



FIRST WEEK CHECKLIST for W23 EXCHANGE STUDENTS

MEET YOUR EDUCATION ABROAD ADVISOR (EAA)

Mike Lafleur is the EAA for students in Science & Engineering. Eva Wang is the EAA for students in Arts, Social Science & Commerce. You will meet them during the START International Orientation. Afterwards, if you need to finalize your course registration or have any questions, please email Mike at goabroad@uoguelph.ca or Eva at eea-arts@uoguelph.ca. The Centre for International Programs is located at the University Centre South Level 3 (use the south elevators near the bus loop).

GET YOUR STUDENT ID CARD

[Find out more information about your student card online.](#)

USE YOUR BUS PASS

The fees you pay to U of G include access to the bus pass. [Use the bus by tapping your student ID card on the Guelph Transit fare boxes as you enter the bus.](#) Students will be able to use their student card as a transit pass once their compulsory fees have been processed. [Learn more about Guelph Transit here.](#)

PRINT YOUR UHIP CARD

The [University Health Insurance Plan](#) (UHIP) covers basic medical care for international and exchange students, such as seeing the doctor, going to the hospital and laboratory tests. Your UHIP card will be e-mailed to you during the first week of classes (possibly sooner). You are covered by UHIP from the first day you arrive in Canada even if you have not printed the card yet – this means that you can still go to the doctor or hospital if you need to, but you will need to provide your UHIP registration number to the medical provider later, after you have printed your card.

The UHIP insurance is provided by Sun Life Assurance Company of Canada. It is highly recommended that you activate your online Sun Life account to print additional UHIP cards if you have dependents, or in case you need to eventually submit a medical claim. The Education Abroad Advisors will e-mail you instructions about how to activate your Sun Life account during the first week of classes.

STUDENT HEALTH AND DENTAL PLAN

The Student Health & Dental Plan covers most prescription medications, professional services such as physiotherapy & chiropractor, and some dental benefits. [Print your Student Health & Dental Plan card here.](#)

The Dental Plan has a [limited opt-out period.](#)

Note, to opt out of the dental plan, you must show that you have comparable dental coverage through another plan

[Find out more information about what is covered by the Student Health Plan and the Dental Plan, here](#) or contact the Student Benefits Plan Office located on level 1, University Centre, Room 108A
Tel: 519-824-4120 ext. 54798, Email guelphplan@mystudentplan.ca.

☐ THE INTERNATIONAL STUDENT ADVISORS

Matthew Keefe and Ernest Damalie are the International Student Advisors. If you have any questions about study permits or immigration please [contact the International Student Advisor](#).

☐ FINALIZE YOUR COURSE REGISTRATION

Registering for or Changing Courses (Add/Drop):

The last day to ADD Winter 2023 courses is January 12th, 2023.

The last day to DROP Winter 2023 is April 10th, 2023

To ADD Courses - for Undergraduate Students:

1. Search on [WebAdvisor](#) for courses you would like to take and to see if they fit into your schedule.
2. Professors are often willing to let exchange students be added to a course even if it is Closed (full). You can ask the instructor for special permission to register for the course - if the instructor agrees, they must sign a [Course Waiver Request form](#).
3. You will likely need to see the course instructor or Program Counsellor for approval if you want to take courses from ENGG (Engineering), CIS (Computer & Information Science), IDEV (International Development), MCS (Marketing), HTM (Hotel and Tourism Management), SART (Studio Arts), MUS (Music), and possibly others. Complete the [Course Waiver Request form](#) and get the appropriate signature for approval. Email [CIP](#) for information about who you need approval from and their location.
4. Some courses in other faculties may also have restrictions that require the approval of the course instructor before you can register for the course. Your Education Abroad Advisor will tell you if you need to get approval for any courses. If the course requires approval, the professor must sign a [Course Waiver Request form](#).
5. When you are ready to register for a course(s), email your Education Abroad Advisor with the courses you are interested in taking and any required waivers. They will then register you for the courses.

To ADD Courses - for Graduate Students:

If you are a graduate exchange student, you must complete a [Graduate Course Waiver Form](#) for each course you want to register for (even if the course is an undergraduate level course). You must then give the completed form to your Education Abroad Advisor who will register you for the course(s).

Academic Integrity Course (UNIV 7100) – all graduate students are automatically registered for this online course which must be completed by February 3rd, 2023. The course can be found on CourseLink and takes about one hour to complete.

To DROP courses (Undergraduate & Graduate):

You do not have to see your Education Abroad Advisor to drop courses – you can drop them yourself.

1. Log-in to [WebAdvisor](#)
2. Under Registration, click on Register and Drop Sections
3. Under Current Registrations, Click on Drop and then hit Submit

☐ OPENING A BANK ACCOUNT

If you want to open a bank account in Canada, there are many different banks to choose from, but it may be most convenient to open a bank account with the [Royal Bank of Canada](#) (RBC) as they have an office and banking machines on campus.

To open a bank account, you will need:

- your Passport or Birth Certificate
- a second piece of photo identification (your Guelph Student ID card)
- some money to deposit

PAY YOUR FEES

The remainder of your fees for residence, meal plans and student fees (health insurance, bus pass) must be paid by January 13th, 2023. Your Account Summary can be found on [WebAdvisor](#).

If you can't pay by January 13th, you must inform Student Financial Services at accquest@registrar.uoguelph.ca.

GlobalPay or International Wire Transfer is the most common method of payment for exchange students.

[You can see a complete list of accepted forms of payment here.](#)

If you have already sent a wire transfer but are not sure if it will be received by the University of Guelph (it can take up to two weeks for wire transfers to arrive), please scan and e-mail a copy of your wire transfer receipt to Student Financial Services so that they know that your payment is on the way. If you do not pay your fees by the deadline and don't arrange for an extension of the deadline, you will eventually be de-registered from your classes.

If you receive a student loan from your home country that is paid in installments throughout the semester and therefore can't pay all your fees by January 13th you must complete a Financial Arrangement Form to arrange to pay your fees in installments. [Find the Financial Agreement Request form here.](#)

BUYING A MEAL PLAN

[View meal plan options here.](#) Note, students living off-campus, in the East Residence, West Residence or the East Village Townhouses may be more interested in the [Ultra meal plan](#).

You can purchase the Ultra meal plan online through [Hospitality Services](#) with a credit card or in person at the Campus Card Office with credit, debit, or cheque.

BUYING TEXTBOOKS

The [University of Guelph Bookstore](#) is located in the McNaughton Building and sells both new and used textbooks, school supplies and U of G branded clothing. The [Co-op Bookstore](#), located in Johnson Hall, sells new and used textbooks. You must pay a \$5 membership fee for the semester, but you then get a 5% discount on all textbooks.

You can search for which textbooks are required for your classes on both the University Bookstore and Co-op Bookstore websites. As professors sometimes list books that are optional, you may want to wait until after you attend the first class during which the professor will go over the course outline (syllabus) and tell students which textbooks are necessary to buy.

While both the University Bookstore and Co-op Bookstore do sell some used textbooks, used textbooks tend to be the cheapest if you buy them directly from other students. Lots of students sell their used textbooks through the website called [The Cannon](#).

CHECK COURSELINK

Many professors (but not all) use CourseLink, an online portal, to post information for their course such as the course outline (syllabus), readings, assignments, and notices. CourseLink is also often used for class discussion forums and even online tests. Beginning on the first day of classes, you can log-in at <https://courselink.uoguelph.ca> to see which of your courses are using CourseLink. Don't worry if any of your courses don't appear – this simply means that the professor of that course has chosen not to use CourseLink.

MEET YOUR LINK PARTNER AND OTHER INTERNATIONAL STUDENTS

Plan to meet with your LINK partner within the first week of arriving at Guelph. Your LINK partner can help you find your way around campus and the city. If you have any questions about the LINK program, please contact link@uoguelph.ca or find out more on the [LINK program website](#).

REVIEW YOUR WEBADVISOR ACCOUNT

Log-in to your [WebAdvisor](#) account, if you have not already done so. You can view your class schedule and locations by clicking on 'Class Schedule' and then 'Class Schedule Grid'. As well, when your semester is complete you will be able to check your grades online. You will NOT be able to add courses using WebAdvisor – only your Education Abroad Advisor can register you for courses.