by your plan is equivalent to the coverage provided by UHIP.

Some plans have been reviewed by Sun Life and deemed approved or non-approved—check these lists before applying.

Pre-Approved Plans
You are pre-approved to opt-out if you have one of the plans listed below. Drop off a copy of your proof of coverage at 200 York Lanes, Keele Campus or send a scan of it with your name and student number to uhip@yorku.ca.

- Ontario Health Insurance Plan (OHIP)
- Canadian International Development Agency (CIDA) Health Care Plan
- Canadian Bureau for International Education (CBIE) Health Care Plan
- Canadian Commonwealth Scholarship and Fellowship Plan
- International Council for Canadian Studies Plan
- National Insurance Office for Social Insurance Abroad (Norway)
- World University Service of Canada (WUSC) Health Care Plan
- Embassy of Kuwait
- Interim Federal Health Care Plan
- Health Economic Administration, HELFO Abroad
- Saudi Arabian Cultural Bureau – GWL
- Libyan Plan
- Schlumberger Plan
- Fletcher Allen
- Other Canadian provincially-issued insurance

Non-Approved Plans
You are not approved to opt-out if you have one of the plans listed at uhip.ca.

Other Plans
If your plan does not appear on the non-approved link, you may be eligible to opt-out. Print the form at uhip.ca/exempted.aspx– Complete sections 1, 2 and 3. Mail copies to your other plan provider and to Sun Life (address on the exemption form).

My UHIP is cancelled. How do I get a refund?
Complete a refund form at uhip.ca/refund.aspx. Drop it off with supporting documents at 200 York Lanes, Keele Campus or send a scan of it and the supporting documents to
uhip@yorku.ca right away. You may be eligible for a refund if you have paid for a full year of UHIP coverage and you:

- Have withdrawn or are deregistered from your program of study before March 1, or
- Have completed your program of study before March 1, or
- Have OHIP for part or all of the current academic year, or
- Leave the country for fall or winter term (summer term does not qualify), or
- Have received an exemption from Sun Life (including pre-approved exemptions).

Where can I get more information?

**UHIP at York International**
E-mail: uhip@yorku.ca  
200 York Lanes, Keele Campus, York University

**Sun Life**  
Tel: 1-866-500-UHIP | 1-866-500-UHIP (8447)  
E-mail: askus@sunlife.com  
**UHIP website**  
uhip.ca/

**Health Insurance for Sponsored Students**
The following international students do not participate in the University Health Insurance Plan (UHIP) because they have alternative health insurance coverage:

- Botswanan students on World University Services of Canada (WUSC) scholarships are covered by the Cowan International Student Health Insurance Plan (PDF). Download a WUSC Health and Dental Claim form (PDF).
- Saudi students on Saudi Bureau scholarships are covered by the SACB-HDP plan (PDF), underwritten by Great West Life. For information, contact admin@sacb-hdp.com.
- United Arab Emirate (UAE) students on UAE scholarships will have their expenses reimbursed by the UAE Embassy. For information, contact culture@uae-embassy.com.
- Brazilian government students on Science without Borders scholarships, funded by CNPq, are covered by Guard.me: Summary in English (PDF); Brazilian Students Plan (PDF).

**Note:** UHIP is regulated by the Council of Ontario Universities. It is in effect at all Ontario universities (except the University of Windsor). Universities cannot alter or waive its fees or conditions. Information is subject to change without notice.

**DISCLAIMER:** Every attempt has been made to ensure the information contained herein is valid at the time of posting. The Faculty of Graduate Studies, however, reserves the right to make changes, corrections and/or improvements at any time and without notice. No clerical or mechanical error made by a University — or any of the parties to the UHIP.
insurance contract — will invalidate insurance otherwise in force, or continue insurance otherwise terminated under the policy’s term and conditions.

**Supplementary Health Insurance Plans**

Several supplementary health plans cover medical expenses not included in UHIP, such as prescription drugs.

**Graduate Supplementary Health Insurance**

**Graduate Student Association (GSA) Health Plan** — If you are a full-time graduate student who is not a part of the CUPE 3903 Union, this health insurance plan provides supplemental coverage for vision care, dental, and prescription drugs.

**Note:** Members of the CUPE 3903 Union may not have coverage for their first four months at York. There is an option to enroll in the GSA Health Plan for four months by filling out a form at the GSA office and paying an additional premium.

**Canadian Union of Public Employees (CUPE) 3903 Health Plan** — If you are a graduate student who is a member of the CUPE 3903 Union, this health insurance plan provides supplemental coverage, including prescription drugs, vision care and dental coverage.

**Note:** Students must wait a four month waiting period during their first year working at York before being covered by this plan. The GSA Health Plan, described above, may be used as an alternative during this waiting period. You should receive an enrolment package from York a few weeks before you become eligible for coverage. If your contract begins in September, you must fill out your enrolment form and return it to the address provided so that your coverage can begin in January. If you do not receive an enrolment package, contact the CUPE office.

**Accessing Health Care: Hospitals, Clinics, Pharmacies and Dentists**

*Where do I go for medical help?*

In an emergency, telephone 9-1-1

In a non-emergency, telephone Telehealth Ontario 1-866-797-0000, or visit a medical clinic.

**Closest hospital to Keele Campus**

Humber River Regional Hospital – Finch Avenue Site  
2111 Finch Ave West, Toronto, Ontario  
http://www.hrh.ca/

**Closest hospital to Glendon Campus**

Sunnybrook Health Sciences Centre  
2075 Bayview Ave, Toronto (north of Eglinton Ave. East)(5-10 minute walk south from the Glendon Campus)  
416-480-4934 | 416-480-4934  
http://sunnybrook.ca/
Other Medical Clinics
Some clinics, such as the one in York Lanes on Keele campus, charge fees not covered by health care plans. A list of clinics that do not charge fees to use UHIP is given below, or download Sunlife/UHIP’s app to determine the nearest location.

Hospital for Sick Children
555 University Avenue,
Toronto, Ontario
http://www.sickkids.ca/

Bay College Medical & Lockwood Diagnostic
790 Bay St., Suite 108, Toronto (at College Street)
416-929-1900 | 416-929-1900
lockwoodclinic.com

Doctor’s Office, The Jane & Finch Mall
3869 Jane Street (Downsview area)
416-636-7077 | 416-636-7077
http://mcithedoctorsoffice.ca/patients/30-clinic-Jane-Finch-Mall

Dufferin Family Care Centre
51 Gerry Fitzgerald Drive (near Steeles & Dufferin)
416-739-1562 | 416-739-1562

Sheppard Beecroft Medical Clinic
48 Sheppard Ave, West, North York (Yonge & Sheppard)
416-222-1477 | 416-222-1477 (Call for an appointment.)
http://211toronto.ca/detail/en/176612

Rouge Valley Health System
Centenannary Site
2867 Ellesmere Rd.
Toronto, Ontario

Brampton Civic Hospital – William Osler Health Centre
2100 Bovaird Drive East,
Brampton, Ontario
http://www.williamoslerhs.ca/about-osler/osler%27s-facilities/maps-directions-and-parking

Medical Services on Keele Campus
Appletree Medical Centre is located in York Lanes and has doctors and nurses on staff to
assist with any non-emergency illness. Their phone number is 647-722-2370 | 647-722-2370.

http://www.york-lanes.ca/services?action=1&id=18

York Lanes Dental Office is located in York Lanes and can address any dental issues that you have. Their phone number is 416.736.5038 | 416.736.5038.

http://www.yorkusmiles.ca/

York Lanes Pharmacy is located in York Lanes and can fill your prescriptions and sells over the counter medication and health-related products. Their phone number is 416-736-5272 | 416-736-5272.


Counselling & Disability Services at York

Counselling and Disability Services provides a range of services, including personal counselling, group development workshops, learning skills training, support and academic accommodation for students with learning, mental health, physical, sensory and medical disabilities.

For a complete list of services available to you, visit YorkU’s Counselling and Disability Services website.

Arriving at the Airport

Upon your arrival in Canada at Toronto Pearson International Airport, you will present yourself to a Canadian immigration officer. Before you do, make sure you have the following documents ready:

• Letter of Introduction from the Canadian Consulate or High Commission.
• Valid passport, with Temporary Resident Visa (TRV)/entry visa (if required).
• Original or copy of your letter of acceptance from York University.
• Evidence of financial support.
• List of items that you are sending separately (if applicable). Have this list stamped by the Immigration Officer.
• Letters of reference or other documents recommended by the Canadian embassy, consulate or high commission.
• Record of Health Immunizations (if required)

Make sure you keep all these items, as well as cash, traveller’s cheques and other valuable documents with you. Do not put them in your checked baggage.

Respond to all questions the immigration officer asks you with clear, simple answers. Service is available in English and French. If you do not fully understand the questions, ask for an interpreter. They are available in many languages.
Canadian Customs
The Canadian Border Services Agency is responsible for customs. Detailed information about Canada Customs regulations is available from the Canadian embassy or high commission in your country.

The Canadian government puts no restrictions on a reasonable amount of clothing, books or other items for your personal use. Limited quantities of alcohol and tobacco are permitted. You may bring all personal effects into Canada duty-free.

We recommend you make a list of all the items you are bringing, including serial numbers of cameras, radios, computers, etc. and the approximate value of each.

International Student Reception Booth at Pearson Airport
From mid-August to early September, the City of Toronto, York, and other organizations offer a welcome booth for international students arriving to Canada. It is located just outside of the luggage pick-up area of Terminal 1. Please visit the welcome booth, and you can:

• Call home for free
• Get help transitioning from the airport to York University
• Pick up a welcome package with useful items and information.

Airport Welcome Service
York University offers an airport welcome service and transportation for York University students and visiting scholars.

Students and scholars who have made a reservation will be met by one of our drivers in the airport’s arrivals lounge and transported to their residence on either of York’s campuses, or to another address in the Greater Toronto Area.

To make a reservation, please visit the York International/YUEL1 Student Airport Welcome Service webpage.

How to Get to York
There are several options to get to York University from Pearson International Airport.

Public Transit to York from Pearson Airport
Toronto has a large and efficient system of public transit that can take you anywhere within the city via bus, streetcar or subway (metro/underground). The transit operator within the city limits is called the Toronto Transit Commission (TTC). You will be able to recognize TTC vehicles by their distinctive red, black and white colour. Visit the TTC’s website to learn the current prices.
There is a single price to ride the TTC to any destination within the city. While in most instances you will need to ask the driver for a slip of paper called a "transfer" to be able to switch to another different vehicle without paying the fare again, the TTC from the airport to York University does not require transfers. The trip to York University by public transit will take approximately 2 hours.

Note: Be sure to have the exact fare before boarding the bus, because drivers are not able to provide change.

Getting to Keele Campus

- After you have passed through immigration and customs and have retrieved your baggage, exit the airport on the lowest level of either Terminal 1 or Terminal 3.
- Catch the TTC bus #192 called the "Airport Rocket" at column R4 at Terminal 1, or columns C8-C12 in Terminal 3. Bus #192 departs the airport approximately every 10 minutes, and operates between 6am and 2am (an exact schedule can be found on the TTC website). This bus will take you to Kipling Station, the westernmost station on the East-West Subway line, often called the "Bloor-Danforth" or the "Green" subway line. This portion of the trip will take approximately 20 minutes.
- Once at Kipling Subway Station, enter the station and go down the stairs to the subway train boarding platform. Take the first available train (from this station, all trains travel towards the east). A map of Toronto’s subway system can be found on the TTC website (Adobe .pdf file).
- At St. George Station, depart the train and transfer to a Northbound Subway, often called the "Yonge-University-Spadina" or the "Yellow" subway line. Look for the signs saying "Northbound" or "Downsview".
- Take a Northbound train to the end of the line at Downsview Station.
- Exit the train and go up the stairs to the bus boarding area. On your left, look for signs that say "196 York University Rocket". Bus #198A will take you directly to York University.

Note: if you need assistance during your trip, it is ok to ask a TTC employee for help.

Getting to Glendon Campus

- After you have passed through immigration and customs and have retrieved your baggage, exit the airport on the lowest level of either Terminal 1 or Terminal 3.
- Catch the TTC bus #192 called the "Airport Rocket" at column R4 at Terminal 1, or columns C8-C12 in Terminal 3. Bus #192 departs the airport approximately every 10 minutes, and operates between 6am and 2am (an exact schedule can be found on the TTC website). This bus will take you to Kipling Station, the westernmost station on the East-West Subway line, often called the "Bloor-Danforth" or the "Green" subway line. This portion of the trip will take approximately 20 minutes. A map of Toronto’s subway system can be found on the TTC website (Adobe .pdf file).
• Once at Kipling Subway Station, enter the station and go down the stairs to the subway train boarding platform. Take the first available train (from this station, all trains travel towards the east). (25 minutes, 12 stops)
• At Bloor Station, you will exit the train and transfer onto the Northbound (Yellow) subway line. (11 minutes, 6 stops)
• Exit the train at Lawrence Station and transfer to a bus
• Get on TTC Bus #124, going East towards Sunnybrook Hospital (8 minutes, 9 stops)
• Walk to 2275 Bayview Ave, Toronto, ON (3 minutes)

Note: if you need assistance during your trip, it is ok to ask a TTC employee for help.

Private transport to York University
You can take a taxi directly from the airport to York University’s Keele or Glendon Campuses. While this option will cost much more than public transit, it is much quicker and more convenient if you are traveling with a large amount of luggage.

A taxi from the airport to Keele or Glendon will cost approximately $60.

While taxis in Canada are safe and the drivers are trustworthy, before departing, it is a good idea to ask your driver how much the trip will cost.

Note: it is customary in Canada to include a tip of 10%-15% of the total bill (before taxes) to service workers, including taxi drivers.

When exiting Pearson Airport at either Terminal 1 or Terminal 3, there will be many taxis waiting. Ask to be driven to your destination, either at York’s Keele or Glendon Campus.

Information about licensed taxis from the airport can be found on the Toronto Pearson airport website.
While You are at York

Academic Life
This section will provide a general overview of how York University is structured and what services exist to help you along your academic path.

The Academic Year
The academic year at York is divided into two sessions: the Fall/Winter session and the Summer session. Within these two sessions are three academic terms. The following table shows how these terms are divided.

<table>
<thead>
<tr>
<th>Session</th>
<th>Term</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Winter</td>
<td>Fall</td>
<td>September–December</td>
</tr>
<tr>
<td></td>
<td>Winter</td>
<td>January–April</td>
</tr>
<tr>
<td>Summer</td>
<td>Summer</td>
<td>May–August</td>
</tr>
</tbody>
</table>

Orientation Sessions and Academic Advising
The Office of the Dean hosts orientation sessions at the start of each Fall term for new York graduate students to meet other students, get tips on how to succeed and learn about the variety of resources, services and facilities provided at York.

Please register for the session of your choice by using this form:
Faculty of Graduate Studies — 2014 New Student Orientation

Select one session:

**Wednesday, August 27, 2014**
Session 1: 1:30 pm – 3:30 pm  
Session 2: 5:30 pm – 7:30 pm  
**Location:** Lassonde Building Hall A

**Wednesday, September 10, 2014**
Session 3: 5:30 pm – 7:30 pm  
**Location:** Vari Hall C

*please note: the content of all three sessions will be the same*

Many graduate program offices provide additional program–specific orientation sessions. Please inquire with your [program office](mailto:program.office@yorku.ca) for details.
We also highly recommend starting your academic journey at York by attending an orientation session just for international graduate students. Hosted by the Faculty of Graduate Studies, the orientation session will take place on September 24 from 9am to 11am in room 519 of Kaneff Tower.

In addition, individual academic advising for all students studying at the graduate level is available through specific graduate programs. For direct and specific academic guidance, schedule a meeting with your program’s director.

**Libraries**
York University has five libraries available for your use. All libraries contain photocopiers, printers and scanners. The libraries’ Group Study Rooms are excellent places to assemble with your classmates and collaborate with them on shared projects. Look for the signs throughout the libraries that indicate what volume level is permitted in that area. These signs ensure that you can always find a space to work in that fits your needs.

York University’s Libraries offer you much more than simply shelves of books and great spaces to work. The staff are professionals, trained to help you improve your research skills. Be sure to speak with a librarian about workshops that are being offered.

The Library has produced a special guide for international students.

**Writing Centre**
The Writing Centre is equipped to help you become a better writer. Advisors are available to review a draft of your essay, discuss difficulties in expressing yourself through writing, and offer constructive feedback about your written communication. You can book an appointment to meet one-on-one with an advisor, or sign up for a group workshop focused on a specific aspect of academic writing.

**Student Papers and Academic Research Kit (SPARK)**
Student Papers and Academic Research Kit (SPARK) is an online guide to writing successful academic papers available to all York students.

**Student Life on Campus**

**Information Booths: Red Zone**
The Red Zone is an orientation and transition program designed specifically to help students who are in their first year get the most out of their time at York. Once you arrive at York, you will see The Red Zone’s information booths around campus. Feel free to ask any questions you might have about student life at York to the Red Zone representative in the booth.

**Student Clubs and Organizations**
YU Connect is the starting point for getting involved in any of York’s student clubs or organizations. From the YU Connect website, you can browse all of York's co-curricular options and join whichever ones interest you. With more than 350 student organizations at
York, you are certain to find a way to get involved and meet new people in the university community outside of class.

**Note:** Co-curricular activities are the activities that are outside of the regular curriculum (or coursework) of the university. Co-curricular activities include: sports, clubs, groups and any other organized activity that happens outside of class.

**Sports and Athletics**
While studying at York, you will have access to great athletic facilities and widely-respected sports teams. [York Lions](http://www.york.ca) is the official website for sport and recreation at York. There you can find information about how to try out for competitive varsity teams, play intramural sports just for fun, or use the facilities to get fit and stay active by yourself.

**Student Community and Leadership Development (SC&LD)**
[Student Community and Leadership Development](http://www.york.ca) can get you involved in organizing the extracurricular events that make York's community so special. It is a great way to meet new people, add to your résumé, and develop leadership skills.

**Improving your study skills**
If you are having difficulty keeping up with your schoolwork, York's [Learning Skills Services](http://www.york.ca) can help you improve your study habits. Workshops include such valuable topics as: time-management, note-taking and exam preparation. They offer individual and groups sessions to students at any point in their academic career.

**Career Centre**
York's [Career Centre](http://www.york.ca) can help you along your path to finding employment. Regardless of whether you are trying to begin a career in your field of study or are just looking for a way to earn some extra spending money, the Career Centre can help. They offer résumé and cover letter writing advice, networking opportunities, interview preparation advice, and opportunities to speak with York alumni about their transition from university to the workforce. A section of their website is devoted specifically to [International Students](http://www.york.ca).

**Lesbian, Gay, Transgendered and Bi-sexual**
York University is a welcoming community that values diversity and freedom.

The Trans Bisexual Lesbian Gay Allies at York ([TBLGAY](http://www.york.ca)) provides services to York University's trans, bisexual, lesbian, and gay communities and their friends.

The Safe Space is a room in the TBLGAY office where queer students can hang out and make friends or connections in the community. It is also available for those that are preparing to come out. TBLGAY addresses homophobia and Transphobia, and works to improve the understanding of queer issues among other groups and campus officials. Location: Room 449A Student Centre Telephone: 416-736-2100 ext 20494 E-mail: tblgay@yorku.ca.
Religious Resources
Interfaith Council and Scott Religious Centre

York University is a diverse and inclusive community that accommodates students of all faiths.

An organization that provides services on York’s Keele campuses, the Interfaith Council (IFC) is composed of representatives from all of York’s religious groups and is responsible for the operation of the Scott Religious Centre.

The Scott Religious Centre is a non-denominational chapel available to the entire York community for religious services. Amenities provided at the centre include a peaceful meditation room for individual introspection and quiet prayer. The offices of many of York’s faith-based student clubs are also located there.

It is a place where community members from diverse religious and spiritual backgrounds can practice their own faith and actively participate in interfaith dialogue and education. If religion has an important place in your life, be sure to visit the Scott Religious Centre and connect with like-minded people.

The Scott Religious Centre operates according to the following principles:
- The Centre is a shared space and community members are expected to use the venue in the spirit of tolerance and cooperation.
- The Centre is open for all students, professors and staff of any faith or religious background.
- It is to be used for worship, prayer, meditation and events relating to and sponsored by the Interfaith Council and authorized University offices.
- Users of the space must adhere to University policies and procedures and applicable federal, provincial and municipal laws and regulations.

Location 144 Central Square (on York’s Keele Campus)

There are two additional entrances on the Ross Podium (vestibule 201 & 202). Wheelchair access is available by taking the South Ross elevators to the second floor and going west to Ross Podium and entering at vestibule 202.

Hours of Operation
Open daily from 7am to 11pm

For more information about York’s Interfaith Council, religious student groups, or the Scott Religious Centre, visit the Interfaith Council’s website.
For Glendon students, there is an Interfaith Centre that is always available for private prayer and meditation located in D123 Hilliard. The Centre can also be booked for faith services or meetings.

**Religious Observance**
York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance.

Every effort will be made to avoid scheduling in-class or formal examinations on days of special religious significance throughout the year. A schedule of dates for such days for various faiths will be compiled annually and distributed widely. Students will be informed of procedures for requesting and arranging accommodations.

Please see the [York University Senate Policy on Religious Observance](#) for more information.

**Legal Services**
**Osgoode Legal Aid Clinic**
Under the supervision of fully-qualified lawyers, Osgoode Hall Law School students are able to provide legal services to all members of the York University community. Visit their [website](#) to see which types of clinics are being offered and to book an appointment.

**Staying Healthy**
Academic success is connected to good personal health and wellness. York University has several programs and resources available that are designed to keep you safe, healthy, and happy while studying.

**Health Insurance and Medical Services**
It is important that you understand what your health insurance policies cover and how you can obtain medical treatment. Refer to the Health Insurance and Health Care portion of the Before You Arrive section of this guide for further information.

**Adapting to Life in Canada**
The process of becoming comfortable in a new place can be a slow one. Many students, even those from countries that are culturally or geographically similar to Canada, experience a challenging period of frustration or disenchantment with their new home. This experience is called 'culture shock' and is a normal part of adjusting to a new environment. Be patient and allow yourself the time to adapt. Here are a few suggestions that can help make the transition easier:

- Get involved in on campus clubs and activities. You will have fun and meet people.
- Stay in touch with friends and family back home.
- Stay healthy: eating well, getting enough sleep and exercising can reduce stress.
- Talk with other international students about your experiences at York. You will discover that you are not alone.
• Visit York International and speak with an advisor about your difficulties. They can help you through the challenging initial period in Toronto.

**Planning for the Weather**

Toronto has four distinct seasons, and dressing appropriately for the weather typical of those seasons will make your time at York much more enjoyable.

For most students, the school year will begin at the end of the summer season, in the month of September. Summer runs from approximately early-June until early-September with normal temperature of 25°C or warmer, often accompanied by high humidity. In Canada, people are free to wear whatever type of clothing that they choose. Regardless of style, you will appreciate light and breezy clothing for this time of the year.

In mid-September, the season changes to autumn (also called ‘fall’). The temperature begins to cool as the days become shorter and the nights longer. Temperatures in autumn are typically between 10°C and 20°C. November is the final month of autumn, and is often rainy and cool. An umbrella and warmer clothing will be required for this season.

Winter in Toronto begins in December and continues until March. Temperatures can be as low as -20°C, however the temperature of an average winter day is between -5°C and 5°C. You will need to wear a winter coat, winter boots, gloves and a warm hat. These items can be easily purchased while in Toronto, so there is no need to bring them from home.

In March, the snow melts and the spring begins. You can expect warm weather and increasing hours of daylight, however spring also brings rain, so you will need to dress accordingly.

**York Athletics**

Exercise has been proven to reduce stress and improve mental focus. York has excellent athletic facilities provided for your use. Make regular exercise a part of your new routine, and you will feel the positive results.

If you are a competitive athlete, considering trying out for one of York’s elite varsity teams. If you prefer to play sports just for fun and exercise, there are many intramural teams that are ready to welcome you to the field or court.

Visit the website of York’s Sports and Recreation department to see all of the options that are available to you.

**Alcohol, Drugs and Smoking**

*Alcohol*

Given that different countries and cultures have different laws and customs about alcohol consumption, it is important for you to know the rules that exist in Ontario.
In Ontario:

- The legal age to buy or consume alcohol is nineteen years. It is illegal to give alcohol to anyone under nineteen.
- It is illegal to serve anyone of any age to the point of harmful intoxication.
- Alcohol can only be consumed in a private residence or in an establishment that has been licensed by the Alcohol and Gaming Commission of Ontario (AGCO). You can be charged and fined if you drink alcohol in any other public space.
- Many bars, clubs and concert venues deny entry to anyone below nineteen years old. You will be required to show your passport or other legal identification to confirm your age before being allowed to enter.
- Alcohol can only be purchased at government-controlled stores. Liquor Control Board of Ontario (LCBO) stores sell wine, spirits and beer, while The Beer Store only sells beer. You may be asked for photo identification whenever you attempt to purchase alcohol. The identification you provide to alcohol vendors must have your date of birth and be government issued in order for its acceptance to be guaranteed.

**If you choose to drink alcohol please drink responsibly: know your limit and never drive or get into a vehicle with someone who has been drinking.**

If you have questions about how to drink safely and responsibly while in Canada, please read “Canada’s Low-Risk Alcohol Drinking Guidelines”.

**Drugs**
The York University Student Code of Conduct explicitly prohibits any student from possessing, consuming, manufacturing or distributing any illegal recreational drugs.

Possible consequences for violating this regulation include expulsion from the university and/or criminal charges.

**Smoking**
In Toronto, it is illegal to smoke inside of restaurants and bars. Smoking is permitted on designated outdoor patios. There is no smoking in any public buildings.

York University is a smoke-free environment, which means that there is no smoking in any of the buildings on campus. Smoking is only allowed outside of the buildings.

**Health Education and Promotion at YorkU**
Health Education and Promotion at York offers programs and resources for students through weekly events and presentations. They work to help make York a healthier place.

**Safety on Campus**
York U Safety Mobile App
Designed for York U students, faculty and staff, the app provides one-stop access to all of the University’s safety resources, including a direct call to campus security and key student
safety services such as goSafe, the Campus Shuttle, and other important safety information. Download the app from Safety Together website.

GoSAFE
GoSAFE’s aim is to increase student safety by providing escorts to and from any location on campus. They ensure that York’s safety infrastructure is always operating by conducting weekly audits of all on-campus exterior lighting, all on-campus automatic doors, and on-campus Emergency and Elevator phones.

For more information, visit goSAFE’s website.

GoSafe’s hours of operation:

- Keele: 6:00pm – 2:00am (Fall/Winter); 8:00pm – 2:00am (Summer).
- Glendon: 6:00pm – 1:00am (Fall/Winter), no Summer service.

GoSAFE does not operate during the Fall University Holiday Closure, but does operate on all other days of the year, including statutory holidays and other University closures.

For service when goSAFE is not operating, please contact York Security Services at 416-650-8000 | 416-650-8000.

Contact GoSafe

- Use any on-campus payphone (it is a free call).
- Use any Blue Light Emergency Phone and ask for goSAFE.
- Use any on-campus Safety Phone and push the goSAFE button.

Give us a call whenever you are ready to go, and a team should be able to meet you within 10 minutes.

York Security Services
York Security Services are responsible for ensuring that York is a safe place for all who study or work here. York Security Services operate as an on-campus police force and are the first to respond to any emergency calls.

A complete description of the work that York Security Services does can be found on the York Security Services website.

Toronto Police Services
At anytime, anywhere in the city, help from the Toronto Police is only a phone call away. Dial 911 from any phone and an operator will dispatch an officer to your assistance right away.
Visit the Toronto Police Services website for complete information about the role that they play in keeping Toronto safe.

**Protection from Discrimination**
In Canada, all people are protected from discrimination based on race, colour, creed (religion), sex (including pregnancy and gender identity), marital status, family status, disability, age, nationality, ancestry or place of origin by the Human Rights Code. If you experience discrimination, you should report the person to the Office of the Ombudsperson and Centre for Human Rights at York.

Their office is located at 327 South Ross Building. Their phone number is 416-736-5682 | 416-736-5682 and you can find their office online at www.yorku.ca/ombuds/.

**Life in Toronto and York Region**

**About Toronto**
Toronto is Canada’s largest city and is the capital of the Province of Ontario. Located on the north shore of Lake Ontario, Toronto has a population of approximately 2.5 million people, making it the fifth-most populous city in North America. It is an exceptionally multicultural city, with 49 percent of its population born in a country other than Canada. Toronto is home to world-class cultural institutions and infrastructure yet is only a few hours away from the iconic and rugged natural environment that Canada is known for.

Toronto is often called ‘a city of neighbourhoods’s because the large city is actually composed of many distinct, smaller areas that have their own unique culture. In Toronto, it is possible to enjoy the sights, smells, flavours and sounds of many different cultures for only the cost of a ride on transit.

To learn more about Toronto’s neighbourhoods and the special events that they host, visit Tourism Toronto’s Website and The City of Toronto’s neighbourhood information page.

York University’s Keele Campus is located on the northwest edge of the city, while the Glendon Campus is located in mid-town. Both are easily accessible by public transit.

For more information about Toronto, see the city’s official website and the city’s online resources for newcomers.

**About York Region**
York Region, or the ‘Regional Municipality of York’, is the municipality that borders York University’s Keele Campus. York Region is a part of the Greater Toronto Area (GTA), but is distinct from the city of Toronto itself. It has a population of more than 1 million people, and is a composed of 9 cities and towns. York Region has its own public transit system, called York Region Transit (YRT/VIVA), in addition to being partially served by the provincial transit system, GO, and Toronto’s TTC.
Vaughan

Vaughan is in York region, it is Toronto and York University's municipal neighbour to the north, and should not be overlooked. With a growing population of almost 300,000 residents and a strong commercial and industrial foundation, Vaughan is one of two municipalities in York Region that has ‘city’s status. It is home to world-class art galleries, excellent shopping and Canada's largest amusement park.

For more information, see York Region's [official website](#) and the region's [online resources for newcomers](#).

What to do in Toronto

General

Toronto is a world-class city that offers something for everyone. The following section is a small sampling of the countless entertainment options that are found in Toronto. Toronto is widely regarded as a safe city, and the public transit system makes it easy to get around without a car. Once you feel comfortable at York, it is recommended that you spend some time exploring the city.

Many entertainment options offer discounted ticket prices for students, so make sure to have your student card with you when purchasing tickets.

For more information about things to do while in Toronto, visit the website of [Tourism Toronto](#).

Additionally, there are many great online and print publications that report on the cultural events happening in Toronto. A partial list includes:

- [Metro News](#)
- [NOW Magazine](#)
- [Toronto.com](#)

Sports

Toronto has many top-level sports teams, as well as excellent amateur athletic associations. The following is a list of the most popular professional-level teams in Toronto.

- [Toronto Blue Jays](#) – baseball
- [Toronto Maple Leafs](#) – hockey
- [Toronto Raptors](#) – basketball
- [Toronto FC](#) – Soccer (football)
- [Toronto Rock](#) – Lacrosse
- [Toronto Argonauts](#) – Canadian Football

Museums and Galleries

Toronto has many museums, galleries and educational centres that have world-class exhibitions. In addition to discounted admission for students, many of these sites have
discounted prices on specific days of the week or during specific hours. Visit their websites for more information.

Also, Toronto has many small, independent galleries, theatres and music venues that feature local artists. Be sure to visit these smaller sites as well as the large institutions listed below.

- **The Royal Ontario Museum (ROM)**
  - Featuring elaborate and often interactive displays on natural history (dinosaurs, bats, evolution and more), anthropology, history and archeology.
  - On Fridays admission is half-price between 4:30-9:30, and admission is free on Tuesdays for students with valid identification.

- **The Art Gallery on Ontario (AGO)**
  - One of the largest galleries in North America, with more than 4000 works of art. Designed by renowned, Toronto-born architect Frank Gehery, the building itself is a work of art.
  - Admission is discounted for students with identification and free on Wednesday evenings between 6:00-8:30 (special exhibitions cost extra).

- **The Ontario Science Centre**
  - The Science Centre aims to engage people with science that is important on local, national and global scales by featuring top science experiences, memorable exhibitions, engaging programs and informative films. Visitors are encouraged to interact and participate.
  - Student general admission is discounted every day

- **Ripley’s Aquarium**
  - Ripley's Aquarium is one of Toronto's newest big attractions, featuring engaging and educational displays of a wide variety of undersea life.
  - Adult admission is the same price every day

- **The McMichael Gallery of Canadian Art**
  - The McMichael gallery is located in York Regions, in the village of Kleinburg, just minutes north of Toronto. Beyond the signature fieldstone gates, you will find outdoor art, four floors of gallery featuring the best in Canadian art — all surrounded by 100 acres of beautiful conservation land which you can explore through a network of paths and trails.
  - Student admission is discounted with valid identification.

**Music, Dance and Theatre**

- **Toronto Symphony Orchestra (TSO)**
  - Featuring world-class performances of both traditional and contemporary works.
  - If you are between 15-35 years old, discounted tickets are available through the [TSO’s Soundcheck program](#).

- **Canadian Opera Company (COC)**
  - One of the largest and most esteemed Opera companies in North America.
  - If you are less than 29 years old, tickets are available at a discount.

- **The National Ballet of Canada**
Canada’s premier dance company, featuring many classic and contemporary performances.

If you are between 16-29 years old, discounted tickets are available.

**Nuit Blanche**

Occurring annually, for one night only at the end of September or early October, Nuit Blanche is a 12-hour event that makes contemporary art accessible to large audiences. From sunset to sunrise city spaces and neighbourhoods are transformed into temporary exhibitions and masses of people roam the streets taking in the wonderful sights.

This event is free for all.

**Mirvish Theatres**

Ticket prices vary depending on the performance, but discounted tickets are often available. Check the website for more information.

**Architecture/History**

**Casa Loma**

Visit Canada’s Majestic Castle, Casa Loma and step back in time to a period of European elegance and splendour. The former home of Canadian financier Sir Henry Pellatt, Canada’s foremost castle is complete with decorated suites, secret passages, an 800-foot tunnel, towers, stables, and beautiful 5-acre estate gardens (open May through October).

**CN Tower**

Perhaps the most iconic structure in Toronto, the CN Tower offers uncontested spectacular views of the city from its viewing platform.

**Black Creek Pioneer Village**

Located close to York’s Keele Campus, Black Creek Pioneer Village offers an opportunity to step-back in time and see how the early European settlers of Canada lived.

Student admission (with valid identification) is discounted.

**The Distillery District**

Home to many of Toronto’s hottest designer boutiques, unique cafes, artisan shops, breathtaking art galleries, performance venues and award-winning restaurants. An internationally acclaimed pedestrian-only village, the Distillery features more than 70 ground-floor cultural and retail establishments in the restored red brick, Victorian-era buildings of the renowned Gooderham & Worts whiskey distillery.

There is no cost associated with admission, but bring spending money if you plan to shop or eat.

**Doors Open Toronto**

Doors Open Toronto is an annual weekend, generally in April, that offers the public a behind-the-scenes look into many of the city’s heritage and important buildings. Check the event’s website for a list of participating buildings and organizations.

Admission is free.
Cinemas
From Hollywood blockbusters, to the best in independent documentaries and film, Toronto has venues for all types of movie fans. Often, cinemas offer discounted tickets on Tuesday nights, and some cinemas have lower prices if you show your students identification.

Popular Movie Theatres for York Students

**Colossus Toronto** – a mega-cinema, operated by Cineplex. Shows first-run, Hollywood hits. Location: 3555 Highway 7 West, Vaughan. Getting There: Take Viva Orange West and get off at the Weston Road Stop. For more information visit their [website](#).

**SilverCity Yorkdale** – a mega-cinema, operated by Cineplex. Shows first-run, Hollywood hits. Location: Yorkdale Shopping Centre. Getting There: Take the TTC subway to Yorkdale Station. For more information visit their [website](#).

**Bloor HotDocs Cinema** – an historic cinema located in Toronto’s vibrant Annex neighbourhood. This venue shows first-run Canadian and international documentaries, as well as special documentary presentations and showcases, including the popular Doc Soup screening series. Location: 506 Bloor St. W., Toronto, Ontario, Canada. Getting there: Take the TTC subway to Bathurst Station. For more information visit their [website](#).

**NOTE:** if you are planning on seeing a movie at an AMC or Cineplex theatre, discount student tickets are available at the [York Federation of Students (YFS) Office](#)

Outdoor Life
For a city of Toronto’s size, it features a surprising amount of green space for you to explore. The following list is a small example of the natural wonders that Toronto offers. Once you are settled into your new home, be sure to explore the parks, markets and gardens that are in your neighbourhood.

**The Islands**
Toronto’s Islands are an oasis of green space and solitude, located only minutes from the heart of downtown. Take the Centre Island Ferry from the foot of Bay Street and Queens Quay, and spend the day walking, rent a bicycle or rowboat, have a picnic or visit the zoo, amusement park or unique cottage neighbourhoods.

**Toronto Parks**
Toronto has more than 1,600 public parks and 600 km of trails. The parks system covers 8,000 hectares, or roughly 13% of the city's land area. It includes about 40 percent of Toronto’s natural areas, many of which lie within the ravine system and along the Lake Ontario shoreline. City parks also feature beaches, playgrounds, sports fields, gardens, conservatories, ice rinks, special events and much more for you to enjoy.
Pedestrian Sundays in Kensington Market
The philosophy behind Pedestrian Sundays is: remove the automobile and the streets become a cultural playground — an expression of our community’s diverse ethnicity, age and interests.

Pedestrian Sundays are homemade — from the signs, to the music, to the giant piñatas, it’s the human touch that sets these apart from other street festivals. Visit and listen to great live music, taste delicious food from around the world, see art and dance, and enjoy the feeling of a vibrant community celebrating itself.

Pedestrian Sundays generally occur on the last Sunday of the month, from May through October. Visit the Pedestrian Sundays in Kensington Market website for exact dates.

Shopping
Shopping for Essentials
“Essentials” is a flexible term that can include a wide-range of common items. You will likely need to purchase clothes, blankets, dishes, pillows, towels and other household objects. There are countless places to shop in Toronto for all of the things you will need for your new home. Below are a few popular stores that are easy to access from York’s Keele campus. You will learn about other shopping options at your orientation session.

Yorkdale Shopping Centre
One of Toronto’s largest shopping centres, with more than 100 stores.
Getting there: Take the TTC Subway to Yorkdale Station.

Walmart
101 Edgeley Boulevard (Intersection of Highways #7 and 400)
A popular store due to its low prices. You can also buy groceries.

IKEA
200 Interchange Way, Vaughan
Known for ready-to assemble furniture and home accessories at affordable prices.

Directions to Walmart and Ikea: From York’s Keele campus, take the VIVA Orange bus or YRT Route #20 (Jane-Concord). Exit at the Interchange Way stop. Walk North across highway #7 for Walmart or South for IKEA.

Click here for a map from York (Keele Campus) to Walmart and Ikea.

Public Transport and Driving
Public Transport in Toronto and York Region

Toronto Transit Commission (TTC) — Toronto has a large and efficient system of public transit that can take you anywhere within the city via bus, streetcar or subway (metro/underground). The transit operator within the city limits is called the Toronto
Transit Commission (TTC). You will be able to recognize TTC vehicles by their distinctive red, black and white colour.

Typically, when travelling on a TTC bus or streetcar, you will need to ask the driver for a slip of paper called a “transfer” to be able to switch to another different vehicle without paying the fare again. On subways, transfers are dispensed from a machine near the exit of the station. The TTC from downtown Toronto to York University does not require transfers. The trip from downtown to York’s Keele campus takes approximately one hour.

Note: TTC prices are discounted with bulk purchases of tokens or a monthly transit pass. On Keele campus, TTC tokens and passes can be purchased at Ink Blots in York Lanes. You will require a TTC issued student identification card to use student metropasses. These identification cards are issued on campus and downtown. Visit www.ttc.ca for more information.

York Region Transit (YRT)/VIVA — York Region Transit (YRT) and VIVA are York Region’s municipal public transit system. YRT/Viva offers local and rapid transit services in all nine York Region municipalities. More than 120 routes keep residents connected within York Region, as well as connecting services in the City of Toronto and the Region of Peel.

Complete information about routes, schedules and fares can be found at York Region Transit/VIVA.

GO Transit — Go Transit is a public transit system operated by the province of Ontario and servicing the Greater Toronto and Hamilton Area. GO’s routes extend to communities across the Greater Golden Horseshoe.

Complete information about routes, schedules and fares can be found at www.gotransit.com.

Driving in Ontario
If you plan to drive in Ontario, you should obtain an International Driver’s Licence in your home country before coming to Canada. It will be valid for 60 days from the day you enter the province. After 60 days you must get an Ontario driver's licence.
If you are bringing a car into Ontario from another province or outside of Canada please review this vehicle licensing checklist.

For more information about insurance regulations and driving laws, please visit the Ministry of Transportation website or DriveTest website.

The closest driver and vehicle licence issuing office is:
Keele Campus
Ontario DriveTest Centre — Toronto Downsview
37 Carl Hall Rd.
Toronto ON, M3K 2E2
*** This centre is located in Downsview Park. The entrance is located at the back of the building.

Hours of operation:
Mon–Fri 8:30 a.m. to 5 p.m.

**Glendon Campus**
Ontario Drive Test Centre
1448 Lawrence Ave East
Toronto, ON M4A 2V6

Hours of operation:
Mon-Fri 8:30 a.m to 5:00 p.m.

**Parking on Campus**
All community members and visitors are required to pay for parking while on York’s campuses. You may either purchase a parking permit or pay the daily fee at our visitor lots/garages. With approximately 9200 parking spaces, the Keele and Glendon campuses are comprised of 32 various lots/garages. They include permit only, visitor, and mixed usage lots.

Visit the Parking Services website for more information, to purchase a parking permit and to see the locations of York’s parking lots.

**Visiting the United States of America**
Many international students decide to visit the United States while studying in Canada. It is important to know what documents are required in order to be granted entry into the United States of America. For more information about visiting the U.S.A., please visit the Bureau of Consular Affairs website.

Students with a valid Canadian government study permit do not require a re-entry visa (also known as a Temporary Resident Visa or TRV) to enter Canada from the United States. However, we recommend applying for a TRV if your study permit has expired.

To apply for a visitor’s visa to the U.S. (if required), you must schedule an appointment with a U.S. Consular Office. Appointments can be scheduled online by visiting the NVARS website.

**Note:** A Canadian study permit does not guarantee entry into the United States. An immigration officer at the port of entry to the U.S. determines whether or not a person legally qualifies to enter the country.

**Information for Students Bringing Family to Canada**

Many students come to York to study and bring their spouse and/or children with them. Here you will find information that will assist the families of international students with the transition to life in Ontario:
• English as Second Language (ESL) Courses for Family Members of Students.
• Information for Partners Working in Canada.
• Schools for Children.

The Ontario government hosts a website for newcomers to the province with information about everything from community resources to health, employment and legal information. Visit Settlement.org (English website) or Etablissement.org (French website).

English as a Second Language (ESL) Courses for Family Members
Toronto has many excellent English as a Second Language (ESL) programs designed to help people gain a better understanding of English.

Visit the Skills For Change website for more information about English language programs that can help your family.

Partners/Spouses working in Canada
For some students’s partners/spouses who arrive as permanent residents of Canada, or as international students, finding employment in their field can be a challenge without Canadian work experience.

The Government of Ontario has established several programs and resources to assist new immigrants:
• Global Experience Ontario, an access and resource centre for people who are internationally trained.
• A database of employment and training services on the Ministry of Training, Colleges and Universities website.
• Skills for Change.

Agencies for women
• Newcomer Women’s Services
• Working Skills Centre

Required documents
Spouses/partners must have the required work permit and a Social Insurance Number (SIN) to work in Canada:
• Work permits for spouses/partners.
  o If you have a study permit, your accompanying spouse or common law partner (including same sex) can apply for a work permit. Most partners come as visitors and apply for a work permit by mail once they are in Canada.
• Social Insurance Number.
  o Your partner/spouse must have a valid Social Insurance number (SIN) to be paid for employment in Canada. They can apply in person for a SIN at Service Canada Office
    • Take these documents with you:
      o Valid passport.
Valid study permit.
Valid work permit for off-campus work or an offer of employment for on-campus work.

Once you have applied, and it is determined that you qualify, you will receive a stamped receipt to prove that you have applied. You can show your employer this receipt so you can be paid while you wait for your SIN card to arrive in the mail.

Schools for Children of International Students
In Canada, education is a provincial responsibility. The Ontario Ministry of Education website provides an in-depth description of elementary and secondary education, including:

- A school board directory.
- An elementary and secondary school finder.
- Curriculum and expectations for each grade level and subject.

Children of international students are not required to have a study permit. See regulation 5.17 (Adobe .pdf file).

Public schools
In Ontario, there are publicly funded non-denominational schools and publicly funded Catholic schools. Education is free of charge within the public school district where the parent(s) live. In most situations, parents must provide the following documents in order to register their child (or children) with a public school board:

- Birth certificates of the children you want to register.
- Passports of parent(s) and children.
- Proof of registration, program of study and fees paid to the York University for full-time study.
- Two pieces of identification demonstrating where you live within the school district.

For more information about public education in Ontario, visit www.settlement.org/.

Religious schools
Many private schools in the Greater Toronto Area approach the curriculum from a religious perspective. You can search a database of private elementary and high schools by religious affiliation and other criteria on the Ontario Ministry of Education’s website.
Immigration Information

You are required to obtain certain documents from the Canadian diplomatic missions abroad to study in Canada. It is essential that you submit the required application documents within the appropriate time frame.

As you read this section remember that: while we strive to keep our information current, the most authoritative source for information about Study Permits and Temporary Resident Visas will always be online at the Citizenship and Immigration Canada (CIC) Webpage, in both English and Français.

Your Study Permit and, if required, your Temporary Resident Visa are essential immigration documents for an international student to obtain before to coming to Canada. **NOTE: Under no circumstance should you come to Canada without a valid Study Permit and if required, your Temporary Resident Visa (entry visa).**

**NOTE:** It is a good idea to **make several photocopies of important documents**, including your plane tickets, passport, Study Permit, Temporary Resident Visa and prescriptions for drugs. You should keep those photocopies separate from your original documents. Leave one copy at home, with a family member or trusted friend, and keep another copy in your luggage.

While traveling, always carry your original documents and money on your person — do not put these things in your luggage because they can get lost in transit!

Further detailed information about the Canadian immigration requirements of an international student can be found below:

- [Immigration Requirements: Summary](#)
- [Study Permits](#)
- [Entry Visas](#)
- [Immigration Information for Family Members](#)
- [Working in Canada: Legal Requirements](#)

New Regulations as of 1 June 2014

Citizenship and Immigration Canada (CIC) officially terminated the Off-campus Work Permit Program (OCWPP) for international students as of June 1, 2014.

Previously, international students were required to submit a separate off-campus work permit application after having spent six months studying in Canada. As of June 1, 2014, eligible international students benefit from the automatic authorization to work off-campus without the need to apply for a separate work permit.

Being one of the participating institutions in the current OCWPP, York University, as of June 1, 2014, will no longer need to:
• verify students’ eligibility under the OCWPP and complete verification forms;
• complete annual verification of a student’s academic standing to determine eligibility for the OCWPP;
• complete the Transfer Verification Form for students transferring from one participating institution to another; and
• provide copies of such forms and reports to CIC.

If you have any further question with regards to the termination of the OCWPP, please contact York International at iadvisor@yorku.ca or phone (416) 736-5177.

Note: This immigration information has been reviewed and endorsed by an immigration lawyer in accordance with the provisions of the Immigration and Refugee Protection Act.
Overview of Immigration Requirements

Visas, Permits and Passports: Basic Information
There are three official categories of people in Canada: citizens, permanent residents, and temporary residents. International students, visitors, and foreign workers are all classified as temporary residents. As an international student studying in Canada, you will typically require two types of official documents: a Canadian Study Permit and a valid passport from your home country. Students coming from some countries will require a third document called officially a Temporary Resident Visa (TRV) or commonly referred to as an Entry Visa.

1. Study Permit
A valid study permit authorizes you to remain in the country while you study. Visitors who are not studying or working might have a stamp in their passport or a paper visitor record. International students will receive their Study Permit in the form of a document which will be attached (stapled) into your passport normally at the Canadian port of entry.

If you are not a Canadian citizen or permanent resident of Canada and will be attending York University for more than 6 months, you must obtain a study permit from Citizenship and Immigration Canada (CIC).

If your program of study lasts six month or less and will be completed at the end of your original stay in Canada, you do not need a study permit. However, if you think you may study for a longer time, you should consider applying for one before coming to Canada because the process of applying for an initial study permit after arrival can be lengthy and complicated.

If your application for a study permit is approved, you will be issued a Letter of Introduction (see example below). You must present this letter to the border officer when you enter Canada. It is then up to the discretion of the immigration officer at the border to issue your study permit. Other suggested documents needed to enter Canada are listed on the CIC website English/Français
This is an example of a Letter of Introduction

Note: Depending on your citizenship you may also be required to obtain a Temporary Resident Visa. Read below to learn more.

New Regulations as of June 1st, 2014

Citizenship and Immigration Canada is instituting new rules that will affect all international students studying in Canada that take effect on June 1st, 2014. The most notable changes include:

- Study permits will only be issued to applicants studying at a Designated Learning Institution (DLI), YorkU is a designated learning institution;
- Students must actively pursue their studies at the DLI while in Canada, failing to do so could result in removal from Canada;
- Full-time international students enrolled at a DLI in certain programs are allowed to work part time off-campus and full time during scheduled breaks without a work permit;
• DLIs such as YorkU are obligated to report to CIC on students’ continued enrolment and academic status. An immigration officer may require that you provide proof of your continued enrollment and academic status;
• Under these new regulations, study permits will become invalid 90 days after you have completed your study program.

For more information, please read this news release from Citizenship and Immigration Canada.

York International continuously posts information about immigration changes that will impact you as you study at York; we recommend you visit their website regularly for up-to-date information.

2. Temporary Resident Visa (TRV)
A Temporary Resident Visa (TRV), commonly called an entry visa, is used only for gaining entry into Canada, while a Study Permit allows you to remain in the country for a set amount of time. Only citizens of certain countries require a TRV. To find out if you need a TRV, check on the CIC website (English/Français).

A TRV will allow either “single entry” or “multiple entry.” It is recommended that you maintain a valid TRV for the duration of your studies but this is not mandatory, provided that you do not attempt to re-enter Canada with a single entry TRV.

This is an example of a Temporary Resident Visa (TRV) which is inserted into your passport.

3. Passport
You will require a valid passport for the duration of your time in Canada. Check with your local visa office for information about how to apply for or renew your passport, as well as to obtain information about wait times and fees.
If your passport is due to expire during your time in Canada, your Canadian immigration documents will normally expire at the same time. In most cases you will be able to apply to extend them after you obtain a new passport.

Because passport applications can take a long time to process (up to three months), you should apply for a new passport as soon as possible to avoid interruptions in your studies.

To apply for a new passport, contact the nearest visa office for your country. You may find the contact information of the visa office at the website of Foreign Affairs and International Trade Canada (English/Français).

Note: This immigration information has been reviewed and endorsed by an immigration lawyer in accordance with the provisions of the Immigration and Refugee Protection Act.
Study Permits

Applying for a Study Permit

a) First-time Applicants
Most newly-accepted international students can apply for their study permits online or by paper in their home country. In almost all cases, you are required to apply for your initial study permit before coming to Canada. Once you have received your letter of acceptance from York, you can begin the process of applying for your initial study permit.

You will apply for your study permit online through the CIC website (English / Français) or by mailing your paper application to a Canadian visa office (or through a Visa Application Centre) that is responsible for your country or region. A list of visa offices can be found on the CIC Website (English / Français). Instructions for submitting your initial study permit can be found on the “Get a Study Permit” section of CIC’s website (English / Français).

You also need to check the website of the Canadian visa office that you will be applying to and read carefully all the information about how to apply for a study permit, pay special attention to required documents. The Canadian Embassy or Consulate can require additional documents from you.

b) Renewal of Study Permit
If you have a study permit or you are in Canada with visitor’s status, you must extend your study permit or visitor’s status before the expiry date, if you plan to stay in Canada beyond its expiry date. If you have a work permit and you want to continue to work after it expires, you must also apply to extend it before it expires.

All relevant permits must be valid on all of the days that you plan to be in Canada.

If your academic program is taking longer than expected, you must obtain a Verification of Enrolment Letter from York’s Registrar’s Office. This letter is required because CIC will only extend your permit for the length of time indicated on an official letter of enrollment. Speak to an advisor at York International if you need assistance getting your permit extended.

• You can apply online or by paper to extend your study permit, work permit or visitor’s status (such as visitor’s record). You may check the processing time (English / Français) before you apply.

If you or your family members are in Canada and require a Temporary Resident Visa (TRV) to enter Canada after travel outside Canada, but the TRV has expired or is about to expire, you should apply for a new TRV online or by paper before traveling.

Applying for Permit Extensions or Changes of Condition:
- Make your application for extension while you are in Canada because permit extensions can only be applied from within Canada. If you are outside of Canada you must apply for an entirely new one.
- Save a copy of the application form and all documents in case your application is lost.
- If applying by mail, send documents by Canada Post Xpresspost-National and keep the receipt that contains the tracking number. After two or three days, check on the Canada Post website and type in the tracking number. If it indicates that your application package has been delivered to CIC, print out the information for your records.
- Double check your application form and all the required documents thoroughly. Your application may be rejected if it is incomplete.
- If you have questions about your application, you can telephone the CIC Call Centre to request information about your case.

**Extending study permits in Canada**

**Instructions**

1. If you want to apply online but you do not have your MyCIC / Mon CIC account, you can register for one here: (English / Français).
2. Prepare and submit documents. You can submit the documents to CIC either by scanning and uploading them if you apply online or you can send them by mail if you apply by paper. The following documents are required:
   - A completed application form [IMM 5709]. You must complete the form online and then validate it so it will come out with the barcode. If you apply by paper, print it out with the barcode. The application forms are available here (English / Français).
   - A copy of your passport (information page with your picture as well as the pages with stamps made by Canadian authorities).
   - Proof of financial support.
   - A Letter of Enrollment from York University. You may also request a letter from your department stating that you are registered in the program, and your expected date of completion or graduation.
3. Pay the application fee. Information about the application fee for study permit extension can be found on the CIC website (English / Français).
   - If you apply online, you must use a credit card.
   - If you apply by paper, you can either pay online or at your local bank using an original receipt of fee payment form IMM5401.

**Tips for extending your study permit online**

- If you are unsure of your answers, complete the application and save it. You can print it out and go over your answers with an advisor at York International.
• Your incomplete online application can be saved on your MyCIC account for 60 days and you must complete and submit within this period.
• When the application asks how long you want to extend your stay in Canada, give a date that is three months beyond the completion of your studies. You are permitted to stay in Canada for three months beyond the completion of your studies to apply for a post-graduation work permit. You must have a valid study permit when you apply for the work permit.
• The application will ask about funds available to you during your stay in Canada. You should be prepared to provide proof that you have at least the minimum funds required by CIC: $10,000 for a student, $4,000 for a spouse/partner or $3,000 for a child.
• When you are applying to extend your study permit you can also apply or extend off-campus work permit or your co-op work permit at the same time.

Processing Time
Up-to-date processing times for permits and visas can be found on CIC’s website (English / Français).

Applying for a Study Permit from Outside of Canada
York International recommends that study permit extensions be done while you are in Canada, however, if your study permit will expire while you are outside of Canada, you must apply for a new study permit online or submit your paper application to the Canadian visa office responsible for the country where you are staying. A list of Canadian visa offices can be found here (English / Français).

Please note that processing times outside of Canada for study permits can be very long, so check the processing time on the website of the visa office. Up-to-date processing times for permits and visas can be found on CIC’s website (English / Français).

Implied Status
If your study permit expires after CIC receives your application for an extension and while you are waiting for CIC to process your application for renewal, you will have implied status in Canada until you receive a response from CIC. This means that you can legally remain in Canada and continue to study until a decision is made by CIC about your extension application.

NOTE: You should not leave Canada while you have implied status, as you may be unable to re-enter Canada without a valid permit.

Restoration of Status
If your study permit expires before you apply for extension, or before CIC receives your extension application, you will be considered “out of status.” You must speak with an advisor at York International promptly. When you are out of status, you may not study or work in Canada until your application for restoration has been processed.
You can apply to restore your immigration status either online or by using a paper application (English / Français). Both methods of application require a restoration fee. Specific information about the required fee can be found on CIC’s website (English / Français). You have 90 days from the day you went out of status to apply for restoration.

If your permit expired more than 90 days ago and you have not yet applied to renew it, you will be unable to renew your existing permit. You will have to leave the country and apply for a new study permit outside of Canada, and you might be barred from applying for up to six months. You should plan to avoid this situation.

**Transferring from Another Institution**

If you already have a valid study permit for post-secondary study in Canada, you may use it at York (unless otherwise noted on the study permit). As a student on the post-secondary level, you can transfer between programs of study and institutions without applying to change the conditions of your study permit. You can also transfer between public and private institutions.

**Re-entering Canada with a Temporary Resident Visa**

All study permits include the phrase “does not authorize re-entry.” This means that if you require a TRV, your study permit alone will not be sufficient to re-enter Canada unless you are returning from the United States after traveling only to the United States. A CIC officer or an officer of Canada Border Services Agency (CBSA) can prevent you from re-entering Canada if they determine that you are not following immigration regulations (e.g., you have been working off campus without a work permit or you do not study in Canada). To be safe, carry all documents that show you are a current York University student (e.g., an enrollment letter, your student card).

**Note:** as of December 17, 2012, all online temporary resident applications (e.g. for study permits, work permits, and Temporary Resident Visas) must now be made through CIC’s new online system. The new online system interface is different from the old online system and you are encouraged to read all instructions carefully. Online application is not mandatory; you still have the option to submit paper applications.

**Verification of Enrolment**

If you require a letter from York University that verifies your enrolment, visit the ‘Request a Letter’ page on the Registrar’s Office website to request the appropriate document.

If you need assistance, contact York International.

**Note:** This immigration information has been reviewed and endorsed by an immigration lawyer in accordance with the provisions of the Immigration and Refugee Protection Act.
Temporary Resident Visas / “Entry Visas”

Applying for a Temporary Resident Visa After your Arrival in Canada
Temporary Resident Visas (TRVs), commonly called entry visas, are usually issued for the same duration as a Study Permit. You do not need to have a valid TRV once inside Canada, but it is a good idea to keep a valid one in case of sudden trips abroad so you can re-enter Canada. Many students who renew their study permits also apply for a new TRV after receiving their extended study permit.
You need a TRV if:
- You will present yourself at the Canadian border (port of entry); and
- You are a citizen of a country whose citizens require a TRV. To review this list of countries, visit: (English / Français).

Exception If your only destination outside of Canada is the United States, you do not need to have a valid TRV to return to Canada (see Part 9, Division 5, Section 190:3f). A valid study or work permit or a visitor stamp/record and York University proof of enrollment letter will be sufficient. However, we recommend applying for a TRV if you plan to visit the USA and your TRV has expired.

How to apply for a new Temporary Resident Visa:
Visit Citizenship and Immigration Canada’s website for detailed and up-to-date instructions about how to apply for a new TRV.
- If you are currently in Canada with a valid study or work permit, you MUST submit your application to Ottawa. Do NOT send your application anywhere else.
- A student's family members (who do not hold a study or work permit) and visitor record holders cannot apply for a TRV from Ottawa at this time. They can only apply for a new TRV through the Canadian visa office in their home country or visa office responsible for their region. To review this list of countries, visit: (English / Français), or see a student advisor at York International.

Important Notice:
In addition to the required information and documentation listed on Citizenship and Immigration Canada’s website, it is also recommended that students who are applying for a new TRV submit proof of funds (e.g. a bank statement), a York transcript and an enrollment letter within the “Letter of Explanation” section of CIC’s official application package.

Fee Payment
Fees are subject to change. For up-to-date information, visit CIC’s Fee information webpage (English / Français).

There are two options for paying your fees:
- Pay online with a credit card (English / Français). When you are finished, you must print a receipt of payment and include it with your application.
• Pay at a financial institution in Canada (such as a bank or Western Union) using an original receipt of payment form IMM 5401.

Note: This immigration information has been reviewed and endorsed by an immigration lawyer in accordance with the provisions of the Immigration and Refugee Protection Act.
Documents for Family Members

Canadian immigration policy views an international student’s common-law partner as a legal spouse. Common-law partners include people of the same or opposite sex who currently live together and have lived together in a conjugal relationship of at least one year.

To have your relationship recognized as a common-law union, you must:

- Complete CIC’s Statutory Declaration of Common Law Union (English / Français).
- Attach the required documents (see above link).
- Submit it with an application to CIC or a Consulate of Canada.

If your family members are going to live with you in Canada while you study at York, they should apply for visitor status at the same time as you.

Spouse/partner work permits

- Most students apply for a work permit for their spouse or partner after arrival in Canada, after they have been admitted as a visitor.
- US citizens’ spouses and partners of US citizen students are eligible to apply for a work permit at the border, at the port of entry where they enter Canada, or through a Canadian Consulate.
- The work permit will be issued for the same length of time as the partner’s study permit and will allow up to full-time work.
- Your partner does not need a job offer to apply for a work permit.

Permits for children

Your school-age children (18 years of age or younger) do not require study permits, however, study permits, rather than visitor records, can make the immigration process run more smoothly, especially if your child enters Canada without a parent. You should bring two years of official school records for your children, in English or with a certified English translation.

Extending family immigration documents

- All dependents (including children) require their own documents.
- Documents must be extended before their expiry date.
- You can apply to extend your study permit, work permit and all the documents of your family members online through My CIC (English / Français).
- Pay the appropriate fee for each family member.
- Visitor documents may include a stamp in the passport or a visitor record (looks like a study permit).

An undated customs stamp normally authorizes the visitor to remain in Canada for six months. Your family members should ensure their passports get stamped during the border crossing.
Inviting Relatives to Visit
If you would like friends or family to visit you while you are studying at York University, you must send them a letter of invitation. York University does not provide letters of invitation. You must write it yourself.

A letter of invitation does not guarantee that a visa will be issued to your friend or family member. Visa Officers will assess each applicant to determine whether they meet the requirements of Canada’s immigration laws. Some visa offices may require that your letter be notarized by a Notary Public.

Here you will find information that will help you write a proper letter of invitation. For complete instructions, visit CIC’s site (English / Français).

Your letter of invitation must include all of the following information for the person being invited:

• Complete name.
• Date of birth.
• The person’s address and telephone number.
• Your relationship to the person being invited.
• The purpose of the trip.
• How long the person you are inviting intends to stay in Canada.
• Details about the accommodation and living expenses.
• The date the person you are inviting intends to leave Canada.

You must also include the following information about yourself

• Complete name.
• Date of birth.
• Address and telephone number in Canada.
• Occupation.
• Status in Canada (e.g. student, worker, Canadian citizen, permanent resident).*

*If you are a Canadian citizen or permanent resident inviting your parents/grandparents to apply for a Super Visa of up to two years duration, you must include additional information in this letter. Visit Citizenship and Immigration’s website to learn more about the Super Visa requirements (English / Français).

Sample Letter of Invitation

The Canadian Embassy, Immigration Section
Nueva Tajamar 481 – Piso 12, Torre Norte
P.O. Box 139-10 <br />Edificio World Trade Center
Santiago, Chile.

December 12, 2013
Dear Visa Officer:

Re: Letter of invitation for my parents (Arturo and Gabriela)

I am writing this letter to support the visitor visa application of my parents. My father, Arturo Reyes, (born March 16, 1951) lives at Avenida Diego Bravo 12345, Departamento 222, Las Condes, Santiago, Region Metropolitana. My mother, Gabriela Reyes, (born July 2, 1953) lives with him. Their home phone number is 123-456-7890. They would like to visit me in Canada, as they haven’t seen me in two years. They intend to stay with me at my home for two weeks, from March 1 to 14, 2014. They have a flight booked to leave Canada on March 15, 2014.

Housing and food costs during their stay will be covered by me; they will cover all other costs for their trip. I am currently an international student, studying at York University. A copy of my passport and study permit is attached. My date of birth is August 19, 1993. I live at 123 Harwood Ave, Toronto, Ontario M5W 1E6 123. My phone number is 905-987-6543 / 905-987-6543 and my email address is abcdefg@email.com. Thank you in advance for the consideration of my parents’ application.

Yours truly,

Marcos Reyes

Proof of economic and social ties

Your visitor(s) must provide proof of economic and social ties to their home country as part of their application. The stronger the ties to their home country, the greater the chance they could successfully prove to an immigration officer that they will return to their home country after visiting Canada.

Economic ties include:

- Bank statements.
- Letters of employment.
- Proof of business ownership.
- Proof of financial investments.
- Proof of property ownership.

Social ties include evidence that family members back home depend on them for financial/social support and that they must return home after their visit in order to meet these obligations.

Note: This immigration information has been reviewed and endorsed by an immigration lawyer in accordance with the provisions of the Immigration and Refugee Protection Act.
Working in Canada

Legal Requirements

Social Insurance Number (SIN)
Everyone who works in Canada must have a Social Insurance Number (SIN) before beginning their job. In order to apply for a SIN number, international students must hold either a valid Off-Campus Work Permit or they must have an on-campus job.

Note: It is illegal to work in Canada without a Social Insurance Number. You must obtain a Social Insurance Number before you start work on-campus or off-campus.

If you have been offered a job on-campus at York, you should:
• Obtain a job contract from your employer. The employer can obtain a sample job contract. (Adobe .pdf file)
• Take your job contract (on letterhead), with a valid passport and valid study permit to your nearest Service Canada Location.

Note: If your on-campus employer has questions about the process for hiring an international student, detailed information can be found on CIC’s website (English / Français).

If you have an Off-Campus Work Permit (OCWP) you should take your OCWP, valid passport and valid study permit to your nearest Service Canada location.

Service Canada Office Locations
Near Keele Campus
Service Canada
Joseph Shepard Building, Floor 1
4900 Yonge Street (Yonge and Sheppard)
North York (Toronto), ON

Near Glendon Campus
Service Canada
Lawrence Square, Suite 103-105
700 Lawrence Ave West <br />Toronto, ON

You can find a list of all Service Canada offices online (English / Français).

On-Campus Employment
Full-time international and exchange students with a valid study permit can work on-campus at York. You are allowed to work up to 20 hours per week while registered as a full-time student, and during the summer term, if you are not registered in courses, you can
work full-time hours. A work permit is not required for on campus employment. Citizenship and Immigration Canada allows students who study for eight months full-time and then take four months off (generally the summer term), can work full-time. International students can also work full-time when there are no scheduled classes, during reading week and during the holiday season in December.

Once you have found employment on-campus you will need to apply for a Social Insurance Number (SIN) prior to starting employment.

**Changing from Full-time to Part-time Studies**

If you drop courses and your academic status changes from being a full-time to a part-time student, you will lose the ability to work on-campus. It is important to fully understand the consequences of changing to part-time status before making the change. Come speak to an advisor at York International before making a final decision about a change of status.

**What Is A Full-Time Student**

A graduate student is considered full time if they are registered as Full-time/Active with the Faculty of Graduate Studies.

**Off-Campus Employment**

It is possible for many international students to work off-campus while studying at York. Eligible students must obtain an Off-Campus Work Permit (OCWP) and a Social Insurance Number (SIN) before beginning any off-campus job. Full time status and academic eligibility must be maintained in order to continue to hold an Off-Campus Work Permit, however, in your final term of studies you may be registered as a part-time student and continue to use your Off-Campus Work Permit. It is your responsibility to find a position, however you do not need to have a job offer before applying for an Off-Campus Work Permit. If you do work off-campus, it is important to remember that your education is the main reason that you are in Canada.

**Note: You cannot begin to work off-campus until you receive your permit.**

Full-time international students can apply for an Off-Campus Work Permit if:

- They have been registered as a full-time student for a minimum of 6 months of the last year.
- They have maintained good academic standing.
- They are not included in the list of exceptions (see below).

You **cannot** apply for the Off Campus Work Permit if you are:

- Participating in a Canadian Commonwealth Scholarship Program funded by Canada’s Department of Foreign Affairs and International Trade (DFAIT).
- Participating in a Government of Canada Awards Program funded by DFAIT.
- Receiving funding from the Canadian International Development Agency (CIDA).
- Participating in the Equal Opportunity Scholarship Program, Canada-Chile.
- Participating in the Canada-China Scholars Exchanges Program.
- Participating in the Organization of American States Fellowships Program.
• Registered in either an English as a Second Language or French as a Second Language program.
• A visiting or exchange student without a study permit.

How to Apply for an Off-Campus Work Permit Online
1. Read the “Applying for a Work Permit – Student Guide” guide carefully ([English](#) / [Français](#)).
2. Create a MyCIC/MonCIC account (if you don’t currently have one): ([English](#) / [Français](#)). During the application, you will be asked for your Client ID number or UCI number which is an eight-digit number on your study permit.
3. Place an "Eligibility Verification Number (EVN) Request" through MyCIC.
4. Email the [OCWP supplementary form](#) to York International. Email: ocwp@yorku.ca.

Note: To ensure faster processing times please complete steps #3 and #4 on the same day.

1. Once your EVN request has been submitted, within two weeks York University will contact you to determine if you meet the eligibility requirements for the Off-Campus Work Permit. If you are eligible, you will be able to log into MYCIC and proceed with your application. There is a [fee for the application](#). You will also need to scan in the marked pages in your passport (including photo page) and scan your study permit.
2. Up-to-date processing times for permits and visas can be found on CIC’s website ([English](#) / [Français](#)).

If you have any questions about the Off-Campus Work Permit please email ocwp@yorku.ca or attend one of York International’s information sessions.

Note: If you are no longer a full-time student or do not maintain satisfactory academic results, you must return ("surrender") your work permit to a local Citizenship and Immigration Canada office.

Off-Campus Work Permit Information Sessions
Keele Sessions

<table>
<thead>
<tr>
<th>2014 Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be announced</td>
<td>10:00 am – 11:00 am</td>
<td>280A York Lanes</td>
</tr>
</tbody>
</table>

Career Planning Information Sessions for International Students

<table>
<thead>
<tr>
<th>Winter 2014 Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduating International Students Seminar</td>
<td>TBA</td>
<td>280N York Lanes</td>
</tr>
<tr>
<td>Making a Great First Impression</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Cover Letter and Resume</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>
Internships and Co-operative Education at York
York's internship and co-operative education programs provide great opportunities for students to supplement their in-class education with in-the-field experience. In many cases, these work placements are paid positions and therefore can also help to offset the financial cost of a university education.

If you are considering adding an Internship or Co-operative Education placement to your degree, York has several options, depending on your area of study. Visit the Career Centre’s internship webpage and speak to an advisor at York International about internship and co-op opportunities that are available to international students.

Note: In order to participate in a co-op or internship placement, you require an Internship/Co-op Work Permit. Consult Citizenship and Immigration’s webpage to learn exactly what is required to work as an intern or co-op student in Canada and to begin your application.

Career Centre Internships
The York International Internship Program (YIIP) is an opportunity for York graduate students to work in another country, or at an international host within Canada, for three months during the summer starting in May. Internship placements are arranged at a wide variety of government and non-government organizations, both in Canada and abroad. They offer students a range of experiences from field internships to research and/or administrative placements. Most of these placements are open to students from specific disciplines; some are focused by academic subject area.

Internship/Co-op Work Permit
If your program of study at York requires you to complete an internship or a co-op placement, you must get an Internship/Co-op work permit. The following list explains the criteria for obtaining an Internship/Co-op Work Permit:

- You must have a valid study permit.
• Your employment must be part of your academic program, certified by a letter from a responsible academic official of the institution.
• Your intended employment must be an essential part of your program of study in Canada.
• Your co-op or internship employment cannot form more than 50% (percent) of the total program of study.

Consult Citizenship and Immigration’s webpage to learn exactly what is required to work as an intern or co-op student in Canada and to begin your application (English / Français).

International Student Employment Fund (ISEF)
The International Student Employment Fund (ISEF) provides funding to YorkU departments and units that are able to offer employment to international students.

Upon Graduation: Post-Graduation Work Permit
Upon completion of your degree, you can apply for a ‘Post-Graduation Work Permit’ which is an open permit that allows you to remain in Canada and work for up to three years. At the time of application, your study permit must be valid and you must apply within 90 days of the release of your final grades. A job offer is not required to apply for this permit. Visit Citizenship and Immigration’s webpage to see if you can qualify for this permit.

Spouses/Partners Working in Canada
If family members are accompanying you, they require their own Canadian work permits if they wish to be seek employment while you are enrolled in classes. Information about employment for family members can be found on York International’s webpage dealing with partners and spouses working in Canada.

Note: This immigration information has been reviewed and endorsed by an immigration lawyer in accordance with the provisions of the Immigration and Refugee Protection Act.
Money Matters

While living in Canada, you will have a new currency, new bank accounts and new taxes to pay.

This section will explain to you the basics about personal banking and paying taxes in Canada as well as information about the awards, scholarships and bursaries from York that you may be eligible to receive.

- Personal Finances
- Budgeting for Your Education
- Taxes in Canada
- Employment Opportunities
- Scholarships, Awards and Bursaries

Personal Finances in Canada

Currency Information

- Canadian currency is referred to as “dollars” and “cents”.
- The official abbreviation for Canadian currency is CAD.
- Like many countries, Canadian currency comes in a variety of coins and bills.
- The denominations of bills include: $5, $10, $20, $50, $100, and are coloured for easy identification. From low to high value, the colours are blue; purple; green; red; and brown.
- The common denominations of coins include $0.05 (nickel), $0.10 (dime), $0.25 (quarter), $1.00 (loonie) and $2.00 (toonie).
- Informally, any combination of these denominations is often referred to as “cash”. Cash payments are widely accepted, although may people choose to pay for their purchases electronically, either through debit or credit card.

Banking

Before departing for Canada, you should consider how you will transfer and convert your money into Canadian dollars.

Bringing a small amount of Canadian money is the best way to pay for the initial expenses that you will have upon arrival in Toronto. Two hundred dollars in cash should be adequate until you get your bank account setup, if you have a residence room booked in advance.

The Student Financial Services website provides information about how to pay your tuition and residence fees.

Canada has five major banks:
- Royal Bank of Canada (RBC)
• Bank of Montreal (BMO)
• Canadian Imperial Bank of Commerce (CIBC)
• TD Canada Trust (TD)
• Bank of Nova Scotia (Scotiabank)

You may want to ask your bank at home if it has a partnership with any Canadian banks.

The international bank HSBC also has Toronto branches. It has options for opening a Canadian bank account before you arrive in Canada. Visit HSBC’s International Banking webpage for more information about this option.

You will want to open a bank account at one of these banks soon after you arrive in Toronto. Some students also use an international credit card such as MasterCard or Visa.

In addition to cash and credit cards, electronic banking cards, or ‘debit cards’, can be used to make purchases in most Canadian stores. Debit cards that operate on the Interac, Cirrus or The Exchange systems are the most widely accepted.

Credit Cards
Credit Cards are a popular way of making purchases in Canada. Visa and MasterCard are the two most widely used brands. If possible, it is advised to obtain a credit card in your home country, as it is sometimes difficult for an international student to obtain one in Canada. Nonetheless, you should speak with a representative at your new bank in Canada about what options for Canadian credit cards are available to you.

A common way for recent arrivals or people with bad credit histories to obtain a Canadian credit card is to give a sum of money to the issuing bank as a way to guarantee that you can repay any debt incurred. This money is held in trust, until you establish a satisfactory credit history, at which time, it is returned to you, with interest.

Money Transfers
International money transfers are often a convenient way for international student to receive funds from family at home and to deposit their savings into their new Canadian bank account. Ask the staff at your new bank how they recommend transferring money internationally.

There are several options for transferring money to Canada:
• Electronically transfer money into your Canadian bank account from your home country. Before making the transfer, it is advised to check with your Canadian bank to determine how long the transfer will take, as Canadian banks can impose significant holds on foreign deposits (sometimes up to 20 business days).
• Obtain a bank draft for the amount you wish to transfer from your bank in your home country. When you are prepared to deposit the bank draft into your new Canadian bank account, ask the bank how long it will be before you can access the funds, as they may place a hold on your deposit.
• If you have an ATM (Automated Teller Machine) card for your bank account in your home country, you may be able to withdraw money from your account at an ATM in Canada and deposit it into your new account. Check with your home bank about this option. **Note: there may be significant international banking fees and service charges incurred, and that exchange rates can frequently fluctuate.**

Regardless of which option you choose, keep copies of all transaction records.

**Note:** if you are bringing $10,000 or more into Canada, you must **declare these funds**.

**Currency Restrictions**

**Venezuela: CADIVI**

International students coming from Venezuela require a letter in order to transfer out funds from Venezuela. International Recruitment will provide the initial letter and York International can provide the letter as required during the period that the student is at York University.

• Newly admitted students: If you have been accepted as a new student and require a support letter for starting your CADIVI process, please contact International Recruitment. Email: ali@yorku.ca.

• Current students, please contact York International.

In both cases, **please write in the subject line:** CADIVI support request, your full name and YORK ID number.

**Budgeting for your Education**

**International Graduate Student Fees and Expenses – Fall/Winter 2014-2015**

These costs are estimated, based on fall/winter 2013-2014 fees and expenses and are subject to change.

For detailed, up-to-date course and program fees, visit **sfs.yorku.ca/fees**.

<table>
<thead>
<tr>
<th></th>
<th>Full Year (3 Terms) (Masters)</th>
<th>Full Year (3 Terms) (PhD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Fees (Including Tuition and Supplementary Fees)</td>
<td>$19,567.05</td>
<td>$18,742.05</td>
</tr>
<tr>
<td>Textbooks and Supplies</td>
<td>$1000 – $1500</td>
<td>$1000 – $1500</td>
</tr>
<tr>
<td>Residence</td>
<td>$12,000/year</td>
<td>$12,000</td>
</tr>
<tr>
<td>On-residence meal plan (optional)</td>
<td>$2,500, – $4,000</td>
<td>$2,500, – $4,000</td>
</tr>
<tr>
<td>Personal expenses living on campus (entertainment and other)</td>
<td>$2,200</td>
<td>$2,200</td>
</tr>
<tr>
<td>Living off campus (apartment rental, utilities,</td>
<td>$16,000/year(estimate)</td>
<td>$16,000/year(estimate)</td>
</tr>
<tr>
<td>meals)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Personal expenses – living off campus (entertainment, transportation)</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Health and dental care (UHIP + Supplementary coverage)</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$38,267.05 - $41,067.05 <em>(estimate)</em></td>
<td>$37,442.05 - $40,242.05 <em>(estimate)</em></td>
</tr>
</tbody>
</table>

**NOTE: All expenses are estimates and are subject to change.**

**Changing Status from an International to a Domestic Student**
Domestic students and international students pay different amounts of tuition. If your status changes, consult with the [Office of the Registrar’s website](#) for up-to-date information about how your expenses will change.

**Taxes in Canada**

**Harmonized Sales Tax (HST)**
In Ontario, most goods and services that you purchase will be subject to the Harmonized Sales Tax (HST). This is a tax of 13% and is implemented jointly by the federal and provincial government.

Food purchased through an on-campus meal plan is exempt from this tax, as are most medical or dental procedures.

**Income Tax**
In Canada, completing an income tax form and sending it to the government is referred to as ‘filing a tax return’. You must file a tax return if you:

- Earned income from employment.
- Received a scholarship, bursary or fellowship while in Canada.

By filing your tax return, you are often eligible for a refund if you have had any of the following income or expenses during the tax year:

- Income from assistantships, such as a Teaching Assistant (TA) or Research Assistant (RA).
- Rent expenses for off-campus housing.
- Salary or hourly pay.
- Scholarships.
- Tuition (York will issue you a T2202A form to prove your payment).
- Public transit pass (TTC, GO Transit or VIVA, for example).
Income Tax Deadline
In Canada, the tax year goes from January 1 to December 31. Income tax forms must be completed and submitted by April 30 of the following year. For example, you must mail your completed tax forms for the 2014 tax year (January 1 to December 31, 2014) by April 30, 2015. Information about filing a tax return as an international student in Canada can be found on the Canada Revenue Agency’s website.

Social Insurance Number or Individual Tax Number
To submit your income tax form you must have one of the following:

- A Social Insurance Number (SIN) (English / Français). To have a SIN you must have active employment on campus or a work permit.
- If you do not have a SIN, because you did not earn income in Canada, you must have an Individual Tax Number (ITN) (English / Français) to file your tax return. You must also submit a certified copy of your identifying documents. Valid documents must include your name, date of birth, and photograph. You may have to provide a combination of documents for this purpose. Examples of acceptable documents include: a passport, driver’s license, birth certificate, work permit, study permit, visitor record, and diplomatic identity card. Documents can be certified by visiting any Service Ontario or Service Canada office, or by visiting the York Federation of Students’ lawyer.

Harmonized Sales Tax Credit
Low-income wage earners, including international students, are entitled to apply for a Harmonized Sales Tax (HST) credit (Step 2 on your income tax form). You must have been in Canada for at least six months during the taxation year to be eligible for an HST credit.

If you are eligible for an HST credit, quarterly or semi-annual credits are either mailed to you or directly deposited to your bank account (if you choose this option on the form).

Where to send your income tax forms
As an international student, you should send your tax return each year to:
International Tax Services Office
Post Office Box 9769, Station T
Ottawa ON K1G 3Y4
CANADA.

Employment Opportunities
For legal requirements, see Working in Canada: Requirements.

Working on Campus
Full-time international and exchange students with a valid study permit can work at the Glendon or Keele Campus. A work permit is not required for on campus employment. Citizenship and Immigration Canada allows international students to work up to 20 hours per week while they are registered full-time and allows them to work full-time when they are not registered in courses during the summer term.
Students who study for 8 months full time and then take 4 months off (generally the summer term) can work full time. International students can also work full time when there are no scheduled classes, during reading week and during the holiday season in December.

A **graduate student** is considered full time if they are registered as Full-time/Active with the Faculty of Graduate Studies.

There are many employers on campus in the food service area and student support. Remember, most on campus employment is seasonal, this means that employers hire in August for Fall and Winter positions and hire in April for summer positions.

**International Student Employment Fund (ISEF)**
The International Student Employment Fund (ISEF) provides funding to York University departments and units that are able to offer employment to international students.

International students who would like an ISEF-funded position **must complete two steps**:

1. Students first apply to ISEF through York International. Eligibility for ISEF positions will be determined by reviewing a completed [ISEF application form](#). Please complete and submit this form online.
2. Approved students can then apply to departments directly for available positions. Listings will be posted shortly.

**Scholarships, Awards and Bursaries**
There are many scholarships and bursaries available to international students who choose to study at York. You are encouraged to review the available funding for international students and apply for all that you qualify for. In order to be considered for many of York’ scholarships, bursaries and on-campus employment programs, you must electronically submit a Student Financial Profile (SPF).

**Student Financial Profile (SFP)**
The [Student Financial Profile](#) is a multipurpose online application form that is used to apply for many of York’ scholarships and awards. You should complete the SFP at the start of each academic session (once for fall/winter and once for summer) to be considered for a variety of programs. Your will be asked to log in with your Passport York account to complete and submit your Student Financial Profile.

**International Graduate Student Funding**
**Graduate Student Entrance and Continuing Scholarships, Bursaries and Awards** – The [Faculty of Graduate Studies website](#) lists a number of scholarships, bursaries, and other awards available to graduate students.