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.
Welcome to Queen’s University!

At Queen’s University, a quality educational experience means we provide international opportunities for our students to learn, research new ideas, and gain the skills and knowledge to participate in a global society. Queen’s is proud to welcome you to our campus. As an exchange student, you join a vibrant campus that hosts degree-seeking students from every province in Canada, and almost 100 other countries.

At Queen’s we are proud of the leadership role we take in cultivating diversity in all its forms, from divergent opinions, to diverse citizenry, to cultural awareness and international experience. Your presence enriches our classrooms, our research initiatives, our campus, and our Kingston community. I invite you to share your experiences and perspectives as you interact with fellow students, faculty members, staff and alumni, both inside and outside the lecture hall.

We offer a wide range of services and support programs designed to make you feel welcome during your time at Queen’s. 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.

Welcome to your campus! May your time at Queen’s be an experience of both academic success and personal fulfillment. May Queen’s be a source of new opportunities and fond memories when you return home.

Sincerely,

Kathy O’Brien
Associate Vice-Principal (International)
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

City of Kingston Visitor and Tourism

tourism.kingstoncanada.com

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

Discover Queen's

queensu.ca/discover

Queen's Encyclopedia

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

Queen's International

queensu.ca/international
Preparing to come to Queen’s

Study Permits and Entry Visas

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

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

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 CDN, and is valid for five years or until the expiry of your passport (whichever comes first). Applications are made online and require a valid passport, email address, and credit card. In most cases, an eTA will be issued in minutes.

If you want to be eligible to get a job on campus during your time at Queen’s, you must have a study permit, regardless of whether you are studying for one term or two, and you must also be registered as a full-time student.

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

Exchange Students are NOT eligible to work off-campus.

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 $150 CDN (or the equivalent in local currency), while a temporary resident visa application (if made on its own – without a study permit application) costs $100 CDN. These applications can take as little as a few days and as long as three 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 be required;

Online applications involve completing a questionnaire where the answers that you give determine the application form and supporting documents you are asked to provide.

Country-specific requirements for paper applications are available through Immigration, Refugees and Citizenship Canada.

You can find the forms and guides for the country that you are applying from at: cic.gc.ca/english/information/applications/student.asp

Be sure to keep copies of all documents sent to and from Immigration, Refugees and Citizenship Canada.
Preparing to come to Queen’s

Further information can be found through:

• The Queen’s University International Centre (QUIC)’s “Studying in Canada” page at: quic.queensu.ca/studyingincanada or;

• The Immigration, Refugees and Citizenship Canada website at: cic.gc.ca

If your research results in further questions, you can also contact International Student Adviser at: isa@queensu.ca

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 three 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.

Note: It is important to carry enough Canadian money with you to cover immediate costs, as there may be no facility upon arrival where traveller’s cheques can be cashed or currency can be exchanged. It is also possible that some ATMs may not recognize your bank or credit card.

From Toronto

By Air

You can fly directly to Kingston through Toronto with:

Air Canada aircanada.com

This option is most economical when booked as part of your original flight to Canada.

By Bus

There is also a bus service direct from the Toronto Pearson International Airport to Kingston operated by:

Megabus ca.megabus.com

This service departs from Terminal 1 – Ground Level Post P6 and Terminal 3 – Arrivals Level Post C8. It stops on the Queen’s campus in front of Goodes Hall, which is approximately 75m west of the John Deutsch University Centre (JDUC), (home to the Queen’s University International Centre (QUIC)).

Bookings should be made in advance to reserve space and to qualify for a lower rate.

Note: Megabus advertises a 1-bag luggage limit. https://ca.megabus.com/luggage-policy

You can get to downtown Toronto using the Union Pearson (UP) Express train or by taking a combination of public bus and subway operated by the Toronto Transit Commission (TTC). The TTC is much less expensive than the UP Express but is less convenient.

Union Pearson (UP) Express upexpress.com

Toronto Pearson Public Transportation torontopearson.com/en/toandfrom/public

By Train

From downtown Toronto to Kingston, you can take either a bus: Megabus ca.megabus.com or train: VIA Rail viarail.ca
Preparing to come to Queen’s

From Montréal

From Montréal to Kingston, you can take either a bus: Megabus ca.megabus.com or train (from downtown Montréal or Dorval Train Station – at the airport): VIA Rail viarail.ca

The Montréal public transit service (STM) operates “Express Bus 747”, a shuttle service from Montréal’s Pierre Elliott Trudeau International Airport to the Montréal Central Bus Station. Tickets can be purchased from automated dispensers on the international arrivals level. For more information, visit: Aéroports de Montréal "Bus 747 Express" website: admtl.com/en/access/transports/buses-747-express

This service is much less expensive than a taxi. The Montréal public transit service (STM) also offers service to and from Montréal’s Pierre Elliott Trudeau International Airport with a combination of bus, commuter train and metro.

To get into downtown Montréal, you can catch bus #204 East at the airport’s Departures entrance on the ground level. It goes to two places; so be sure to get on the Gare de Dorval (Dorval train station) bus. From the Dorval train station, you can catch a commuter train into Montréal (or a VIA Rail train directly to Kingston).

The commuter train line intersects with the Metro. Bus schedules for route #204 East are available from the: STM website stm.info/en/info/networks/bus/local/line-204-east

Commuter train schedules from the Dorval Train Station are available from the: AMT website: amt.qc.ca/en/trip-planner/train/vaudreuil–hudson (direction Montréal)

From Ottawa

Bus service from Ottawa to Kingston is available through: Greyhound Canada greyhound.ca

Train service is available through: VIA Rail viarail.ca

Neither the bus nor the train terminal is located in downtown Ottawa, but each is accessible from downtown using Ottawa public transit.

For more information on transportation and preparing to come to Queen’s visit: quic.queensu.ca/international/arrival

A shuttle service operates between Ottawa’s Macdonald-Cartier International 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 least expensive option is the local bus service operated by OC Transpo (Ottawa public transit). Route 97 (Destination – Bayshore) departs the terminal at Pillar 14 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 airport to downtown Ottawa can be found at: Ottawa Airport Ground Transportation yow.ca/en/parking-transportation/transportation

If you choose to fly to Kingston, you will need to take a taxi from the Kingston airport to Queen’s. There is no bus service to/from the Kingston airport.
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. This coverage called UHIP, the University Health Insurance Plan is administered at the Queen's University International Centre and it provides coverage for healthcare at clinics and hospitals, for routine and emergency needs (includes: mental health support/psychiatry). UHIP does not provide coverage for medicine, vision or dental care and has very limited coverage for travel needs outside of Canada. Please consider adding supplementary coverage below.

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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** – is **optional** for exchange students but **strongly recommended**, as it covers some services that are not covered by UHIP, such as a portion of the cost of prescription medicines, physiotherapy, chiropractic care, dental work, vision care, travel coverage and other services. Supplementary health plans are administered by 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**. Student activity fees may apply.

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**Enrolling in the University Health Insurance Plan (UHIP)**

International students will be automatically enrolled in the University Health Insurance Plan (UHIP) for each term of enrollment. The fee for single UHIP coverage will appear on your student fee account prior to the start of each term under the title “International Health Care”. (You can pay each term individually **or as one payment**).

- **For use in Canada**, UHIP coverage will begin on August 10 (for September starts) and December 10 (for January starts).
- **Prior to the start of your term**, you will receive UHIP messaging to your Queen’s email account providing you with access to the UHIP online portal. This system will allow you to print your proof of coverage, add dependents or opt-out of coverage (within the first 45 days of the term only, and only with proof of coverage in an approved plan).
- **It is the student’s responsibility** to access the online system in the 45 day time-line. Without approval for reductions, UHIP coverage and fees will remain without exception.

**Returning Canadians/new permanent residents:**

Please email UHIP Administrator at uhip@queensu.ca for information about your eligibility for UHIP and/or Ontario’s provincial health insurance coverage.

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**UHIP Rates for 2018-2019 will be announced in June 2018.**

**UHIP due dates:** fall UHIP is due September 30, winter UHIP is due January 31.

Extra costs for students with dependents can be found at: [quic.queensu.ca/uhip/cost](http://quic.queensu.ca/uhip/cost). Students should use solus@queensu.ca as their first point of contact regarding records and fees. Any/all UHIP payment inquiries can be directed to: fees@queensu.ca
Making Payments to Queen’s

Payments Due

UHIP payments and deadlines: see page 9.
Residence application payments and deadlines: see page 14.

Payments from Outside Canada

Sending funds from your bank in your home currency

Queen’s University has partnered with CIBC International Student Pay to make paying your student fees easier than ever. This means that you can pay in your preferred currency and CIBC will convert your student payments to CAD and transfer the funds to Queen’s University to be posted to your student account on SOLUS.

To pay your student account using a foreign currency, please follow the steps below:

1. Using your Queen’s NetID, log on to your SOLUS student portal.

2. Make a note of the amount you need to pay.
   • Assessed fees – On the SOLUS homepage, in your Account Summary, click the “Charges by Due Date” link to see how much you owe and the due date for these fees.
   • Deposit Requirement – you can use this payment method to pay your deposit requirement, if required, as part of your acceptance to your program.

3. Obtain an exchange rate quote.
   i. On the SOLUS homepage, in the Finances section, click the “Pay by International Wire” link. This will take you away from the Queen’s website, to the CIBC portal.
   ii. Follow the steps on the CIBC portal to get an exchange rate quote, and payment instructions that you will need to provide to your bank. If you need help navigating the CIBC portal, please contact StudentHelp@cibc.com.

4. Make a payment to Queen’s.
   i. Go to your local bank and provide them with the payment instructions that were emailed to you from CIBC.
   ii. You can log into the CIBC portal at any time to review the status of your payment.
   iii. Your payment should appear in your SOLUS account within 5 business days of you making the payment at your financial institution. If your payment doesn’t appear in SOLUS by then, please contact fees@queensu.ca.
Transferwise Wire Payments

If you are using TRANSFERWISE to wire payments to Queen's University, please be aware that TRANSFERWISE does not submit any detail of your payment to Queen's. You are requested to submit your payment confirmation/receipt to fees@queensu.ca. This will ensure the payment is applied to your SOLUS student account.

Western Union

For instructions on how to pay via Western Union’s ‘Quick Pay’ service:

- Go to Western Union's website: payment-solutions.com/quickpay_form.html

When at your local Western Union location:

- Be sure to use the BLUE form.
- Complete the form and include the following information:
  1. Company Name: Queen's University
  2. Company Code: QUEENSUONTARIO, ON
  3. Account Number: your 8-digit Queen's Student ID number

Payments by Mail (from outside Canada only)

- Include your student name and student number, so that we can post it to your SOLUS account.
- When mailing from United States or overseas, allow approximately 2-3 weeks, to ensure the payment can be posted to SOLUS by the due date.
- Do NOT postdate your cheque.
- Items returned by your financial institution – for any reason – will be subject to a $40 administration fee.

Payments from Within Canada

Any payments to Queen's that need to be made following your arrival in Canada must be made through a Canadian bank account.

Further payment information is available at: queensu.ca/registrar/financials/HowToPay
Estimated Living Costs

The following chart has been drawn up to assist international students in calculating the financial resources required to meet the living needs of the average Queen's University student.

<table>
<thead>
<tr>
<th></th>
<th>Monthly</th>
<th>One Term</th>
<th>Two Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housing</strong> (off-campus), see page 13 for a link to university residence fees</td>
<td>$600-$800</td>
<td>$2,400-$3,200</td>
<td>$4,800-$6,400</td>
</tr>
<tr>
<td><strong>Food</strong> costs may be reduced if meals are prepared at home</td>
<td>$350</td>
<td>$1,400</td>
<td>$2,800</td>
</tr>
<tr>
<td><strong>Primary Medical Insurance</strong> (UHIP) (mandatory) reference only</td>
<td></td>
<td>$204</td>
<td>$408</td>
</tr>
<tr>
<td><strong>Supplementary Medical Insurance</strong> (optional) (AMS for Undergraduate and MBA) (SGPS for Graduate, Law and MIB)</td>
<td>AMS $204* (Jan. start)</td>
<td>AMS $408*</td>
<td></td>
</tr>
<tr>
<td><strong>Textbooks and Supplies</strong>, costs vary according to area and level of study</td>
<td>$400-$500</td>
<td>$600-$1,000</td>
<td></td>
</tr>
<tr>
<td><strong>Telephone</strong> (mobile), includes service but no long-distance calling (may also require purchase of a phone or SIM Card)</td>
<td>$20-$45</td>
<td>$80-$180</td>
<td>$160-$360</td>
</tr>
<tr>
<td><strong>Clothing</strong> (costs vary). A new winter coat can cost between $75 and $300 while a good second-hand coat can start at $50. Boots are at least $50.</td>
<td>$250</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td><strong>Miscellaneous</strong>. Study permits cost $150, used bicycles cost approximately $50 and movies cost from $8 to $16.</td>
<td>At least $600</td>
<td>At least $900</td>
<td></td>
</tr>
</tbody>
</table>

**Note**: All values are in Canadian dollars and subject to change.

The figures listed in the chart are only an estimate of the basic living expenses. It is strongly recommended that you have at least the minimum level of funding.

For further information on banking and shopping economically once you arrive, see the Living in Kingston Guide on the QUIC website at: quic.queensu.ca/livinginkingston

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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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**Ask other students...**

For advice on where to find things you need at a good price – it’s a great conversation starter.
Where to Live

Exchange students have a wide variety of housing options to choose from during their time in Kingston. The following can serve as a guide.

It may impact your search to know that your Queen’s student card grants you free access to the Kingston Transit bus network.

**Queen’s University Residence Halls**

The university has designated buildings at Jean Royce Hall that are available to exchange students. Single private rooms are provided with shared kitchen and bathroom facilities. Students can choose to cook or purchase an optional meal plan for use at dining facilities at Jean Royce Hall and other buildings at Queen’s. The residence internet service is known as ResNet.

Jean Royce Hall is a mixed gender residence that is home to first-year undergraduate and international exchange students on Queen’s West Campus. West Campus is a 15 to 20 minute walk from Main Campus and a 30 to 45 minute walk from downtown. Jean Royce Hall is on a city bus route that runs regularly between Queen’s West and Main campuses.

Check out Virtual Tours of Residences at: residences.housing.queensu.ca/virtualtours/jeanroyce

**Fees** *(not including optional meal plans)*

Exchange student fees can be found at:
residences.housing.queensu.ca/coming-to-residence/how-to-apply/residence-fees

**Applying**

You can apply for a place in a Queen’s residence online. You will require your Queen’s student ID (number) to apply.
residences.housing.queensu.ca/coming-to-residence/how-to-apply

Please note that a $525 CDN deposit must be submitted at the same time as your application. The deposit is only refundable if you are not offered a place in residence. If you accept an offer of a place in residence, the agreement is binding and you are responsible for all fees for the term of your stay at Queen’s.

- Rooms are assigned by a computer lottery process and are not guaranteed. Queen’s Residences do, however, reserve a number of rooms for exchange students.
- Students will be notified whether they have been successful in the lottery by mid-July so that they can pursue other options for housing, if necessary.

You can view optional meal plans at: dining.queensu.ca/av-meal-plans
Where to Live

Application and Payment Deadlines

**Fall term applicants** (September 1 to no later than 24 hours after your last exam in December 2018 or full year from September 1, 2018 to no later than 24 hours after your last exam in April 2019).

- Application + deposit
  July 1, 2018
- Remainder of fees (for fall term students
  OR half the balance for full year students)
  September 30, 2018
- Remainder of fees (for full year students)
  January 31, 2019

**Winter term applicants** (January 2 to Residence closing at the end of April 2019)

- Applications are available on the website on October 1 and consideration for rooms is given on a first come first served basis (based on both the application and the deposit being received).
- Remainder of fees January 31, 2019

For additional information please contact Residence Admissions by email: rehouse@queensu.ca or by telephone: +1-613-533-2550.

Other Options

**Private Housing**

There are a number of resources available for off-campus housing search. Some of these resources are offered or supported by Queen's, while others are not directly associated with the university.

Queen's offers housing listings specifically for exchange students:

Queen's University International Centre (QUIC) housing support offers listings of available rooms/apartments/houses at: quic.queensu.ca/housing-support/long-term-options/listings

More information, including links to these and other accommodation listing services is available at: quic.queensu.ca/housing-support/long-term-options

**Important:** Agreements that you make to rent a room/house/apartment with a property owner (landlord) OR another student are legally-binding. There are so many variables related to housing that many students don’t formalize their agreements until they arrive.

Learn more about your rights and responsibilities before making an agreement at: queensu.ca/studentcommunityrelations

While your Queen's student card will give you free access to Kingston Transit buses, most students will focus their housing search on areas within walking distance of Queen's main campus. The listing services noted above include maps to help you identify the location of the accommodations you are considering. A Queen's campus map (see page 29) and general map of Kingston with information about walking times is available at: quic.queensu.ca/housing-support/maps

If you are considering accommodation that is not within walking distance of campus, be sure to check the Kingston Transit website for routes and schedules.

CityofKingston.ca/residents/transit/bus-schedules
Kingston Student Housing Co-op – is a privately-owned, non-profit network of student residences. The Co-op offers 6 to 10-bedroom houses where students rent a private room and share all common space with the other student residents of the house. Weekly co-op duties are assigned in order to minimize housing costs to the students and foster a familial environment. Most rooms include a meal plan although some are available without meals. Both 4 and 8-month leases are offered during the academic year.

All houses are co-ed and accommodate Canadian, international, first and upper-year student residents. All buildings are located within a 5-10 minute walk to main campus, and within a 10-15 minute walk to downtown. More information is available at: studenthousingkingston.ca

There are further resources available to you in your search.

How to apply for the options mentioned:

• Temporary housing options (if you will be arriving without your permanent housing secured);
• Resources designed to assist both 4 and 8-month exchange students with their housing search;

To learn more about the above and other housing options, visit the QUIC website at: quic.queensu.ca/resources/housing-support

Students from your home university who have been on exchange at Queen’s are another good source of information. Learning about their experience may prove invaluable to you in your housing search.

Keep in mind that downtown (an area with a many services and shops) is generally considered to be centered around lower Princess Street (east of Victoria Street) and along Ontario Street, at the base of Princess Street.

Students arriving in the Fall, who do not have their permanent accommodation arranged, may request a temporary residence room for a few nights during the month of August, while they conduct their housing search. When making reservations, you will be required to provide your name, arrival and departure date, and student number.

For more information or to make a reservation [Queen’s University student ID (number) required], email event.services@queensu.ca.
Arrival in Canada and at Queen’s

Arriving in Canada

Be prepared to produce the following documents upon arrival in Canada:

• Letter of introduction from the Canadian Consulate or High Commission (if you applied for a study permit);
• Passport (with Canadian Temporary Resident Visa, if required);
• Copy of letter and certificate of admission from Queen’s University;
• Evidence of financial support;
• A list of any items which you are sending separately, or which are not cleared through customs personally at the time of your arrival (if applicable); have the list stamped by immigration officials;
• Letters of reference or any other documents recommended by the Canadian embassy, consulate or high commission serving your country. Carry these items and all other valuable papers, money (or traveler’s cheques) with you rather than in checked baggage. For further information on the process of entering Canada, please visit the Immigration, Refugees and Citizenship Canada website at: cic.gc.ca/english/study/study-arriving.asp

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: travel.state.gov/content/travel/en/us-visas

Arriving at Queen’s University

Information about transportation options between the airports in Toronto, Ottawa or Montréal and Queen’s University can be found starting on page 7. The Queen’s University International Centre (QUIC), located in the John Deutsch University Centre (JDUC), will offer extended hours during the reception period to ease the arrival process for you. During this period, QUIC is open on weekdays from 8:30 am until 8 pm and on weekends and holidays from 1 pm until 8 pm For exact dates of the reception period, visit: quic.queensu.ca/international/welcome

At other times of the year QUIC is open Monday through Friday, from 8:30 am until 4:30 pm

Plan to visit QUIC soon after your arrival in Kingston. Orientation packages containing information about some of the programs and services that are offered within the university are distributed at QUIC. These packages also include maps of Queen’s campuses, central Kingston and the city bus routes.

If necessary, you may use QUIC as a mailing address until your permanent residence is established. Be sure to notify QUIC’s staff in advance of shipping items. QUIC’s mailing address and important mailing instructions can be found at: quic.queensu.ca/international/shipping

What if you arrive after QUIC has closed and need temporary accommodation?

The John Deutsch University Centre (JDUC), where QUIC is located, is open 24 hours a day throughout the year with the exclusion of the period between December 22, 2018 and January 2, 2019. During this time, there will be signs posted on the doors of the JDUC listing some potential accommodation options (hotels and bed and breakfasts). When the building is open, but QUIC is closed, these signs will be found inside the building and on the doors of QUIC. To find out more about temporary accommodations before arrival in Canada, please visit the International Housing Office, Temporary Housing Options page at: quic.queensu.ca/housing-support/short-term-options
What if you arrive after QUIC has closed and you are supposed to be living in a Queen’s Residence?

If you plan to live 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 responsible for your specific residence. These desks are open 24 hours a day, 7 days a week, so even if you arrive in Kingston at 4 am you are welcome there. The main desk at Jean Royce Hall is where you check-in to residence rooms in Jean Royce Hall.

Note for fall term arrivals: If you will be arriving after September 2, you must notify the Residence Admissions Office at reshouse@queensu.ca. You cannot move in to your residence room before September 2.

For further information, visit the residences moving into Residences page: residences.housing.queensu.ca/move-inout/moving-in

The Queen’s campus map (see page 29) will help you find these buildings. It is available at: queensu.ca/campusmap

For more information on arrival details please visit: quic.queensu.ca/international/arrival or contact International Student Adviser at isa@queensu.ca.

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).
Orientation Programs

From Monday to Friday throughout most of the year, Queen's University International Centre (QUIC) is available to provide information about banking, housing, orientation to campus and the wider community. You are encouraged to visit QUIC during your first few days in Kingston to pick up an information package that will help you connect with the opportunities available to you at Queen's. Whenever you go to QUIC, you will find tea and coffee, computers (and wireless internet access), friendly conversation, and a place to meet new people.

Fall Term Arrival

Orientation and welcome activities are coordinated by multiple groups across the university including: QUIC, your academic faculty/school, and various levels of the student government. QUIC will offer opportunities to learn about living in Canada, a walking tour of Student Services offices, information on immigration regulations, the law as it applies to housing situations, and other common issues. There will also be activities and bus trips, opportunities to meet other students while getting to know Kingston and Queen's, and the chance to cook meals at QUIC.

In addition to QUIC’s International Student Orientation Program, some academic faculties will offer orientation sessions (your faculty exchange representative will notify you). Those living in a Queen's University residence will have the opportunity to participate in residence orientation activities. An optional student-run orientation known as NEWTS (New, Exchange and Transfer Students) week is provided for exchange students and others. If you will be joining a graduate-level program at Queen's, the Society of Graduate and Professional Students (SGPS) will also offer welcome and orientation activities.

For more information on fall term orientation opportunities, including the dates of the sessions, please visit: quic.queensu.ca/international/welcome

For more information about QUIC’s International Student Orientation Program please contact International Student Adviser at isa@queensu.ca.

Winter Term Arrival

QUIC offers orientation and welcome sessions prior to and following the start of classes in January. While not as extensive as the fall orientation, the winter orientation provides useful information and an opportunity to connect with students from across the university. Your faculty may also have a faculty-specific academic orientation (your faculty exchange representative will notify you). For details, please visit: quic.queensu.ca/international/welcome

QUIC also offers social activities and 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.

For more information about QUIC’s International Student Orientation Program please contact the International Student Adviser at isa@queensu.ca.
Getting to know Queen’s

Student Services at Queen’s

Queen’s University takes the well-being of its students very seriously. We want our students to be happy, healthy and safe so that they can make the most of their time here. The Queen’s University International Centre (QUIC) provides a wide range of non-academic supports for international students (as noted elsewhere in this guide). Additional services include (but are not limited to):

• Student Wellness Services (SWS) queensu.ca/studentwellness

SWS provide a range of important services which are free and confidential. The Health Service is staffed by a team of family physicians and nurses who provide primary health care to students. You can visit their Urgent Care Clinic (which operates from September to April), or you can book an appointment in advance. The Health Service also provides immunizations (for example flu shots or immunization for travel), as well as access to specialist mental health care. The Counselling Service provides professional short-term counselling on a range of personal concerns (adjusting to Canada, relationship issues, mental health concerns, personal crises) as well as learning skills development. The Accessibility Services Office oversees and manages accommodation planning for students with disabilities. If you have a documented disability, you can arrange an appointment by calling the Accessibility Services Office at +1-613-533-6467.

• Athletics and Recreation Centre (ARC) goaelsgo.com

The ARC is the central location for many athletic opportunities at Queen’s. Facilities include gymnasiums, a pool, workout facilities, dance studios, racquet courts and more. The ARC is available for individual use, as well as intramural (within Queen’s) and varsity (beyond Queen’s) competitions.

• Writing and Learning Strategies Centres (Student Academic Success Services) sass.queensu.ca

The Writing and Learning Strategies Centres offers workshops, credit courses, and one-on-one writing sessions designed to support students at Queen’s in thinking and writing effectively in all disciplines at both undergraduate and graduate levels.

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

Enrollment in Courses and Registration

Your faculty exchange representative 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 representative will communicate directly with you regarding enrollment for your courses.

Faculty of Engineering and Applied Science students: Your department will accommodate your required course requests upon arrival on campus. Please note that enrollment in courses offered outside of the Faculty of Engineering and Applied Science is not guaranteed.

ALL visiting students: Queen's University will permit visiting students to enroll in a normal course load and in all courses where they meet the department’s pre-requisites, with the understanding that normal timetabling and scheduling constraints apply equally to all students.

Course Descriptions

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

- Faculty of Arts and Science: [queensu.ca/artsci/students-at-queens/academic-calendar](http://queensu.ca/artsci/students-at-queens/academic-calendar)
- Faculty of Education: [educ.queensu.ca/calendars](http://educ.queensu.ca/calendars)
- Faculty of Engineering and Applied Science: [calendar.engineering.queensu.ca](http://calendar.engineering.queensu.ca)
- Faculty of Law: [law.queensu.ca/jd-studies/academic-programs/jd](http://law.queensu.ca/jd-studies/academic-programs/jd)
- Smith School of Business: [smith.queensu.ca/bcom/academics/academic_calendar](http://smith.queensu.ca/bcom/academics/academic_calendar)
  (Undergraduate – Commerce only)

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

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 online registration system. See page 23 of this guide for details.

Law course timetables and schedules are listed at: law.queensu.ca/jd-studies/dates-timetables

Course Weighting and Course Loads
Your host faculty, along with your home university exchange coordinator, will recommend the number of courses you should take. Please refer to the chart below for general information for each faculty.

<table>
<thead>
<tr>
<th>Program</th>
<th>Weight of one course</th>
<th>Recommended Exchange total course load weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One Term</td>
<td>Full Year</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Arts and Science</td>
<td>3 units</td>
<td>6 units</td>
</tr>
<tr>
<td>Education</td>
<td>Variable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Engineering and Applied Science</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Law</td>
<td>3 or 4 credits</td>
<td>6-8 credits</td>
</tr>
<tr>
<td>Commerce</td>
<td>3 units</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>MIB and MBA</td>
<td>3 credit units</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
Course Information

Course Types

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.

Professors/instructors will assign work on a regular basis (frequently on a weekly basis). These assignments are graded and they will contribute towards the final course mark. For some courses (particularly those in Commerce, MIB, or MBA), class attendance, participation, and formal presentations are integral 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.

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).
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, 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

Your Queen’s email 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 email account. Note: You may be required to update your password periodically.

---

**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 email in your Queen’s account starting the week of June 12, asking you to submit your photo in order for your card to be prepared prior to your arrival on campus.

---

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: queensu.ca/registrar/studentid
Registration Information

After Arriving at Queen's

**STEP 1**

**Location**
One level above the street in the John Deutsch University Centre (JDUC),
on the North-East corner of University Avenue and Union Street.

**Purpose**
- To meet an International Student Adviser.
- To pick up an Orientation Package and learn about some ways to get involved
  in your time at Queen's.
- Access and print your proof of UHIP from QUIC's online service if you have not
done so independently from the UHIP email sent prior to arrival.

**What to Bring**
- Your student number.
- Your Letter of Admission to Queen's.

**STEP 2**

**Student Card Pick-up**

**Contact**
Questions may be directed to the Office of the University Registrar
photo-ID assistant.

**Purpose**
To receive photo-ID student card with validation sticker

**What to Bring**
Your Queen's University student number

**Where**
Pick up schedule available at queensu.ca/registrar/studentid

**STEP 3**

**Your Faculty Office for Advice on Academic Matters and Information
  on Faculty-specific Programs and Opportunities**

**Location and Contact**

- **Faculty of Arts and Science**: Room B206, Mackintosh-Corry Hall, Haley McCormick
- **Faculty of Education**: Room A101, Duncan McArthur Hall, Nadya Allen
- **Faculty of Engineering and Applied Science**: Room 300, Beamish-Munro Hall, contact
  engineering.intladvisor@queensu.ca
- **Faculty of Law**: Room 200C, Macdonald Hall, Nancy Somers
- **School of Business (Commerce, MIB, and MBA)**: Room 321, Goodes Hall, Jacoba Franks (COM),
  Tenay Bartzis (COM), and Alison Darling (MIB, MBA)
- **School of Graduate Studies**: Room 425, Gordon Hall, Monica Corbett

**Purpose**
1. To meet your faculty exchange representative.
2. To review your academic timetable.
3. To make relevant changes to your academic timetable.

**What to Bring**
Your student card and/or student ID

**When**
As soon as possible after steps 1 and 2
## Important Dates (Fall Term)

### July 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Residence</td>
<td>Deadline for residence applications (and deposit payment) to be received by Queen’s. (Fall term starts).</td>
</tr>
</tbody>
</table>

### August 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-24</td>
<td>Welcome</td>
<td>Queen’s Executive MBA (Class of 2020) opening session.</td>
</tr>
<tr>
<td>7 to Sept 10</td>
<td>Welcome</td>
<td>Extended hours at QUIC.</td>
</tr>
<tr>
<td>27</td>
<td>Courses</td>
<td>Smith School of Business: MIB Double Degree Program launch.</td>
</tr>
</tbody>
</table>

### September 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>General</td>
<td>Statutory holiday – Labour Day- No classes held. QUIC open at 1 pm. All other offices and banks closed.</td>
</tr>
<tr>
<td>4</td>
<td>Welcome</td>
<td>Smith School of Business mandatory orientation (Commerce and MBA).</td>
</tr>
<tr>
<td>4</td>
<td>Courses</td>
<td>Faculty of Law students: Start of classes.</td>
</tr>
<tr>
<td>5</td>
<td>Welcome and Courses</td>
<td>Faculty of Education: Opening day and first day of classes.</td>
</tr>
<tr>
<td>TBA</td>
<td>Welcome</td>
<td>Faculty of Arts &amp; Science Mandatory Exchange Student Orientation.</td>
</tr>
<tr>
<td>TBA</td>
<td>Welcome</td>
<td>NEWTS week (Optional): Student-run welcome activities for exchange students.</td>
</tr>
<tr>
<td>6</td>
<td>Welcome</td>
<td>Extended hours at QUIC.</td>
</tr>
<tr>
<td>6</td>
<td>Courses</td>
<td>Smith School of Business: Start of classes.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Faculty of Arts &amp; Science, Engineering and Applied Science and Commerce students: Start of classes.</td>
</tr>
<tr>
<td>30</td>
<td>UHIP and Residence</td>
<td>UHIP and Residence payment due date for fall semester.</td>
</tr>
</tbody>
</table>

### October 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Residence</td>
<td>Applications for exchange “winter only” term will be available on the Residence Website on October 1, 2018. Spots will be given on a first come, first served basis based on receipt of both the application and deposit.</td>
</tr>
<tr>
<td>8</td>
<td>General</td>
<td>Statutory holiday – Thanksgiving – No classes held.</td>
</tr>
<tr>
<td>10</td>
<td>Practicum</td>
<td>Faculty of Education Students: Practicum component begins</td>
</tr>
<tr>
<td>15</td>
<td>UHIP</td>
<td>Fall term opt-out deadline</td>
</tr>
<tr>
<td>25-26</td>
<td>Mid-term Break</td>
<td>Faculty of Arts &amp; Science, Smith School of Business, Engineering: Mid-term break. No classes held</td>
</tr>
</tbody>
</table>

### November 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-9</td>
<td>General</td>
<td>Faculty of Law Students: Mid-term break – No classes.</td>
</tr>
<tr>
<td>17</td>
<td>Practicum</td>
<td>Faculty of Education students: Practicum component ends.</td>
</tr>
<tr>
<td>20</td>
<td>Courses</td>
<td>Faculty of Education students: Class block begins.</td>
</tr>
<tr>
<td>30</td>
<td>Courses</td>
<td>Faculty of Arts &amp; Science, Commerce, Engineering, Law Students: End of classes.</td>
</tr>
</tbody>
</table>
## Important Dates (Fall and Winter Term)

### December 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Exams</td>
<td>Faculty of Arts &amp; Science, Commerce, Engineering, and Law Students: Pre-exam study period.</td>
</tr>
<tr>
<td>6</td>
<td>General</td>
<td>Commemoration Day. No classes or exams held.</td>
</tr>
<tr>
<td>5-20</td>
<td>Exams</td>
<td>Faculty of Arts &amp; Science, Commerce, Engineering, and Law Students: Final exams for Fall Term courses and mid-term tests for Full Year courses.</td>
</tr>
<tr>
<td>15</td>
<td>Courses</td>
<td>Smith School of Business: End of classes (MBA).</td>
</tr>
<tr>
<td>19</td>
<td>Courses</td>
<td>Faculty of Education Students: Class block ends</td>
</tr>
<tr>
<td>22</td>
<td>General</td>
<td>All University offices will be closed beginning at 4:30 pm on December 21. Most will re-open at 8:30 am on January 2, 2019.</td>
</tr>
<tr>
<td>31</td>
<td>General</td>
<td>Fall term ends.</td>
</tr>
</tbody>
</table>

### January 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBA</td>
<td>Welcome</td>
<td>All Students: Exchange student orientation</td>
</tr>
<tr>
<td>TBA</td>
<td>Welcome</td>
<td>Queen's Accelerated MBA (Class of 2020) opening session</td>
</tr>
<tr>
<td>2</td>
<td>General</td>
<td>Most Queen's offices re-open</td>
</tr>
<tr>
<td>TBA</td>
<td>Welcome</td>
<td>Extended Hours at QUIC</td>
</tr>
<tr>
<td>4</td>
<td>Welcome</td>
<td>Smith School of Business: Mandatory Orientation (Commerce and MIB)</td>
</tr>
<tr>
<td>7</td>
<td>Courses</td>
<td>Faculty of Arts &amp; Science, Commerce, Education, Engineering, Law, and MIB Students: Start of classes</td>
</tr>
<tr>
<td>9</td>
<td>Welcome</td>
<td>Winter day trip (Optional) – Tickets available at QUIC.</td>
</tr>
<tr>
<td>TBA</td>
<td>Courses</td>
<td>Queen's Full-time MBA (Class of 2020) Program Launch</td>
</tr>
<tr>
<td>31</td>
<td>Payment</td>
<td>For All Winter Term Arrivals: UHIP and Residence payment deadline</td>
</tr>
</tbody>
</table>

### February 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>UHIP</td>
<td>Winter term opt-out deadline</td>
</tr>
<tr>
<td>18</td>
<td>General</td>
<td>Statutory holiday – Family Day – No classes held.</td>
</tr>
<tr>
<td>19-22</td>
<td>General</td>
<td>Faculty of Arts &amp; Science, Commerce, Engineering, Law and MIB Students: Mid-Term “Reading Week”. No classes held.</td>
</tr>
</tbody>
</table>

### April 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Courses</td>
<td>Faculty of Arts &amp; Science, Commerce, Engineering, Law, and MIB Students: End of classes.</td>
</tr>
<tr>
<td>6-10</td>
<td>Exams</td>
<td>Faculty of Arts &amp; Science, Commerce, Engineering, and Law Students: Pre-exam study period.</td>
</tr>
<tr>
<td>11-27</td>
<td>Exams</td>
<td>Faculty of Arts &amp; Science, Commerce, Engineering, and Law Students: Final exams for Winter Term and Full Year courses.</td>
</tr>
<tr>
<td>19</td>
<td>General</td>
<td>Statutory holiday – Good Friday. (No classes or exams held).</td>
</tr>
<tr>
<td>30</td>
<td>General</td>
<td>Winter Term ends.</td>
</tr>
</tbody>
</table>

All dates are subject to change. Please confirm with the appropriate contact at Queen's or website. Important academic dates can be found at: [queensu.ca/registrar/resources/sessional-dates](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 three months (though six months is recommended).

☐ Apply for any immigration document(s) necessary for you to enter and study in Canada, if required. See page 6 for details.

☐ 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). See page 6 for details.

☐ Note dates of International Student Welcome and Orientation Programs. See page 26 for details and contact your faculty exchange representative to learn more.

☐ Make your travel arrangements.

☐ Check your Queen's email account regularly and be sure to reply to the photo request for your Queen's student card.

☐ Research accommodations. See page 13 for details.

☐ Print both UHIP documents from the online system and pay for UHIP before the September 30 (fall deadline) and January 31 (winter deadline).

☐ Consult your faculty exchange representative regarding all academic issues. See page 20 for contact information.

☐ Make plans for temporary accommodation following your arrival in Kingston, if required. See pages 15–17 for details.

☐ Pack and get ready for the education adventure of a lifetime!

![Image of students at Queen's University]
Important Resources

Faculty of Engineering and Applied Science
my.engineering.queensu.ca/International-Students/index
Contact: engineering.intladvisor@queensu.ca

Faculty of Arts and Science
queensu.ca/ipo
Haley McCormick: ipo@queensu.ca

Faculty of Law
law.queensu.ca/jd-studies/international-opportunities
/international-exchanges/incoming-exchange-students
Chantal Rousseau: chantal.rousseau@queensu.ca

School of Business
smith.queensu.ca/international
Undergraduate: Tenay Bartzis, Jacoba Franks:
SmithExchange@queensu.ca

(MIB and MBA): Alison Darling:
SmithGradExchange@queensu.ca

Faculty of Education
educ.queensu.ca
Nadya Allen: nadya.allen@queensu.ca

Queen's School of English
queensu.ca/qsoe
Admission and Registration Coordinator
International Exchanges
Maryann Severin: intstudy@queensu.ca

Queen's University International Centre (QUIC)
quic.queensu.ca

Student Services at Queen's
queensu.ca/studentaffairs

Student Wellness Services
queensu.ca/studentwellness

Human Rights Office
queensu.ca/humanrights

Alma Mater Society (undergraduate student government)
myams.org

Society of Graduate and Professional Students
(graduate student government)
sgps.ca

Queen's University Residences
residences.housing.queensu.ca
Queen’s University Isabel Bader Centre for the Performing Arts “The Isabel”

Key

- Permit Parking
- Accessible Parking
- Wheelchair
- Emergency Blue Light phone outdoors

- Academic/Faculty
- Non-Queen’s Buildings
Queen’s University is one of the few universities in Canada with an integrated Faculty of Arts and Science. This integrated structure allows students to choose from a large selection of academic courses available at Queen’s in the creative arts, humanities, social sciences, languages, and life and physical sciences. The focus in the Faculty of Arts and Science is on developing the whole person: preparing citizens for an increasingly global society. Rather than passively absorbing knowledge, students learn how to investigate and think for themselves, putting their newly acquired knowledge to work.

The International Programs Office (IPO) provides academic support for internationalization in the Faculty of Arts and Science by delivering information and counsel to undergraduate Arts and Science students about international opportunities. The IPO also works cooperatively with its exchange partners all over the world and facilitates the integration of incoming students from partner universities into courses in the Faculty of Arts and Science.

**CONTACT INFORMATION**

International Programs Office  
B206 Mackintosh-Corry Hall  
Queen’s University  
Kingston, Ontario K7L 3N6  
CANADA  
Tel: +1 613 533-2815  
Fax: +1 613 533-6453  
Email: ipo@queensu.ca  
Website: http://www.queensu.ca/ipo  
Facebook, Instagram & Twitter: @queensuipo

**NOMINATION/APPLICATION**

Partner exchange offices will be emailed the link to the Queen’s website at the end of January 2018 to nominate their students for the exchange program. After receiving the nomination, the Queen’s Admissions Office will contact the student at their home university email address, provided in the nomination, to direct the student to the Queen’s exchange online application. Please note, application instructions will not be emailed to external addresses (i.e. Gmail).

<table>
<thead>
<tr>
<th>Term</th>
<th>Nomination Deadline</th>
<th>Application Deadline</th>
<th>Classes Begin/End** (including exam period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018 &amp; Full Year 2018-19</td>
<td>1 April 2018</td>
<td>30 April 2018</td>
<td>6 September 2018 – 20 December 2018</td>
</tr>
<tr>
<td>Winter 2019</td>
<td>1 September 2018</td>
<td>Early: 30 April 2018 Final: 30 September 2018*</td>
<td>7 January 2019 – 27 April 2019</td>
</tr>
</tbody>
</table>

* More course enrollment opportunities will be available for Winter applications received by the 30 April 2018 deadline.  
**Dates are subject to change.

**ORIENTATION SESSIONS FOR EXCHANGE STUDENTS**

The IPO offers an academic orientation session at the start of each term for incoming Arts and Science exchange students. The session provides information about academic programs in the Faculty of Arts and Science, course registration, the academic culture at Queen’s, contacting professors, and the role of teaching assistants.

The Queen’s University International Centre (QUIC) runs an orientation session that covers students’ rights and responsibilities, opportunities to make the most of their time at Queen’s, the numerous student services available to make their sojourn successful, as well as travelling in Canada and the United States. Information about the QUIC orientation program is available at http://quic.queensu.ca/international-students-and-staff/welcome-and-orientation/.

The Arts and Science Undergraduate Society (ASUS), the student government representing Arts and Science students at Queen’s, runs the Exchange Buddies Program, which groups incoming exchange students with upper-year Arts and Science students. Incoming exchange students will receive an invitation to join the ASUS Exchange Buddies program once they have confirmed their acceptance to attend Queen’s.
### LEARNING EXPECTATIONS

<table>
<thead>
<tr>
<th>Language of Instruction:</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Load:</strong></td>
<td>Exchange students are recommended to take a minimum of 12.0 units and a maximum of 15.0 units per term; 24.0 to maximum of 30.0 units for the full year. Please note that 12-15 units typically represent 4-5 semested courses.</td>
</tr>
<tr>
<td><strong>Course Weight:</strong></td>
<td>Full-year 6.0 unit courses extending throughout the Fall-Winter session and 3.0 unit courses offered within the Fall or Winter terms. A 6.0 unit course normally involves 220-260 hours of learning hours (laboratories and tutorials may also be required); a 3.0 unit course involves 110-130 hours of learning hours.</td>
</tr>
<tr>
<td><strong>Course Types:</strong></td>
<td>L = Lecture; S = Seminar; T = Tutorial; P = Practical (e.g. laboratory, workshop, studio)</td>
</tr>
<tr>
<td><strong>Grading:</strong></td>
<td>Queen’s has a letter-based grading system and a 4.3 scale grade point average (GPA).</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Grading Table" /></td>
</tr>
<tr>
<td><strong>Course Choices:</strong></td>
<td>Arts and Science courses are open to exchange students provided that they have the appropriate prerequisite courses. Please note that availability may be limited in some departments. Students may have the option to take courses from another Faculty; however, the majority of courses must be in the Faculty of Arts and Science. Students are not permitted to enroll in courses offered by the Faculty of Law.</td>
</tr>
<tr>
<td><strong>Examinations:</strong></td>
<td>Requirements vary for each course. An extra half hour during final examinations is available to exchange students whose first language is not English.</td>
</tr>
</tbody>
</table>

### ACADEMIC ADVISING

Arts and Science exchange students are encouraged to meet with an adviser at the IPO to discuss their course selections. While every effort is made to place students in the courses requested, it is not always possible to fulfill all requests. To maximize entry to courses, partners should continue to select students who may have greater flexibility in their academic program while on the exchange program. Students are encouraged to explore all options in the creative arts, humanities, life and physical sciences, languages, and the social sciences when selecting courses.

### ACADEMIC PROGRAMS IN ARTS & SCIENCE

Courses for the 2018-19 academic year may be found on individual departmental websites starting in April 2018. Visit [http://www.queensu.ca/artsci/programs-and-degrees](http://www.queensu.ca/artsci/programs-and-degrees) to access the department websites. Students may also wish to consult the Faculty of Arts and Science Course Calendar, which lists all courses offered in the last five years ([http://www.queensu.ca/artsci/programs-and-degrees/academic-calendar](http://www.queensu.ca/artsci/programs-and-degrees/academic-calendar)). Students are advised to consult the departmental websites and the IPO website ([http://www.queensu.ca/ipos/incoming-students/exchange/academics](http://www.queensu.ca/ipos/incoming-students/exchange/academics)) for the most current course information. The 2018-19 course timetable will be available in June 2018 on SOLUS (Student On-Line University System). Exchange students will require their Queen’s NetID and password for access to SOLUS.

<table>
<thead>
<tr>
<th>Social Sciences</th>
<th>Humanities</th>
<th>Life &amp; Physical Sciences</th>
<th>Creative Arts</th>
<th>Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>Art History</td>
<td>Biochemistry</td>
<td>Drama</td>
<td>Anishinaabemowin Language</td>
</tr>
<tr>
<td>Environmental Studies</td>
<td>Classics</td>
<td>Biology</td>
<td>Film &amp; Media</td>
<td>Arabic Language</td>
</tr>
<tr>
<td>Gender Studies</td>
<td>English Language &amp; Literature</td>
<td>Chemistry</td>
<td>Visual Arts</td>
<td>Chinese Language</td>
</tr>
<tr>
<td>Geography</td>
<td>History</td>
<td>Computing</td>
<td>Music</td>
<td>French Studies</td>
</tr>
<tr>
<td>Global Development Studies</td>
<td>Jewish Studies</td>
<td>Environmental Science</td>
<td>German Language &amp; Literature</td>
<td></td>
</tr>
<tr>
<td>Indigenous Studies</td>
<td>Philosophy</td>
<td>Geography</td>
<td>Hebrew Language &amp; Literature</td>
<td></td>
</tr>
<tr>
<td>Kinesiology &amp; Health Studies</td>
<td>Religious Studies</td>
<td>Geological Sciences</td>
<td>Inuktitut Language</td>
<td></td>
</tr>
<tr>
<td>Political Studies</td>
<td>Life Sciences</td>
<td>Languages</td>
<td>Italian Language &amp; Literature</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>Mathematics &amp; Statistics</td>
<td>Japanese Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td>Physics &amp; Astronomy</td>
<td>Languages, Lit and Cultures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td>Linguistics</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mohawk Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Portuguese Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spanish Language &amp; Literature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### APPROPRIATE LIVING COSTS

<table>
<thead>
<tr>
<th></th>
<th>One Term</th>
<th>Two Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Fees (excluding meal plan)</td>
<td>$3,807</td>
<td>$7,614</td>
</tr>
<tr>
<td>ResNet (Internet fees)</td>
<td>$80</td>
<td>$160</td>
</tr>
<tr>
<td>Student Council Fees</td>
<td>$57.50</td>
<td>$115</td>
</tr>
<tr>
<td>Meal Plans*</td>
<td>Range between $835 - $4,040</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off-Campus Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent and utilities</td>
<td>$2,250-3,200</td>
<td>$4,500-6,400</td>
</tr>
<tr>
<td>General Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>$1,200 (approx.)</td>
<td>$2,400 (approx.)</td>
</tr>
<tr>
<td>University Health Insurance Plan (UHIP) Medical Insurance (mandatory)</td>
<td>$204</td>
<td>$408</td>
</tr>
<tr>
<td>AMS Supplementary Medical Insurance (optional)</td>
<td>$284.05</td>
<td>$284.05</td>
</tr>
<tr>
<td>Textbooks and Supplies (costs vary by program)</td>
<td>$600-800 (approx.)</td>
<td>$1,200-2,500 (approx.)</td>
</tr>
<tr>
<td>Telephone (plans vary; long distance charges may cost more)</td>
<td>$100-220 (approx.)</td>
<td>$200-440 (approx.)</td>
</tr>
<tr>
<td>Clothing/Laundry</td>
<td>$240-280</td>
<td>$480-560</td>
</tr>
<tr>
<td>Miscellaneous (not including additional travelling)</td>
<td>At least $600</td>
<td>At least $1,000</td>
</tr>
<tr>
<td>Local bus service</td>
<td>Free</td>
<td>Free</td>
</tr>
</tbody>
</table>

*Meal Plans for students who choose to live in residence vary by plan. Please visit: [http://dining.queensu.ca/av-meal-plans/](http://dining.queensu.ca/av-meal-plans/).
These figures are based on 2017-2018 costs and are subject to change. Students may wish to view the most up-to-date living costs on the Student Awards website at [http://www.queensu.ca/studentawards/costs](http://www.queensu.ca/studentawards/costs).

### HOUSING

**On campus (residence)**

Many exchange students mention that they enjoy the convenience of staying in residence. To find more information about Queen’s residences, please visit [http://residences.housing.queensu.ca/](http://residences.housing.queensu.ca/). Please note, all residence allocations are made through a lottery system and housing in residence cannot be guaranteed.

**Residence Application & Deposit Deadlines**

- **Full Year/Fall Term**: Applications open March 1st, Deadline is 1 July, 2018.
- **Winter Term**: Applications open Oct 1st. Note: Winter rooms are allocated on a first come, first served basis.

**Off campus**

The majority of upper-year Queen’s students live off-campus, and many exchange students also choose this housing option. Sometimes exchange students are able to find accommodation in a house with other Queen’s students who need an additional housemate. Finding appropriate living arrangements in Kingston can be a challenge – especially in the Fall term. It is recommended that exchange students who choose to live off-campus should come to Kingston at least one week in advance to find adequate accommodation.

One of the best off-campus housing option for exchange students is the Kingston Student Housing Co-operative (aka Science ‘44 Co-op): [http://www.studenthousingkingston.ca/](http://www.studenthousingkingston.ca/).

**Queen’s Housing Databases**

- Queen’s Apartment and Housing Listing Service: [http://listingservice.housing.queensu.ca/](http://listingservice.housing.queensu.ca/).

It is recommended that students do not sign a lease or send rent money to a landlord before arriving in Kingston. For advice on finding accommodation, please visit the International Housing Office website at: [http://quic.queensu.ca/resources/housing-support/long-term-options/international-housing-office-listings/](http://quic.queensu.ca/resources/housing-support/long-term-options/international-housing-office-listings/). The following map may help to determine the proximity of these properties to Queen’s campus: [http://quic.queensu.ca/resources/housing-support/long-term-options/international-housing-office-listings/housing-maps/](http://quic.queensu.ca/resources/housing-support/long-term-options/international-housing-office-listings/housing-maps/).

Students arriving in the Fall who do not have permanent accommodation arranged may request a temporary residence room while they conduct their housing search. For more information or to make a reservation (Queen’s University student ID number is required), e-mail [event.services@queensu.ca](mailto:event.services@queensu.ca).
STUDENT SERVICES

Queen’s University International Centre (QUIC)
The QUIC provides non-academic support service for international exchange students through its various programs and activities throughout the academic year. For more information about QUIC and its services for exchange students, visit http://quic.queensu.ca/international-students-and-staff/.

On-Campus Facilities
Queen’s University offers a range of facilities on-campus including libraries, information technology services (ITS), the Campus Bookstore, health services, and various cafeterias, as well as an assortment of places to meet and relax with friends, such as pubs and cafés. Students will also have access to the Queen’s Centre, a modern, multi-purpose complex in the heart of campus, which includes an aquatic centre, gymnasiums, a large cardio and weight area, dance studios, squash and racquetball courts, and an extensive student-life space. The Queen’s Centre integrates academics, sports and recreation, and student and community activities. Exchange students receive a Queen’s student card and have the same rights and privileges as a full-time Queen’s student, including a free City of Kingston bus pass. Find out more about Queen’s at http://www.queensu.ca/campuslife.

Student Wellness Services
Student Wellness Services supports the personal, academic, and social development of students at Queen’s University by providing a range of programs and services appropriate to their needs. Visit http://www.queensu.ca/studentwellness for details.

VISAS AND STUDY PERMITS
This information is subject to change. Please consult the links below for the most up-to-date information.

Study Permit
Students planning to study in Canada for 6 months or less do not require a Study Permit. For any period longer than 6 months, a Study Permit is required. A Study Permit is needed to work on campus, regardless of the length of study period. Exchange students may not work off campus.

Study Permit applications cost approximately $150 CAD (or equivalent in local currency). Applications should be submitted as soon as possible.

General requirements for a study permit application may include, though may not be limited to:
- A valid passport;
- Proof of acceptance from Queen’s University (in the form of a letter of admission to Queen’s);
- Evidence of adequate funds to cover the cost of living expenses for the student and any dependents coming to Canada. Evidence includes personal bank statements and/or letters pledging financial support, from family or other sponsors;
- Any further documents required by the applicant’s visa office;
- A medical examination may be required.


Temporary Resident (entry) Visas
Citizens of some countries and territories require a visa to visit Canada.

Students from some countries may also require a Temporary Resident (entry) Visa. A Temporary Resident Visa (if required) will be issued automatically as part of a successful Study Permit application.

Queen's University, home of Smith School of Business, has a rich academic tradition dating back to 1841. Located in Kingston, Ontario — one of Canada’s most vibrant small cities — Queen’s is consistently ranked among Canada’s very best universities.

### Important Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Nomination Deadline</th>
<th>Application Deadline</th>
<th>Orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (Sept.–Dec.)</td>
<td>April 1</td>
<td>April 30</td>
<td>September 4</td>
</tr>
<tr>
<td>Winter (Jan.–Apr.)</td>
<td>September 1</td>
<td>September 30</td>
<td>January 4</td>
</tr>
</tbody>
</table>

Note: Course registration for Commerce begins in July; therefore, nominating undergraduate students by April 1 for both the fall and winter terms will provide students with the best access to our course offerings.

### Orientation

Smith School of Business runs a mandatory orientation for all incoming exchange students. This orientation provides information about our school, our academic programs, student societies and technology support. Students have the opportunity to meet staff from the Centre for International Management, other exchange students and full-time Commerce students.

Queen’s University also offers a university-wide orientation session. More details concerning this will be provided to students once details are available.
Academic Calendar

<table>
<thead>
<tr>
<th>Course Selection</th>
<th>COMMERCE</th>
<th>MBA</th>
<th>MIB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>July–September 19</td>
<td>July</td>
<td>November</td>
</tr>
<tr>
<td>Winter 2019</td>
<td>July–January 18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Dates</th>
<th>COMMERCE</th>
<th>MBA</th>
<th>MIB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>September 6–November 30</td>
<td>September 3–December 15 (TBC)</td>
<td>January 7–April 5 (TBC)</td>
</tr>
<tr>
<td>Winter 2019</td>
<td>January 7–April 5 (TBC)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exam Period</th>
<th>COMMERCE</th>
<th>MBA</th>
<th>MIB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>December 5–20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter 2019</td>
<td>April 11–27</td>
<td>Exams take place during class schedule</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No Classes or Exams</th>
<th>COMMERCE</th>
<th>MBA</th>
<th>MIB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>October 8: Thanksgiving</td>
<td>February 18: Family Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td>October 25–26: Fall Mid-term Break</td>
<td>February 19–22: Reading Week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>December 6: Commemoration Day</td>
<td>April 19: Good Friday</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transcripts</th>
<th>COMMERCE</th>
<th>MBA</th>
<th>MIB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>Sent directly to the partner school in February</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter 2019</td>
<td>Sent directly to the partner school in June</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Eligibility

UNDERGRADUATE | Bachelor of Commerce

It is strongly recommended that all applicants have successfully completed at least six foundation courses in Business and/or Economics at their home school. Students in an undergraduate program or in M1 of a Master’s program will be admitted to the Commerce program.

GRADUATE | MBA and Master of International Business (MIB)

The MBA exchange program is offered in the fall term only. The MIB exchange program is offered in the winter term only. Students must be in an MBA or in 2nd year/ M2 of a Master’s program in order to be admitted into either graduate program.
Language Requirements
Language of Instruction: English

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet-based TOEFL</td>
<td>24 (writing) 22 (speaking) 22 (reading) 20 (listening) 88 Overall</td>
<td>100 Overall</td>
</tr>
<tr>
<td>Paper-based TOEFL</td>
<td>Essay rating score of 5.0 580 Overall</td>
<td>600 Overall</td>
</tr>
<tr>
<td>International English Language Testing System (IELTS)</td>
<td>Score of 6.5 on academic module</td>
<td>Score of 7 on academic module</td>
</tr>
<tr>
<td>Canadian Academic English Language Assessment (CAEL)</td>
<td>Overall band of 70 with no band below 60</td>
<td>Overall band of 70 with no band below 60</td>
</tr>
<tr>
<td>Pearson Test of English (PTE)</td>
<td>60</td>
<td>70</td>
</tr>
<tr>
<td>Michigan English Language Assessment Battery</td>
<td>Overall band of 70 with no band below 60</td>
<td>90</td>
</tr>
</tbody>
</table>

Grading | Queen's GPA Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points</th>
<th>Percentage</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
<td>90 - 100</td>
<td>Outstanding work</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>85 - 89.9</td>
<td>Excellent work</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80 - 84.9</td>
<td>Very good work</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>77 - 79.9</td>
<td>Good work</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>73 – 76.9</td>
<td>Competent work</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>70 – 72.9</td>
<td>Basic understanding</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>67 – 69.9</td>
<td>Weak work indicating lack of knowledge or ability</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>63 – 66.9</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>60 – 62.9</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>57 – 59.9</td>
<td>Work showing major deficiencies</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>53 – 56.9</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>50 – 52.9</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0 – 49.9</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
<td>Pass; no grade assigned</td>
</tr>
<tr>
<td>FR</td>
<td></td>
<td></td>
<td>Failure with review</td>
</tr>
<tr>
<td>CR</td>
<td></td>
<td></td>
<td>Credit</td>
</tr>
<tr>
<td>IN</td>
<td></td>
<td></td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
Course Information

**Academic Integrity:** As a member of the Centre for Academic Integrity (CAI), Queen’s subscribes to the definition of academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. For more information, please visit smith.queensu.ca/about/academic_integrity/index.php.

**Class Format:** Lectures, presentations, group work, and case studies

**Attendance:** Strongly recommended with some courses requiring mandatory attendance.

**Participation:** Students are encouraged to be active participants; some classes will include a participation grade.

**Credit Weight:** Each course consists of 36 contact hours and has a weight of 3.0 academic units.

**Work load:** Queen’s courses are demanding with ongoing assessment, group work, final projects and/or exams. For every hour of class time, students should plan for approximately 3.5–4.5 hours of additional independent and/or group work. Students must follow the course load requirements that are determined by their home school.

**Class Size:** 40–80 students

**Examinations:** An extra 30 minutes and translation dictionary (not electronic dictionary) are permitted for exchange students whose first language is not English and who had to submit a language test with their application (final exams only).

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**UNDERGRADUATE | Bachelor of Commerce**

Students may take some courses at a Queen’s faculty other than Smith School of Business; however, the majority of courses must be taken at Smith. For a listing of Commerce courses, please visit ssb.ca/bcom_courses.

**GRADUATE | MBA and Master of International Business (MIB)**

- MBA elective (specialization) courses are run in a modular format and begin in September and continue until mid-December.
- MBA courses are listed at queensmba.ca. MBA courses fall into one of six streams: Consulting, Entrepreneurship and Innovation, Finance, Healthcare Management, Marketing and Sales, and General Management. You may select courses from multiple streams.
- MIB elective courses will be offered in two 6-week modules from January to April.
- Exchange students must take 3-4 courses per term. It is highly recommended that MBA exchange students take a maximum of four courses based on the program structure.
- MIB courses are listed at ssb.ca/mib.

*Note: Exact course availability for MBA and MIB will be confirmed during the application process.*
Living Expenses

<table>
<thead>
<tr>
<th>Expenses*</th>
<th>One Term</th>
<th>Two Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Campus/Residence Fees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(excluding optional meal plan)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ResNet (Internet Fees)</td>
<td>$80</td>
<td>$160</td>
</tr>
<tr>
<td>Student Government</td>
<td>$57.50</td>
<td>$115</td>
</tr>
<tr>
<td><strong>Off-Campus Housing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(includes utilities)</td>
<td>$2,250 - $3,100 (approx.)</td>
<td>$4,500 - $6,100 (approx.)</td>
</tr>
<tr>
<td><strong>Food</strong></td>
<td>$1,200 (approx.)</td>
<td>$2,400 (approx.)</td>
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<td><strong>UHIP Medical Insurance (mandatory)</strong></td>
<td>$204</td>
<td>$408</td>
</tr>
<tr>
<td><strong>Supplementary Medical Insurance (optional)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Commerce &amp; MBA students use AMS plan:</td>
<td>$298.50 AMS</td>
<td>$298.50 AMS</td>
</tr>
<tr>
<td>myams.org/health-and-wellness-services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• MIB students use SGPS plan:</td>
<td>$567.58 SGPS</td>
<td>$567.58 SGPS</td>
</tr>
<tr>
<td>sgps.ca/sgps-health-and-dental-plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Textbooks &amp; Supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Commerce</td>
<td></td>
<td></td>
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<tr>
<td>• MBA (Fall)</td>
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<tr>
<td>• MIB (Winter)/Double Degree</td>
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</tr>
<tr>
<td>(costs vary according to area and level of study)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Approximately $100 to $300 per course</td>
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<tr>
<td>• $100 mandatory material fee per course</td>
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<tr>
<td>• $125 mandatory material fee per course</td>
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<tr>
<td><strong>Telephone</strong></td>
<td>$80 to $180 (approx.)</td>
<td>$160 to $360 (approx.)</td>
</tr>
<tr>
<td><strong>Clothing</strong></td>
<td>$250 (approx.)</td>
<td>$500 (approx.)</td>
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<tr>
<td><strong>Miscellaneous</strong> (not including additional travelling)</td>
<td>at least $600</td>
<td>at least $900</td>
</tr>
</tbody>
</table>

* Fees are subject to change. Fees are based on the past 2017-2018 year. Mandatory fees will automatically be applied to the student’s account at Queen’s University. Residence is only available for undergraduate students.

Housing

**ON CAMPUS** (Residence)

A number of rooms have been allocated in Queen’s residence for undergraduate exchange students at Jean-Royce Hall. Rooms are assigned by a computer lottery process and are not guaranteed. A deposit must be submitted at the same time as the residence application. This deposit is refunded for students who are not allocated a room in residence.

Residence Application and Deposit Deadlines:
Fall Term: July 1, 2018  |  Winter Term: December 1, 2018

To find out more about residence, please visit: residences.housing.queensu.ca/applications_assignments/how-to-apply

**OFF CAMPUS**

Finding appropriate living arrangements in Kingston can be a challenge, especially in the fall term. We recommend that you arrive in Kingston at least one week before your classes begin in order to find adequate accommodations.

We recommend that you do not sign a lease or send rent money to a landlord before you arrive in Kingston. For more information on finding accommodation, please visit: quic.queensu.ca/resources/housing-support. You may also find it useful to consult the following local maps to help you determine the proximity of these properties to Queen’s campus: quic.queensu.ca/resource/housingmaps.asp.
Services for Students

Student Card
Exchange students receive a Queen’s Student card and have the same rights and privileges using this card as a full-time Queen’s student, including free use of Kingston Transit and access to the facilities listed below. Further information is available at queensu.ca/registrar/studentid.

International Student Services
For non-academic issues and services contact Queen’s University International Centre at quic.queensu.ca.

Computer Services
Goodes Hall, home to Smith School of Business, has wireless network access throughout the building, as well as a full-service IT department in the lower level (LL228).

On-Campus Facilities
Queen’s offers a range of on-campus facilities including:
- Athletic and Recreation Centre (pool, gym, weight rooms)
- Campus Bookstore
- Libraries
- Student Wellness Services (Health, Counselling and Disability Services)
- Student Academic Success Services (Learning Strategies and Writing Centre)
- Dining Halls and Eateries
- Queen’s School of English
Visa and Study Permit

Entry Visa
Citizens of certain countries and territories will require either a Visa or an Electronic Travel Authorization (eTA) to visit Canada. Further information is available at cic.gc.ca/english/visit/visas.asp.

Study Permit
A study permit is required for anyone who wants to study in Canada for six months or more. All double-degree students must obtain a study permit at cic.gc.ca/english/study/index.asp.

You will need to provide:
• A passport which is valid for six months after you return home
• Your Queen’s acceptance letter
• Evidence of adequate funds to cover the cost of tuition and living expenses for you and any dependents coming to Canada with you. Please visit cic.gc.ca/english/study/study-how-documents.asp
• A medical examination may be required

Health Insurance

MANDATORY | University Health Insurance Plan (UHIP)

UHIP medical insurance (uhip.ca) offers coverage for basic services like emergency hospital visits and physical examinations. UHIP does not cover supplementary medical services, such as dental work or physiotherapy. International students must have primary health insurance provided by UHIP for the duration of their time in Canada. Fees are subject to change from year to year.

OPTIONAL | Supplementary Medical Insurance

This covers some services that are not covered by UHIP, such as a portion of the cost of prescription medicine, physiotherapy, chiropractic care, eye examinations, dental work, vision care, travel coverage and other services. Supplementary health plans are administered by our student government offices: Alma Mater Society (AMS) for Commerce and MBA students, Society of Graduate and Professional Students (SGPS) for MIB students.
### Centre for International Management Team

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
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<tbody>
<tr>
<td><strong>Emily Mantha</strong>&lt;br&gt;Associate Director&lt;br&gt;International Programs (Commerce)&lt;br&gt;*On leave until March 2018&lt;br&gt;<a href="mailto:smithexchange@queensu.ca">smithexchange@queensu.ca</a></td>
<td><strong>Alison Darling</strong>&lt;br&gt;Associate Director&lt;br&gt;International Programs and Projects&lt;br&gt;<a href="mailto:alison.darling@queensu.ca">alison.darling@queensu.ca</a></td>
</tr>
<tr>
<td><strong>Jacoba Franks</strong>&lt;br&gt;Exchange Advisor&lt;br&gt;(Americas, Asia, Ireland, Nordic, Oceania, Russia, UK)&lt;br&gt;<a href="mailto:jacoba.franks@queensu.ca">jacoba.franks@queensu.ca</a></td>
<td><strong>Giovanna Crocco</strong>&lt;br&gt;Program Administrator&lt;br&gt;<a href="mailto:giovanna.crocco@queensu.ca">giovanna.crocco@queensu.ca</a></td>
</tr>
<tr>
<td><strong>Tenay Bartzis</strong>&lt;br&gt;Exchange Advisor&lt;br&gt;(Central, Eastern and Southern Europe, Turkey)&lt;br&gt;<a href="mailto:tenay.bartzis@queensu.ca">tenay.bartzis@queensu.ca</a></td>
<td><strong>Alina Jumabaeva</strong>&lt;br&gt;International Assistant&lt;br&gt;<a href="mailto:alina.jumabaeva@queensu.ca">alina.jumabaeva@queensu.ca</a></td>
</tr>
<tr>
<td><strong>Alison Doyle</strong>&lt;br&gt;International Assistant&lt;br&gt;<a href="mailto:alison.m.doyle@queensu.ca">alison.m.doyle@queensu.ca</a></td>
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**Centre for International Management**

*The Stephen J.R. Smith School of Business*

Goodes Hall, Room 321, Queen’s University

Kingston, Ontario

Canada K7L 3N6

+1.613.533.6833

[Undergraduate: smithexchange@queensu.ca](mailto:smithexchange@queensu.ca)

[Graduate: smithgradexchange@queensu.ca](mailto:smithgradexchange@queensu.ca)

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

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**Emergency Contact Information**

**Office Hours**

Monday–Friday, 8:30 am–4:30 pm EST

+1.613.533.6833 *(voicemail available)*

**Outside Office Hours (weekends and holidays)**

Please contact campus security at

+1.613.533.6111

They will contact the appropriate personnel to provide assistance. This service is available 24 hours a day, 7 days a week.