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## UPEI INTERNATIONAL STUDENT GUIDE 2009~2010

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*UPEI International Development Week Luncheon, February 2009*

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## Available support services for international students at UPEI

### 1) *International Student Advisors*

Two International Student Advisors (ISAs) in the Department of Student Services, Joy Ikede and Erica Stanley, are available to advise you on any matters, including your study/work permit or visa applications. They will be your first contacts after you have been admitted to UPEI. You are encouraged to visit their office once you arrive, and to give them your new contact information. If you would like to receive news and information about matters relating to international students, it is very important that they have your current information on file.

Office hours for the ISAs are Monday to Friday, 8:30 a.m. to 4:30 p.m. You are welcome to meet with them anytime during these hours, although if your concern may take a while, it is recommended that you make an appointment.



Mrs. Joy Ikede  
Student Services, Room 250  
(902) 894-2823  
[jikede@upei.ca](mailto:jikede@upei.ca)



Erica Stanley  
Student Services, Room 249  
(902) 566-0443  
[estanley@upei.ca](mailto:estanley@upei.ca)  
<http://upei.ca/futurestudents/international/>

### 2) *The International Student Connections "Buddy" Program*

The Buddy Program is one of several ways to start meeting new friends and to become familiar with your new surroundings. "Buddies" are other Canadian or international students who have been at UPEI for at least one year who volunteer to help new international students make a successful transition to life on campus and in the PEI community. Your buddy will be someone you can socialize with and feel safe going to with your questions and concerns.

This year's Buddy Program Co-ordinator is fourth-year student Sarah MacDonald. She can be contacted by phone at (902) 940-9197.

If you would like more information on this opportunity, or an application form, visit:

<http://69.39.86.90/~upeisuc/upeisu/index.php?page=iscpbuddyprogram>

or e-mail: [buddy@upeisu.com](mailto:buddy@upeisu.com)

### 3) ***International Student Ambassadors***

International Student Ambassadors are fellow international students who work part-time for Student Services under the supervision of the International Student Advisors. They help with the initial welcoming and settling in of new international students, organize social events, and act as liaison between students and the University. For the 2009–10 school year, the International Student Ambassadors are Sherone Benwell, who is a second-year student from Jamaica, and Mohammad Altheiban, a fourth-year student from Saudi Arabia. Feel free to contact them and introduce yourself!



Sherone Benwell  
[sbenwell@upei.ca](mailto:sbenwell@upei.ca)



Mohammad Altheiban  
[mial@upei.ca](mailto:mial@upei.ca)

### 4) ***Ambassador Family Program***

The “Ambassador Family Program” was initiated by our current Lieutenant Governor, Honourable Barbara Hagerman. This program matches international students with a local family who is interested in hosting one or more students in their home a couple of times during the academic year. It is a great chance to meet people off-campus and learn how different families in Canada live.

This program is overseen by Erica Stanley, one of your International Student Advisors. If this opportunity sounds interesting to you, contact Erica at [estanley@upei.ca](mailto:estanley@upei.ca), or drop in to the Department of Student Services.

### 5) ***Other Services for Students***

In addition to the above services which cater specifically to the needs of our international students, other services are available to the entire UPEI student population. For example, the following services are available to all students through the Department of Student Services or the Webster Centre for Teaching and Learning:

- Financial Aid
- Personal Counselling
- Academic Advisement
- Health Services
- Diversity Office
- The Writing Centre
- Math Help
- Tutoring Services

They are listed and described in more detail in the 2009–10 Student Handbook, which is published by the UPEI Student Union. Please pick up your copy in the Student Union office.

## Campus experience

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### **1) Orientation for New Students**

- a. New Student Orientation (NSO): To help make your transition to the campus and local community as smooth as possible, and to set the mood for Campus life, the Student Union organizes New Student Orientation (NSO) for both international and local students **September 11–14, 2009**. NSO offers a wealth of entertaining activities to familiarize you with many of the people and places on campus that you will need to know.

- b. Orientation for new international students:  
Every September and January, an orientation day is scheduled to address the particular needs of our international students. You will attend interesting and informative sessions, including how to use your time effectively, managing your finances, and coping with the adjustment to a new country and culture, as well as information on immigration. It is a wonderful opportunity to make new friends and immediately feel like you're a part of the UPEI community.

Attendance is highly encouraged, as it helps students settle in more easily and gain confidence in their decision to come to UPEI. The next scheduled orientation day for International Students is **September 19, 2009, 9:30 a.m.–3:30 p.m. in MacDougall Hall, Room 242.**

- c. Important dates to remember:  
*September 11, 2009* — Move-in day for first-year students.  
*September 11–14, 2009* — New Student Orientation (NSO).  
*September 12, 2009* — Move-in day for all remaining students.  
*September 14, 2009* — First day of classes.  
*September 25, 2009* — Final day for late registration; changing of course(s) or sections; cancellation of courses with full refund; final day for payment of fees.  
*October 9, 2009* — Last day for discontinuing course(s) — 60% refund.  
*October 12, 2009* — Thanksgiving day. No classes.  
November 6, 2009 — Last day for discontinuing course(s) — 40% refund; no discontinuations after this date. Final date for submission of applications for degrees, diplomas, and certificates; forms available online.  
November 11, 2009 — Remembrance Day. No classes.  
December 3, 2009 — Deadline for applications for second semester, and final day of first-semester classes.  
December 7–16, 2009 — Examinations.  
December 18, 2009 — End of first semester.



## 2) **Academic matters**

### a. Academic Life: What to Expect in the Canadian Classroom

Depending on your program, some of your first-year lectures may consist of a fairly large number of students, although at UPEI an effort is made to keep the classes small. You will be given a course outline with a description of the course, your reading requirements, and the methods of evaluation. In general, the grades for the courses will be based on assignments (research papers, presentations, or group projects), as well as tests, mid-terms, and final exams. The weighting of the grades is usually determined by the professor and/or department.



*International Development Week, Feb. 2009*

In general, the classroom environment is relaxed and the relationship between students and professors informal. Most instructors encourage their students to ask and answer questions, often resulting in lively discussions. If you feel shy about participating in class, do not be afraid to discuss your progress with your professor after class or through e-mail. Professors have office hours, and many are willing to meet outside those hours if it is more convenient for you.

### b. Academic Standing

*(Note: UPEI policy defines "Academic Year" as September to April. A "Satisfactory Semester" is defined as any semester in which a student fails no more than one course and scores 60% in at least half the courses attempted. An "Unsatisfactory Semester" is defined as any semester in which a student fails more than one course, or scores less than 60% in more than half the courses attempted. After each semester, students are automatically assigned one of the following standings based on academic performance during the semester.)*

- (i) Good Standing: Students who have two satisfactory semesters in an academic year will be assigned this designation.
- (ii) Academic Probation: Students who have one unsatisfactory semester in an academic year will be placed on academic probation for the subsequent year. Students on academic probation will normally: (1) have restrictions placed on their course loads; and (2) be required to enrol in an academic support program.
- (iii) Academic Suspension: Students who have two unsatisfactory semesters in an academic year, or who have an unsatisfactory semester while on academic probation, will be placed on academic suspension. Students on academic suspension are not permitted to take academic courses at UPEI for a full academic year following suspension. Students who have been academically suspended may apply for readmission after a full academic year. Any post-secondary courses completed during the

period of academic suspension are not eligible for credit toward a degree or other credential at UPEI.

c. Plagiarism

Plagiarism occurs when a student submits or presents work of another person in such a manner as to lead the reader to believe that it is the student's original work. Self-plagiarism is the submission of work previously submitted for academic credit without prior approval of the professor. Because UPEI is committed to the principle of academic integrity, plagiarism is not tolerated.

d. Appeals

Both the standing and the conditions of academic probation and academic suspension are subject to appeal to the Student Academic Appeals Committee.

### ***3) Cultural adaptation and culture shock***

It is expected that in addition to the transition to university life, international students will go through a process of culture shock. There may be many aspects to Canadian life, such as climate, relationships, food, and the education system that are unfamiliar and difficult to understand. For those who do not speak English as a first language, it may take longer to adapt to the differences. It is recommended to make every effort to form relationships with local people and to become active in the community. The International Student Advisors are available if you want to talk about what you are experiencing or need help navigating in the new cultural environment.

**Some signs that you may be experiencing culture shock are:**

- Poor appetite or overeating
- Inability to sleep or sleeping too much
- Tiredness and irritability
- Feeling alone and isolated
- Substance abuse
- Feeling powerless

**Here are some ideas on how to deal with culture shock:**

- Know that your reactions are normal and be patient; culture shock may not disappear within a few days, but it will pass.
- Get involved with the Buddy Program.
- Get to know the people who work in Student Services and speak with them about it; they are there to help you.
- Try to attend activities organized for international students, as well as other activities. You will meet other international and Canadian students who have adjusted to the experience of living abroad and who would welcome the opportunity to help you.
- Try to connect with people who share your own cultural background, to give you a sense of belonging. Stay in contact with family and friends back home.
- Participate in UPEI events. Go to a basketball game. Attend a recital. Watch a play or listen

to a guest lecturer. The Student Union organizes many social activities throughout the year, including live music. Look for notices posted around campus. Participating in these events will allow you to meet other people with similar interests, and with whom you can share your culture.

- Join the Society for International Students (SIS), and any of the many student clubs or organizations. These groups arrange numerous activities during the academic year, giving you the opportunity to establish friendships with different groups of people.
- Become involved with the UPEI sports program, or establish a routine of daily exercise. Physical activity will increase your energy level, thereby helping you to fight feelings of fatigue and depression. Once again, it is another chance for you to meet people.
- Find ways to become involved in your new culture. Ask your Canadian friends to teach you popular idioms and local expressions.
- Attend community events and cultural activities, and discover opportunities for volunteering. Ask your ISA about Multicultural Associations in the community.



Convocation, May 2009

From reading the preceding pages of this Student Guide, you can see that there are many ways to make the most of your student experience by involving yourself in the UPEI community and beyond. Once again, we understand that overcoming culture shock will not be easy. It is important to establish simple goals for yourself. We would encourage you to keep a journal in which you are able to reflect upon your progress.

### **Going Back Home**

Culture shock is understood by most students who travel overseas, but we also want you to be aware of *reverse culture shock*, which is what you might experience when you return to your home country. Student Services will help you prepare for settling back in your home environment. Please let our office know when you're about to return home.

### **4) Health care and medical insurance**

#### **a. UPEI Student Health Plan**

Once you register as a full-time student, you are automatically enrolled in an insurance policy through the Student Health Plan. The cost of this coverage is included in your University fees. This plan includes coverage for basic benefits; for example, hospital and out-patient benefits, doctors' expenses, X-rays, and immunizations. You will also be covered by the Extended Health and Dental Plan benefits. Some examples of this plan's services are prescription drugs, physiotherapy, and ambulance coverage. For an additional fee, optional dependant coverage is also available on request at the Student Union Office. Call the Student Union at (902) 566-0530 for more information about the Student Health Plan. *UPEI Student Health insurance covers international*



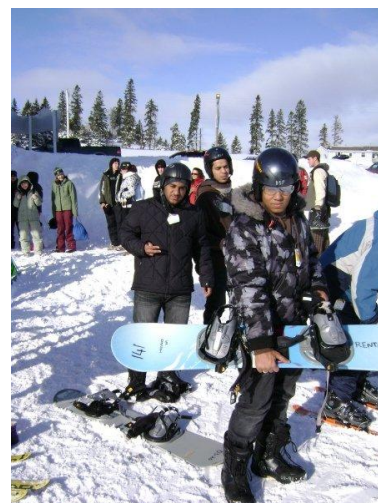
*students while travelling out of Canada. Exchange students and part-time international students are not eligible for UPEI Student Health Coverage, and therefore must provide their own medical insurance. See the section below about StudentGuard health insurance.*

If you need to see a doctor, make an appointment at the UPEI Health Centre, located in Student Services. If the doctor is not available when you need to see him/her, you may go to a walk-in clinic. To see a doctor off-campus, you will have to pay for the visit, and bring your receipt to the Student Union office to get reimbursed through the Student Health Plan.

**Please note: the medical insurance plan offered by the Student Union is compulsory for all full-time students unless you show proof of being enrolled in an alternate plan.**

*StudentGuard: Emergency Health Insurance*

StudentGuard Health Insurance is available to all who are involved in international education, including exchange and co-op students and their families. It is an emergency care program with worldwide coverage and with no exclusions. Coverage begins from when a student leaves his/her home country, and as soon as the application is sent in, with 10 days' grace to pay. The Standard Program generally costs \$1.45/day, but will vary according to geographic location, age of the insured, and a few other variables. For more details, please go their website: [www.studentguard.com](http://www.studentguard.com)



*Ski trip, January 2009*

Tel: toll-free: 1-877-873-8447

Fax: (905) 731-6676

E-mail: [sales@studentguard.com](mailto:sales@studentguard.com)

## **5) Society of International Students (SIS) and Executive**

All registered international students are automatically considered members of the Society of International Students (SIS). An elected Executive runs and organizes the affairs of the Society. There are social activities such as potlucks, movie nights, international Christmas dinners, barbecues, bowling nights, and ski trips. Executive members are also involved in assisting students with their studies and accommodation. Elections for the Executive take place around the beginning of October. You are all encouraged to be active members of the Society and, if possible, be a part of the Executive.

If you are interested, please contact Joy Ikede, the International Student Advisor ([jikede@upei.ca](mailto:jikede@upei.ca)). If you have questions about the Society, please feel free to contact any of our past Executive members.

## **6) Social activities**



*Ski trip, January 2009*

Typically, some social events are organized during the academic year for international students to mingle among themselves and among the larger community. Your participation in social events is valuable for you and for everyone because it provides you with a break from the pressures of academic life and allows for building new friendships. It is most important that the ISAs and the SIS executive have your contact information, as social events are usually advertised by e-mail and/or on social networking sites. Make sure you are informed of what is going on!

## Immigration/visa/work permit information

**Note: To obtain information on the status of your study permit or work permit, e-mail [question@cic.gc.ca](mailto:question@cic.gc.ca) and provide them with the following information along with your question:**

1. Surname — Exactly as it appears on the application, passport, or identity document
2. Given name— Exactly as it appears on the application, passport, or identity document
3. Date of birth (YYYY-MM-DD)
4. Country of birth
5. Client ID Number
6. Your current status in Canada
7. The expiration date of that status
8. Complete address (including the postal code)
9. Telephone number

### 1) **Study Permits**

#### a. Extension of Study Permits

When you arrived in Canada, you were issued your Study Permit, and your passport was stamped with the entry date and the date that you must depart from Canada. Check that your anticipated study period does not go beyond this date. **Remember: it is illegal to study in Canada without a valid Study Permit.** If your study permit is close to expiration, you are able to extend your Permit from within Canada. To extend your study permit, an online application can be made to Citizenship and Immigration Canada (CIC). You will need to create an online account called a Government of Canada “e-pass” at:

[https://blsrcr3.egs-seg.gc.ca/TruePassApp/TruePassFrameset.jsp?visibleFrameURL=https://blsrcr3.egs-seg.gc.ca/lcf\\_app\\_server/lcf?epass=](https://blsrcr3.egs-seg.gc.ca/TruePassApp/TruePassFrameset.jsp?visibleFrameURL=https://blsrcr3.egs-seg.gc.ca/lcf_app_server/lcf?epass=)

To complete this application, you will need to have the following documents

ready:

- your study permit
- your passport
- your letter of acceptance to UPEI (Your original acceptance letter includes length of program; if there has been a change, obtain a new letter from the Registrar's Office)
- a "proof of funds" letter from your bank or funding letter (if you are on scholarship).

The most convenient way to pay is by credit card (VISA or MasterCard) with the online application, which costs \$125. If you need to use a different method of payment, please see your International Student Advisor. This application typically takes two to four weeks from when CIC receives the completed application and payment, and the new study permit will be mailed to the address you provided.

#### b. Expired Study Permits/Out of Status

If your Study Permit has already expired, you are considered "out of status." Your status must be reinstated within 90 days of the expiry date. You will be charged a reinstatement fee of \$200.00. If after 90 days you have not applied for reinstatement, you will be required to leave the country.

Follow the same online process as you would for the extension of the Study Permit to have your status reinstated.



If you are in the process of renewing your Study Permit, we recommend that you do not leave Canada before the application is approved, or you may be denied re-entry.

*UPEI President Wade MacLauchlan  
with international graduates, May  
2009*

## 2) **Changing from Visitor to Student Visa (Study Permit)**

If you are already in Canada as a Visitor, or as an Exchange Student with a Visitor Visa, and you would like to change your status from Visitor to Student, you need a Study Permit. It is not necessary for you to leave the country to make your application. Please follow these steps:

Go to the Citizenship and Immigration Canada website at [www.cic.gc.ca](http://www.cic.gc.ca). On the

left-hand side, under “Come to Canada,” click on Study. Under “Studying in Canada,” click on Study Permit. There you will find a guide and application form for persons Outside Canada. Among other documentation, you will need to provide with your application:

- a letter of acceptance from the University
- proof of sufficient funds
- proof of identity (i.e., passport)

Details are in the online guide, and the application may be done electronically. You will need to scan and attach the necessary documents, and there are several payment options.

If you choose to do the application on paper, your completed application form, with all required documents, should be sent to Buffalo or New York. The address is in the guide.

When you receive an approval letter, you must go to the nearest US border crossing (e.g., St. Stephen, NB) with your passport to receive the Permit.

### **3) Work Permits**

a. Working on campus — All international students are permitted to work on campus from the day they begin studies. To look for student employment, check “Careers at UPEI” on the UPEI home page, and click on “Student positions.”

b. Off-campus work permit (OCWP) — International students are eligible to work off-campus, up to 20 hours per week during the school year, and full-time during study breaks. Students are eligible to apply after six months of full-time studies (a co-op work term is included in the six months). Applications are done electronically through the CIC website. Go to <http://www.cic.gc.ca/english/study/work.asp> for the Student Guide.

To begin your application you must register for an online account with CIC at:

<https://blrscr3.egs-seg.gc.ca/cic/mycic/prod/protected/portal/mid1/portal/page/portal/cic/enrollment>. Select the “Apply for a Temporary Resident Permit” option, and follow the instructions. For help with this application, speak to Erica Stanley, International Student Advisor.

c. Post-graduation work permit — International students can now be issued a three-year work permit after graduation if they want to work in Canada.

Recently, changes were made to the original requirements. The job no longer has to be related to the student's degree and you don't have to have a job offer before you can apply. Finally, post-graduation work permits will now be "open" work permits.

Students must still apply within 90 days of completing the requirements of their degree. The application should include original documentation stating you have completed all requirements for your program of study, i.e., final transcript or letter from the institution, or formal notification of graduation. ***Each student can only apply for this work permit once, so if you plan to return for graduate school in Canada, keep in mind that you will not be able to apply for the post-graduation work permit again after your second degree.***

This application is currently done on paper, and costs \$150. Complete the application, which can be found at: <http://www.cic.gc.ca/english/study/work-postgrad-how.asp> and send the application to the Work Permit address below, with your name and address in top left corner of the envelope.

**Citizenship and Immigration — Work Permit  
CPC-Vegreville  
6212 - 55th Avenue, Unit 555  
Vegreville, AB T9C 1X6 CANADA**

d. Co-op placements and internships — Co-op students require a Co-op Work Permit, which can be submitted online or on paper. There is no charge for these work permits, although they are only valid for employment through the co-op program. Any further employment requires students to obtain an off-campus work permit. The co-op application should be mailed to:

**Citizenship and Immigration — Work Permit  
CPC-Vegreville  
6212 - 55th Avenue, Unit 202  
Vegreville, AB T9C 1X6 CANADA**



UPEI International Graduates, May 2009

e. Social Insurance Numbers (SIN):  
What is a SIN and



who should have one —All international students are eligible to apply for a Social Insurance Number (SIN) card. If you plan to work you will need a SIN. It is also another piece of identification. To obtain a SIN, please go to the Service Canada office located in the Jean Canfield building and bring:

- Your passport & study permit
- An employment contract

[http://www.servicecanada.gc.ca/eng/sc/sin/pdf/employmentcontract\\_eng.pdf](http://www.servicecanada.gc.ca/eng/sc/sin/pdf/employmentcontract_eng.pdf)

#### **4) Leaving and re-entering Canada**

a. Re-entry visa/Temporary Resident Visa (TRV) — When entering Canada for the first time, you are granted an Entry Visa, which is stamped on your passport with an expiry date. It could be single-entry, which means that whenever you leave Canada, you have to reapply to enter again. If it is multiple, you can leave and re-enter without any problem until the expiry date.

When applying for a Re-entry Visa, referred to as the Temporary Resident Visa (TRV), it is advisable to apply for a multiple-entry. You pay a little more, but it saves you the time and problem of applying each time you leave the country. All applications for re-entry are processed by the Consulate General of Canada in Buffalo or New York, US. I suggest Buffalo.

Re-entry (both single and multiple) and Temporary Resident Visas (TRV) go to whichever Canadian embassy you like in USA. Again, I suggest Buffalo.

Application for Re-Entry:

- Go to [http://www.cic.gc.ca/english/pdf/kits/forms/imm5257b\(pilot\).pdf](http://www.cic.gc.ca/english/pdf/kits/forms/imm5257b(pilot).pdf) to download the form (IMM 5257).
- Complete the document checklist: <http://www.cic.gc.ca/english/pdf/kits/forms/IMM5484E.PDF> (IMM 5484).

Methods of Payment:

- Certified cheque or money order (\$150 CDN) purchased from the bank, and enclosed with the application form.

Documents to include with the Application for Re-Entry:

- Money order or certified cheque for the amount due
- Original passport
- Photocopy of your study permit
- Letter from the University stating your Student Status
- Proof of financial support
- Official transcript for two terms
- Two passport-size photos

Mail application to either Buffalo:

**Canadian Consulate General**  
**Immigration Regional Programme Centre**  
**3000 HSBC Centre**  
**Buffalo New York, 14203-2884, USA**  
Tel: (716) 858-9500  
Fax: (716) 858-9591 or (716) 852-2477  
E-mail: [buffalo-im-enquiry@international.gc.ca](mailto:buffalo-im-enquiry@international.gc.ca)  
Web: [www.canadainternational.gc.ca/buffalo](http://www.canadainternational.gc.ca/buffalo)

or New York:

**Consulate General of Canada**  
**Immigration Section**  
**1251 Avenue of the Americas (Concourse Level)**  
**New York, NY, 10020-1175, USA**  
Tel.: (212) 596-1628  
Fax: (212) 596-1790  
Web: [www.newyork.gc.ca](http://www.newyork.gc.ca)

b. Lost study permit/work permit

If you have lost any immigration document issued by the Government of Canada, you can get it replaced. You will need to fill out the forms listed on the page below and pay a fee of \$30. The replacement document can be picked up at the local CIC office in Charlottetown.

<http://www.cic.gc.ca/english/information/applications/guides/5545E.asp>

c. Fees for Canadian temporary resident permits are as follows:

| <b>Type of Application :</b>  | <b>Cost (CDN\$):</b> |
|---|----------------------|
| Multiple Entry (TRV)*   | \$150                |
| Single Entry (TRV)*   | \$75                 |
| Family Rate (TRV)*  | \$400                |
| Study Permit  | \$125                |
| Work Permit   | \$150                |
| Restoration of Temporary Status<br>(due to loss of status as a student) | \$200                |

**\*Temporary Resident Visa**

d. Refunds

To obtain a refund if you no longer wish to make an application, you need to send to the Processing Centre a written request to withdraw your application. Send it to:

**CPC Vegreville**  
**6212-55th Avenue, Unit 101**

**Vegreville, AB T9C 1X5 CANADA**

Note: The Processing Fee is only refundable if the request is received before processing has begun. To receive a refund for fees paid to a bank in Canada, please contact the HPM Production Office by fax or mail:

**HPM Production**  
**Jean Edmonds Tower, North**  
**300 Slater St., 4th Floor**  
**Ottawa, ON K1A 1L1 CANADA**  
Fax: (613) 952-6399

***You should include the following information to receive a refund:***

- Your reason for requesting a refund (e.g., withdrawing application, used wrong method of payment)
- Your name, address, telephone number
- A copy of your receipt of payment

**5) Travelling to the United States. What to do?**

**a. Obtaining a visitor visa**

In order to visit the United States, you have to obtain a United States Visitor Visa from the American Consulate in Halifax, unless your country is part of the "Visa Waiver Program" (see below). The Consulate is open Monday to Friday from 8:30 to 11:30 a.m., and 2:00 to 4:30 p.m. Visa services are only offered on Tuesdays and Thursdays between 8:30 a.m. and 11:30 a.m. by appointment only. You may request an appointment and find the application forms online at: <http://www.consular.canada.usembassy.gov/nvars.asp> You may also call for visa information by telephone at **1-900-451-6330**. To book an appointment and charge to a credit card, call **1-888-840-0032**.

***The office is located at:***

**American Consulate**  
**Suite 904, Purdy's Wharf**  
**Tower 11, 1969 Upper Water Street**  
**Halifax, NS B3J 3R7 CANADA**  
Tel.: (902) 429-2480, ext. 2991  
Fax: (902) 423-6861  
Web: <http://halifax.usconsulate.gov/content/index.asp>

***The mailing address is:***

**U.S. Consulate General**  
**P.O. Box 2130, CRO**  
**Halifax, NS B3J 3B7 CANADA**

The application fee (\$131 USD) must be paid to the Scotiabank BEFORE your appointment with the following deposit slip

<http://www.consular.canada.usembassy.gov/deposit-131.pdf>. When you have paid the fees and completed the forms, you will have to go to the Consulate in person at the time you were given.

**b. Visa Waiver Program Countries**

Travellers from Visa Waiver Program countries who plan to travel to the US must note the following: as of July 1, 2009, travellers from all 35 Visa Waiver Program Countries are required to apply for travel authorization online through Electronic System for Travel Authorization (ESTA). Otherwise, a US Visa is required.

For more information, please visit the following website:

[http://travel.state.gov/visa/tempvisitors\\_novisa\\_waiver.html](http://travel.state.gov/visa/tempvisitors_novisa_waiver.html)

To find out if you are from a Visa Waiver Country, check this site:

[http://travel.state.gov/visa/tempvisitors\\_novisa\\_waiver.html#2](http://travel.state.gov/visa/tempvisitors_novisa_waiver.html#2)

**6) Passports**

If your passport has been lost or stolen, report this immediately to the Embassy of your country in Ottawa, Canada. Also, if you need to renew your passport, find out from your Embassy what is required to do this, as requirements vary from one country to another. To locate the closest consular for your country, visit:

<http://w01.international.gc.ca/Protocol-Protocole/Consular-Consulats.aspx?lang=eng>

**7) Embassies and Consulates**

In Canada, the Embassy of each country is located in Ottawa, Ontario. If you need to contact your embassy, you can find the address and contact information here: <http://www.ottawakiosk.com/embass.html>. Many services are offered at the Consular office closest to you. To find the consulate of your country, check the Department of Foreign Affairs Website: <http://w01.international.gc.ca/Protocol-Protocole/Consular-Consulats.aspx?lang=eng>

**8) Information for exchange students**

Incoming exchange students are not considered international students in the strict sense, as they do not pay international fees, although they are welcome to take advantage of our services. They DO NOT need a study permit if they will remain at UPEI for only one semester. However, it is recommended to apply for one if there is any chance of deciding to stay any longer than one semester.

**9) Permanent Residence**

International students who graduate from a Canadian post-secondary institution and wish to make Canada home have several options available to them. In addition to the post-graduation work permit program, some provinces

have a “Provincial Nominee Program” in place to attract immigrants to fill the labour market shortages of their province. For information on the PEI Provincial Nominee Program, visit:

<http://www.gov.pe.ca/immigration/index.php3?number=1014385&lang=E>

For information on the federal “Canadian Experience Class” (CEC), visit:

<http://www.cic.gc.ca/english/information/applications/cec.asp>