



Queen's  
UNIVERSITY



# International Student Guidebook





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[queensu.ca](https://queensu.ca)

# Director Welcome

Welcome to Queen's University and Kingston! We know you have travelled from far away and are looking forward to your educational experience in Canada. We at the Queen's University International Centre (QUIC) look forward to meeting you and supporting you throughout your time on campus.

QUIC offers a wide range of programs and services designed to make you feel welcome and to support your academic and social success during your time at Queen's. Our International Student Advisors, and professional staff provide confidential advice and services on a range of topics such as immigration, work permits, health coverage, intercultural communications, English conversation support, income tax completion, peer support, and much more. This handbook will give you a brief introduction to these programs and services, and serve as a guide as you make the transition into your new academic setting.

At Queen's we welcome diversity. International students enrich our classrooms, our research initiatives, our campus, and our Kingston community. During your time with us please share your diversity, experiences and perspectives as you interact with fellow students, faculty members and staff, both inside and outside the lecture hall.

Finally, I invite you to drop in to QUIC to meet the QUIC team and to use the space often to relax and study with friends. Please consider QUIC your home away from home!

Sincerely,

Jyoti Kotecha  
Director, Queen's University International Centre (QUIC)





# Welcome to Kingston, Ontario, Canada

## Kingston: Canada's best small city

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

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

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

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



## Kingston Weather and Clothing

The seasons are:

<b>Fall or Autumn</b>  (September 21 to December 20)  In Kingston, the temperature range is historically from -9 ° to +20 ° celsius (C). September is almost as warm as the summer but October through to December can often require winter clothing. Buy high-quality winter coats with hoods, long pants, sweaters and waterproof boots or shoes for you (and your family, if applicable).	<b>Winter</b>  (December 21 to March 20)  In Kingston, the temperature range is historically -25 ° to +3 ° C. Snow falls and stays on the ground most of the time. January and February are the coldest months of the year and can be bitterly cold. It can be so cold outside that it is dangerous to go out with any skin exposed. Get thermal underwear tops and bottoms and wool socks for you (and your family, if applicable). Windproof hats, thick mittens, scarves and warm, waterproof boots are essential. For more information, see our Learning to Love Winter information or consider attending our "Learning to Love Winter" session (usually in early October, and repeated in January for Winter arrivals. Check our <a href="#">Events Calendar</a> for upcoming sessions).
<b>Spring</b>  (March 21 to June 20)  In Kingston, the temperature range is historically -6 ° to +21 ° C and there is a lot of rain during this period. In March and April, you will need to wear sweaters and windproof and rainproof jackets and rainproof shoes. In May and June it gets warm enough to go outside without a coat on.	<b>Summer</b>  (June 21 to September 20)  In Kingston, the temperature range is historically 11 ° to 30 ° C. Summer is sometimes very hot and humid while at other times it is wet and windy. You should have shorts and T-shirts but also sweaters and long pants.

To find out the weather for the day, listen to any Kingston radio station or look at the front page of any newspaper. Another resource is [Environment Canada's weather website](#) or the [Weather Network website](#). The weather report gives the temperature in degrees Celsius and information on the amount of rain, snow and sun that we will have.

Note: The dates of each season are according to the calendar. Unseasonably warm or cold weather is always possible. It is important to be prepared.

Another way to decide what to wear is to look outside and see what most people walking by are wearing. However, it is always better to put on extra layers of clothing if you are not sure of how many you will need. Then you can take one or two layers off if you get too hot during the day. It is especially important, if you have children, that they are warmly dressed for school as part of the day is spent outdoors.

If you are not used to northern climates, talk to the staff at the Centre about other ways to prepare yourself so that it is not such a shock. Despite the cold, there are a lot of fun activities you can do in the winter if you are warmly dressed. The Queen's University International Centre plans activities to help you and your family discover and enjoy winter games like skating.

## Welcome to Queen's University!



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

To learn more about Kingston visit the following websites:

City of Kingston

[cityofkingston.ca](http://cityofkingston.ca)

City of Kingston Visitor and Tourism

[tourism.kingstoncanada.com](http://tourism.kingstoncanada.com)

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

Discover Queen's

[queensu.ca/discover](http://queensu.ca/discover)

Queen's Encyclopedia

[queensu.ca/encyclopedia](http://queensu.ca/encyclopedia)

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

Queen's University International Centre (QUIC)

[quic.queensu.ca](http://quic.queensu.ca)

Queen's International

[queensu.ca/international](http://queensu.ca/international)



# Preparing to come to Canada

## Study Permits and Entry Visas

A **study permit** is written authorization issued to international students giving them permission to study in Canada. It is required for programs longer than 6 months.

If you are planning to study in Canada for one term (less than 6 months), you may study under temporary resident status as a visitor. For any period longer than 6 months (two terms), a study permit is required.

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

Most people that do not require a visa, require **electronic Travel Authorization (eTA)** to fly into Canada. An eTA costs \$7 CAD, and is valid for 5 years or until the expiry of your passport (whichever comes first). Applications are made online and require a valid passport, e-mail address, and credit card. In most cases, an eTA will be issued in minutes.

The eTA (if required) will also automatically be issued as part of a successful study permit application.

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If you want to be eligible to get a job on on or off campus during your time at Queen's, you must have a study permit, and you must also be considered by Queen's to be a full-time student.

**Exchange Students are NOT eligible to work off-campus.**

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

Spouse of international student is allowed to apply Study Permit or Work Permit from within Canada. The spousal work permit will be an open work permit.

Minor children of international students already in Canada are allowed to attend schools up to grade 12 under visitor status (without a Study Permit).

To obtain a study permit and/or a temporary resident visa (entry visa) you may apply through a Canadian visa office or visa application centre (VAC) outside of Canada or you may be eligible to apply online. The study permit application costs CAN\$150 (or the equivalent in local currency), while a temporary resident visa application (if made on its own - without a study permit application) costs CAN\$100. These applications can take as little as a few days and as long as 3 months to be processed.

General requirements include:

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

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Online applications involve completing a questionnaire where the answers that you give determine the application form and supporting documents you need. Country-specific requirements for paper applications are available through Citizenship and Immigration Canada. You can find the forms and guide for the country that you are applying from at: [cic.gc.ca/english/information/applications/student.asp](http://cic.gc.ca/english/information/applications/student.asp)  
*Be sure to keep copies of all documents sent to and from Citizenship and Immigration Canada.*

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Further information can be found through:

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

If your research results in further questions, you can also contact an International Student Adviser at: [isa@queensu.ca](mailto:isa@queensu.ca)

If your application is successful, the visa office will give you a Port of Entry Introduction Letter. You must present this letter to Canadian immigration officials when you enter Canada. They will give you your study permit at that time.

Everyone should check their permits for errors before leaving the Border Services Officer. It is much easier to have the Officer fix them immediately, than to try to get them fixed later.

If you are a student that expects to work during your time in Canada, it is very important to check for conditions that include the words "may work" or "may accept employment". If your study permit does not include those words, please check with the Border Services Officer that issued your permit.

If this does not happen for any reason, see the International Student Advisers at the Queen's University International Centre as soon as possible after arrival in Kingston.

## Renew Study Permit

Your first Study Permit is the one approved abroad, is normally valid for the expected length of your study program. If it needs to be renewed for reasons such as, your initial study was not valid long enough to cover your entire study length or you need to extend your study time, an extension can, in most cases, be granted for the full length of your program. The expiry date is extremely important. DO NOT LET IT EXPIRE. Renew Study Permit before its expiry date. Do not leave it until the last day. Renewal application can be done online. Related instructions can be found on QUIC website: <http://quic.queensu.ca/international-students-and-staff/canadian-permits-and-visas/studying-in-canada/>

If you are **coming from Canadian High School**, a study permit for high (secondary) school studies can only be used for high school studies. You must apply for a new study permit to begin your studies at Queen's. Follow the same instruction for renewing study permit.

## Visiting the United States

International students may apply for a U.S. visa via the U.S. Consulates in Canada. Information on how to apply U.S. visitor visas is available through the [U.S. Department of State](http://www.state.gov).



# Working in Canada

## Working On-Campus

Students with a valid Study Permit are allowed to work on the campus of the institution at which they are registered full-time. A full-time student does not need a Work Permit to work on campus.

### Queen's "Work Study" Program

Queen's Work Study Program increases access to part-time jobs on campus for students who demonstrate financial need. It does not guarantee you a job. Any student who is registered in a minimum 60% course load (or full-time for graduate students) may apply. See the [Work Study](#) page of the Student Awards website for application deadlines and other information.

### Building your skills through experiential learning

By bridging theory and practice, experiential learning activities provide students with the opportunity to apply what they have learned in the classroom in concrete, hands-on ways that enhance their understanding and knowledge of themselves and their field of study. Participating in experiential learning activities at Queen's University can have a very positive impact on your academic and professional careers. Benefits include:

- Acquire the skills (technical and non-technical) demanded by employers through curricular and co-curricular experiences
- Build your professional network through internships, practicums and experiential learning projects
- Explore career options and/or confirm your interest in a chosen profession
- Explore the relationship between theory and practice, and gain new insight into course material
- Participate in self-directed learning opportunities;
- Gain realistic knowledge and experience of the workplace.

Career Services Office's [Major Maps](#) provide major-specific advice on academics, extra-curriculars, networking, international opportunities and career development all in one place.

QUIC provides workshops on resume and cover letter writing, drop-in career advising in collaborating with Career Services office all year long. We also recruit volunteers and student staff working in office and helping events. More information can be found in this handbook, section of Programs at QUIC.

### Finding a Job

Queen's [Career Services Office](#) works with students who are looking for part-time jobs during their studies and careers for after they graduate. Their staff can help you develop skills that will help you find a job.



## Working Off-Campus

Students with a valid Study Permit are allowed to work on the campus of the institution at which they are registered full-time. A full-time student does not need a Work Permit to work on campus.

- For up to 20 hours per week during study periods, and full-time during scheduled breaks (ie. summer);
- From the first day of their program of study.

Exchange students and those studying at the Queen's School of English will not be eligible for off-campus work through this program. They can still work on-campus if they are holding a valid study permit and registered as full-time student.

### Internship Work – Coop Work Permit

If a work placement is a required part of your Canadian academic program then you may qualify for a work permit at no charge.

There are few programs at Queen's that qualify their students for a work permit through this program (please confirm with the department or faculty). They include (but may not be limited to):

- The Queen's Undergraduate Internship Program (QUIP);
- Required practicum placements through Bachelor of Education programs,
- Required practical placements in various Nursing programs, and;
- Specialized Master's programs like the Master of Entrepreneurship and Innovation.

If the offer of admission includes confirmation of the mandatory placement, the work permit can be requested as part of an initial study permit application. If it is not included, the work permit can be requested separately after arrival in Canada. In that case, it is important to check with your department/program/faculty to confirm how soon after arrival the placement/co-op will begin. This is to ensure that there is enough time to submit the work permit application and for it to be processed.

## Working After Graduation – Post-Graduation Work Permit (PGWP)

Students who complete an academic degree, diploma or certificate program that is at least 8 months in length may be eligible for a work permit through the Post-Graduation Work Permit Program (PGWPP).

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This program is available after the completion of one program. It is a “once-in-a-lifetime” program which means that even if you complete three degrees in Canada, you can only participate in the program once.

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The work permit that is issued is “open”. This means that it will not name an employer (a job offer is not required). This allows for movement between employers.

### When To Apply

- You must submit your PGWP application within the 90 days following the completion of the requirements of your program.
- Your study permit must also still be valid on the day you submit your application.
- You do not need a job offer to apply.



## Preparing to come to Queen's

Undergraduate students are usually considered to have completed the requirements of their degree on the date that marks are released after their final exams. For graduate programs, it is the date the revised thesis is submitted (in thesis-based programs). Check with your Faculty, academic department, or the Office of the University Registrar to confirm.

If your study permit expires after you apply for the PGWP but before it is issued, you can remain in Canada under “implied status” while you wait for a response from Citizenship and Immigration Canada.

### PGWP Validity Period chart

Length of academic program	Length of work permit
8 months to 2 (academic) years	one month of work for every month of study
2 (academic) years or longer	3-year work permit

If your passport expires during the period of your work permit, you should be able to extend the permit after getting a new passport.

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More information about getting a work permit is available from the International Student Advisers at the Queen's University International Centre (QUIC).

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## Social Insurance Number (SIN)

A Social Insurance Number card is required to be paid for work in Canada. International students who successfully apply will get a SIN that starts with a “9” and that has an expiry date (which usually matches their study permit). The Social Insurance Number is also used for credit record purposes. It is very important and should be kept confidential (you do not need to keep it with you).

### How To Apply

Applications are processed by Service Canada. The office nearest to Queen's University is at 1300 Bath Road (in the Frontenac Mall). It is open from 8:30am to 4:00pm, Monday to Friday. The QUIC also hosts SIN application clinics in the beginning of the fall term. Please check [QUIC calendar of events for the fall clinic dates](#).

There is no cost to apply for a Social Insurance Number.

Once you submit your application, you will be given a receipt with your SIN.

### Expiry Dates

International students or workers should be issued a Social Insurance Number confirmation sheet with an expiry date that matches their study or work permit. To continue to work and be paid, it will be necessary to extend your confirmation. This can only be done after extending your study and/or work permit.

By applying to extend your study and/or work permit before their expiry date, you will have “implied status” which allows you to stay in Canada while a decision is made. That “implied status” also applies to your Social Insurance Number. That means you can legally continue to work and be paid while you wait for your new immigration document. Once it arrives, you can return to the Service Canada office with the proper documents to apply for extension of your SIN (the number will be the same).

# Health Insurance (UHIP)

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

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

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## Supplementary medical insurance

In addition to University Health Insurance Plan (UHIP) coverage, there are other health plans that will include coverage for your travel, dental, vision and prescription needs as well as other non-emergency health services.

**These plans are separate from UHIP** and offered through both student government offices:

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

Enrollment in an optional supplementary health plan, if desired, *must occur within your first 30 days* at Queen's. Supplementary health plan is optional for exchange students but strongly recommended.

## UHIP Enrollment Process

UHIP enrollments (called International Health Care on SOLUS) are processed as follows:

- International students are enrolled automatically
- Dependents (spouse/children) of international students are not enrolled automatically. Dependents in Ontario must be added by the student through the QUIC on-line system within the first 30 days in Ontario/start of your term(s) to avoid a late enrolment penalty of \$500 and retroactive UHIP fees.;
- Returning Canadians or other students that do not yet have valid Canadian provincial/territorial health insurance (such as: Alberta Health, OHIP, etc.) are not enrolled automatically. To seek short-term UHIP enrollment and/or to learn about your eligibility for the provincial plan, please email [uhip@queensu.ca](mailto:uhip@queensu.ca) at the start of your program (include: student number and your circumstances).

Students automatically enrolled in UHIP will receive an email message mid-August and/or mid-December (titled: UHIP Fee – Action Required) to provide direct access to the UHIP Portal, where you can obtain proof of coverage or opt-out of UHIP if eligible. Please follow the directions within the first 45 days. Failure to do so, will not negate coverage or responsibility of fees.

## Further Questions?

As a student, if you are left with questions regarding UHIP coverage please see the [UHIP website](#), visit QUIC, or contact QUIC's **UHIP Administrator** (include your student number). <http://quic.queensu.ca/international-students-and-staff/health-insurance-and-care/uhip/>



# Spouse and Children

## Welcome Spouses and Partners!

Being the accompanying partner or spouse to a student or scholar is a unique, exciting but also challenging experience. It takes a great deal of courage to move from another country to accompany your spouse or partner. Queen's University International Centre (QUIC) staff are committed to supporting you as you make this transition. **You are part of the Queen's Community and are always welcome at our Centre.**

Spouses and partners can sometimes face loneliness, financial stress, unemployment and isolation. To provide further insight into these issues, we have included quotes from international spouses and partners. Quotes include some concerns and recommendations that other spouses and partners have identified. We have also included some ideas or tools that will help you.

The [Living In Kingston Guide](#) is a valuable resource that QUIC has designed with the needs of international students and their families in mind. It contains links and ideas about the issues below as well as housing, education, banking, health care, and living in Canada.

## Immigration Status in Canada

### International Student (and family) Advising

Immigration status for family members (permits)

The accompanying family of an international student or worker (ie. spouse, partner and/or children), is eligible to stay in Canada as long as the student continues to have legal status.

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If the spouse or partner is admitted into an academic program, they can and must apply for a study permit within Canada. Instructions are available at on our [Studying in Canada page](#).

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In some cases, family members will be given status for the same period of time as the international student or worker when they arrive in Canada (through a stamp in their passport, a visitor record, or other temporary resident document). Sometimes, they will only be given 6 months of status in Canada and they will need to apply to extend their status after arriving at Queen's.

If it is necessary to apply to extend status after arriving in Canada, the application can be made online through the Citizenship and Immigration Canada [website](#).

More information about the application process is available from the [International Student Advisers](#) or through the [Citizenship and Immigration Canada website](#).

## Learning the English Language

### English Language Support Program

Informal conversational English-language practice opportunity.

If you are interested in formal, paid English language instruction, consider contacting the [Queen's School of English](#) or check the "yellow pages" section of the telephone book for information about English Language classes.

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The spouse or partner is also eligible to apply for a work permit that gives them the right to work in Canada. More information can be found below.

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## Staying Healthy and Active

Get physically active!

Although winters are long and cold in Kingston, they are also filled with lots of great things to do such as ice skating, hockey, and indoor sports. Summers are hot and can be filled with great outdoor pursuits and water sports. Check out the [Recreation section of the Living In Kingston Guide](#) to learn more about recreational activities. Queen's also has a wide range of [athletic-based clubs](#).

## Form or join a community group or club

There are many groups to join in Kingston and there is a listing of them in the QUIC Resource Library. This is a great way to meet new people, learn something new or pursue a passion. There are a number of [clubs associated with the Queen's University International Centre](#). Queen's also has lots of [special interest clubs](#) or [athletic-based clubs](#) that are associated with the Alma Mater Society (the Queen's undergraduate student government).

QUIC's hope is that there will be a group of spouses and partners who would be interested in providing leadership and support for others by forming an association. Come to our Centre and let's talk about the possibilities!

## Join QUIC Events

Copies of QUIC's schedule of events are available at the Centre. You will find many activities that you are welcome to participate in, like the "Learning to Love Winter session" (which gives ideas on how to combat the "winter blues" and stay healthy). You can also visit the [Calendar of Events page](#) on the QUIC website for information about upcoming events for the whole family.

Register for our [E-mail Distribution List](#)

This is a chance to receive e-mail updates on the latest events and opportunities at QUIC.

## Health Insurance and Care

Everyone gets sick sometimes. When that happens, it is important to know the services available to you and your family. Our website includes information on the University Health Insurance Plan (UHIP) and how to get care in Kingston.

## Getting Connected and Making Friends

Join the [QUIC Welcome and Orientation Activities](#)

Held in August/September and January, QUIC's Welcome and Orientation activities are a great way to meet others.

## Share your experiences with others

The QUIC Resource Library has a Resource Binder that contains ideas, articles and studies that relate to spouses and partners. Come check it out and if you see something that you think relates to spouses and partners, please contact the International Student Advisers so that it can be included.





## Female students can visit the Ban Righ Centre

The Ban Righ Centre is a safe, welcoming meeting place and drop-in resource centre.

They assist women of all ages, especially those who are returning to university after a time away, to continue formal or informal education in an atmosphere where you will meet others with similar experiences and concerns with informed, supportive staff.

## Working and Volunteering

Talk with [International Student Adviser](#) about applying for a work permit.

As the accompanying spouse or partner of an international student or worker, you are [eligible to apply for a work permit that gives you the right to work in Canada](#). A work permit does not guarantee you a job.

For information on how to complete an application for a work permit, please visit our [“Working in Canada” page](#).

## Support finding a job

There are organizations that support community members and students that are looking for short-term or career positions. Unfortunately, the support they can provide to spouses and partners of students is limited either because they are supposed to focus on Canadian citizens & permanent residents or on students. Still, it is worth checking with organizations like [Career Services](#) at Queen's as well as [Kingston Employment and Youth Services \(KEYS\)](#) to see if they can provide guidance on preparing a 'Canadian-style' resume or how to prepare for an interview. Listings of possible jobs in Kingston can be found [here](#), [here](#), and [here](#).

Learn about [volunteer opportunities at QUIC](#)

These can include volunteering with the English Language Support program, Income Tax (spring), Orientation or the World Link program.

## Learn about Volunteer opportunities in Kingston

Getting involved in the city of Kingston can provide new social, language and employment opportunities.

## Relationships

Being in a new environment, a new culture, with different responsibilities, can sometimes cause changes in your relationships as you learn and adjust. It is important to recognize that this is a common occurrence.

## Talk with Someone

If you want to talk with someone about what you are experiencing, the [Cross-Cultural Counsellor](#) can provide confidential support.

## Students and Scholars with Children

We want to extend a special welcome to families that come from overseas to the Queen's campus. Yours is a unique challenge as you adjust to a new culture, but also as you help your children navigate their way.



## Child Care

The guide has information on many subjects that are meant to make life in Kingston a little easier. There you will find pages on The [“Child Care” page](#) of the [Living in Kingston Guide](#) provides information on finding care for your children while you work or run errands. The [“Recreation” page](#) includes fun activities that can help you and your children connect with Kingston.

## Children’s Education

Check out the [Living in Kingston Guide](#). The [“Children’s Education” page](#) of the Guide gives further guidance on finding a school for your children and getting them enrolled in studies.

## Child Tax Benefit

The Government of Canada offers the [Canada Child Tax Benefit](#) to the parents of young children in Canada. You and your children must have been in Canada for a minimum of 18 months to qualify. Any parent that is in Canada must also file Canadian Income Tax forms to qualify (even if they have no income in Canada). More information is available on our [“Taxes” page](#).

## Further Questions?

If you have further questions, after reviewing the information above, advising is available (without an appointment) from the [International Student Adviser](#) at the [Queen’s University International Centre](#) from Monday to Friday between 11:00am and 4:00pm.



# Income Tax

Most students will not earn enough income from Canadian sources while they are studying to be required to pay income tax. Instead, many students will qualify for tax credits/refunds without having to pay income taxes (or even having had Canadian income). Preparing a tax return will determine if you need to pay or if you will receive a refund.

The Canada Revenue Agency offers [a series of videos](#) that can help international students understand their rights and responsibilities with regard to taxes in Canada.

The Queen's University International Centre offers tax workshops during March and April to assist international students, staff and faculty with the process of preparing their taxes.

# Estimated Living Costs

The [Queen's Office of the University Registrar – Student Awards](#) offers information about:

- Living Expenses;
- Tuition and Fees and;
- Books and Supplies,

# Banking in Canada

The following information should help you better understand the process of banking in Canada. Every effort is made to provide you with timely and useful information but it is important that you do some personal research upon your arrival here in Kingston.

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When you deposit a cheque into your bank account, the money appears to be there immediately but it can take days and even weeks (for international cheques, in particular). A common scam is to send money to you as a cheque and then ask you to repay some or all of the money from your account. Do not make a return payment until you have a guarantee from your bank that the money has arrived in your account. If you have been the victim of fraud, notify our International Student Advisers and the [Canadian Anti-Fraud Centre](#).

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## Should I open a Canadian bank account?

If you will work for the university (ie. Teaching/Research Assistant, other part-time jobs), you must have a Canadian bank account as payments to you will be deposited directly into the account. It may also be necessary to have a Canadian account if you are paid by other employers by cheque (see details about the use of cheques below).

Some short-term visitors (ie. 1 term exchange students or visiting researchers who are not paid by Queen's) may choose not to open a Canadian account. In this situation, or in the first days in Canada before opening an account, it is important to be aware of which Automated Teller Machines (ATMs) can be used to access money from your account at home.

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Bank cards from around the world should include the logo of an ATM network (ie. *Maestro*, *Cirrus* or *Plus*). Look for those logos on ATMs in Canada to determine whether you can use those machines. The Maestro network is integrated with the Cirrus network. That means their logos should be interchangeable.

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If you are considering not opening a Canadian bank account, it is extremely important to check with your home bank about the cost of accessing money through Canadian ABMs.

## What should I take with me to open a bank account?

1. Your Passport or Birth Certificate
2. Your Study Permit or Work Permit (if you have one)
3. A second piece of identification
4. Some money to deposit
5. Your Queen's Student ID (or a copy of your offer of admission) to be eligible for special student plans

Bank staff will explain how to open an account. Please ask them questions if there are details which you do not understand.

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Canadian Imperial Bank of Commerce (CIBC) is the only bank with Automated Teller Machines (ATMs) on Queen's Campus, but the downtown branches of the major Canadian banks are within easy walking distance.

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## Which bank should I open my account with?

There is no single answer to this question. Everyone has different needs. As a result, there is not one account that is best for all students. You should ask yourself what is important to you. Do you like to take money out regularly? Where do you want to be able to access your money?

### Major Canadian National Banks

[Bank of Montreal](#)

[Canadian Imperial Bank of Commerce \(CIBC\)](#)

[Royal Bank of Canada \(RBC\)](#)

[Scotiabank](#)

[Toronto Dominion \(TD\) Canada Trust](#)

### Other Banks

[HSBC Bank of Canada](#)

[Kingston Community Credit Union](#)

Automated Teller Machines (ATMs) that are not branded by one of the major Canadian banks above (often found in convenience stores, bars and restaurants) can charge extremely high fees for use.

If possible, plan to withdraw money from your own bank's network of ATMs.

## Where can I get help in managing my money?

Creating a budget is very important. A budget can help you keep track of your income and expenses. The [Queen's Student Awards Office](#) can help you create a budget based on your income and expenses. Their office is in [Gordon Hall](#). They can also give general advice on money management. You can call 613-533-2216 or e-mail [awards@queensu.ca](mailto:awards@queensu.ca) to schedule an appointment with an Awards Officer.

The [Queen's Student Awards Office](#) can also give information about scholarships and bursaries that may help cover some costs of your time at Queen's University.

## How do I get, write, and cash cheques?

All banks offer chequing accounts which allow customers to write "cheques" to other individuals and companies. Cheques are one way to transfer money to other people's accounts. Cheques are not always required in Canada. The most common use of cheques is to pay one's rent, but direct payments through the Interac<sup>®</sup> E-mail Money Transfer system are now quite popular.

To order cheques (usually between 50 and 200) you can expect to pay between \$20 and \$30 at any bank. Every time you issue a cheque and it is cashed is usually considered a "non-teller" transaction and counts towards the number allowable based on your monthly fee.

When writing a cheque you must know the name of the person or company to whom you are making the payment as well as the date.

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It is important to ensure that you have enough money in your account to cover any cheques that you write. If your account does not have enough money in it your bank may charge you a high penalty fee.

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If someone writes you a cheque and you want to deposit it into your account or get the cash, you must write your signature on the back. Some cheques have a specific space for this. Otherwise, signing across the top on the back is usually adequate.

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Once you have signed the back of the cheque it can be cashed. You should only sign a cheque once you are at the bank or bank machine to ensure that you do not lose the cheque and have someone else try to "cash" it.

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## Banking Vocabulary

### **ATM – Automated Teller Machine (or ABM – Automated Banking Machine)**

You will receive a bank card when you open an account and will need to choose a secret password, also called a Personal Identification Number (PIN) for use with your bank card. Bank machines allow you to bank 24 hours a day, 7 days a week. You can do all of your routine banking, including withdrawing money, depositing money or cheques, paying bills and checking your account balance when using your bank's ATM. There is usually an extra charge for using an ATM not belonging to your own bank and particularly high fees for using private ATMs that are not associated with any bank (like those found in restaurants and bars).

### **Telephone Banking**

24 hours a day, 7 days a week, you can call a toll-free number. You can pay bills, get your current account balance, hear your last 5 or 10 transactions and transfer money between accounts. You will need your bank card, and you will need to choose a password specifically for telephone banking.



### **Internet/On-line/PC Banking**

You can do the same things online as with Telephone Banking and more, including buying and selling stocks.

### **Interac® Direct Payment**

In many stores, you can pay for your purchases with no need for cash. You can withdraw funds from your account and transfer them directly to the retailer. It works just like an ATM, using the same bank card and Personal Identification Number (PIN). Each time you use your bank card to pay directly is considered a “non-teller” transaction. To pay for something this way, tell the cashier you would like to pay with your bank card or “debit” card.

### **Interac® E-mail Money Transfer**

An online banking service that allows you to instantly and securely send and receive funds electronically using someone’s e-mail address and a password that the sender creates. Each payment costs the sender \$1.

### **Pre-Authorized Payments**

Money can be transferred from your bank account to pay your bills. Some companies will allow you to pay your bills by “Pre-Authorized Debit”. This usually requires you to fill out a form and attach a cheque with the word “VOID” written across the front to the company. The money will then automatically be withdrawn from your account. Note: As with writing cheques, it is extremely important that you have enough money in your account to pay your bill. If you do not, your bank will charge you high penalty fees. The company you are paying may do the same.

### **In-Branch (or Teller) Transactions**

Although transactions can be conducted “in-branch” with the assistance of a teller (a person who works in the bank), this can be more expensive and may not be included in monthly plans. Make sure you cheque with bank staff when you open your account.

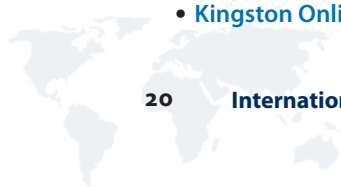
# Internet and Cellular (Mobile) Phones

## **How can I get internet service in my home or apartment?**

While all members of the Queen’s Community have access to internet-linked computers on Campus (you will find further information below) there are others who would like to have access at home. Students living in Queen’s Residences can get the [Resnet](#) service in their rooms.

For students living off-campus interested in having internet access at home there are a few options for high-speed (broadband) internet access.

- [Bell Canada](#) oversees much of Canada’s telephone network and offers high-speed DSL internet service over telephone lines.
- [Cogeco](#), the local cable television provider, offers a cable internet service.
- [Kingston Online Services](#) is a local internet provider.





- **Teksavvy**, **Start.ca**, and **V-Media** all offer service in Kingston.
- **WTC Communications** is another local internet provider.

With larger companies like Bell and Cogeco, combining internet service with other services (home phone, mobile phone, television, etc.) can offer a small discount on each service.

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It is important to confirm that your phone is compatible with the network before purchasing a SIM card.

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## Cellular (Mobile) Phones

If you are interested in bringing your cellular/mobile phone from home, Canada's three major cellular providers (and their sub-brands) are able to sell SIM cards that can be placed in existing phones.

While many companies offer discounts that encourage people to choose their services, many of the best deals require signing a contract for as long as 36 months. It is important that you understand your responsibilities should you choose to sign a contract. Some companies do offer "pay as you go" otherwise known as pre-paid plans which require the purchase of a phone and then air time as it is used. This is the most common option for those in Canada for a short period of time.

All cellular companies offer SMS text messaging. Be sure to confirm if there are any additional costs for sending or receiving messages (especially to and from overseas).

It is best not to assume that the mobile services in Canada will be the same as those you may be used to. Consider exactly how you intend to use the phone (ie. local calls only, receiving calls from abroad, lots of text messaging, etc.) and choose your service accordingly.

Cellular (Mobile) Companies

- **Bell Mobility**
- **Fido**
- **Freedom Mobile**
- **Koodo Mobile**
- **Rogers Wireless**
- **Telus Mobility**
- **Virgin Mobile**

For further information on shopping economically and daily life needs, see the Living in Kingston Guide in the QUIC website at:

<http://quic.queensu.ca/international-students-and-staff/living-in-kingston-guide/>

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A tax of 13% is added to the price of most services and items purchased in Ontario. There is no tax rebate program for short-term visitors to Canada (like exchange students).

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# Where to Live

## Temporary Housing Options – for first few nights immediately upon arrival to Kingston

### Kingston Motels and B&B

#### Reserve in advance:

Please reserve your room online, or call ahead for availability and to make a reservation. Inquire about discounted rates for Queen's students. Sharing a room can also off-set your cost.

#### If your plans change and you need to cancel your reservation:

Reservations can be typically cancelled without penalty up to 24 hours prior to arrival date (it is best to confirm cancellation policy at time of booking directly with the provider).

#### Locations near campus within a manageable walking distance, or a short ride:

**Ambassador Hotel & Conference Centre**, 1550 Princess Street, 1-800-267-7880 or (613) 548-3605

**Confederation Place Hotel**, 237 Ontario Str, 613-549-6300

**Econolodge Hotel**, 840 Princess Str, 613-549-4546

**Elizabeth's Rose Cottage Bed and Breakfast**, 290 Frontenac Str, 613-546-4733

**Howard Johnson Inn**, 686 Princess Str, 613-546-6616

**Jean's Guest House Bed and Breakfast**, 367 College Str 613-546-5247

#### Locations in the city beyond walking distance (a taxi or bus ride needed):

**Embassy Motel**, 2404 Princess Str, 613-546-4271

**Seven Oakes Motel**, 2331 Princess Str, 613-546-3655

#### Taxi:

Amey's Taxi 613-546-1111

Modern Taxi 613-546-2222

**Bus info:** [cityofkingston.ca/residents/transit](http://cityofkingston.ca/residents/transit)

[Kingston AirBnB](#)

[Kingston Bed & Breakfast Guide](#)



## Housing Listings and Long-Term Options

### Primary Resources

#### QUIC Housing Listings

Short term (4/8 months) opportunities, collected by QUIC, mostly from students and homeowners who are looking to rent to international students

#### Queen's Community Housing

Offers apartments for rent (John Orr Tower and An Clachan apartments)

Offers **community listings**, where individuals advertise their room/apartment/house for rent

#### Queen's Facebook Housing Group

Anyone with Queen's email address and Facebook account can access this group

Students who are looking for accommodations post in the group, along with those who have a room to rent

#### Housing Board administered by Faculty of Education

Local listings for students

#### Housing Anywhere

Independent enterprise based in Europe, created to help exchange students to search for rentals

#### Varsity Properties

Student housing in Kingston providing apartments for rent near Queen's University

### Housing Map with listings from public internet marketplaces

#### Alma Mater Society (AMS) Housing Map

Map pulls listings from Kijiji and PadMapper

Faculty of Education **Housing Board**

Rental listings for any student, collected by the Faculty of Education as additional support

### Professional rental businesses in Kingston

#### Kingston Economic Development Corporation (KEDCO) Rental Information

KEDCO maintains a list of property management firms in Kingston that provide renting options

### Local advertisements:

[Kijiji.ca](http://kijiji.ca)

### Storage solutions for those who are moving:

<http://www.findstoragefast.com>

### Queen's Residences/ residence halls (dormitories)

[Queen's Residences for Undergraduate Students](#)

[Queen's Residences' Note for Graduate Students](#)



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QUIC does not endorse these resources in any way.  
Please exercise caution as SOME ONLINE ADVERTISEMENTS MAY BE FRAUDULENT, especially on Kijiji, with fabricated email messages.  
Never pay a deposit or wire funds based on an ad, without actually speaking with the advertiser/checking into the person's identity, or meeting them in person. Fraudulent ads typically operate by emails and ask for a wire deposit, stating that the owner of the apartment/house is abroad. More information can be accessed [here](#).

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If you have any questions, please contact [QUIC Housing Support](#).

### Services to ensure your safety while walking:

AMS WalkHome Service, located in the JDUC, 613-533-WALK (613-533-9255) [walkhome.ca](http://walkhome.ca)

The WalkHome is a service provided by the Alma Mater Society (AMS). The service is staffed by students who will walk you from one point to another within the service boundaries.

Hours of operations: evening/dusk – 2 a.m.

After the WalkHome is closed, students may ask Campus Security for a "Safe Walk" at 613-533-6080.

## Frequently Asked Housing Questions

Students are encouraged to contact [Queen's Student Community Relations](#) with questions related to tenant rights and responsibilities (their office is located in JDUC Room 125). Student Community Relations may also help you understand your lease and review your document(s) with you.

### 1. Can a landlord refuse to rent an apartment or house to me because of...?

- my place of origin, ethnic origin, race, ancestry, citizenship?
- my religion?
- my disability?
- my age?
- my sex, my sexual orientation, same-sex partnership status, marital status?
- the fact that I am pregnant or have children?
- the fact that I am receiving social assistance?

**NO.** The [Ontario Human Rights Code](#) makes it against the law for landlords to discriminate against you in any of these ways.

**Exception:** If you rent a room or an apartment where you live with the owner's family and share their kitchen and/ or bathroom, a landlord can refuse to rent or can terminate a lease for any of the reasons stated above. Be aware that you can be evicted without notice, unless you have a written contract that states otherwise.

### 2. Can a landlord ask for first and last month's rent?

**YES.** The last month's rent acts as a deposit. This money is held as payment for last month's rent and not as security against things being broken or damaged. The landlord is required by law to pay you a small percentage of interest once a year on your rent deposit. This amount fluctuates yearly but was 2.5% in 2013. The rate is set by the [Ontario Landlord and Tenant Board](#). The first month's rent is usually due on the first day of your tenancy.

### **3. Can a landlord ask for more than first and last month's rent?**

**NO.** Except for first and last month's rent, it is illegal for a landlord to ask you to pay more than one month's rent at a time. A landlord may ask you to pay for your keys only if you lose them, but this cannot be more than the actual cost of the keys. All other deposits are illegal (e.g. cost of appliances or curtains, a damage deposit in addition to last month's rent, application fee).

### **4. What are my rights if I agree to take a place without having seen it first?**

You have the right to an apartment or house that meets minimum health and safety standards. If possible, we recommend that you actually look at a place before entering into any rental agreement.

### **5. I signed my lease even though the place was in poor condition. Do I have the right to ask for repairs?**

**YES.** The landlord has a responsibility to make sure your apartment or house meets minimum health and safety standards. Any contact with the landlord should be followed up in writing. If the landlord does not respond to your request, contact the [Property Standards Department](#).

### **6. Can a landlord ask me for a guarantor or cosigner?**

**YES.** A landlord may ask for a guarantor or cosigner. This person becomes responsible for the remaining rent or lease if you leave your apartment or house without paying the rent. A landlord may also ask for letters of reference from previous landlords, employers, or supervisors.

### **7. Can a landlord enter my apartment or house anytime?**

**NO.** A landlord is required to give you written notice 24 hours in advance. In most cases, your landlord can only enter your home between 8 am and 8 pm. However, the law does allow your landlord to enter your place without notice if there is an emergency or if you agree to let her/ him in. If your landlord continues to enter your place without proper notice or for reasons unrelated to the rental and upkeep of the apartment or house, this may be harassment. You can contact the [Human Rights Office](#) for advice.

### **8. What might constitute harassment?**

Harassment is a comment or action that is known, or should be known, to be unwelcome. Some examples include:

- comments about your appearance,
- comments about your private life,
- comments about your relationships,
- sexual suggestions or advances toward you,
- contacting you at unreasonable hours,
- entering your apartment without proper notice,
- comments about your cooking,
- cutting off important services like heat and electricity, or
- threats to harm you.

### **9. Can a landlord refuse to rent to me because of my disability?**

**NO.** A landlord must make appropriate changes to the apartment or house to accommodate for your disability. Appropriate accommodation means that the landlord is required to make changes that meet your needs in a dignified way without causing undue hardship to her/his business. For more information, contact the [Human Rights Office](#).

## What Should I Know Before Renting a Place?

What constitutes the best place to live is not the same for everyone, therefore each student's housing search will be different. Budget, proximity to school, shopping and services, and personal preference all play a role in helping you choose housing. Each situation however shares some commonalities:

- a written contract is the best way to be clear how much you are paying and for what – don't be afraid to ask for clarification of what is meant by "clean", or "shared";
- you should never provide money until you are certain of your decision – rental contracts are usually binding, even if you feel a situation was misrepresented;
- you should always be given a receipt for any money given to the landlord;
- every person has the right to a home that meets minimum health and safety standards. Resources to help you understand and exercise (not the right word) your rights are generally free of charge.

**There are lots of resources that help guide your housing search and many more should you have difficulty with your housing:**

- [Queen's Student Community Relations](#) assists with lease review before you sign your contract to better understand your rights and responsibilities
- Kingston Transit has an [online trip planner](#) so you can see what transit options are available from different addresses
- [Utilities Kingston](#) (613-546-0000) can provide factual information on average utility costs for any City address
- Check [Queen's Walkhome](#) to see the boundaries of their free safety service
- The Government of Canada offers a comprehensive brochure [CMHC – "The Newcomer's Guide to Canadian Housing"](#)

**Here is a list of further links to services that can be helpful information and support:**

[Queen's Student Community Relations](#)

[Queen's & Area Maps](#)

[Tenants Rights](#)

[Special Needs Housing](#)

[Single Gender Housing](#)

[Common Canadian House Hunting Terms](#)

[Your House Hunting Checklist](#)

[Your Move-In Checklist](#)

[Queen's Campus Security and Emergency Services](#)

[Queen's Walkhome Service](#)

[Queen's Legal Aid](#)

[Human Rights Office](#)

[Kingston Transit \(Bus Service\)](#)

[Ontario Landlord and Tenant Board](#)

[Kingston Property Standards By-Law](#)

[Utilities Kingston](#)

[Community Legal Education Ontario](#)

[CMHC – "The Newcomer's Guide to Canadian Housing"](#)





# Shopping Economically

## General Information

In Kingston, there are many different types of stores and sales which sell goods of varying types, quality and price. The following are a few points to remember:

- Products in stores will have prices marked on the display or the products themselves. It is not customary to negotiate about the price of goods at most stores.
- Tax (Harmonized Sales Tax or HST) is payable on almost everything you buy, so the price you actually pay is the advertised price plus 13 percent (in the province of Ontario). That means that a \$10.00 item will actually cost you \$11.30. Some items, such as nutritional food (not candy or junk food) are tax-free. Other items that are tax-free include feminine hygiene products, foot-wear under \$30, and books.
- If you have any questions about the price or a product, ask the salespeople in the stores.

## Some Places to Shop

### Used Clothes, Furniture, Housewares, etc.

- low price, little variety, old styles and modern styles
- check the quality carefully before you buy the item

Salvation Army Thrift Store – [277 Bath Road](#)  
– clothes, furniture, housewares

Phase 2 – [353 Princess Street](#)  
– clothes, some items are expensive here.

St. Vincent de Paul – [85 Stephen Street](#)  
– clothing, furniture

North Kingston Community Council Free Clothing Drop-In – [145 Kirkpatrick Street](#) (basement of Queen Elizabeth Collegiate Vocational Institute)  
– clothing, books, housewares

Neighbourhood Sharing – [670 Front Road](#)  
– clothing

Value Village – [1300 Bath Road](#) (Frontenac Mall)  
– clothing, books, housewares, some furniture

### Garage Sales, Yard Sales, Flea Markets, or Rummage Sales

- sales are usually held in front of homes or apartments and are very visible from the street (mostly in the Spring and Summer).
- these sales occur at people's homes where the owners have looked through all their possessions and have decided to sell the items they no longer want.
- low prices (you may be able to bargain here), not a wide variety, old and modern items
- check quality carefully before buying, as the sellers seldom accept returns or refunds
- to find out where and when a garage sale is on, look at the last few pages (known as the classified ads) of the [Kingston Whig Standard](#) and [Kingston This Week](#) newspapers, or on signs posted on bulletin boards or in your neighbourhood
- find the street on a [map of Kingston](#) and walk, ride or drive along until you pass by the sale; if a phone number is posted, you can call and ask for directions
- be sure you are able to transport the items home

### Dollar Stores

- prices are low – everything usually under \$5.00
- good variety of household items, stationery, toys and more
- items may be of limited quality

**Dollarama**, 176 Princess Street, 1011 Princess Street

**Dollar Tree**, 122 Princess Street

### Discount Department Stores

- prices are relatively low, the variety of items is usually wide
- you can find almost anything at one of these stores

**Giant Tiger** – 811 Princess Street

**Wal-Mart** – 1130 Midland Avenue

It is sometimes wiser to shop at specialty stores than at discount stores, since the specialty stores will have better experience and goods than other general discount stores. This is particularly important with technology (example: computers, audio/visual equipment) and require warranties or special setups.

### Department Stores

- found in malls
- a variety of reasonable quality items; prices can be high

**The Bay** – Cataraqui Centre, 945 Gardiners Road

### Specialty Stores

- these are stores that sell only one thing (such as clothing or shoes or furniture) and the salespeople are very knowledgeable about the items they are selling
- the items at these stores are usually more expensive than in discount stores
- clothing stores are mainly in malls but there are some downtown
- furniture stores are generally located in the west end of Kingston
- look in the “yellow pages” at the back of your telephone book for the item you want, to find a list of stores that sell these items

## Shopping Effectively

Look for notices from students who are leaving Kingston and are selling their furniture and appliances cheaply in order to get rid of them. Better yet, talk to other students to find out if they know someone who has completed their studies at Queen's and will keep you in mind when they want to sell their things.

The internet can be a very easy and effective way to buy and sell used furniture and household items.

- There is a very active student-run Facebook group called **Free and For Sale** for students to sell and purchase used furniture and household items within the Queen's community. Some items are offered for free.
- Other sites, not affiliated with Queen's, are available to buy and sell used goods, and include **Kijiji** and **Craigslist**.



Items listed may not be exactly as advertised, so be careful when making deals online.

In the newspapers, there are advertising supplements, called flyers, from stores which have sales every week. Very often, a common item will go on sale (a reduced price) once every few weeks. Therefore, if you need to buy something which costs a considerable amount, try waiting until you see it on sale.

# Arrival in Canada and at Queen's

## Arriving in Canada

Be prepared to produce the following documents on arrival in Canada;

- passport (with **Temporary Resident Visa**, if required);
- Port of Entry Introduction Letter from the Canadian visa office (if you have one – not applicable for those that have not applied for a permit);
- original or copy of letter of acceptance from Queen's University;
- proof of financial support;
- a list of any items which you are sending separately, or which are not cleared personally at the time of your arrival (have the list stamped by immigration, if possible);
- any other documents that were recommended by the Canadian visa office (if applicable).

Carry these items and all other valuable papers, cash and/or traveller's cheques **on your person rather than in hand or checked baggage**.

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If you have a Port of Entry Introduction Letter from the Canadian visa office you must present it to Canadian immigration officials when you arrive. They will then give you your immigration document (ie. study permit, work permit, etc.).

Everyone should check their permits for errors before leaving the Border Services Officer. It is much easier to have the Officer fix them immediately, than to try to get them fixed later.

If you are a student that expects to work during your time in Canada, it is very important to check for conditions that include the words "may work" or "may accept employment". If your study permit does not include those words, please tell the Border Services Officer that issued your permit, as all post-secondary students should include such conditions.

If this does not happen for any reason, see the **International Student Advisers** at the Queen's University International Centre as soon as possible after arrival in Kingston.

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The Canada Border Services Agency determines what **can and cannot be brought into Canada**.

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If you plan to travel to Canada via the United States (or hope to visit the U.S. during your time here), please ensure you have the proper permission from their government. Details are available at: <https://travel.state.gov/content/travel/en/us-visas.html>

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## Arriving at Queen's University

### Transportation

Most students arrive in Canada through Toronto or Montréal, as these are the closest major cities to Kingston. The travelling time from each city centre to Kingston is approximately 3 hours, although trips from the international airports to Kingston often take a little longer. If you are having difficulty making arrangements to get to Kingston from the airport once you have arrived, go to the ground transport area of the airport to seek assistance.

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**Note:** It is important to carry enough Canadian currency to cover immediate costs, as there may be no facility on site where traveller's cheques can be cashed. Prices can change without notice.

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#### From Toronto:

**By Air** You can fly directly to Kingston through Toronto with [Air Canada Express](#). This option is least expensive when booked as part of your original flight to Canada. Travel from the Kingston Airport to Queen's will require a taxi. Taxi's are generally available after all flight arrivals.

**By Bus (direct from airport)** There is a direct bus service, operated by [Megabus](#), from the Toronto airport to Kingston and the Queen's University campus that takes around 4 hours.

Tickets can be purchased [online](#) or upon arrival in Toronto on the Arrival Level of the. Cost for a one-way student fare is approximately \$50.

This bus stops in front of Goodes Hall on the Queen's University campus. Goodes Hall is approximately 100 metres west of the John Deutsch University Centre which is home to the Queen's University International Centre (QUIC). [Queen's Campus Map](#)

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Megabus has a stated limit of 1 large bag and 1 small carry-on bag on their coaches. Though they will try to take extra bags when there's space, you should be aware of this when you are planning your transportation between Toronto and Kingston.

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**By Bus or Train (from downtown Toronto)** The [Union Pearson \(UP\) Express train](#) travels regularly from Toronto's Pearson International Airport to downtown Toronto (where you can board a train or bus to Kingston). The train is much less expensive than a taxi. [Student fares are only available for those aged 19 and under.](#)

The Toronto Transit Commission (TTC) and GO Transit public transit services offer very inexpensive service between Toronto's Pearson International Airport and downtown Toronto. You can find more information about the routes and options at the [Greater Toronto Airport Authority website](#).

From downtown Toronto, you can take a bus (through [Megabus](#)) or train (through [Via Rail](#)) to Kingston.

Upon arrival in Kingston, local buses and taxis are available from the train and bus stations. Taxis are more expensive but will take you directly to your destination.





### From Montréal:

**By Bus or Train** The Montreal public transit service (STM) operates “[Express Bus 747](#)”, a shuttle service from Montreal’s Pierre Elliott Trudeau International Airport to the Montreal Central Bus Station. Tickets can be purchased at the currency exchange on the international arrivals level. This service is much less expensive than a taxi.

The Montreal public transit service (STM) also offers service to and from Pierre Elliott Trudeau International Airport with a combination of bus/commuter train/metro. To get to downtown Montreal, you can catch the #204 East bus at the airport’s Departures entrance on the ground level. It goes two places, you want the “Gare de Dorval” bus. From the Dorval train station, you can take a commuter train into Montreal. Bus schedules for route #204 East are available at the [STM website](#). Commuter train schedules from the Dorval Train Station are available at the [ATM website](#). Note that you may also be able to take a [Via Rail](#) train from the Dorval Train Station directly to Kingston.

From downtown Montreal, you can take a bus (through [Megabus](#)) or train (through [Via Rail](#)) to Kingston.

Upon arrival in Kingston, local buses and taxis are available from the train and bus stations. Taxis are more expensive but will take you directly to your destination.

### From Ottawa:

**By Bus or Train** A shuttle service operates between MacDonald-Cartier Airport and downtown Ottawa hotels. It departs at the Level 1 curb outside the terminal in the arrivals area. This is much less expensive than a taxi.

The local bus service operated by OCTranspo also serves the airport. Route 97 departs the terminal at the curb outside the Arrivals area. Tickets are available at the “Ground Transportation Desk” located on Level 1 at the centre door of the Arrivals area. Full information about transportation options from the Ottawa airport to downtown Ottawa can be found at the [MacDonald-Cartier Airport website](#).

Bus service from Ottawa to Kingston is available through [Greyhound Canada](#). Train service is available through [Via Rail](#). Neither the bus nor train terminals are directly in downtown Ottawa.

Upon arrival in Kingston, local buses and taxis are available from the train and bus stations. Taxis are more expensive but will take you directly to your destination.

## Arrival at Queen’s (continued)

### During Business Hours

The Queen’s University International Centre (QUIC) is open Monday through Friday from 8:30 am until 4:30 pm.

During late August, early September and early January, QUIC offers extended hours to help provide a safe, comfortable place for new arrivals. See our [Welcome and Orientation page](#) for more specific schedules.

We encourage all new students and scholars visit the Centre upon their arrival in Kingston. We have prepared welcome packages containing information about some of the programs and services that we offer as well as services offered by other departments and groups within the University. The packages also include maps of Queen’s campuses, central Kingston and the city bus routes.



### Evenings and Weekends (without temporary accommodation)

The John Deutsch University Centre (where our office is located) is open 24 hours a day all year. There will be signs up on the doors of our Centre (Room 111) listing some potential hotels and bed & breakfasts which you can use for immediate temporary accommodations if you do not have any already booked. To find out more about temporary accommodations before you arrive in Canada, visit our [Temporary Housing Page](#).

The student-run [Walkhome program](#) operates from sunset until 2 or 3am and is available to walk students anywhere within downtown Kingston. Use this service or call a taxi if you have any concerns about getting to your destination on your own.

Please come to the Centre the next business day to receive your orientation package, complete your UHIP registration and get your questions answered.

### Evenings and Weekends (for students living in Queen's residences)

If you will be living in residence for the duration of your time at Queen's AND have received permission from the Residence Admissions Office to move in, you can check in at the residence desk in charge of your specific residence. These desks are open 24 hours a day, save for Waldron Tower Desk, so even if you arrive in Kingston at 4:00am, you are welcome there as long as you have confirmed with the Residence Admissions office.

The [Queen's Main Campus Map](#) and [Queen's West Campus Map](#) will help you find these buildings.

- [Victoria Hall](#) Desk is the main desk for: Victoria Hall, Graduate Residence and Harkness Hall.
- [Leggett Hall](#) Desk is the main desk for: Adelaide Hall, Ban Righ Hall, Chown Hall, Leggett Hall, Morris Hall, Smith House
- [Watts Hall](#) Desk is the main desk for: Leonard Hall, Gordon House, Brockington House, McNeill House, Brant House, Watts Hall
- [Jean Royce Hall](#) Desk is the main desk for: Jean Royce Hall Phase one and two.
- [Waldron Tower](#) Desk is the main desk for: Waldron Tower.

For further information, please visit Queen's Residences' "[Moving into Residence?](#)" web page.

The student-run [Walk home program](#) operates from sunset until 2 or 3am and is available to walk students anywhere within downtown Kingston. Use this service or call a taxi if you have any concerns about getting to your residence on your own.

Please come to the Centre on the next business day to receive a welcome package, complete your UHIP registration and get your questions answered.

### Further Questions?

If you have further questions, after reviewing the information above, advising is available (without an appointment) from the [International Student Advisers](#) at the Queen's University International Centre from Monday to Friday between 11:00pm and 4:30pm, or you can email us your questions at [isa@queensu.ca](mailto:isa@queensu.ca)

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Queen's Campus Security and Emergency Services operates 24 hours a day, 7 days a week. If you arrive at night and are concerned for your safety, they can be contacted through the emergency phone network (each outdoor phone is identified by a blue light above it). Campus Security phone number: 613-533-6111. Download [SeQure](#) student safety app.

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# Orientation Programs

The Queen's University International Centre (QUIC) provides welcome and orientation services whenever a student, scholar or staff member arrives. Packages of information about our programs and services as well as those provided by other parts of Queen's University are included.

## Fall Term Arrival

The Queen's University International Centre (QUIC) offers welcome activities as well as orientation sessions for newly-arriving undergraduate and graduate degree-seeking students as well as students studying at Queen's as part of a formal exchange agreement. QUIC provides extended hours to help ensure a safe and comfortable arrival in Kingston.

### QUIC's Fall Welcome and Orientation Schedule

Additional orientation and welcome activities:

- Undergraduate degree-seeking students should also check the [Queen's Orientation website](#).
- Graduate degree-seeking students should also check with their academic department and the [School of Graduate Studies](#).
- Exchange students should also check with their [faculty exchange coordinator](#), the [Residence Admission office](#) (if applicable) and the student-organizers of [NEWTS week](#).

## Winter Term Arrival

Welcome and Orientation schedule provides useful preparation for new students. The Queen's University International Centre also offers extended hours during this period. This is meant to provide a safe, comfortable environment to meet other students and settle in upon your arrival at Queen's. [Housing information is posted here](#).

### QUIC's Winter Welcome and Orientation Schedule

Students should also check with their academic faculty regarding faculty-specific orientation activities and sessions.

## Starting at any other time

Queen's University International Centre staff are available to provide information about banking, housing, orientation to campus and the wider community. New international students are encouraged to pick-up an information package about QUIC, its services and opportunities as well as services provided by other groups to all members of the Queen's Community.

Whenever you come to the Centre you will find tea and coffee, local and national newspapers, computers (and wireless internet access), friendly conversation, and a place to meet new people.



# Student Services at Queen's

## Athletics and Recreation

[gogaelsgo.com](http://gogaelsgo.com) (613) 533-2500 Athletics and Recreation Centre (ARC), 284 Earl Street

Fitness, wellness and the development of leadership skills are emphasized through a variety of program options for all levels of physical fitness. Includes fitness classes, clubs, and inter-university sports.

## Ban Righ Centre

[banrighcentre.queensu.ca](http://banrighcentre.queensu.ca) (613) 533-2976 32 Bader Lane

Assists women of all ages to continue formal or informal education, especially those returning to study after a time away from formal education.

## Campus Security and Emergency Services

[queensu.ca/security](http://queensu.ca/security) (613) 533-6733 EMERGENCY 613-533-6111

Promote a safe and welcoming environment that recognizes and is respectful of the diverse nature of the Queen's Community. They offer on-going campus patrols, a network of Emergency Safety Phones throughout campus and more. Also, download the Student Affairs safety app, SeQure, at [queensu.ca/studentaffairs/safety/sequire.html](http://queensu.ca/studentaffairs/safety/sequire.html)

## Career Services

[careers.queensu.ca](http://careers.queensu.ca) (613) 533-2992 Gordon Hall, 3rd floor, 74 Union Street

Career Services is available to all Queen's students, from first-year undergraduates to final-year doctoral students. They can help you find your way to what comes next, be it work or continuing education.

## Chaplain's Office

[queensu.ca/chaplain](http://queensu.ca/chaplain) (613) 533-2186 John Deutsch University Centre (JDUC), Rm 142B, 87 Union Street West

A variety of denominations and faiths are active on the Queen's Campus and in the greater Kingston community. The University Chaplain serves as a confidante and an advisor and one to whom a person can bring problems, concerns or crises with the assurance of a personal, confidential and helpful relationship.

## Office of Community Housing

[community.housing.queensu.ca](http://community.housing.queensu.ca) (613) 533-2501 169 University Avenue

The office of Community Housing provides information to students about housing and manages the University-owned student rental properties.

## Four Directions Aboriginal Student Centre

[queensu.ca/fdasc](http://queensu.ca/fdasc) (613) 533-6970 146 Barrie Street

The Centre is committed to enhancing the development and well-being of the Queen's Aboriginal Community. All Queen's students are encouraged to develop the knowledge and appreciation of the numerous customs and practices among the aboriginal people of Canada.

## Hospitality Services

[dining.queensu.ca](http://dining.queensu.ca) (613) 533-2953 Victoria Hall, Lower Level, 75 Bader Lane

Hospitality Services oversees meal plans and retail food locations on campus. Information on optional meal plans as well as Halal and Kosher meals is available.

## Human Rights Office

[queensu.ca/humanrights](http://queensu.ca/humanrights) (613) 533-6886 Mackintosh-Corry Hall, Rm B506, 68 Union Street

Provides confidential advice and support with human rights, harassment and discrimination-related concerns that may affect a student's ability to gain fair access to the learning, working or living environment.





### **Peer Advisor Program– Society of Graduate & Professional Students (SGPS)**

[sgps.ca/services/advisors.html](https://sgps.ca/services/advisors.html) (613) 533-3169 John Deutsch University Centre (JDUC), Rm 031, 87 Union Street

Offers free and confidential advice, advocacy and assist with some of the challenges facing graduate and professional students. To make an appointment with your peer advisor, email [advisors@sgps.ca](mailto:advisors@sgps.ca).

### **Peer Support Centre – Alma Mater Society (AMS)**

[myams.org/peersupport](https://myams.org/peersupport) (613) 533-6000 x75111 John Deutsch University Centre (JDUC), Rm 34, 87 Union Street

Offers confidential social and personal peer-based support to undergraduate students in a safe environment.

### **Queen's Legal Aid**

[queenslawclinics.ca/queenslegalaid](https://queenslawclinics.ca/queenslegalaid) (613) 533-2103 303 Bagot St., Suite 500

Part of the Queen's Law Clinics, Queen's Legal Aid can provide some legal assistance and advice to students in a range of cases. Detailed information about their client eligibility requirements and areas of expertise can be found on their website. Students can often get documents notarized through this office.

### **Student Academic Success Services (SASS): Learning Strategies and the Writing Centre**

[sass.queensu.ca](https://sass.queensu.ca) (613) 533-6315 Stauffer Library Main Level, 101 Union Street

SASS helps students become more effective and confident learners and writers, addressing issues such as time management, procrastination, avoiding plagiarism, grammar, reading and note-taking, and writing essay.

### **Student Community Relations**

[queensu.ca/studentcommunityrelations](https://queensu.ca/studentcommunityrelations) (613) 533-6745 John Deutsch University Centre (JDUC), Rm 135

The office offers a wide range of advice, including information about leases, insurance, finding upper-year housing, choosing housemates wisely and communicating with your landlord.

### **Student Experience Office**

[queensu.ca/studentexperience](https://queensu.ca/studentexperience) (613) 533-2048 John Deutsch University Centre (JDUC), Rm 135

Offers programs and services to orient students to university life, to support their successful transitions into and through university, and to encourage leadership development, student engagement, and co-curricular involvement while at Queen's.

### **Student Wellness Services**

[queensu.ca/studentwellness](https://queensu.ca/studentwellness) Health (613) 533-5206 Counselling (613) 533-6000 x78264 Disability Services (613) 533-6467

LaSalle Building, 146 Stuart Street (Health, Counselling, and Student Accessibility Services)

140 Stuart Street (Health Promotion)

Promotes wellness, prevents illness, and provides access to doctors, prescription for medication and counselling services that is sensitive to student needs.

### **Walkhome**

[myams.org/walkhome](https://myams.org/walkhome) 613-533-9255 (WALK)

Walkhome is a free and student-run safety service under the AMS. Each night, multiple mixed-gender teams walk students, staff or faculty anywhere they need to go safely!

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

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# Programs and Services at Queen's University International Centre (QUIC)

## Advising and Counselling

### International Student Advising

Non-academic advising is available to international members of the Queen's community through the Queen's University International Centre (QUIC).

Regular advising hours are from 11:00am to 4:00pm, Monday to Friday. No appointment is necessary.

You can also reach an International Student Adviser by e-mail at: [isa@queensu.ca](mailto:isa@queensu.ca)

### Cross-Cultural Counselling

The **Cross-Cultural Counsellor** works with the Queen's University International Centre to provide support and guidance for international students.

The Cross-Cultural Counsellor is on staff at **Student Wellness Services**. They assist with issues related to cultural adaptation, provide information sessions and offer confidential one-on-one counselling.

Appointments with Cross-Cultural Counsellor can be made by calling: 613-533-6000 ext.78264.

## Inter-Cultural Training

Here at Queen's, we have the opportunity to engage daily with cultural diversity, both visible and invisible. If we want to positively embrace the difference in values, behaviours, and beliefs that diversity represents, that is, if we want to be part of an inclusive community, we need to increase our knowledge around cultural difference and similarity ... we need to build our skills in engaging with cultural difference ... we need to become more interculturally aware.

QUIC aims to promote, coordinate and work with other offices on campus to provide effective and meaningful training for staff and students, training that will lead to the successful internationalization of Queen's campus.

<http://quic.queensu.ca/training/>

## Adjust to local weather

**Learning to Love Winter** workshop runs during winter season. The Queen's Winter Coat Exchange programs offers coats, hats, mittens, and scarves – anything washable – to all students for free.

## English Language Support

The English Conversation Program is designed to assist degree students, staff and their partners in improving conversation and pronunciation skills. These services are free and provided by VOLUNTEERS.

The ELS Conversation Group are intended to help degree students, int'l staff and their partners who wish to improve their English grammar and pronunciation. The sessions include group language activities and discussions. International students and staff (including spouses) are welcome to visit any group session at the QUIC (on any Thursday). Formal registration is not required.



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Our topics range from the sublime and serious to the ridiculous and humorous. No matter what the theme, everyone laughs and enjoys themselves. In the past themes have ranged from staging mock debates in election years, to celebrating Chinese New Year by finding your perfect match according to the Chinese horoscope. We've discussed homesickness and culture shock, gotten dressed up for Halloween, designed vacations for those wanting to flee winter. We love to have suggestions from our participants and are happy to design our sessions around them. With each topic we include a few related idioms, occasionally a pronunciation point and new expressions. The scope of topics is as wide as the imagination.

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The Group received the 2009 Queen's University Human Rights Office Initiatives Award in recognition of its long-standing contributions to community building and support for international students.

## Volunteer Programs

Volunteers are a vital and integral part of QUIC activities. The Centre works with more than 120 volunteers each year. 90% of QUIC volunteers are Queen's University students.

### Why should you volunteer?

- Share your knowledge and experiences with others
- Meet new people; form new friendships
- Get involved with the Queen's community
- Develop new skills and improve old ones
- Access Intercultural Training
- Have fun!

### Work with QUIC

<http://quic.queensu.ca/about-quic/volunteer-opportunities/>

#### English Conversation Program

English language support volunteers commit 1-2 hours of their time per week, offering individual assistance to international students. Volunteers are matched with two international students wishing to have conversation meetings with a "Language Buddy". Alternatively, the Conversation Group volunteers assist with weekly group sessions. All meetings take place on Campus.

#### World Link Program

The World Link Program at Queen's University International Centre (QUIC) is an intercultural program that promotes learning, sharing, acceptance, and celebration of diverse cultures within the Queen's community. The program delivers intercultural learning and exchange through program sessions and social activities at QUIC. More information on this program can be found here <http://quic.queensu.ca/worldlink/>

#### Volunteer Hosts

Volunteers are needed especially during the arrival periods. Hosts provide a couch, a bed, or even an air mattress – a safe, secure and welcoming environment for a newly arrived international student or scholar for no more than 3 nights at no cost. If you are interested in becoming a host, please contact the Housing Support Coordinator.

### **Orientation and training sessions for new volunteers**

Upon submitting your volunteer application, you will be contacted by the program coordinator by email. All new volunteers are required to attend a training & orientation session specific to the program of interest.

### **Intercultural Training Series for QUIC volunteers**

Volunteers are strongly encouraged to participate in the QUIC Intercultural Competence Certificate training program. Attendance at all scheduled sessions is required in order to receive the Certificate. Students must register for this training by email at [quic.training@queensu.ca](mailto:quic.training@queensu.ca).

## **QUIC Events Calendar**

<http://quic.queensu.ca/events/>





# Academic Information

## Enrolment to Course & Registration

Check your Letter of Acceptance package and follow instructions on course registration.

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

## Course Descriptions

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

<http://www.queensu.ca/academics/academiccalendars>

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

## Course Timetables/Schedules

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

You will find this information in SOLUS, the University's on-line registration system.

Law course timetables and schedules are listed at: [law.queensu.ca/jd-studies/dates-timetables](http://law.queensu.ca/jd-studies/dates-timetables)

## Course Types

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

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

You may find course work at Queen's closely matches the level of difficulty of that of your home university.

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

## Common types of Courses:

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

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

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

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

## Academic Support

For academic advising, counselling and peering, tutoring help, check the website below:

<http://www.queensu.ca/academics/support>

## Registration Information

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

### Getting Started

#### Get your NetID

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

Your Queen's e-mail address will be: YourNetID@queensu.ca

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

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### Access SOLUS

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

### Queen's Student Card

You will receive an e-mail in your Queen's account asking you to submit your photo in order for your card to be prepared prior to your arrival on campus.

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

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## After Arriving at Queen's

<b>STEP 1</b>	<b>QUIC</b>
<b>Location</b>	One level above the street in the John Deutsch University Centre (JDUC), on the North-East corner of University Avenue & Union Street.
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To meet the QUIC team and learn about how QUIC can support your smooth social and cultural transition to Queen's University.</li> <li>• To pick up an Orientation Package and learn about some ways to get involved in your time at Queen's, as well as to learn about other support services across campus.</li> <li>• Access and print your proof of UHIP from QUIC's on-line self service tool.</li> </ul>
<b>What to Bring</b>	<ul style="list-style-type: none"> <li>• Your student number.</li> <li>• Your Letter of Admission to Queen's.</li> </ul>
<b>When</b>	The first business day after arrival at Queen's
<b>STEP 2</b>	<b>SOLUS Enrollment and Student Card Pick-up</b>
<b>Contact</b>	Questions may be directed to the Office of the University Registrar photo-ID assistant. <a href="mailto:student.card@queensu.ca">student.card@queensu.ca</a> T: 613-533-2040
<b>Purpose</b>	To receive photo-ID student card with validation sticker
<b>What to Bring</b>	Your Queen's University student number
<b>When</b>	Pick up schedule available at <a href="http://queensu.ca/registrar/studentid">queensu.ca/registrar/studentid</a>
<b>STEP 3</b>	<b>Your Faculty Office for Advice on Academic Matters and Information on Faculty-specific Programs and Opportunities</b> <a href="http://www.queensu.ca/academics/support">http://www.queensu.ca/academics/support</a>
<b>For Exchange students</b>	Faculty of Arts & Science: B206, Mackintosh-Corry Hall Faculty of Education: A101, Duncan McArthur Hall Faculty of Engineering and Applied Science: Room 300, Beamish-Munro Hall Faculty of Law: Macdonald Hall Rm 200C School of Business (Commerce, MIB, and MBA): Room 321, Goodes Hall School of Graduate Studies: Gordon Hall Rm 425
<b>What to Bring</b>	Your student card and/or student ID
<b>When</b>	As soon as possible after steps 1 and 2

## Important Dates

Important academic dates information can be found at:

<http://queensu.ca/registrar/resources/sessional-dates>

# Critical Checklist

- ☐ Read this Exchange Student Guide
- ☐ Ensure your passport will be valid for the period of your time in Canada, plus a minimum of 3 months (though 6 months is recommended).
- ☐ Apply for any immigration document(s) necessary (Study Permit, visa or eTA) for you to enter and study in Canada, if required.
- ☐ Ensure you print a copy of your Offer Letter and your Letter of Acceptance and keep them with you for your entry into Canada (do not put them in your checked luggage).
- ☐ Note dates of International Student Welcome and Orientation Programs.
- ☐ Make your travel arrangements.
- ☐ Check your Queen's e-mail account regularly and be sure to reply to the photo request for your Queen's Student Card.
- ☐ Research accommodations.
- ☐ Consult your Faculty Academic support regarding all academic issues.
- ☐ Make plans for temporary accommodation following your arrival in Kingston, if required.
- ☐ Pack and get ready for the education adventure of a lifetime!

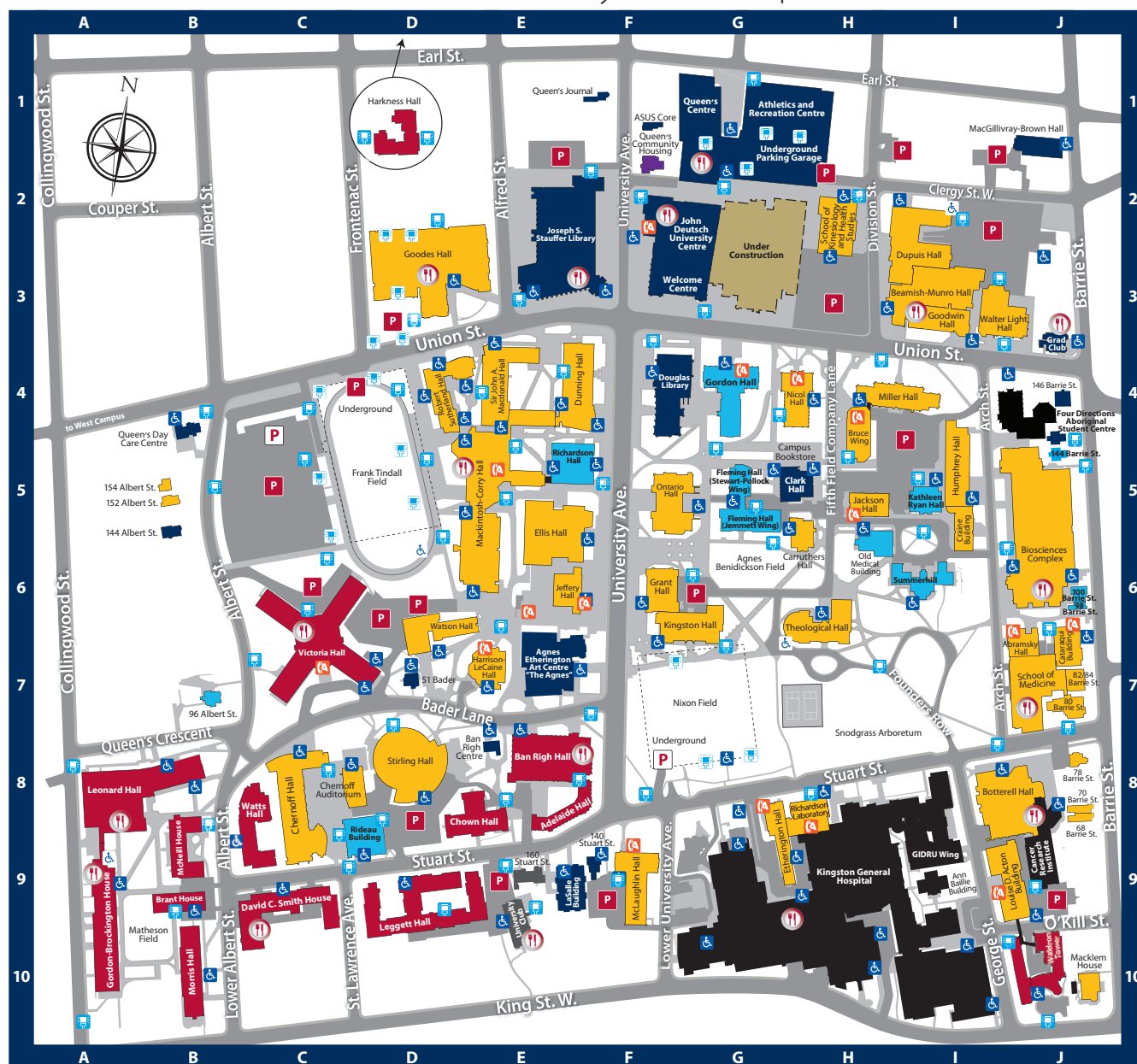








# Queen's University Main Campus



**A**  
96 Albert Street **B7**  
144 Albert Street **B5**  
152 Albert Street **B5**  
154 Albert Street **B5**  
Abramsky Hall **I7**  
Adelaide Hall **E8**  
Agnes Benidickson Field **G6**  
Agnes Etherington Art Centre **E7**  
Ann Baillie Building **I9**  
ASUS Core **F1**  
Athletics and Recreation Centre **G1**

**B**  
51 Bader Lane **E7**  
68 Barrie Street **J8**  
70 Barrie Street **J8**  
78 Barrie Street **J8**  
80 Barrie Street **J7**  
82/84 Barrie Street **J7**  
98 Barrie Street **J6**  
100 Barrie Street **J6**  
144 Barrie Street **J5**  
146 Barrie Street **J4**  
Ban Righ Centre **E8**  
Ban Righ Hall **E8**  
Beamish-Munro Hall **I3**  
Biosciences Complex **J6**  
Botterell Hall **I8**  
Brant House **B9**  
Bruce Wing **H4**

**C**  
Campus Bookstore **G5**  
Cancer Research Institute **J9**  
Cataraqui Building **J7**  
Carruthers Hall **H5**  
Chernoff Auditorium **D8**  
Chernoff Hall **C8**  
Chown Hall **E8**  
Clark Hall **G5**  
Craine Building **I5**

**D**  
David C. Smith House **C9**  
Douglas Library **F4**  
Dunning Hall **E4**  
Dupuis Hall **H2**

**E**  
Ellis Hall **E5**  
Etherington Hall **G9**

**F**  
Fleming Hall **G5**  
Four Directions Aboriginal Student Centre **J4**  
Francophone Centre **G6**  
Frank Tindall Field **D5**

**G**  
GIDRU Wing **I9**  
Goodes Hall **D3**  
Goodwin Hall **I3**  
Gordon-Brockington House **A10**  
Gordon Hall **G4**  
Grad Club **J3**  
Grant Hall **F6**

**H**  
Harkness Hall **D1**  
Harrison-LeCaine Hall **E7**  
Humphrey Hall **I5**

**J**  
Jackson Hall **H5**  
Jeffery Hall **E6**  
John Deutsch University Centre **F3**  
Joseph S. Stauffer Library **E3**

**K**  
Kathleen Ryan Hall **I5**  
Kingston Hall **F6**  
Kingston General Hospital **H9**

**L**  
LaSalle Building **E9**  
Leonard Hall **A8**  
Leggett Hall **D9**  
Louise D. Acton Building **I9**

**M**  
MacGillivray-Brown Hall **I1**  
Mackintosh-Corry Hall **E5**  
Macklem House **J10**  
Matheson Field **B10**  
McLaughlin Hall **F9**  
McNeill House **B9**  
Miller Hall **H4**  
Morris Hall **B10**

**N**  
Nicol Hall **G4**

**O**  
Old Medical Building **H6**  
Ontario Hall **F5**

**Q**  
Queen's Day Care Centre **B4**  
Queen's Centre **F1**  
Queen's Community Housing **F2**  
Queen's Journal **F1**

**R**  
Rideau Building **C9**  
Richardson Hall **E5**  
Richardson Laboratory **H8**  
Robert Sutherland Hall **D4**

**S**  
140 Stuart Street **F8**  
160 Stuart Street **E9**  
School of Kinesiology and Health Studies **H2**  
School of Medicine **J7**  
Sir John A. Macdonald Hall **E4**  
Stirling Hall **D8**  
Summerhill **I6**

**T**  
Theological Hall **H6**

**U**  
University Club **E9**

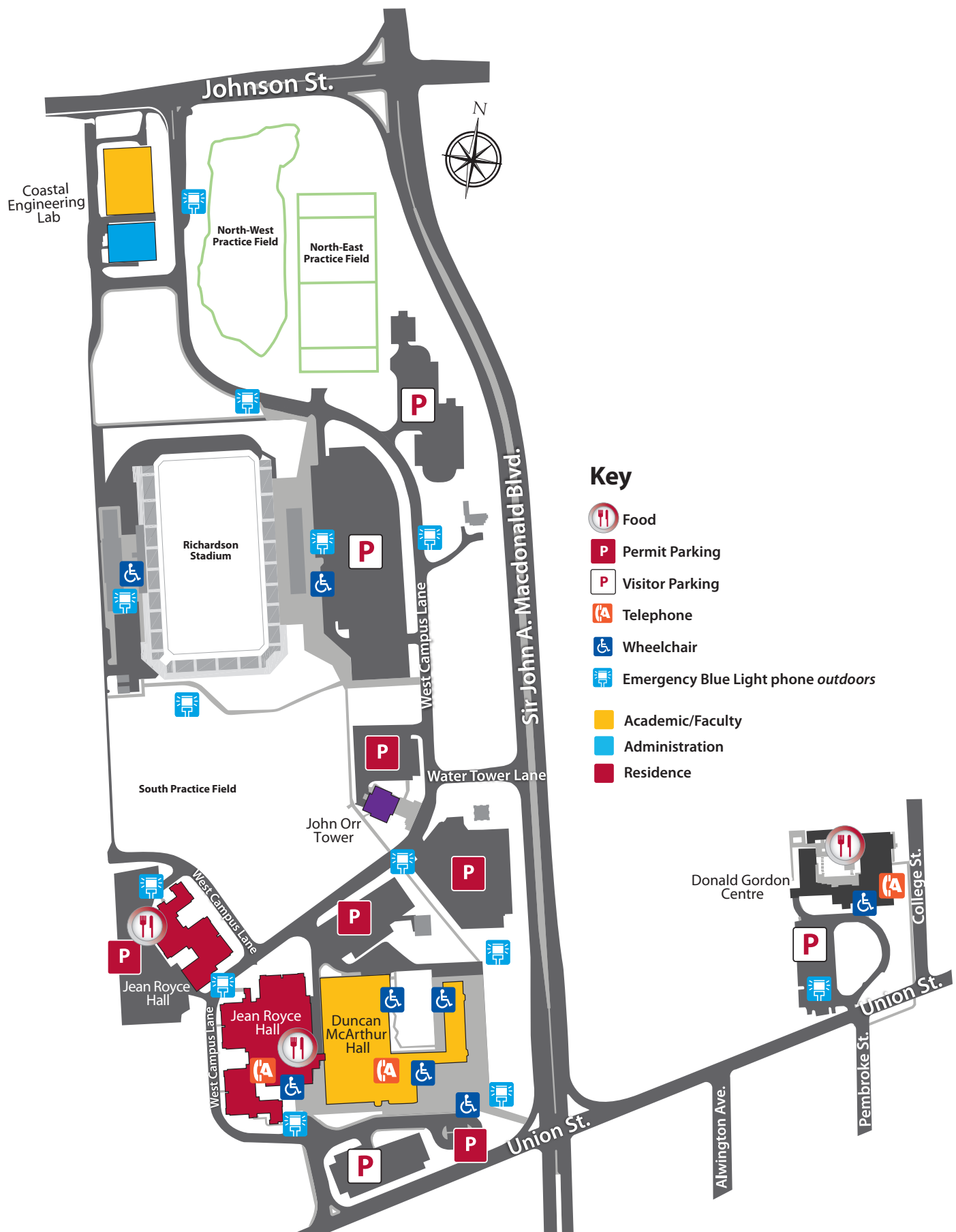
**V**  
Victoria Hall **C7**

**W**  
Waldron Tower **J10**  
Walter Light Hall **J3**  
Watson Hall **D6**  
Watts Hall **C8**

## Key

- Food
- Permit Parking
- Visitor Parking
- Telephone
- Wheelchair
- Wheelchair prior arrangements necessary
- Emergency Blue Light phone underground
- Emergency Blue Light phone outdoors
- Academic/Faculty
- Administration
- Athletics/Student Life/Student Services/Support
- Community Housing
- Residence
- Non-Queen's Buildings

# Queen's University West Campus



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





Kingston, Ontario  
Canada K7L 3N6  
[queensu.ca](http://queensu.ca)  
[queensu.ca/international](http://queensu.ca/international)