



## International Student Checklist

### Pre-departure

<a href="#">Electronic Travel Authorization (eTA).</a>	<input type="checkbox"/> For details regarding eTA, please refer to the website on the left. <b>Note:</b> If you are unsure whether to obtain an eTA or a visa, please visit the following website: <a href="http://www.visitcanada.ca">Visit Canada - Canada.ca</a>
<a href="#">Third Party Authorization form</a>	<input type="checkbox"/> Submission of the form is recommended prior to the student's arrival. <b>Note:</b> The University of Calgary will not disclose confidential personal information without student's explicit consent.
<a href="#">Online Placement Test</a>	<input type="checkbox"/> Students must complete the <a href="#">Online Placement Test</a> by the deadline to be placed in the appropriate level. An email (in English) about the test will be sent directly to students by the day before the test. <b>➤ If students have any technical issues and cannot take/ complete the placement test, please ask the students to contact <a href="mailto:esl@ucalgary.ca">esl@ucalgary.ca</a> .</b>
<b>Partner University Accompanying Students</b>	<input type="checkbox"/> 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

<b>Campus Access</b>	<ul style="list-style-type: none"> <li>➤ An automated IT account email will be sent to students 43 days prior to program start date.</li> <li>➤ Please begin steps #1 to #3 <u>after students receive the automated email.</u></li> <li><b>IMPORTANT:</b> complete #1 - #3 <u>in the order</u> shown below.</li> <li>➤ If students have any technical issues for #1 - #2, please contact <a href="mailto:esl@ucalgary.ca">esl@ucalgary.ca</a> .</li> </ul>
	<input type="checkbox"/> 1. Create a UCalgary IT Account & student email (new students only). <ul style="list-style-type: none"> <li><input type="checkbox"/> a) <a href="#">UCalgary IT Account &amp; Ucalgary Email.</a></li> <li><input type="checkbox"/> b) <a href="#">Setup Multi-factor Authentication (MFA).</a></li> </ul> <p>➤ MFA adds an extra layer of security to protect students' IT account and is required to access their UCalgary mail.</p>
	<p>2. Apply for access to the UPass (university public bus and c-train pass):</p> <ul style="list-style-type: none"> <li>a) <a href="#">Submit your UCalgary email address:</a> The link will be available when each program start date approaches.</li> <li>b) <a href="#">Download the MyFare app</a> on the phone before the program begins.</li> </ul> <p><b>*Above process must be completed 15 days or more before the program start to obtain Upass.</b></p> <p>Please note that Spring semester transit pass cannot be accessed until May 1.          Student need to purchase transit tickets until Upass begins.          An email with detailed instructions will be also sent to students directly before the program begins.  <b>Please note that Intensive Program and Language &amp; Culture Course DO NOT include Upass</b></p>
	<input type="checkbox"/> 3. Submit the <a href="#">unicard (Ucalgary student identification card) photo online</a> (new students only). <ul style="list-style-type: none"> <li>➤ If students cannot submit their photo online, please ask students to email <u>their photo, UCID</u> and <u>full name</u> to <a href="mailto:campusservicecentre@ucalgary.ca">campusservicecentre@ucalgary.ca</a> instead.</li> <li>➤ Students will receive an email to their <b>ucalgary email</b> when it is ready for pickup. After receiving the email, pick up the unicolor from the <a href="#">Campus Service Centre</a> (located in the International House main lobby).</li> </ul> <p><b>Note:</b> Students will need to bring ...</p> <ul style="list-style-type: none"> <li>a) their UCID (listed on students' Letter of Acceptance) and</li> <li>b) a government-issued photo ID (e.g. passport).</li> </ul>



<b>Ongoing</b>	<input type="checkbox"/> Please ask students to check their email including junk/spam email regularly. Communication with students is primarily done via email. Important information will be shared with students by email.
<b>On the day of arrival in Calgary</b>	From your university.. <input type="checkbox"/> more than 10 students arrive: Read the <a href="#">Arrival Information</a> sheet for arrival procedures. <input type="checkbox"/> 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. The emergency cell : 403- 703-1875 (homestay team, English only)
<b>Homestay Preparation</b>	<input type="checkbox"/> Please read the <a href="#">pre-arrival homestay information</a> and watch the <a href="#">Homestay Program Video</a> to prepare for your homestay.

## First week of the program

<b>The first day of program</b>	<input type="checkbox"/> Read the <a href="#">Information Sheet</a> on instructions for the first day of the program.
<b>Recreation Facilities Registration</b>	<input type="checkbox"/> Complete the <a href="#">online registration</a> by the deadline to access the recreation facilities. Please note the link will be available when each program start date approaches. <input type="checkbox"/> Details of the application process will be sent directly to students before the program starts.
<a href="#">Campus Wi-Fi.</a>	Connect to the campus Wi-Fi.

## Activity program

- 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.

### Optional Activity Preparation

- Students are required to prepare and bring their own appropriate wear and small items to participate in activities. Skiing/ Snowboarding: [Outdoor Activities and Ski Clothing List.](#)

## 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.
- Assessments and Certificate of Completion in PDF format to partner universities will be available via email (three weeks after the end of the program).
  - a. Would you like to receive both “Certificate of Completion” and “Assessment” by email?
  - b. Would you like us to send both the original copy of the “Certificate of Completion” and “Assessment” or either by regular mail to partner university directly?
  - c. Do you have a deadline to receive PDF format or original copy?

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