



Partner Universities - International Student Checklist

Pre-departure

Electronic Travel Authorization (eTA).	☐ For details regarding eTA, please refer to the website on the left. Note: If you are unsure whether to obtain an eTA or a visa, please visit the following website: Visit Canada - Canada.ca
Third Party Authorization form	☐ Email the signed form to partners@ucalgary.ca before the student's arrival in Calgary. Note: The University of Calgary will not disclose confidential personal information without student's explicit consent.
Online Placement Test	☐ Students must complete the Online Placement Test by the deadline to be placed in the appropriate level. Test instructions will be sent to the email address registered in our system 40 days before the program begins. Please remind them to check their email including junk/spam folder. ☐ Late Placement Test Fees will apply to those who do not meet the deadline. Late placement test fees; a) Online Placement Test: \$25 CAD (Available from 8:31 AM, two weeks before the program starts, until 8:30 AM on the intake day). b) In-Person Placement Test: \$50 CAD (Available on the intake day. Students must arrive at the office between 8:30 AM – 9:00 AM). ☐ If students have any technical issues and cannot take/ complete the placement test, please ask the students to contact esl@ucalgary.ca .
Partner University Accompanying Students	☐ If there is anyone from the university who will be accompanying the students on this trip, please let us know their names, where they will be staying, and flight information.

Pre-arrival

Campus Access	➤ Students must complete the following tasks 15 days before program start date ➤ Students' access to services will be delayed if they don't complete the tasks on time. ➤ The email for the online test will include information about the procedures for each task. ➤ Please start steps #1 - #3 <u>after students complete the placement test.</u> IMPORTANT: complete #1 - #3 <u>in the order</u> shown below. ➤ If students have any technical issues for #1-2 , please contact esl@ucalgary.ca .
	☐ 1. Create a UCalgary IT Account & student email (new students only). ☐ a) UCalgary IT Account & Ucalgary Email. ☐ b) Setup Multi-factor Authentication (MFA). ➤ MFA adds an extra layer of security to protect students' IT account and is required to access their UCalgary mail.
	☐ 2. Apply for access to the UPass (university public bus and c-train pass) for the term: a) Submit your UCalgary email address: The link will be available when each program start date approaches. b) Download the MyFare app on the phone before the program begins. ➤ It takes 10 -14 days before students get Upass after their submission. ➤ Intensive Program and L&C DO NOT include Upass ➤ Spring semester transit pass cannot be accessed until May 1. - Students will need to purchase transit tickets until Upass begins.

	☐ 3. Submit the unicard (Ucalgary student identification card) photo online (new students only). ➤ If students cannot submit their photo online, please ask students to email their photo , UCID and full name to campusservicecentre@ucalgary.ca instead. ➤ Students will receive an email to their ucalgary email when their uncard is ready for pickup. After receiving the email, please pick up the uncard from the Campus Service Centre (located in the International House main lobby). Note: Students will need to bring ... a) their UCID (listed on students' Letter of Acceptance) and b) a government-issued photo ID (e.g. passport).
Homestay Preparation	☐ Please remind students to read the pre-arrival homestay information and watch the Homestay Program Video to prepare for their homestay.
On the Friday before the program begins	☐ Please remind students to check their emails for a “ First Day Information ” email. This email will include the details about the first day of the program (e.g. what classroom to go to).
On the day of arrival in Calgary	From your university.. ☐ more than 10 students arrive on the same flight: Read the Arrival Information sheet for arrival procedures. ☐ less than 10 students arrive: Only host families will be waiting for students at the arrival gate (Calgary airport). There will be no staff waiting at the Calgary airport. Emergency cell : 403- 703-1875 (homestay team, English only)
Others	☐ Please remind student to complete the tasks by deadline after completing the online test. ☐ Please remind students to check their email including junk/spam folder regularly. ☐ Please remind students to read any attachments included in the email. ☐ Students are expected to attend classes up until the last day of the program.

First two weeks of the program

On the first day of program	☐ Please read the First day instructions sheet ☐ Connect to Campus Wi-Fi with “airuc-secure” when students arrive at Ucalgary campus.
Mental Health Support	☐ Download Guard Me Student Support Program app for mental health support for students.
Mobile Doctor	☐ Download the Mobile Doctor app to connect with Canadian doctors digitally for students. NOTE: Eligible students will receive a health insurance policy number during the first week. A policy number is required to use the Mobile Doctor app.
Recreation Facilities Registration (Optional)	☐ Apply for access to campus recreational facilities (gym, swimming pool, climbing wall, etc.) <u>by the deadline</u> . Please note the link will be available when each program starts date approaches. ☐ Details of the application procedures are included in the email for the placement test.
Early Final Exam Request (Optional)	☐ Students are expected to attend classes up until the last day of the program. If they must leave early, please email the English Language Program office at esl@ucalgary.ca as soon as possible. ☐ Students are required to submit an early final exam request form by the deadline. ☐ Please note that we are unable to accept late requests. However, under extenuating circumstances, late requests will be accommodated with an administrative fee of \$50. ☐ Details of the application procedures are included in the email for the placement test.



Activity program (Optional)

- Each activity has limited number of students to accept, registration has a deadline and is on a first- come, first- served basis. If there is any activity that students would like to participate in, we recommend students to register early.
- **Refund policy:** [. Admission, Payment and Refunds | English Language Program | University of Calgary](#)
The same refund policy as other programs will be applied for optional activities

Activity Preparation

- ☐ Students are required to prepare and bring their own appropriate wear and small items to participate in activities.
[Activities Item List](#)
- ✂ This list is not exhaustive. Please prepare the necessary items according to the activity students registered for.
Example: For indoor soccer, students need to prepare indoor sneakers are needed.

Completion of Program

✂Please note that this section is for our partner universities only.

Assessment and Certificate of Completion:

- Students will receive the **Certificate of Completion** if they attend the graduation party at the end of the program.
- **Assessments** (final grade report) will be ready for issuing three weeks after the end of the program.
 - The original copy of the assessments will be sent directly to students by regular mail.
 - Due to the winter break, the issuance of Fall semester assessment will be available for mid-January or later (This may vary based on that year's calendar).
- **PDF version**
 - Assessments and Certificates of Completion in PDF format will be available via email to partner universities (three weeks after the end of the program).

IMPORTANT: If you need a PDF assessment and certificate of completion, kindly inform us with below information.

- a. Both "Certificate of Completion" and "Assessment" need to be emailed?
- b. Both the original copy of the "Certificate of Completion" and "Assessment", or either one, need to be mailed (by regular mail)?
- c. The deadline to receive PDF format or original