

**The Ontario/Maharashtra-Goa (OMG)
Student Exchange Program**

**2009-2010
OMG Handbook
for
Students coming to Ontario
from
Maharashtra and Goa**

Prepared by the OMG Ontario Program Office

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Introduction

Congratulations! You have been chosen to participate in the Ontario/Maharashtra-Goa (OMG) Student Exchange Program, collaborative initiatives of universities in Ontario, the colleges and universities in Maharashtra and Goa, and the Ontario Ministry of Training, Colleges and Universities. The exchange is a personal opportunity for you: to pursue your studies at one of the participating universities in Ontario, and to grow from the experience of living in a foreign culture.

This handbook exists in both printed and electronic versions (on the OMG website at www.omgprogram.org). The electronic version, with hyperlinks, can be read and printed with Adobe Acrobat Reader (instructions are provided on the website). You will also receive a printed copy at the Orientation Workshop in Ontario.

The handbook gives you information that will help you make the most of your stay in Ontario. You should also consult the website of your host university for further information and practical advice regarding your time in Ontario.



Be alert to this symbol: It signals key information worth noting and knowing!

It is natural for you to want detailed information on all aspects of studying and living in Ontario. Please understand that it is impossible for any handbook, or any orientation session at home or in Ontario, to provide this kind of information. Even if we attempted to do so, you would find yourself having to recreate much of it when you arrive at your host university.

This Handbook focuses on **generic** rather than **specific** issues.

The **Ontario Program Office**, housed at York University, is there to help you and to answer any questions you may have now and during your stay in Ontario. The contact information is listed on the inside front cover of this Handbook. If you are phoning us from India, please remember that it is ten hours earlier in Ontario.

Expectations and Responsibilities

The Program Office will do all it can to assist you. In the interests of avoiding misunderstandings, please be aware of, and hold to, the following list of expectations and responsibilities:

- 1) You are expected to engage in **full-time, non-degree** study at your host university for a maximum of one academic year. The definition of “full-time study” may vary by discipline and level. “Non-degree” means that the courses you take at the host institution will not be counted towards a degree at the home university. Advanced students engaged in research are responsible for obtaining the approval of their home program for the type and amount of work to be done. Students engaging solely in course work should plan to be formally enrolled in **at least three courses per academic term**. *Note:* Attending a course as an “auditor” (also known as ‘auditing a course’) does not count as being formally enrolled.
- 2) You are responsible for keeping the Program Office informed of your current address, telephone number, and e-mail address.
- 3) You are responsible for **all aspects** of your participation in the Program, including, but not limited to, your health, safety, lodging, course selection, study program, travel plans, legal status and financial obligations. The Ontario Program Office, your home and host universities, and their representatives and agents assume no financial or other liability arising from or related to your participation in the Program.
- 4) You are responsible for submitting a final report on your participation in the Program to the Program Office by the end of June 2010, and for responding to requests for information from the Program Office during the year.
- 5) As a student officially enrolled at **both** your host university and your home institution, you are expected to be aware of, and observe, the regulations of both institutions.
- 6) After you return home, we hope that you will stay in contact with the OMG Program, and that you will want to act as a mentor for Ontario students coming to your home institution.

Calendar August 2009 – August 2010

August 24..... latest date (morning) to arrive in Toronto for the Orientation Workshop in Toronto
 August 24–26..... Orientation Workshop in Toronto (York University)
 September 7..... Labour Day (holiday)
 Week of September 7.....orientation activities, final enrolment at most universities
 Week of September 7.....classes begin at most universities*
 September – mid-Decemberfall term classes and examinations**
 Mid-December 2009 – early January 2010.....Christmas vacation**
 Early January – end of April / early May 2010..... winter term classes and examinations**
 Early May 2010 Orientation weekend for new Ontario students going on OMG ***

- * Some classes may begin earlier; consult your host university’s calendar for the start of classes.
- ** Consult your host university’s calendar for precise dates.
- *** We hope you’ll be able to attend one of these and share your experience with future participants.

Orientation Workshops

We hope you will attend the three-day “incoming” Orientation Workshop in Toronto, August 24-26. Page 6 of this Handbook provides information on the Toronto Orientation Workshop – please also consult the Program websites for updated information.

Travel Arrangements to Canada

You are responsible for making your own travel arrangements to Canada. The sooner you do this, the better chance you have of finding a relatively inexpensive flight. The Orientation Workshop begins Monday, August 24 and ends Wednesday, August 26.



Please arrive at the York campus by 10:30 a.m., Monday, August 24, 2009. You may have to arrive in Toronto on Sunday, August 23 in order to arrive on time.



Especially if you are not taking a direct flight to Toronto, pack a “survival kit” with a change of clothes in your carry-on luggage. There have been many reports of checked luggage arriving days after the passenger to whom it belongs.

After the Orientation Workshop, you will also have to get to your host university. Students studying outside Toronto will have the following options: rental car, bus, train or plane. You may want to consult the Via Rail website for information on train schedules and fares (www.viarail.ca) and the Greyhound website for information on buses (www.greyhound.ca).

Again, you are responsible for making your own arrangements (we advise that you book trains in advance, but this is not necessary for bus travel). (For general travel information, see page 144.)

Check out the orientation schedules of your host university before booking your flight; in some cases it may make sense to go to your host university before coming to the Program’s Orientation Workshop. This will give you the opportunity to “get settled” before meeting up with the larger group. We strongly advise you to inform the university’s International Student Office when you are coming, and to get their confirmation that they are expecting you.

Otherwise, youth hostels exist in a number of Ontario locations: Barrie, Niagara Falls, Ottawa, Orillia, Peterborough, Sault Ste. Marie (pronounced “soo saint marie”), Thunder Bay, and Toronto. More information for Hostelling International hostels is at: www.hihostels.ca/; other hostels (www.hostels.com/ca.on.html) are in most university cities. There are many private hostels in Toronto, some of them right downtown (Church Street, King Street, Gerrard St. West, etc.). You can check their rates and facilities at www.hostels.com/en/ca.on.to.html.



These hostels are open 24 hours a day, 7 days a week, and are busy in the summer months. In Toronto, wherever you wish to stay, book in advance!

If you wish to become a Youth Hostel member, check: www.hihostels.ca. Memberships cost \$35.00 + tax in Canada, possibly less in India. In addition, the following links may help you find inexpensive accommodation:

Ontario: www.travellerspoint.com/budget-accommodation-en-co-37.html;

Toronto: www.travellerspoint.com/budget-accommodation-en-ci-1288.html.

And don't forget these two sites:

www.couchsurfing.com;

www.hospitalityclub.org/.

Your host university (or other universities) may also be able to function as a short-term hostel in August. To find out whether this is possible, please contact the International Office of the university in question. Often the residences are managed by the university's "Hospitality Services" or "Conference Services" in the summer, and you can also contact them.

Admission to an Ontario University

You have been admitted as a **non-degree** student (sometimes this is called a "special student" or "post-degree student"), which means that, although you are formally enrolled in courses, **these courses are not part of a program of study toward a degree at the host university.**

Ontario universities may not regard the *Bachelors degree* as sufficient qualification for taking graduate courses. Please do not be insulted if you have been admitted as an undergraduate; your host university will do its best to see that you enrol in those courses for which you are qualified, your classification as an undergraduate or graduate student notwithstanding.

Although universities tend to admit exchange students for the period from September to May, students participating in the OMG Student Exchange Program may study for up to one full year (twelve months), with permission from the host university. If you are told otherwise, please contact the OMG Program Office, though please remember that it is ultimately your host university that will decide.

Tuition Fees (= \$0.00) / Student Activity Fees

Normally, a student who is neither a citizen nor a permanent resident of Canada would pay approximately three times the normal ("domestic") tuition fee of a student who is a citizen or permanent resident. In the case of an undergraduate, the full-time domestic fee might amount to over \$5,000 per year (5 courses per term). That's not

so good for degree students, **but it doesn't affect you.**

As we said, you do not have to pay tuition fees at your host university. In a few cases, if you want to take special courses that are not part of the regular curriculum (for example: English as a Second Language), you may be charged extra.

Some universities also require students to pay student activity fees. Policies (and prices) vary from university to university. Ask the International Student Advisor at your host university. And if, by some chance, your host university tries to bill you for tuition and you do not succeed in convincing them that this is a mistake, please contact the OMG Program Office.

Study Permit (Visa)

We have done our best to ensure the accuracy of the following information. But misunderstandings are possible, and regulations can change. So you may wish to check out certain aspects for yourself.



To study in Canada, you must have a "Study Permit" (a kind of visa). Information is available at:

www.canadainternational.gc.ca/india-inde/visas/study-etudier_canada.aspx?lang=eng

If you need to have your Study Permit extended you can get the information you need at: www.cic.gc.ca/english/information/applications/extend-student.asp.

When you have been formally admitted to an Ontario university, you will receive a letter to that effect from the university. This is an important document that you will need for your Study Permit. Do not lose it.



Keep all documents with you when you fly and do not put them into your checked luggage, which you will claim only after you clear Canada Customs and Immigration

- *Travel to the USA*

You will need a visa to enter the USA. Please visit the following website or consult the Embassy of the USA in Canada: http://travel.state.gov/visa/temp/temp_1305.html.

Health & Other Insurance

Health Insurance (UHIP)

The universities of Ontario have arranged for international students to be covered by the “University Health Insurance Plan” (UHIP; pronounced “you-hip”). UHIP covers you for hospital and medical services that you need to maintain your health in Canada. It does not cover the cost of most prescription medicines or of most dental services. If you plan to travel outside Canada, you need additional health insurance



Participation in UHIP is required for international students as well as their dependents. UHIP is regulated by the Council of Ontario

Universities. It is in effect at all Ontario universities except the University of Windsor, which has its own required insurance plan (“Green Shield”)

UHIP covers you for the time you are *studying* in Canada, beginning the 10th day of the month before term starts (i.e.: August 10). If you are arriving in Canada earlier than that, please ensure that you have coverage for the interim.

UHIP costs \$63.00 per month. You will pay for at least the first 4 months when you arrive at your host university. For more information on UHIP: www.uhip.ca.

Telehealth Ontario

For any emergency situations call: 9 1 1.

For free and confidential health advice you can call a toll-free number 1 866 797-0000. For a health concern, you can speak to a registered nurse who will advise you on the best course of action.

What to Bring with You

Clothing

When you arrive you may be wearing shorts and a T-shirt. Summers can be quite hot; but in winter it can get **very** cold. You will need a good winter coat, hat, gloves, and boots. Winter clothing available in Ontario tends to be better designed to protect from the Ontario cold, and is often less expensive than in India.

Electrical

Electricity supply is 110v 60Hz. Many electrical devices have universal power supplies (110 to 240v, 50 and 60Hz). So your equipment from India may work in Canada. Exceptions are equipment with heaters, such as hair-dryers, room heaters. You will need a plug adapter.

The following items are absolutely essential:

- ✓ passport
- ✓ Study Permit
- ✓ ticket
- ✓ offer of admission
- ✓ money (credit card, traveler’s cheques)
- ✓ York campus map.

Finances

The Canadian Bureau for International Education (C.B.I.E) www.cbie.ca/ and your host university are the best sources of information on the costs and other money matters in general and on your host city in particular. The exchange rate between the Rupee and the Canadian dollar is quite variable. As of August 2009, the exchange rate was 100 Rs = CAD \$2.25.

Expect to spend at least CAD \$1000 per month (around Rs 44,000).

Money

You should bring with you some **traveler’s cheques** (\$1500-\$2000 is a reasonable amount) to tide you over until you can transfer money from bank to bank. Buy Canadian dollar traveler’s cheques from your bank at home. If you use US dollar cheques, you will pay twice for the conversion. In addition bring some CAD-\$300 in cash. Once you get to your host university, one of the first things you should do is to set up a bank account. You might want to check with your bank at home to see if it has a correspondence or partner bank in Canada. Several Indian banks issue worldwide ATM cards, to be paid out of your India bank account. In the Toronto area there are branches of the State Bank of India and ICICI Bank, both of which provide online banking.

Credit Cards and Bank Drafts

A credit card is almost a must if you are planning on renting a car; without one, the rental company

may require a large cash security deposit. Canadians use credit cards to pay for everything.

Budgeting

You will have substantial costs at the beginning of your stay in your host city.

- [Accommodation](#) (see page 7);
- You may also have to pay a student service fee;
- Health and other insurance;
- Books;
- Because you do not know your host city, you will not be able to live as economically.

It is important that you have a personal monthly budget and that you monitor it, especially at the beginning of your stay.

Advice and Support

The best way to get official information about (or from) your host university before and after you arrive in Ontario is to contact its International Office. It may be called the International Student Centre, “[university] International,” or something else, but all Ontario universities have one. This office can give you details on procedures, help arrange for a room in residence, and generally advise you on all aspects of academic life. Some offices have special “survival guides” for international students, and some sponsor inexpensive and interesting outings. Others have peer mentor programs (like the LINK program at Guelph) that match you with a local student who can help you get oriented.

The Ontario universities recognize the need to give you special support, especially at the beginning of your stay in Ontario. Several modes of support are in place to help you.



Each Ontario university has designated someone as the “primary liaison person” for the OMG Student Exchange. Sometimes that person is also the university’s International Student Advisor. **Contact persons are listed on p. 177 of this Handbook.** These people will help you with some formalities you will have to go through during the first few days, including finding a room, paying any student service fees, obtaining a library card, and enrolling in courses.

Also feel free to contact the Program Office at any time. The contact information is listed in the box at the bottom of the inside front cover of this Handbook.

Arriving in Ontario: The Orientation Workshop

Because students arrive in Toronto at different dates for the joint Orientation Workshop, we cannot meet you at the Toronto airport. Try to share a taxi from the airport to York University with other students. The total cost should be about \$45.00. Airport “limousines” may be less expensive than regular taxis.

The August Orientation Workshop (for OBW, OJS, OMG and ORA) begins on Monday, August 24, and continues until Wednesday, August 26. It will take place in Toronto, using York University as a base.

The Workshop will give you a chance to relax and get over your jetlag and culture shock, provide you with important information about life in Ontario, and let you have some fun.

Unfortunately, we must ask you to contribute to financing the Workshop. With accommodation for two nights, meals for three days, transportation, recreation, and programming, the cost per student is **CAD \$80.00**. The Ontario Program Office will cover the rest of the costs for these days, except for some optional incidentals.

As the summer progresses, you will receive detailed information about the Orientation Workshop. Updated information will also be available through the OMG website. Please keep us informed of your plans, your time of arrival, and change of address.

Please note: Hotmail and Yahoo e-mail addresses may have difficulties with attachments. We advise against your using these e-mail addresses. If you still wish to do so, make sure you receive all the documentation we send you prior to the Workshop. Again, if you are changing your e-mail address, please let us know.

If you have already gone to your host university and are returning to Toronto for the Workshop, we regret that we cannot help to pay for transportation to the Workshop.

Every year one or two students ask whether they can bring a friend or relative to the Orientation. Unfortunately, we are not able to accommodate extra guests, even if they were to pay their own way. We ask your understanding for this policy.

Arriving at Your Host University

If you are going to your host university for the first time after the Orientation Workshop, you will appreciate the advantages of traveling light. On Wednesday, August 26, the Orientation Workshop will end in the early afternoon and you will have to find your way to your host university.

You should make an effort to contact your host university prior to your arrival. Find out where on campus to go and whether someone can meet you. Campus maps of most participating universities can be found at the following URL: www.lib.uwaterloo.ca/discipline/Cartography/maplib/cancam.html.

Most universities have their own orientation activities in the fall, most of which are intended for first-year students, colloquially referred to as “freshmen/women” or “frosh.” “Frosh week” can be a lot of fun, even for older students, although you must be prepared for a certain amount of immaturity, silliness, and even poor taste. In any case, it is an interesting phenomenon. Find out if your host university has an orientation, and when it is scheduled.

Depending on where you have studied before, you may not have had first-hand experience with a “campus.” There are more and less attractive campuses in Ontario, but all share the notion that the university is a special place that is different from the rest of the city. Campuses tend to have basic amenities such as a bookstore, bank, convenience store, and the like, but the level of development and the quality of the services vary from campus to campus.

Some universities are primarily residential; that is, most of the students live on or near campus. Others are “commuter campuses” where students attend classes much in the same way that employees go to work during the day and go home in the evening. Depending on the flavour of the campus, there will be more or less night-life. In deciding whether to live “on campus” (in residence) or “off campus,” you should consider,

in addition to the factors mentioned above, how easy it is to get to the campus in the winter (see the following section on [Accommodations](#)).

Accommodations: Living In (and With) Your Room

University residences are run directly by the university. On the one hand, this is an advantage: The universities have more direct control over residence space. On the other hand, residences are not subsidized, so the universities have to charge you what it costs them to run the residences.

Living in residence (“rez”) is very convenient. You are right on campus, and you don’t have to worry about getting to the university for classes. You also have a good chance to meet Canadian students. Residences tend to have a high proportion of first-year students (18-19 years old). They often need to “let off steam” before they settle down to university life, and a number of Exchange students have found the noise, drinking and other activities in residence a source of discomfort. (Others, however, have loved it in residence.)

Many residence contracts require you to buy a “meal plan” (see the section on [Food](#)). Residence students may also have to leave over the Christmas holidays (or pay extra): Ask about such conditions before you sign any contract.

Some residence rooms are in a suite but many are small bedrooms, with bathrooms and kitchens “down the hall.” Specify what kind you would like. Also make it clear that you are older than most Canadian undergraduates, and ask whether you can get a room in a graduate residence or in a residence which is quiet (we hear this is particularly important for those students going to Laurentian – make it clear you want to be in MSR: the Mature Students’ Residence). And find out whether you can cancel the rental agreement if things don’t work out (or what the penalty would be). In some residences at some universities, you are free to cancel your rental contract at any time; in other situations, there can be heavy financial penalties.

If you are living in residence, you will probably be asked to pay several months’ rent in advance. Sometimes the International Student Advisor at your host university can authorize a deferment

(postponement) of payment, although there may be a fee for this service.

Many students choose to live off-campus. The best solution is shared accommodation in a house. Find out whether your rental contract or lease will allow you to move out without penalty if things change. Be sure to get a written agreement spelling out what is included and what is not. Consider carefully the length of the agreement. The custom is to pay first and last month's rent when you move in, and give a 60-day notice to the landlord/lady before you wish to move out. Your host university's International Office can refer you to the proper place to help you find a room off campus.

When choosing off-campus accommodation, make sure it is conveniently served by local transportation.

There are many websites that offer shared accommodation. Check out www.roommates.ca. You can get advice on where to stay when you first arrive in Ontario from the website: www.settlement.org/sys/faqs_detail.asp?faq_id=4000326.

Eating, Drinking, Smoking, etc.

If you live in residence, you may have to participate in a "meal plan." This means that you pay for food in advance, whether you eat it or not. You should enquire carefully about the meal plans offered by your host university. Meal plans can be convenient in that you don't have to cook for yourself. On the other hand, they are not inexpensive, and the food is not gourmet. If you do take a meal plan, ensure you are not left with unused credit at the end of the year. Some universities also have "kitchen plans" which give you the opportunity (at a price) to prepare your own meals; and some universities have agreements with off-campus restaurants where you can use meal plan credit.

It's hard to define "Canadian cooking". There are regional specialties (like pea soup), foodstuffs (like maple syrup), and ways of preparation. Since Canada is a multi-cultural society, Canadian cooking has a lot of variety.

Speaking of restaurants: In Canada and the United States the tip is usually not included in the bill. You are expected to tip for table service

(as opposed to cafeteria service). The normal tip in Ontario is about 15%. Since the combined taxes on food usually come to 13%, some people leave a tip a bit above the taxes ("tip the tax").

The non-smoking policy in effect at Ontario universities and in public buildings all over the province and in other parts of North America also applies to restaurants and bars. This means that smoking is restricted to certain areas (mostly outside).

Registering at your Host University

Once you arrive at your host university, you will have to do a certain amount of bureaucratic work. It is nothing terrible, but it may involve some standing in line. It's important that you get your student identification card and that the university has your address, etc. Remember, you do not pay tuition, but you may have to pay for student services. The most important thing is that you have to be through all administrative chores before courses start. You have to be ready to study as of the first day of classes.

Course Selection

Courses can be distinguished by their level, length, number of weekly contact hours, and type of instruction. Canadian undergraduate degree programs are typically referred to as either "three-year programs" or "four-year [honours] programs." Some fourth-year honours courses can be as demanding as courses at the Master's level. Learn how to read course codes.

Two examples:

1) York University

AS/POLI 4175 6.0A

- AS = Faculty of Arts
- POLI = Department of Political Science
- 4175 = fourth-year level;
- 6.0 = 6 credits, that is two terms (Fall and Winter)
- A = section

2) The University of Western Ontario

Political Science 406G

A course at the fourth level meeting for one term (the letter "b" or "G" designates this as a winter-term course); the calendar further states that there are two seminar hours per week.

Courses that meet for one term only are often called “half-courses”; courses that meet for two terms are often called “full courses.” The number of credit points attached to a course varies by university. For example, a one-semester course may be worth 3 credits at one university, and 5 credits at another.

Sometimes you will hear students or professors referring to courses as “third-year” or “second-year” courses. In most cases, this does not mean that the students are all in their third or second year. It simply designates the level of the course. Graduate course numbers often begin with a 5 or 6, but it is not unusual for fourth-level and fifth-level (that is: advanced undergraduate and beginning graduate) courses to be combined.

It will be clear from the two examples given above that course numbering systems, as well as the information they provide, vary markedly from university to university. The specifics of each university’s system for designating courses cannot be covered here, but you should be aware that you need to understand the system used at your host university. To do so you are advised to pay careful attention to the appropriate parts of the university’s Academic Calendar, in which the system is explained.

The principal mode of delivering information in lecture courses at Ontario universities is centralized (from the instructor to the students). But lecture courses may also have discussion or tutorial groups attached to them; and in any case, you will have to submit written work and/or take a mid-term examination or a final examination.

Tutorials in Canada generate more discussions than elsewhere. In general it is fair to say that in Canada the formal “type” of course is not as important as the kind of work that will be done and the size of the course. You can find out about the kinds of assignments and the marking scheme from the supplemental calendar and/or the course syllabus which will probably be handed out at the first meeting of the course. Also, more and more professors use web pages or Course Management Systems such as Moodle, WebCT, or LotusNotes rather than hard copies to distribute course material.

The Program Office recommends that you look at a range of course levels and types.

How do you find out about courses? You need to know about three kinds of publications.

- Every university has a “calendar” (in large universities, set of calendars). The calendar lists important dates in the academic year, gives the names of the teaching staff and the officers of the university, and contains the academic and non-academic regulations. The calendar lists all courses which have been approved by the university Senate or equivalent body. In other words, it contains those courses which **may** be taught in a given year, not those which **will** be taught.

To find out what is actually being taught, when, and by whom, you may (depending on the university) have to look to two other kinds of documents:

- the “lecture schedule” or “course schedule” (which gives the times and places of courses scheduled for a given year) ; and
- the supplemental calendar or “mini-calendar” of the units.



Don’t restrict your search for courses to a single department or faculty. The course(s) you need may be in a related department. For example, “Social Science” may house an exciting political science or sociology course. Explore!

Lecture schedules and supplemental calendars for the whole academic year beginning in September are usually available in the previous spring. Course and timetable information are found on the university web sites. This information is updated regularly, and may alert you to courses that are full or cancelled, or changes in meeting times or places.

Sometimes student groups also issue “counter-calendars” or “anti-calendars” which give students’ opinions on specific courses, often based on questionnaires filled out by students in the previous year. Although they must be taken with a grain of salt, they can often give a good indication of which courses are really good and which are really bad. Student groups (for example: Engineering Students’ Association) are another potential source of information. Talking about courses is also a good way to make contact with Canadian students.

You should also contact the academic advisor of the department(s) in which you are interested, either when you arrive or by e-mail. These faculty members can be a big help if you are

lacking so-called “prerequisites.” The existence of several course “levels” goes hand-in-hand with the system of prerequisites, or courses which you need to have taken in order to qualify for other courses. For example, you may find that in order to take a fourth-level seminar, you need to have taken a second-level course in the same area. These restrictions are noted in the calendars, and they can prove frustrating to exchange students who have, after all, very little chance of having taken prerequisite courses. You need to “talk your way into” courses by explaining to the instructor or the advisor (1) what kind of work you have done in that field already, and (2) that you are an exchange student who will only have one opportunity to take the course.

Enrolling in a course is a formal procedure at Canadian universities. Universities charge students by the course, so they have to know exactly which courses a student is taking at a given time. Students enrol themselves by computer or telephone; occasionally the department or registrar’s office enrolls the student. In case of difficulty, your host International Student Office can probably help you.

When a course is full (as defined by the computer) no more enrolments can be accepted. But keep trying until the enrolment deadline. When somebody drops the course a spot becomes free.



You can always talk to the person who has the power to make exceptions. Sometimes that is the instructor, but very often it isn’t. Talk to the instructor first to see if there is some leeway. Suggest attending the class informally for a while. That way, if someone else “drops” the course you will be ready to “add” it.

Courses usually start at the time listed, and end ten minutes or so before the next class period. Some universities schedule their courses to start on the hour, some on the half-hour, and some may use a mixed schedule. Courses also meet for different periods of time (usually amounting to three hours per week for undergraduate and two hours per week for graduate courses).



Dropping and adding are important because students receive grades for all courses in which they are enrolled after a certain date (the “add / drop deadline”). By all means, shop around in the first weeks of term, but **be aware that (1) to get a grade, you must be formally enrolled in the**

course; and (2) in order not to get a grade, you must drop the course before the drop deadline. If you simply stop attending, or do not hand in the work, you will get a low, and probably failing grade (F) on your record.

Some universities or instructors will allow you to attend a course as an “auditor”; for extra courses of interest this might be a possibility. Advice: If you audit a course and do not do the work, you will not benefit much from it. Time management is essential, and you should prioritize courses in which you are formally enrolled.

If you don’t find any courses to your liking, you can always try to persuade a professor to do an “independent reading course” with you or to let you participate in a project. You should also keep in mind that you can probably enrol in courses outside of your major field; this year could be a good year to do something different – something that has always interested you but for which you haven’t yet made time, or something that is unique to Canada.

You may be tempted to take a large number of courses, either because you want to take full advantage of the different kinds of courses available at your host university, or because you don’t want to “waste a year.” Obviously, personal choice plays a large role here, but for most students, three graduate and four undergraduate courses per semester are plenty to keep you busy. You can easily find yourself overloaded to the point where you miss out on a lot of the benefits (academic and non-academic) of being in Ontario (see [The Rhythms of the Ontario Academic Year](#) on page 111). In deciding how many courses are right for you, consider the kind and level of course, and whether it is a “full course” or a “half-course”: “half-courses” often have a more hectic schedule of reading, writing, and examinations than do “full courses.” Be aware that if you take “too many” courses (e.g. more than 10 semester-long courses during your stay), your host university may charge you international tuition fees.

You are expected to buy your own books for each course. Certain courses also put books and readings “on reserve” in the library, but the university’s bookstore or local bookshops also order copies of the course books listed by the instructor. These books can be very expensive. Canadian students spend approximately \$1000 on books per academic year.

Here are some tips for purchasing books. First, you may find that too few have been ordered; thus, it is often advantageous to buy books quickly after the beginning of classes. On the other hand, this means standing in long lines. If you buy them before classes start, you may find that the book is no longer on the reading list. Also for some courses you have to buy “course kits” that can be as expensive as books.

Sometimes you can find second-hand books which are highly discounted, but be careful to establish that you are buying the proper edition. If you buy new books, do not write or mark in them in any way until you are certain you wish to remain in the course. If you do decide to drop the course, you can return unmarked books within a set time limit (check with the bookstore) and get the full price back. If you use the books, you can also sell them back to the bookstore or book bazaar at the end of the course and recoup some of your money.

The Rhythms of the Ontario Academic Year

As in so many other aspects of university life, the rhythms of the Ontario academic year are not as uniform from institution to institution. Starting and ending dates differ by university, and so do the shapes of the year. Most universities have fall and winter terms (beginning in early September and ending in late April or early May), with or without a summer term in addition. But some are on other systems. Get a list of the “**sessional dates**” for your host university (check the university calendar or the web).

As an example, see the University of Toronto page listing sessional and financial dates, exam timetables, holidays, and policies for religious observances and “snow days”:

www.students.utoronto.ca/The_Basics/Important_Dates.htm.

Courses in Ontario tend to demand a fair amount of work on a regular schedule. If you are in the Humanities or Social Sciences you will probably find yourself writing more papers and submitting more assignments than you are used to at home. We will leave it to you to decide whether the value and level of the work are comparable to what you know from your home institution.

Work for a course must be handed in by a certain

point in the term. You may be lucky and be enrolled in courses without a final examination. Also there are “take-home” (done at home) and “open-book” (with documents) exams.

The disadvantages of the Ontario system are obvious, but there are big advantages as well: When you’re done, you’re done. You can go skiing (or scuba diving) over Christmas with a clear conscience.

Our advice, then, is to keep two things in mind: (1) Don’t take too many courses; and (2) don’t let things pile up until the last minute.

Remember, you are working in a foreign country and an academic culture with which you aren’t fully familiar, and you won’t be as efficient as you are at home, at the least at the beginning of the school year. So don’t miss first day of classes and start studying from the very beginning.

The kinds of work demanded vary from course to course. Standard forms are the “paper” or “essay,” which put less emphasis on secondary sources and more on your opinions; the mid-term examination; the final examination (“sit-down” or “take-home”), the test (a shorter examination), and the oral report. In the sciences, lab reports are also usual. In some fields (i.e. business) group projects and oral presentations are very important. And don’t forget: Students in Canada produce all their papers on the computer.

Most Ontario universities have an academic counselling service, writing centre, or the like, which offers help on study habits and the writing of polished papers. This is not to be confused with services which actually write your papers for you, a form of cheating which can get students thrown out of the university. Avail yourself of the services your host university offers; you’ll not only improve your studying and writing, but you’ll get an interesting insight into the concept of the “essay” in Canada and how it differs from what you are used to.

Speaking of “cheating” and cultural differences, Ontario students may or may not cooperate readily on projects. This may have to do with a greater sense of competition, but in part it stems from a moralism that “everyone should do her or his own work” and that to collaborate is to be dishonest. Please keep these differences in mind.

In the past few years, with the increased use of the Internet, universities have reinforced their

battle against academic dishonesty and more specifically plagiarism. Plagiarism is defined as “representing someone else’s ideas or writing as your own.”

Some universities require that all papers be examined by some kind of plagiarism detection software (such as Turnitin.com).

Being accused of plagiarism can result in a long and painful university trial. Being convicted can result in a range of penalties, including an F on the piece of work and transcript notation. Make sure you fully understand the concept of plagiarism and know the penalties involved at your host university. If you are not certain about documenting sources, ask your instructor.

Working and Studying

To be able to work you need a SIN. It’s your **Social Insurance Number**, and without it you can’t work in Canada. As an international student, you can get a SIN. The number will start with a 9, indicating to employers that you need special authorization to work. **You need to have a job offer to apply for a SIN.** The SIN card is free. Please check the following website: www.servicecanada.gc.ca/en/sc/sin/index.shtml.

A **contract of employment** from your host university or from an employer on campus will allow Human Resources Development Canada to issue your SIN. This means that it will be easy to get permission to work on campus (though finding a job may be a problem).

It will be more difficult for you to work outside the university, either during or after the academic term. If you are interested in working during your stay in Ontario, you should speak to the International Student Advisor at your host university. You will need a work permit, the fee for which is \$150. For more information see

workingincanada.gc.ca/public_html/content_pieces.jsp?category_id=74&lang=en.

For tax (and other) purposes, make sure that you leave a valid address with your host university when you return, so that the university can send you the necessary receipts. If you do earn money, be prepared for a relatively high tax bill: you will probably not be eligible for a number of deductions otherwise available to permanent residents of Canada. For this reason, you should save all your receipts relating to your travel to

Canada (plane ticket, hotel bills, health insurance receipts, etc.). See next section on **Taxes**.

Taxes

If you are employed in Canada, you must file an income tax by April 30 of the year following the calendar year in which the employment took place. These forms will be available in the winter of 2009 for income earned in 2008, and in the winter of 2010 for income earned in 2009. There are special forms for international students. Your International Student Office may have the forms on hand, or you can contact the Canada Revenue Agency or the Canadian Embassy in your country. For further information see: www.cra-arc.gc.ca/tax/nonresidents/individuals/students-e.html

Canada has an add-on “Goods and Services Tax” (GST) which applies to a large number of items and services bought in Canada. The tax is currently 5%.

Ontario has an add-on Provincial Sales Tax (PST) which is currently 8%.



All prices in stores and restaurants are shown before adding the tax (and in restaurants, the tip).

Don’t underestimate your actual total cost.

Meeting People, Social Life, Recreation

It is natural for you to feel alone away from home. The Orientation Workshop in Ontario will ease your first shock of being in North America. You will get over this loneliness much more quickly – and go on to benefit much more from being in Canada – if you make the effort to meet Canadians, students and non-students. We cannot recommend strongly enough that you take the initiative to meet and make new friends.

Here is a specific piece of advice: Find a hobby-oriented or other interest group (drama club, chorus, environmentalist group, sports club) or volunteer work, and start participating! This is a simple and effective way to find Canadians who share your interests. Even a job on campus can be a good way to meet all kinds of people. And sometimes, volunteer work might be countable as an internship.

Because of the pressure of the academic year, Canadian students tend to concentrate on work very early in the term. Also many of them hold a part-time job while studying. Partly for these reasons (but no doubt as part of our culture in general), Canadian students don't have the same kind of social life as do their colleagues elsewhere. Try to understand the Canadian way at the same time as you are sharing Indian ways with Canadians.

Stereotyping and Intercultural Differences

Finding out about differences between Indian and Canadian society and culture (academic and otherwise) will be one of the most interesting things about your stay in Ontario. One must always be aware that generalizations are dangerous; indeed, a short stay abroad is not a very good way to become aware of the subtleties of a culture.

Still, it is fair to say that Anglo-Canadian society (and to a certain extent North American anglo-phone society) can be quite prescriptive about "morals." And "morals" are defined quite broadly. This Handbook has already informed you about formal rules regarding smoking and the consumption of alcohol, and about different concepts of "cooperation" and "cheating."

Communications

Telephones

Canada has not yet discovered the concept of the "message unit". For local calls, you can talk forever without running up a bill. For long-distance service, do some comparative shopping. Pre-paid calling cards are convenient and offer an excellent deal. You call a local number and with a secret code you access overseas numbers.

If you have a computer you can use a peer-to-peer Internet telephone service such as Skype. Check their website at www.skype.com/intl/en/.

For more traditional phones, telephone bills include separate items for the basic monthly charge and for individual long-distance calls (by date, time, number, and length of call). This form of billing makes it easy to share a phone with housemates or roommates.

- *Land Lines*

At the beginning of the fall term, Bell Canada www.bell.ca/home/, the major telephone company, and other companies may come to campus and make it easy to sign up for telephone service. If not, you can visit a "phone store" and arrange for service. It usually does not take longer than a week to get your number and phone. If you are living in residence, you may find that the university has in effect decided for you which service you will use.

If you are a telephone subscriber, you may be able to get a "Calling Card," a special credit card which allows you to make long-distance calls from any telephone, including public payphones, and bill them to your "Canadian home" number.

- *Public Phones*

They operate with major credit cards or a Calling Card. Otherwise you'll have to use cash (50 cents is the least you can get away with).

- *Phone Numbers*



In an emergency – for police, fire, ambulance – dial 9 1 1. This number works in most of North America (except in some very small communities). **If you are asking someone to dial for you, say: "Please dial nine-one-one."**

If you are in a university office or room, you may need to get an "outside line" before dialling 9 1 1; often you first dial 9 before the actual number.

Universities have their own internal emergency numbers and police or security as well.

Local Calls: Traditionally, for local phone calls, you dial only the seven-digit number itself. With a shortage of numbers available, things have gotten more complex, however.

The Toronto area has multiple area codes. 416 and 647 cover Metropolitan Toronto itself, and 905 covers surrounding areas (along with 289). Within Toronto you must dial ten digits, including the area code (but without the "1" in front that you need for long distance). So-called "10-digit dialling" is now required for area codes 519 (Kitchener-Waterloo), 613 (Ottawa and eastern Ontario including Kingston), 705 (the "near North" with Sudbury and North Bay). A new area code, 226, has been added to the 519 area.

Our advice: Get a local student or your host university's International Office to explain how to dial in your area.

Long Distance (North America): For North American long distance, dial 1 + area code + number. Some area codes indicate that the call is “toll free” (e.g. 800, 866 etc.), but be aware that sometimes the “free status” only works within Canada or the U.S. but not between them.



Long Distance (Overseas): The formula is: 011 + “country code” + area code without the first 0 + number. Thus, to “direct dial” **India**, dial 011 91 + area code + the local phone number.

- *Cell phones*

Many students subscribe to a cell phone service, instead of a landline. The rates vary by the service provider and the plan.

“Regular” Mail with Canada Post

Besides regular post offices, postal outlets can be found in pharmacies, drug stores or convenience stores. Canada has a “postal code,” (in the U.S. they are called “zip codes”) which consists of alternating letters and numbers (as in: N6A 3K7). In Ontario the first letter is either K or L or M or N from East to West.

It currently costs \$0.54 + tax to mail a regular-sized letter within Canada, \$0.98 + tax to the USA and \$1.65 + tax to India.

Electronic Mail



Please make sure the Program Office has your “real” e-mail address. Hot-mail and Yahoo addresses have experienced problems in the past, especially with attachments. If you change your address, please let us know immediately. The OMG Program Office’s address is ontmg@yorku.ca.

Travel

Canada is the land of buses and planes. Intercity buses are a fairly inexpensive and fairly convenient way to go medium distances. For longer distances, you might be able to get some cheap flights. At several universities you’ll find a branch of “Travel CUTS,” (Canadian University Travel Service) www.travelcuts.com/ travel agency which specializes in student travel and is owned by Canadian student organizations (this is

not an endorsement). You can call them toll free at 1 866 246 9762 in Canada.

You should get an International Student Identity Card (ISIC card) in your home country, or you can buy it in Canada at any Travel CUTS location or at most Via Rail stations for \$16.00 (\$17.50 if by mail).

- *Air Travel*

Look for “seat sales.” Major companies include:

Air Canada www.aircanada.com/

Air Canada Jazz www.flyjazz.ca

Westjet www.westjet.com/

Zoom Airlines www.flyzoom.com/

Air Transat www.airtransat.com/

and many more.

- *Trains and Buses*

They are of course also very convenient. An ISIC card will get you a 35% discount on the full economy fare with Via Rail (www.viarail.ca/), without an advance-purchase requirement (it is often advisable to book in advance, as trains usually sell out at busy times). You can save 50% off regular fare with Via “6-Pack”: viarail.ca/students/en_etud_econ_isic.html.

Via Rail has a special website called Via Campus for students: www.viacampus.ca/.

Greyhound Canada (www.greyhound.ca/) offers a 25% discount on bus travel to students holding an ISIC card. They offer a special “companion fare” for students – see the website for details: www.greyhound.ca/en/deals/companion_fare.shtml.

Keep in mind that trains are more expensive and less frequent than buses.

- *Drive-away*

You might also want to consider applying to a “drive-away” company, which arranges for cars to be delivered to their owners in various locations. You drive the car. The arrangements for your expenses and any fee you may have to pay will vary. You can try this one in Toronto: www.torontodriveaway.com/. They offer Snowbird Seasonal Services. (“Snowbirds” are Canadians – usually retired – who spend the winter in

warm climates. Common destinations include Canada East and West, Arizona, California, Florida).

- *Car rental*

There are many companies and many deals in Ontario to rent a car. Car rental is the cheapest and most convenient way of traveling if you have a minimum of four passengers. You have to be at least 21 years old to rent a car. If you are under 25, however, insurance will be more expensive. Gas is also becoming more expensive.

You can even rent a used car. Check the following website: www.rentawreck.ca.

Car rental companies like you to have a credit card. If you have the right one (check at home), your insurance costs may be covered automatically. If you will be renting a car, a card that covers insurance in this way can pay for itself quickly. If you do rent a car, make certain that you are fully covered by insurance (“no deductible”) and that everyone who will be driving the car is listed on the rental agreement. If a non-listed driver is involved in an accident the insurance company can and will refuse to pay anything.

If you are renting a car, always inspect both the outside (for dents and scrapes) and the trunk and glove compartment before driving off. Recently one of our students found a gun hidden in the trunk when arriving at York.



If you have both a valid driver's license from another country and a valid International Driver's Permit, as a visitor to Ontario you may drive for up to one year without having to get an Ontario license. As long as you are on the OMG Program, and as long as you do not buy a car while in Canada, you are considered a “visitor” under these provisions. You should get your International Driver's permit in your home country.

Check the website www.gov.on.ca/ to find information on Ontario. For information on driving in the Province of Ontario and in Canada, check these pages of the Ministry of Transportation: www.mto.gov.on.ca/english/ and www.mto.gov.on.ca/english/dandv/visiting.htm.

If you resign from the Program, buy a car, or otherwise cease to be a visitor, you must take both the theoretical and practical driving test.

If you are thinking about buying a car, get a letter (in English), from your automobile insurance company at home certifying that you have an accident-free driving record. If you do insist on buying a car, make sure you do it legally and that you observe all the rules on registration and insurance as well as on driver's licenses. Our official advice: Don't buy a car, new or used.

- *Public transportation*

Within cities, public transportation is available. In Toronto, the Toronto Transport Commission is known by its initials: TTC: www.ttc.ca. In Ottawa, there is www.octranspo.com/.

In Southern Ontario there is GO Transit, a regional service operating trains and buses.

Student discounts are not as usual, although daily and monthly passes are often available. Ask the International Office of your host university whether you can get a special student discount.

- *Cycling*

Cycling is possible, but remember that whenever you use a bicycle you have to obey traffic rules, and the law requires that you wear a helmet. Winter weather may also make cycling difficult and hazardous. Sometimes it's better to leave the bike at home.

- *Shuttle buses*

At some universities shuttle buses are available during certain hours. For example, there is a free shuttle between the two campuses at York University (Keele and Glendon).

- *Walk-Home Services*

Every university has a type of “escort” service to walk you, by request, to campus destinations which are less safe areas.

For information on these services, check with student services, campus security, or the international office at your host university.

Your Participation in the Program: One Year Only

Participation in the program is limited to one academic year.

The OMG Program is conceived as a system-wide exchange of students, not as a study-abroad program for individual students, nor as a “jumping-off year” toward a degree at an Ontario university.

We want as many students as possible to participate in the exchange. This means that we must limit participation to one year, so that each year at least 50 new students – 25 each from each country – have an opportunity to participate.

When you return to your home region and university, we expect you to share the experiences and knowledge which you gained overseas with your colleagues, teachers, and society. We also hope that you will help sustain the relationship between Ontario and Maharashtra and Goa by assisting newly-arrived students from Ontario who have come to study at your home institution.

It is not unusual for students participating in an exchange to become so much a part of the life of the host university and society that they do not wish to leave. This has happened in the case of Ontario students studying in Germany and France, and for French and German students studying in Ontario. Sometimes it is the general life-style that appeals. Sometimes it is the academic life that is attractive. And sometimes it is a personal relationship that makes it difficult to leave.



If you wish to stay on, you must be prepared to apply to an Ontario university under all the terms which apply to applicants from abroad. That is, you must fulfill all the criteria for admission; you are subject to the normal enrolment limitations; and you must pay full fees, including the differential fee. Application deadlines for September may be as early as December of the preceding year. There are a limited number of scholarships available for graduate students, but they are issued on a competitive basis and are very difficult to get. Just because a professor agrees to work with you does not guarantee that you will receive a scholarship.

If you do succeed in staying on, you cannot do so under the auspices of the OMG Program.

Closing Formalities

Please leave a forwarding address with your host university and the OMG Program Office — we'd very much like to stay in contact with you.

When you arrive home, do not be surprised if you experience a “reverse culture shock.” Some exchange students report that they not only had to adjust to the “old ways” of being a student; they also had to come to terms with the fact that they and some of their friends had grown apart. That is a danger of a year abroad, but it is also a way of saying that this year will change your life. On balance, most participants find this change good.

In the meantime, all of us associated with the OMG Program wish you a very good year!

Appendix 1: Contacts at Ontario Universities

Note: The “Primary Contact Person” is the person who has primary responsibility for liaising with the OMG Exchange Programs. Phone numbers are given for the entire university where extensions (indicated by x) are known; otherwise the area code is indicated and the direct-dial number is listed. To reach an extension, dial the university main number and wait for instructions. You will usually be prompted to key in the extension.

UNIVERSITY / INTERNATIONAL OFFICE	TELEPHONE (T) FAX (F)	PRIMARY CONTACT PERSON	INTERNATIONAL STUDENT ADVISOR
BROCK OFFICE OF INTERNATIONAL SERVICES	T:905-688-5550 F:905-688-2074	Ms. Geeta Powell x4318 gpowell@brocku.ca	Ms. Geeta Powell x4318 gpowell@brocku.ca
CARLETON INTERNATIONAL STUDENT SERVICES OFFICE (ISSO)	T:613-520-2519 F:613-520-3419	Ms. Christine Marland 613-520-2519 christine_marland@carleton.ca	Ms. Christine Marland 613-520-2519 christine_marland@carleton.ca
GUELPH CENTRE FOR INTERNATIONAL PROGRAMS	T:519-824-4120 F:519-767-0756	Ms. Lisa Blenkinsop x58466 goabroad@uoguelph.ca	Ms. Allison Broadbent abroadbe@uoguelph.ca
LAURENTIAN INTERNATIONAL	T:705-675-1151 F:705 671 3833	Mr. Bora Ugurgel x3706 bugurgel@laurentian.ca international_exchange@laurentian.ca	Mr. Bora Ugurgel x3706 bugurgel@laurentian.ca international_exchange@laurentian.ca
MCMASTER INTERNATIONAL STUDENT SERVICES MACABROAD	T:905-525-9140 x24700 F:905-527-6510	Mr. Marcos Costa x27701 costama@mcmaster.ca (Manager and advisor)	Ms. Theresa Bae x26105 baether@mcmaster.ca
NIPISSING INTERNATIONAL SERVICES	T:705-474-3450 F:705-495-2850	Ms. Melissa Toupin Laforge x 4540 melissat@nipissingu.ca	Ms. Karen Strang x4105 karens@nipissingu.ca
OTTAWA INTERNATIONAL OFFICE	T:613-562-5847 F:613-562-5100	Ms. Nathalie Dutrisac x1450 ndutrisa@uottawa.ca	Mr. Peter Szyszlo 613 562-5800 x3326 pszyszlo@uOttawa.ca
QUEEN'S INTERNATIONAL CENTRE	T:613-533-2815 F:613-533-6453 T:613-533-6000 F:613-533-6810	Ms. Maryann Severin x75379 intstudy@queensu.ca	Ms. Maryann Severin x75379 intstudy@queensu.ca
RYERSON OFFICE OF INTERNATIONAL AFFAIRS	T:416-979-5026 F:416-979-5352	Mr. David Begg x4078 dbegg@ryerson.ca	Mr. David Begg x4078 dbegg@ryerson.ca
UNIVERSITY OF TORONTO INTERNATIONAL STUDENT EXCHANGE OFFICE (ISXO)	T:416-946-3739 F:416-978-6110	Mr. Marc Arnold marc.arnold@utoronto.ca student.exchange@utoronto.ca	Mr. Marc Arnold marc.arnold@utoronto.ca student.exchange@utoronto.ca
TRENT INTERNATIONAL PROGRAM	T: 705-748-1300 F: 705-748-1626	Ms. Cynthia Bennett Awe tjp@trentu.ca	Ms. Kate Logan 705-748-1303 katelogan@trentu.ca

UNIVERSITY / INTERNATIONAL OFFICE	TELEPHONE (T) FAX (F)	PRIMARY CONTACT PERSON	INTERNATIONAL STUDENT ADVISOR
WATERLOO INTERNATIONAL	T:519-888-4567 F:519-725-9971	Ms. Andreea Ciucurita x35995 aciucurita@uwaterloo.ca	Ms. Andreea Ciucurita x35995 aciucurita@uwaterloo.ca
LAURIER INTERNATIONAL	T: 519-884-0710 F: 519-886-4507	Ms. Priya Kaur x3784 pkaur@wlu.ca	Ms. Priya Kaur x3784 pkaur@wlu.ca
WESTERN ONTARIO INTERNATIONAL STUDENT SERVICES	T:519-661-2111 F:519-661-3949	Meredith McGregor x85196 F:519-661-3949 exchange@uwo.ca	Meredith McGregor x85196 F:519-661-3949 exchange@uwo.ca
WINDSOR INTERNATIONAL	T:519-253-3000 F:519-561-1472	Ms. Michelle Fitzgerald x3934 exchange@uwindsor.ca michelle@uwindsor.ca	Academic Coordinator for Student Exchange Dr. Alan Gold (519) 253-4232 x3034 gold1@uwindsor.ca
YORK INTERNATIONAL	T:416-736-5177 F:416-736-5176	Ms.Norma Speranza speranza@yorku.ca	Ms.Norma Speranza speranza@yorku.ca
ONTARIO PROGRAM OFFICE	T:416-736-2100 x40006 F:416-736-5709	Prof. Lalu Mansinha 519-661-3145 mansinha@uwo.ca	Ms. Agnes Poleszczuk 416-736-2100 x40006 ontimg@yorku.ca Ms. Dagmar Todd 416-736-2100 x22919 dtodd@yorku.ca
After-Hour Emergency Numbers	T: 416-625-3292 T: 519-433-0854 Cell: 519-694-8039	Ms. Agnes Poleszczuk Prof. Lalu Mansinha Prof. Lalu Mansinha	

Appendix 2: Common Abbreviations

#	"Number Sign" (e.g. on a telephone or before a number)
911	"Nine-One-One": Common emergency number for police, fire, ambulance
CAD\$1.00 (May 2008)	CAD\$1.00 = Rs 40.00 (approximate)
CAD \$1.00 = 100¢	A nickel =5¢; a dime = 10¢; a quarter = 25¢; \$1 = a buck (coin = a Loonie); \$2=two bucks (coin = a Toonie)
401	The Four-Oh-One: highway between Windsor and the Ontario / Québec border
a.m., am / p.m., pm	<i>Ante meridiem</i> : before noon / <i>Post meridiem</i> (after noon)
ASAP	As Soon As Possible
ATM	Automated Teller Machine
BC / BCE	Before Christ / Before the Common Era
BIU	Basic Income Unit (universities use for counting students)
BYOB	Bring Your Own Bottle (drinks will not be supplied at a party)
CAA	Canadian Automobile Association
CBC / SRC	Canadian Broadcasting Corporation / Société Radio-Canada
CBIE	Canadian Bureau for International Education
COD	Cash On Delivery (pay the delivery person for a package)
ESL / FSL	English as a Second Language / French as a Second Language
EDT	Eastern Daylight Time
EST	Eastern Standard Time (time zone)
FAQ	Frequently Asked Questions
F/T	Full-Time (see P/T)
FYI	For Your Information
GA / RA / TA	Graduate Assistant / Research Assistant / Teaching Assistant
GP	General Practitioner (family doctor)
GPA	Grade Point Average
GTA	Greater Toronto Area (City of Toronto + surrounding municipalities)
GST (5%) / PST (8%)	Goods and Services Tax; Provincial Sales Tax
ID	Identification (card)
ISC	International Student Centre
LCBO	Liquor Control Board of Ontario (beer, wine store)
LLBO	Liquor Licensing Board of Ontario
N/A	Not Available, Not Applicable (e.g. information on a form or survey)
NHL	National Hockey League
OHIP	Ontario Health Insurance Plan
OPP	Ontario Provincial Police
PJs	Pyjamas
P/T	Part-Time (see F/T)
PTO	Please Turn Over (the page)
Q&A	Question and Answer (session)
QEW	Queen Elizabeth Way (Highway from Toronto to Fort Erie)
RCMP / GRC	Royal Canadian Mounted Police / Gendarmerie Royale du Canada
RSVP	Please respond to the invitation
SIN	Social Insurance Number
TBA	To be announced
T.O.	Toronto
TTC	Toronto Transit Commission (public transit; buses, subways, streetcars)
UHIP / RAMU	University Health Insurance Plan / Régime d'Assurance Maladie Universitaire