



# International Student Handbook 2016-2017



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## Contact Us

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### Liberal Arts & Professional Studies

[laps.yorku.ca/international](http://laps.yorku.ca/international)

**Office of the Dean,  
Liberal Arts & Professional Studies**  
S900 Ross Building  
(416) 736-5220

**International Engagement Coordinator**  
Bruno Ritacca  
Phone: (416) 736-2100 ext. 33586  
Email: [britacca@yorku.ca](mailto:britacca@yorku.ca)

## You @ LA&PS

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International students have a number of available resources to assist in administrative matters. LA&PS encourages students to seek advising to ensure that their program requirements are being fulfilled and to utilize our supports from the following list as they study and live abroad at York University.

### International Engagement Coordinator

LA&PS has a full-time employee within the Office of the Dean whose primary responsibilities are supporting international students and encouraging all LA&PS students to internationalize their academic career at York.

#### ***Welcome to all LA&PS International Students!***

You are part of one of the largest Faculties in Canada and I am very excited to welcome you to what will hopefully be an exciting and memorable time in your life.

Being a York graduate and having worked in various departments within York University, I hope that my educational background, work experience and general life experiences can help make your York experience a pleasant and engaging one.

Part of my role within the LA&PS Dean's Office is to help and support all international students within this Faculty, so if you have any questions or concerns, **I am your starting point!**

Please read look through our [website](#) and check out the various links we have made available to you. If you have any questions or just want to let me know how you are doing, please contact me.

I look forward to meeting you!

Sincerely,  
**Bruno Ritacca**, MHRM  
International Engagement Coordinator  
Office of the Dean, LA&PS  
[britacca@yorku.ca](mailto:britacca@yorku.ca)

## International Graduate Students

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International Graduate Students receive support from York University's [Faculty of Graduate Studies](#). For resources, programs, money matters, forms, events and important dates visit: [the Faculty of Graduate Studies website](#). Each student enrolled in a Masters or Doctoral program has a dedicated Graduate Program Assistant to support you in administrative matters.

## LA&PS and York International

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The Office of York International is the central international office of York University. Under the mandate of the Associate Vice-President International, its primary role is to facilitate international education activity and further the internationalization objectives of the university. This office supports international students at York University by providing them with **non-academic services**. It also develops institution-wide international activities that utilize the skills and expertise of its international students, strengthening their contributions to the internationalization of the larger York community. The Office of the Dean, LA&PS, oversees involvement in developing initiatives with academic units and professors to support internationalization.

As a student at York, there are several ways that the Office of the Dean, LA&PS, will work with York International to provide information, advice, and program support that assists in your initial transition and continued stay at York:

- Provide entrance scholarship support for international students
- Academic advising for international students
- Develop more opportunities and financial support for study abroad and student exchange
- Work with faculty to globalize their curriculum
- Develop a location for our LA&PS international students and visiting scholars to engage in dialogue
- Initiate events to celebrate international students' achievements
- By developing a comprehensive website that will communicate international opportunities for students

### York International aims to:

- Make internationalization pervasive and integral to all teaching and learning at York
- Establish York University as the national leader in internationalization
- Continue to raise the international profile of York University

Visit [York International](#) for more information.

### **Centre for Student Success, Academic Advising Office**

Academic advising related to program and degree requirements only. To make an appointment click [here](#).

Email: [laps@yorku.ca](mailto:laps@yorku.ca)

Room: 103 Central Square

Newly Admitted Students

Tel: 416-736-5011

Continuing Students

Tel: 416-736-5222

### **International Student Advising (York International)**

*Non-academic advising* related to housing, employment on campus, finances, as well as social and cultural issues. Students are encouraged to make an appointment, drop-in, phone or email for advising. Click [here](#) for more information!

Email: [iadvisor@yorku.ca](mailto:iadvisor@yorku.ca)

Room: 200 York Lanes

Tel: 416-736-5177

### **International Student Peer Mentor Program (York International)**

International Peer Mentors are current international students or domestic students with international experience, who have made themselves available – in person and online – to new international students (International Mentees). The mentors offer cultural guidance and information about student life at York University and day-to-day life in Toronto and Canada. Click [here](#) for more information!

### **Your Academic Program**

LA&PS offers undergraduate and graduate degrees, certificates and diplomas. To access your specific program information, including specific degree requirements and possible future job opportunities with your degree, please see the [Programs List](#).

### **LA&PS Department & Program Units**

Each student will have a degree program within a department or a school. [This website](#) provides detailed information on the programs they offer, faculty, resources, and important announcements.

### **Your College Master's Office**

All LA&PS departments and schools belong to a specified College. Your residence is also affiliated with a specific College. Your college is your community with other students, professors, and administrative support staff. They have additional resources, events, student clubs to join, as well as cultural and athletic programs. Find your college by visiting the [Colleges](#) website.

### **Important Dates for Undergraduate Students**

Class start and end dates, exam periods, reading/co-curricular week, add/drop deadlines, holidays, university closings, and more are very important things to note for undergraduate programs. All the sessional dates are available online on [the Important Dates webpage](#).



## Preparing to Come to Canada

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### Before Arrival:

Participate in a Global Connections Pre-Arrival Webinar: York International hosts information sessions on Skype to address many common issues facing new international students.

Register with York International's free [Airport Welcome Service](#) so that a representative from York International can meet you in the international arrivals area, navigate the airport, and guide you to the transportation to your accommodations.

You may also book pre-arranged transportation from Pearson airport to your accommodation for a fee of \$70 (including taxes and tip), which can be booked through [this website](#).

### At the Airport:

When you arrive at Toronto Pearson International Airport, you will be asked to present the following to a Canadian immigration officer:

- Letter of Introduction from the Canadian Consulate or High Commission:

This is the letter you receive from the visa office if you applied, and have been approved, for a study permit. It is sometimes called the letter of introduction or introductory letter. Officially, it is called the Port of Entry (POE) Introduction Letter.

- Valid passport, with Temporary Resident Visa (TRV)/entry visa (if required).
- Original or copy of your letter of acceptance from York University.
- Evidence of financial support.
- List of items that you are sending separately (if applicable). Have this list stamped by an Immigration Officer.
- Letters of reference or other documents recommended by the Canadian embassy, consulate or high commission.
- Record of Health Immunizations (if required)

Be sure to carry all of these documents with you (not in your checked luggage), along with cash and other valuable documents.

### Getting to York:

Public transit: Toronto's public transit system is called the Toronto Transit Commission (TTC). The cost of a one-way fare is \$3.25 (exact cash). You can find detailed instructions on which route to take by using the [TTC Trip Planner](#) or [Google Maps](#). This will take around 1 hour and 10 minutes.

You may also choose to take a taxi from the airport to York University, which is a convenient option especially with a large amount of luggage. A taxi from the airport to Keele campus will cost approximately \$60 and take around 30 minutes.

## Life in Canada

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### Health Insurance

All international students at York are covered by two types of health insurance plans: a general health insurance plan (UHIP) and a supplementary health insurance plan.

The University Health Insurance Plan (UHIP) is a compulsory health plan for international students that covers the equivalent health insurance of the provincial health insurance for residents of Ontario (OHIP). UHIP pays for basic medical services, such as hospital and doctor's visits. Further details on UHIP can be found [on the UHIP website](#).

For undergraduate students, supplemental health insurance is provided through [the York Federation of Students \(YFS\) health plan](#). The supplemental insurance covers medical services that UHIP does not, such as drug prescriptions, vision and dental care.

Medical Services on campus:

**Appletree Medical Centre** is located in York Lanes and has doctors and nurses on staff to assist with any non-emergency illness. Telephone number: 647-722-2370

**York Lanes Dental Office** is located in York Lanes and can address any dental issues that you have. Telephone number: 416-736-5038

**York Lanes Pharmacy** is located in York Lanes and can fill your prescriptions. The pharmacy sells over the counter medication and health-related products. Telephone number: 416-736-5272

Further information regarding health insurance and health care can be found on the York International [website](#).

### Housing

#### On-campus housing (residence)

York's eight undergraduate residences at the Keele campus offer shared or private room accommodation and have distinct lifestyles, facilities, resources and programs. Please note that all undergraduate residence accommodations are shared in some ways, as only some bedrooms can be fully private. Residence accommodation during the summer is also available. For detailed information about residence at the Keele campus and virtual tours of our residence rooms, please click [here](#).

#### Off-campus housing

Many students choose to live off of York's campus, in the residential neighbourhood close to York University ("the Village"), or a location elsewhere in the city. Depending on your finances and your personal preferences, it is possible for you to live alone, or with other students as roommates.

Finding suitable off-campus housing can be a difficult task for all students, but because knowledge of the city is required in order to know the best areas for a York student to live, international students are faced with additional challenges. Listings of off-campus housing close to York University can be found [here](#), and more information about finding off-campus housing can be found [here](#).

## Banking

There are 5 major banks in Canada:

- [Royal Bank](#) (RBC)
- [Bank of Montreal](#) (BMO) (There is a branch office on campus located in York Lanes)
- [Canadian Imperial Bank of Commerce](#) (CIBC)
- [Toronto Dominion Bank](#) (TD)
- [Bank of Nova Scotia](#) (Scotiabank)

After arriving in Canada, you can open up a bank account by bringing your passport, YU card, and study permit to a branch. This will allow you to receive funds from home through an international money transfer. You can also use the banking card (debit card) to pay for purchases in most stores. Credit cards are also a popular way of making purchases, with Visa and Mastercard being the most widely accepted.

Banks are generally open Monday to Friday from 9:00am to 6:00pm, with some branches open on Saturdays.

## Shopping & Entertainment

Most stores in Toronto are open Monday to Friday from 9:00am to 8:00pm, on Saturdays from 9:00am to 6:00pm, and Sundays from 11:00pm to 5:00pm.

There is a 13% harmonized sales tax (HST) on top of the listed price charged on most goods and services. However, there is no HST charged on basic groceries.

Tipping for service in restaurants of 10-20% on the pre-tax total is customary, and tipping is also common for things such as hairdressers, manicurists, and taxis.

There are many large grocery store chains in Toronto, including FreshCo, No Frills, Real Canadian Superstore, Loblaws, and Metro. Toronto also has many ethnic neighbourhoods with grocery stores that carry ethnic foods - Chinatown, Koreatown, Little India, Little Italy, Greektown, just to name a few.

Toronto offers a variety of leisure activities, including theatres, museums, and events around the city. You can find things to do around Toronto on websites like [Toronto.com](#) and [blogTO](#).

## Setting up a mobile cell phone

The major cell phone providers in Canada include [Rogers](#), [Fido](#), [Bell](#), [Telus](#), [Koodo](#), [Virgin](#), and [WIND](#). These providers have locations in many malls. You can also find mobile stores, or electronics departments inside large stores such as Walmart and Real Canadian Superstore, that can set up a cell phone from any of the providers, which allows you to compare different providers in one location.



## Getting Organized

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### Student Responsibilities

There are policies that apply to students taking courses in the Faculty of Liberal Arts & Professional Studies. The academic calendar is where you can review the regulations and other information such as degree requirements, academic standards, examinations, grading, petitions, and appeals. All students are required to:

- Familiarize themselves with the regulations of the Faculty of Liberal Arts & Professional Studies and the University
- Maintain a satisfactory standard of work
- Have discharged all financial liability to the University prior to graduation

[Undergraduate Student Calendar 2016-2017](#)

[York University Secretariat: Policies, Procedures and Regulations](#)

### my.yorku.ca (Passport York)

my.yorku.ca is the student online portal for York University. Your Passport York access is necessary to view many online resources such as course enrolment, student records, your financial matters, and academic support. Most students will have already created their unique username and password prior to meeting their academic advisor to enroll in courses. Please ensure that regular updates are made to your contact information, as the Faculty will send important announcements by email. Please login with [my.yorku.ca](#) using Passport York to access all your online services.



### YU-Card

The YU-card is the one card you will need during your stay at York University. It is York's official photo identification (ID) and campus debit card. As a York University student, the YU-card will be your key to services such as the library, recreation facilities, exams, photocopying, meal plans, shopping, events, student discounts, and more. To learn more about the YU-Card and check your balance, visit [the YU-card webpage](#)



## York University Services

### Student Community & Leadership Development (SCLD)

The Office of Student Community & Leadership Development (SCLD) is the heart of student life at York University! SCLD is passionate about students and committed to their development, learning and success. SCLD supports and empowers students as they transition to and through their university experience. SCLD builds leadership, community and York pride! Click on the images below to find out more about SCLD's services and programs. Be sure to follow the [SCLD blog](#)!

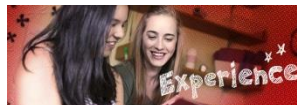


Tel: 416-736-5144

Room: 172 South Ross Building



#### ORIENTATION



#### RESIDENCE LIFE



#### YORK IS U



#### CLUBS & ORGANIZATIONS



#### RED Zone



#### HEALTH EDUCATION



#### STUDENT LEADERSHIP



#### FAMILY & PARENT PROGRAM



#### ELECTIONS YORK

### Safety at York

York has a number of different programs to ensure the safety of our students. The **goSAFE** program is a service where goSAFE staff can accompany you to any on-campus location during evening hours. For further information and schedule, visit [the goSAFE webpage](#).

In addition, there are also closed-circuit televisions (CCTV) all around campus. Visit the [Security Services webpage](#) for more information.

### Tait McKenzie Centre

The most well-known hub for getting some exercise on campus is the [Tait McKenzie Centre](#). The Centre is an 11,000 square foot facility that comes with a fully equipped gym, a pool, and several gymnasiums and studios. The Centre also offers a range of fitness and lifestyle classes for students including yoga, dance and martial arts.

Visit the [York Lions website](#) to learn more about varsity sports teams, intramural sports, and recreational activities at York University.

## Bennett Centre for Student Services



The Bennett Centre is the “heart” of the university and is home to the following offices:

- [Admissions Office](#) → responsible for all undergraduate and graduate application processes; has all program requirement information; general York admission information.
- [Student Financial Services](#) → responsible for student financial issues; student financial aid; refunds; scholarships and bursaries; tax forms; making and processing payments.
- [Registrar's Office](#) → responsible for student records; course scheduling; final exam scheduling; final grades; enrollment; undergraduate petitions; transcripts; auditing students' records to determine eligibility for students to continue or to graduate.

Click on any one of the above office names to be directed to that office's website and further information.

## Career Centre

Would you like to work while you are studying? Do you need help writing a resume or help with preparing for an interview? Wondering how to make your degree work for you? Find the answers to these questions at [York University's Career Centre](#).

The Career Centre has an exciting range of programs, services and events to help you throughout your university years—from learning about career opportunities and getting support in your job search to exploring further education and connecting with professionals during special events. You can also access a number of resources, including an online job posting system with full-time, part-time, summer and on-campus jobs posted specifically for York students.

Room: 202 McLaughlin College Building

Tel: 416-736-5351

Email: [career@yorku.ca](mailto:career@yorku.ca)



## Learning the Right Way

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### Academic Honesty

It is critical to your academic success that you understand what constitutes academic honesty/dishonesty. Any practices or behaviors that disregard academic integrity are unacceptable to York University. If you are accused of violating York's Senate Policy on Academic Honesty, lack of awareness is not considered a credible defense so it is very important that you familiarize yourself with academic honesty policies and procedures. You should also take the online academic integrity tutorial, which is very helpful in understanding academic honesty.

To avoid any breach of academic honesty, follow these basic guidelines:

- Take the [online Academic Integrity Quiz](#)
- Understand York's [Senate Policy on Academic Honesty](#)
- Produce honest work (i.e. reference/cite properly, do not plagiarize!)
- Consult your course instructor if you have questions

### York Libraries

York has four main libraries on the Keele campus for all your research and educational needs: Scott Library, Steacie Science & Engineering Library, Osgoode Hall Law Library, and Bronfman Business Library. Each library has expert staff to help you with inquiries. York also has a large collection of online resources -- journals, databases and articles -- that are just a click away! To access online resources, please use your Passport York login. You can visit with your YU Card to borrow available textbooks or to print from a library computer or your laptop.

This [library guide](#) has been developed for international students to help students navigate the resources and services available from all of York's libraries.



### **English as a Second Language Open Learning Centre (ESL OLC)**

All York students (graduate and undergraduate) can utilize this free service for listening, reading, writing, and speaking in English in a university setting. The ESL OLC offers tutoring, workshops, and small group discussions, as well as library resources to improve students' English skills. Visit their [website](#) for hours of operation.

Tel: 416-736-2100 ext. 22940

Email: [eslclc@yorku.ca](mailto:eslclc@yorku.ca)

Room: 327 South Ross Building

### **The Writing Department**

At York University, we recognize the importance of good writing. The Writing Department's aim is to develop our students' critical thinking and writing skills to ensure their success in both their studies and future careers. The Department's Writing Centre offers individual instruction and group workshops to help students become successful writers. For further information, please visit [the Writing Department](#).

Tel: 416-736-5134

Email: [lapswrit@yorku.ca](mailto:lapswrit@yorku.ca)

Room: 311 South Ross Building

### **Academic Petitions**

An academic petition is a formal request for the waiver of a Faculty's regulation or deadline. Students have the right to petition on reasonable grounds for special consideration. Academic petitions are submitted to a student's home Faculty. The Faculty's Petitions Committee will review the file, and make a decision on a case-by-case basis. Before initiating an academic petition, students are advised to review university and Faculty rules and regulations as stated in the Faculty of Liberal Arts & Professional Studies Calendar. Students must be able to identify the regulation or deadline that they are petitioning.

#### **Undergraduate Petition Form and Process**

##### **Undergraduate Petition Office**

S900 Ross Building

Tel: 416-650-8193

Email: [lapspet@yorku.ca](mailto:lapspet@yorku.ca)

#### **Graduate Petition Form and Process**

Graduate Academic Petitions are to be submitted to their assigned Graduate Program office, who will send to:

##### **Faculty of Graduate Studies**

230 York Lanes

Tel: 416-736-5521



## Get MORE from your degree!

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### International Bachelor of Arts (iBA)

The Faculty of Liberal Arts & Professional Studies offers opportunities for our domestic and international students to gain global experience and to develop the skills necessary to function effectively in the world. You will benefit from enhanced interdisciplinary and cross-cultural knowledge in the **International Bachelor of Arts (iBA)**. International experience is central to this program as is language acquisition.

#### Requirements:

- a) Complete all general education credits in each iBA specialization
- b) Completing AP/ANTH 2300 3.00 Intercultural Training Skills and at least 9 credits of internationally-oriented courses chosen outside the major
- c) At least 18 credits in a modern language study
- d) At least one semester or a full academic year of academic exchange at one of York's 100+ partner institutions, normally completed in the 3rd year of the program. While on formal exchange, students remain enrolled at York while completing and earning credits toward their course of study abroad.

There are several programs offered by the Faculty of Liberal Arts & Professional Studies as iBA degrees.

- |                         |                   |                     |
|-------------------------|-------------------|---------------------|
| • Anthropology          | • Geography       | • Political Science |
| • Communication Studies | • German Studies  | • Sexuality Studies |
| • European Studies      | • History         | • Urban Studies     |
| • French Studies        | • Humanities      |                     |
|                         | • Italian Studies |                     |

To learn more about these programs, visit the [iBA website](#). There is LA&PS funding support for students planning to study abroad on exchange!

### Experiential Education (EE)

Are you interested in getting hands-on work experience with some of Canada's top employers? Our experiential education (EE) projects span the various disciplines and programs in LA&PS including professional studies, social sciences and humanities. You'll work within the community alongside a variety of clients from the private and non-profit sectors, honing your communications and teamwork skills and building your professional network.

EE can be divided into three categories, each promoting community and civic engagement, with varying methods of involvement between the students and the client organizations. Find out more at the [Experiential Education webpage](#).



## Financial Matters

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International students are required to monitor their student financial accounts on a regular basis using their [my.yorku.ca](https://my.yorku.ca) (**Passport York**) account to access their [student account online statements](#). If a student requires financial assistance, the following sources are ways to supplement additional funds as they live and study abroad.

### Scholarships & Bursaries

Getting a university education means paying university-sized fees. There are a number of ways you can fund your education by applying to scholarships that are awarded to international undergraduate or graduate students. [Click here for more information](#).

### International Student Employment Fund (ISEF)

The International Student Employment Fund (ISEF) provides funding to York University departments and units that are able to offer employment to international students.

International students who would like an ISEF-funded position must complete two steps;

1. Students first apply to ISEF through York International. Eligibility for ISEF positions will be determined by reviewing a completed ISEF Application Form. Please complete and submit this form online.
2. Approved students can then apply to departments directly for available positions.

[Click here for the application & more information](#)

### On-Campus Jobs

Full-time international students with a valid study permit may work up to 20 hours per week while registered as full-time, and may work full-time during an academic-scheduled break. On-campus jobs will be posted on York University's [Career Centre](#) system.

### Off-Campus Jobs

As of June 1, 2014, CIC has terminated the Off-Campus Work Permit Program (OCWPP) and qualified international students are automatically authorized to work off-campus without a Work Permit. To qualify to work off-campus, an international student must:

- have a valid study permit;
- be a full-time Student;
- be enrolled at a designated learning institution at the post-secondary level (York University is a Designated Learning Institution)
- be studying in an academic, vocational or professional training program that leads to a degree, diploma or certificate that is at least six months in duration.
- have a valid Social Insurance Number (SIN)

You can find more information about working in Canada on the [York International website](#).

For complete financial advice and information, students are encouraged to visit the [Office of Student Financial Services](#).

## Getting Involved

Getting involved will help you make new friends, gain useful experience and knowledge, build your confidence, build your resume and help alleviate culture shock (feeling homesick).

For further information about **culture shock**, please [click here](#).



**YUConnect** is York University's new online system for getting involved and tracking your out-of-the-classroom experience in a revolutionary way. It gives students a directory to find clubs and to match opportunities to their self-selected interests.

If you are interested in opportunities offered by the Faculty of Liberal Arts & Professional Studies, then you must connect with the **LA&PS Centre for Student Success**! From clubs and workshops to volunteering and cultural events, there is something to match every interest.

[Centre for Student Success](#)

Tel: 416-736-5338

Email: [mycentre@yorku.ca](mailto:mycentre@yorku.ca)

Room: 105 Central Square

<b>SOARING (Success, Opportunities, Achievements and Realizing Them)</b> <a href="#">SOARING</a> recognizes and rewards students who engage and explore the vibrant range of community opportunities, both on and off campus, while contributing tremendously to the LA&PS Faculty, York University and external community through extra-curricular involvement.	<b>LA&amp;PS Clubs</b>  Share your passion with other students! We have <a href="#">student clubs</a> that cover virtually every interest. Joining a club is an excellent way to meet new people, develop your skills, and build networks that will benefit you long after you graduate!
<b>Workshops</b> <a href="#">Workshops</a> are available in a variety of categories. Click on a category to display the workshops available and their descriptions. Workshops are presented by The Centre for Student Success and other York University Departments.	<b>COACH Guide (Come On And Come Home)</b> <a href="#">COACH</a> is a project designed to assist LA&PS students who are returning to their studies after an absence of one or more years. Returning students will be matched with a COACH guide who will act as a point of contact and resource of information at York.

There may also be opportunities to volunteer, attend workshops, and participate in clubs within your college and department/program units too! You should connect with your department or program unit and frequent their website for updated information. A complete list of LA&PS department and program units is available at the [LA&PS website](#).

### SCOLAPS (Student Council of Liberal Arts & Professional Studies)

[SCOLAPS](#) is a non-levied student organization that represents approximately 27,000 students in the faculty. The primary objective of SCOLAPS is to advocate on behalf of students in all matters of academic governance and to increase academic engagement.