

University of Manitoba: Guide for Exchange Students

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1. Fees

You are required to pay tuition fees to your home university. You will not be required to pay tuition fees or an application fee to the University of Manitoba. However, you will be required to pay the fees listed below to the University of Manitoba. **These fees are payable to the Cashier's Office within the first week of classes.** Payment can be made by cheque, draft, money order, or cash. It is not possible to use credit cards to pay the fees.

Fees Payable to the University of Manitoba:

A. Manitoba International Students Health Insurance Plan

All international students, including exchange students, are required to purchase the [Manitoba International Student Health Insurance Plan](#) (MISHIP). The fee for the plan will be automatically added to your fee assessment once you register for courses. All international students are required to purchase this plan. The cost of the plan for the 2008-2009 school year was \$456 CDN for the full year (September to August). The cost for exchange students coming for one semester (September to December) was \$152 CDN.

If you are coming for the full academic school year you will have to pay the full amount. If you will be leaving before the end of August you can apply for a refund for the months you will not be here to use the insurance. Please refer to section 8c for more details.

B. University of Manitoba Students' Union (UMSU) Health and Dental Insurance Plan

Exchange students who are taking 6 credit hours or more in the fall term have the option of getting additional health and dental coverage through the [University of Manitoba Students' Union Health and Dental Plan](#). You can apply for this insurance plan during the first 2 weeks of the term. The fees for the 2008-2009 school year were \$226.50 CDN.

C. Student Organization Fees

Student Organization Fees are mandatory fees that could range from \$100- \$200 CDN, depending on the number of courses you are taking and the faculty you are in. Student Organization Fees will be automatically added to your fee assessment once you register.

D. Lab and Field Trip Fees

Some courses have laboratory or field trip components. If you register for courses with a lab or fieldtrip(s), you will be required to pay additional fees to cover the cost of these activities. Lab and Field Trip Fees are automatically added to your fee assessment, if applicable, when you register.

2. Housing

Exchange students have several accommodation options in Winnipeg. If you have any questions or would like to discuss the best accommodation option for your lifestyle, feel free to contact the student exchange office.

A. University of Manitoba Residences

We have several residences on campus. Detailed information can be found on the Housing and Student Life web site at: http://www.umanitoba.ca/student/housing/on-campus_living.htm. Spaces in residence fill up quickly and students are encouraged to apply early. A limited number of rooms are reserved for exchange students. In order to be considered for these priority rooms, write “ICS EXCHANGE STUDENT” across the top of your residence application. You can fax your residence application to the student exchange office (1-204-474-7562) and we will help you with the process.

If you are arriving before your residence officially opens for the term (Fall 2009 opens September 5th, Winter 2010 opens January 5th), you will need to contact the residence office (residence@umanitoba.ca) to make arrangements to move in early. There will be a charge for the additional days and you will need to make the arrangements before you arrive. The Welcome Family Program is another option if you are arriving 3-5 days prior to move in (see section 4e).

If you want to stay only one term and are living in residence you will have to go to the residence office by October 29th to withdraw from staying another term in residence. There will be signs posted throughout the residence to remind you.

B. Homestay Program

The University of Manitoba Homestay program is a great way to learn more about Canadian culture by living with a Canadian family. Breakfast and lunch supplies are provided and dinners are prepared by the family. There is a \$150 CDN placement fee and a monthly fee of \$600 CDN to participate in the program.

<http://umanitoba.ca/student/elc/homestay/index.html>

C. Renting

Renting an apartment on your own can sometimes be quite difficult. Some landlords will require proof of employment or may require that you have lived in Manitoba for a length of time in order to ensure that you will stay and pay the rent. These may be difficult requirements for you to meet. It may be easier and less expensive to rent a room or to sublet an apartment. If you are interested in living off campus, the following resources may be useful for you:

- Accommodation Bulletin Board at ICS
 - <http://umanitoba.ca/student/ics/accommodations.html>
- University of Manitoba “Off Campus Living” Resource Page
 - http://www.umanitoba.ca/student/housing/off-campus_living.htm
- UMSU Living
 - <http://www.umsu.ca/umsuliving/>

3. Registration for Courses

Some of the courses that you have listed in your study plan on your Exchange Application may not be available during the term(s) that you will be at the U of M. The courses available for the 2009/2010 school year are expected to be posted in June 2009 in the “Class Schedule” section of the Aurora Student information system.

https://aurora.umanitoba.ca/banprod/bwckschd.p_disp_dyn_sched

The registration procedures for Exchange students vary by faculty. The faculty that you have been admitted into will be listed on your Standardized Letter of Acceptance. Registration procedures for students admitted into the faculties of Arts, Science, Engineering, Law, and Human Ecology are listed below. If you are in a faculty that is not listed below, please contact our office to confirm your registration procedures.

2009 Fall Semester

Classes start on September 10 and go to December 9

Exams are held between December 10 and December 23

2010 Winter Semester

Classes start on January 6 and go to April 9

Exams are held between April 12 and 28

A. Faculty of Arts Students can register online through the Aurora Student information system. Some courses have prerequisite requirements. To register for a course with a prerequisite requirement, you must first complete the prerequisite courses at the U of M. Since you have not previously taken courses at the University of Manitoba, you will not have the prerequisites. However, if you would like to register for a course that has a prerequisite requirement, an academic advisor can evaluate your transcript from your home university to determine if you have the equivalent prerequisite. Before you can register for the course, the equivalent prerequisite course taken at your home university will have to be entered into the Aurora Student information system by an academic advisor. Detailed instructions will be emailed to you at a later date.

B. Faculty of Science Students are registered by an academic advisor in the Faculty of Science. Please send us the list of courses you would like to take and an academic advisor will register you in your courses before you arrive.

C. Faculty of Engineering Students are required to register after they arrive in Winnipeg. First you will need to visit the exchange office to confirm your list of courses. Then an academic advisor in Engineering will register you in your courses.

D. Faculty of Law Students are registered by an academic advisor in the Faculty of Law. Please send us the list of courses you would like to take and an academic advisor will register you in your courses before you arrive.

E. Faculty of Human Ecology are registered by an academic advisor in the Faculty of Human Ecology. Please send us the list of courses you would like to take and an academic advisor will register you in your courses before you arrive.

F. Faculty of Education are registered by an academic advisor in the Faculty of Education. Please send us the list of courses you would like to take and an academic advisor will register you in your courses before you arrive.

G. Faculty of Fine Arts (School of Art) are registered by an academic advisor in the School of Art. Please send us the list of courses you would like to take and an academic advisor will register you in your courses before you arrive.

H. Faculty of Architecture are registered by an academic advisor in the Faculty of Architecture. Please send us the list of courses you would like to take and an academic advisor will register you in your courses before you arrive.

4. Programs and Services

The International Centre for Students has several programs designed to ease your transition to the U of M and to life in Winnipeg, and to help you get involved in campus life.

To register for any of the programs listed below, please complete the Exchange Student Arrival Form and return it by fax or email. Many of our programs fill up quickly. Early registration is recommended.

ICS Programs and Services

A. Orientation for International Students: Our orientation will provide you with an introduction to the U of M campus and give you useful information about cultural differences in educational settings. You will hear survival tips from staff and experienced students, and have an opportunity to make new friends from all over the world!

B. Intercultural Day: This is a unique one-day intercultural event. It is an opportunity to meet new and returning international students, Canadian students, and UM staff and professors. Featuring cultural discussions, drama, hiking, canoeing, and swimming, this event is highly recommended by students who have participated in the past. There is a fee for this trip.

C. Campus Buddies ICS can connect you with an experienced student who will write to you before you arrive and then help you find your way around campus, obtain your student card, locate the computer labs, etc. once you are here.

D. ICS Newsletter Keep up to date on such things as Immigration news, ICS events and programs, rooms for rent, and more by registering for the ICS newsletter at ics@cc.umanitoba.ca before you arrive.

E. Welcome Family Program This is a free service for international students when they first arrive. ICS can match you with a local family who will pick you up at the airport and provide you with free room and board for 3-5 days while you recover from jetlag and make arrangements for permanent accommodation. Your Welcome Family will also introduce you to Winnipeg and show you how to get around the city.

5. Help with English

The University of Manitoba has a variety of programs for students who would like to improve their English speaking and writing skills.

A. Volunteer English Practice Program (VEPP)

This program matches international students who would like to improve their conversational English skills with volunteer conversational partners. Whenever possible, students and volunteers are matched according to availability and interests. For more information about the VEPP, contact Lois Ward, ICS Program Coordinate, at (204) 474-9506 or at Lois_Ward@umanitoba.ca.

B. English Language Centre

The English Language Centre offers non-credit courses for students who want to improve their academic oral and written English language skills. These courses are separate from the courses you can take through your exchange program. If you are interested in taking a course from the English Language Centre you would have to pay the applicable fees.

<http://www.umanitoba.ca/student/elc/index.html>

C. Writing Help

If you would like help starting or editing your papers while you are here, resources are available through the following departments:

- Elizabeth Dafoe Library
 - <http://www.umanitoba.ca/libraries/units/dafoe/index.html>
- Learning Assistance Centre
 - <http://www.umanitoba.ca/u1/lac/>

6. Visa Information

If you have any questions regarding your Study Permit, Visa, or the Citizenship and Immigration Canada laws pertaining to studying or working in Canada, please contact one of the International Student Advisors at the International Centre for Students.

ICS International Student Advisors:

Aimée Bayer:	Ph: (204) 474-6896, Email: aimee_bayer@umanitoba.ca
Helen Wang:	Ph: (204) 474-8503, Email: wanghh@cc.umanitoba.ca

A. Study Permit Information

If your exchange term will be six months or less in duration, you can study as a visitor without a Study Permit. However, there are benefits to having a Study Permit even if you do not require one. If you have a valid Study Permit, you can work on the campus at which you are registered as a full-time student and you can apply to renew your Study Permit from inside Canada if you decide to continue your studies in Canada. For these reasons, you may want to consider applying for a Study Permit even if you qualify to study without one.

B. Travel to the United States

If you are interested in traveling to the United States during your exchange term in Canada, consider applying for your US visa while you are still at home. It can be very difficult to receive a visitor visa to the US while in Canada because your status in Canada is temporary. Additionally, to apply for a US visa once you are in Canada, you must travel to a US consulate to apply in person. It is not possible to apply by mail. There is no US consulate in Manitoba that can process visas.

7. When you arrive

The University of Manitoba does not offer an airport pickup service. If you signed up for a Welcome Family, your Welcome Family will meet you at the airport and take you back to their home. It is not possible to apply to the Welcome Family Program for airport pickup only. For more information about the Welcome Family Program, please refer to section 4.

A. Arriving in Winnipeg

Make sure to stop by the International Centre for Students when you arrive at the U of M. You should go to 541 University Centre and pick up your welcome package from the exchange office. The package will include information on the University and the city of Winnipeg. Our staff will be happy to assist you.

Office hours are: Monday to Friday 8:30a.m.-4:30 p.m.

September 7, 2009 is a Canadian holiday called Labour Day and the university will be closed.

B. Getting From the Airport

The James Armstrong Richardson International Airport is in the northwest area of the city. The U of M campus is located on the southern edge of the city. A taxi ride from the airport to the University will take about 30 minutes and cost \$30- \$40 Canadian dollars.

Although it is possible to take a public transit bus from the airport to the U of M, it can be an inconvenient option. It may be difficult to carry your luggage on the bus and it will be necessary for you to transfer to a different bus route during the trip. As well, not all bus routes operate on a 24 hour schedule and many routes offer limited service during non-peak hours. For more information about the public transportation system in Winnipeg, visit the Winnipeg Transit web site at: <http://www.winnipegtransit.com/main/index.jsp>

8. Leaving Winnipeg

Before you leave Canada at the end of your exchange term, there are a few things you will need to consider.

A. Exams

Exams for most classes are held during a two-week period that takes place after the official last day of classes. The exam schedule is usually posted after classes begin. If your final exam will be held during the exam period, you must be present to write the exam. When booking your return flight home, you will need to take your exam dates into account to ensure that you will be here. For the 2009 Fall Term, the last day of classes for most faculties will be December 9, 2009 and the exam period will run from December 10 – 23, 2009. For the Winter Term, the last day of classes for most faculties will be April 9, 2010 and the exam period will run from April 12-28, 2010.

B. Ordering Transcripts

At the end of the term, once your transcripts are available, the student exchange office will send 1 copy of your transcripts to your home university. If you would like a copy of the transcripts for yourself, you can order them at the Registrars Office (400 University Centre). If you leave Winnipeg before your grades have been posted, you can arrange to have your transcripts sent to your address at home for an extra charge.

C. Manitoba International Students Health Insurance Plan Refund

If you are leaving before the end of August, you can apply to get a Manitoba International health insurance plan refund for the months that you will not be here. You can make arrangements for a refund through the Registrars' Office (400 University Centre). At the end of the term, you will need to go to the Registrar's Office to fill out the refund form and show them your airplane tickets to confirm your departure date. The current processing time is approximately 4-6 weeks. Your refund cheque will be mailed to the address you provide on the refund form.

9. Contact Information

International Centre for Students
541 University Centre
Winnipeg, Manitoba
R3T 2N2 CANADA

Phone: 1-204-474-8501

Fax: 1-204-474-7562

Student Mobility and Exchange Coordinator

Ms. Robin Dirks

Email: Robin_Dirks@umanitoba.ca

Phone: 1-204-474-6736

International Student Advisor

Ms. Aimée Bayer

Email: aimée_bayer@umanitoba.ca

Phone: 1-204-474-6896

International Student Advisor

Ms. Helen Wang

Email: wanghh@cc.umanitoba.ca

Phone: 1-204-474-8503

Program Coordinator

Ms. Lois Ward

Email: Lois_Ward@umanitoba.ca

Phone: 1-204-474-9506