Welcome to Winnipeg!

Located at the geographical centre of North America, Winnipeg is one of Canada’s most culturally vibrant cities. It is a very ethnically and linguistically diverse community, home to many artists, writers, and musicians. The city has countless cultural venues and events to enjoy throughout the year, including live music, theatre, art galleries, sports events, museums, and festivals.

Due to its central geographical position, Winnipeg is an ideal location from which to explore the rest of Canada. Winnipeg is also located near beautiful lakes and beaches, which can be enjoyed in the sunny summer months.

Welcome to the UofM!

The University of Manitoba was founded in 1877 and is western Canada’s oldest university. In a typical academic year, approximately 30,000 students — 25,000 undergraduate and 3,700 graduate — are enrolled in more than 100 programs. The University of Manitoba provides the largest selection of academic offerings (including professional and graduate programs) of any university in the province of Manitoba.

The University of Manitoba is also home to a wide range of research centres and institutes, as well as Smartpark Research and Technology Park, a community of innovators that forges collaborations between university and industry.
International Centre for Students
Handbook for Inbound Exchange Students

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1. UofM Faculties and Courses

Exchange students can apply to take courses in the following faculties:

- Agriculture and Food Sciences
- Architecture*
- Arts
- Business*
- Education*
- Engineering
- Environment, Earth and Resources
- Fine Arts*
- Kinesiology and Recreation Management
- Law
- Science
- Social Work

*Please note that these faculties may strictly limit the number of courses open to exchange students.

Some of the courses listed in the Course Catalog may not be offered during the term of your exchange to the University of Manitoba. To check the terms and times when your courses of interest will be offered, please consult the Aurora “class schedule” at https://aurora.umanitoba.ca/banprod/bwckschd.p_disp_dyn_sched

Registration procedures vary by faculty. The faculty into which you have been admitted will be listed on your official Letter of Acceptance. You will receive further instructions on registering for courses from the ICS Exchange Coordinator.

2. Term Dates and Examination Periods

2016 Fall Term
The 2016 Fall Term will extend from Sept. 8 to Dec. 9, 2016.

2017 Winter Term
The 2017 Winter Term will extend from Jan. 4 to Apr. 7, 2017.

Exams for most courses are held over a two-week period immediately following the last day of classes in the term. Exams in the 2016 Fall Term are scheduled between Dec. 12 to Dec. 22, 2016. Exams in the 2017 Winter Term are scheduled between Apr. 10 to Apr. 25, 2016. The exact date for each exam is usually posted at the beginning of the term. **If your final exam will be held during the examination period, you must be present to write the exam.** Please take this into consideration when booking your return flight.

3. Mandatory Fees

Exchange students are not required to pay tuition fees or an application fee to the University of Manitoba. **However, they are responsible for paying the fees listed on the next page.** These fees are payable to “The University of Manitoba” at the Cashiers Office within the first week of classes.

Payment can be made by cheque, money order, or cash. It is not possible to use credit cards. The Exchange Coordinator will notify you of the fee payment deadlines. Late payments will result in a fine.
Fees Payable to the University of Manitoba:

A. Student Organization Fees
Student Organization Fees are mandatory fees that can range from $67-$200 CAD, depending on your course load and faculty. Student Organization Fees are automatically added to your fee assessment when you register for classes.

B. Lab and Field Trip Fees
Some courses include a laboratory and/or field trip component. If you register for such a course, you may be required to pay additional fees to cover the cost of these activities. Lab and Field Trip Fees are automatically added to your fee assessment when you register for classes.

C. University of Manitoba Students’ Union (UMSU) Health and Dental Insurance Plan
You may wish to purchase additional health and dental coverage through the UofM Students’ Union (UMSU) Health and Dental Plan. Detailed information on coverage and fees is available at www.umsu.ca/services-a-programs-umsumenu-3/health-a-dental-plan-umsumenu-4. See item 5.E for Manitoba Health Information.

4. Housing & Accommodations
Exchange students may choose from several housing options in Winnipeg. If you have any questions or would like to discuss the option that best fits your lifestyle, feel free to contact the Exchange Team.

A. University of Manitoba Residences
The UofM has several on-campus residences. Detailed information and an application form are available at www.umanitoba.ca/campus/housing. For specific questions, please contact residence@umanitoba.ca.

Students beginning their exchange in September should apply by the first week of April. Students beginning their exchange in January should apply for residence in late September.

When booking your ticket to Winnipeg, please take into consideration the official move-in dates of your residence hall. If you wish to arrive before your residence officially opens, you will need to contact the Residence Office to request permission for an early move-in. Please be advised that such arrangements are not always possible. If you are allowed to move in early, you will be charged for the additional days. Otherwise, you will need to make arrangements for short-term accommodations (please see item 4.D).

If you are coming to the UofM on exchange for the Fall Term only, you will be required to notify the Residence Office by late Oct. of your intention to move out before the Winter Term. Please contact the Residence Office for the exact deadline to withdraw. If you wish to remain in Winnipeg after your exams are written, you may apply for permission to move out after your residence hall’s official move-out date. A late move-out will incur additional fees.
B. Homestay Program
The UofM’s Homestay Program is a great way to learn more about Canadian culture by living with a Canadian family. You will be required to pay a $150 application fee, a $200 administration fee, and $2,800 for the first 4 months to participate in the program. Some meals are included in the program fee. More information is available at http://umanitoba.ca/student/elic/homestay/index.html.

C. Renting
Renting your own apartment in Winnipeg can be challenging for exchange students. Many landlords require proof of employment or evidence that you have lived in Manitoba for a length of time as a way of ensuring you will honour the tenancy agreement. International students often find it easier (and less costly) to rent a room or to sublet an apartment. If you are interested in living off campus, the following resource may be useful for you:

- Off-Campus Housing Registry https://och.cc.umanitoba.ca/

D. Short-Term Housing
If you need to make arrangements for temporary housing immediately before or after your term of exchange, you may wish to consider the following hotels:

- Canad Inns Fort Garry https://www.canadinns.com/stay/fort-garry/home/

- A more affordable option: www.backpackerswinnipeg.com

NOTE: It is strongly recommended that you choose a hotel near campus rather than downtown.
5. Programs and Services

The International Centre for Students (ICS) has several programs designed to ease your transition into the UofM and life in Winnipeg and to help you get involved in campus life. To register for any of the programs listed below, please complete the Exchange Student Arrival Form and return it to ICS by email or fax. Your Arrival Form has been sent along with this handbook by email. Our office is open Monday to Friday, 8:30am-4:30pm.

A. Orientation for International Students

The ICS Orientation will provide you with an introduction to the UofM campus and give you useful information about cultural differences in educational settings. You will hear survival tips from staff and experienced students, and have an opportunity to make new friends from all over the world! There is an orientation at the start of each term. You are already registered to attend our orientation. If you are unable to attend, please notify your UofM Student Exchange Coordinator by email.

B. Intercultural Retreat

This is a unique one-day intercultural event held just before the start of the Fall term each year. It is an opportunity to meet new and returning international students, as well as U of M staff and professors. The day includes intercultural discussions and recreational activities such as rock wall climbing, canoeing/kayaking, swimming, and sports at a beautiful rural retreat.

The Retreat is highly recommended by students who have participated in the past as a way to make friends at the start of the term, develop successful communication strategies in a multicultural context, become better prepared for the Canadian academic environment, and enjoy the beauty of rural Manitoba. Note: This event is held at the start of the fall term only. There is a fee to participate in this event. Students can register for this event on the Exchange Student Arrival Form.
C. International Student Mentorship Program (ISMP)

Through the ISMP you can request to be partnered with an experienced U of M student who will serve as a point of contact and support during your transition to the U of M and Winnipeg. All Mentors in our program have been trained on how to provide peer-to-peer personal, academic, and intercultural support for new international students. You and your Mentor will arrange weekly meetings and your Mentor is also expected to communicate via e-mail or text as needed. You and your Mentor will be partnered for the entire academic term (September - December or January - April). The time commitment for this program is 18-20 hours throughout the term. Students can request more information about this program on the Exchange Student Arrival Form.

D. ICS Newsletter

Keep up-to-date on such things as Immigration news, ICS events and programs, rooms for rent, and more by registering to receive the ICS Newsletter at ics@umanitoba.ca before you arrive. Students can also register for the Newsletter on the Exchange Student Arrival Form.

E. Health Insurance

Basic Health Coverage:

Some international students may be eligible for provincial health coverage through Manitoba Health. In order to qualify for Manitoba Health coverage, a student must meet the following criteria:

- have a valid study permit issued by Citizenship and Immigration Canada (CIC) for a minimum of six months;
- AND live in the province for a minimum of six months in a calendar year.

Most of our exchange students will likely NOT meet these eligibility criteria, so you will probably still be required to purchase private travel health insurance from your home country.

For more information about Manitoba health coverage, please visit [http://www.gov.mb.ca/health/mhsip/](http://www.gov.mb.ca/health/mhsip/) or call Manitoba Health at +1 204 786 7101.

Supplemental Health and Dental Coverage:

If you qualify for coverage for Manitoba Health, you may be able to purchase extended health insurance coverage through the UMSU Health and Dental Plan. For more information about UMSU Health and Dental Plan coverage, please visit [http://www.umsu.ca/services/health-dental-insurance](http://www.umsu.ca/services/health-dental-insurance)
6. Help with English

The University of Manitoba offers a variety of programs for students looking to improve their
English language skills.

A. Volunteer Language Exchange Program (VLEP)

This program matches volunteers with complementary interests in language and
culture. Students volunteering in the VLEP meet with their respective Conversation Partners every
week to practice each other’s languages and learn about each other’s cultures. The sessions are
friendly and informal. For more information about the VLEP, visit http://umanitoba.ca/student/ics/programs/workshop.html

B. English Language Centre

The English Language Centre offers non-credit courses for students who want to improve their
academic oral and written English language skills. These courses are separate from the courses you can
take through the Student Exchange Program. If you are interested in taking a course through the
English Language Centre you would have to pay the applicable fees. More information is available at
www.umanitoba.ca/elc

C. Academic Learning Centre

The Academic Learning Centre offers students a variety of resources aimed at developing
academic strengths and skills in writing, learning, and research. Assistance is provided through face-to-face
tutoring sessions, workshops, and through their website: http://umanitoba.ca/student/academiclearning/.

7. Visa Information

If you have any questions regarding your Study Permit, Visa, or the Citizenship and
Immigration Canada laws pertaining to studying or working in Canada, please contact one of our
International Student Advisors.

Gitan Armour: +1-204-474-6242
email: Gitan_Amour@umanitoba.ca
and/or
Meredith Johnson: +1-204-474-8503
email: Meredith_Johnson@umanitoba.ca

A. Temporary Resident Visas

Students coming from most countries will require a Temporary Resident Visa (commonly
called an entry visa) in order to enter Canada. Please check the Citizenship and Immigration
Canada website to see if you need to apply for a visa. If you have questions regarding your visa
application, contact a Canadian Embassy near you. More information is available at www.cic.gc.ca.
B. Study Permit Information

If your exchange period will be six months or less in duration, you can study in Canada as a visitor without a Study Permit. However, there are benefits to having a Study Permit even if you do not require one. If you have a valid Study Permit, you may be eligible work on the campus at which you are registered as a full-time student. You will also need a Study Permit if you are planning to rent a car or drive in Manitoba after the first 3 months of your entry into Canada. A Study Permit will allow you to obtain a Student Authorization Letter, which authorizes you to drive using your drivers’ license from your home country. A Study Permit is also necessary to qualify for Manitoba Health coverage.

C. Travelling to the United States

If you are interested in travelling to the United States during your exchange term(s) in Canada, consider applying for your USA visa while you are still at home. It can be very difficult to receive a visitor visa to the USA while in Canada because your status in Canada is temporary. Additionally, to apply for a visa to the USA once you are in Canada, you must travel to a U.S. consulate to apply in person. It is not possible to apply by mail. There is no U.S. consulate in Manitoba that can process visas.

8. Arriving in Winnipeg

The University of Manitoba does not currently offer an airport pickup service. Students can either take a taxi cab, private car or public transit (bus) to the University.

A. Getting from the Airport to the University

The James Armstrong Richardson International Airport is in the northwest area of the city. The UofM campus is located on the southern edge of the city. A taxi ride from the airport to the University will take about 30 minutes and will cost approximately $40-$50 CAD. Taxi rates are fixed, so you cannot barter with the drivers. It is appropriate to tip the taxi driver 10-15%, however it is not necessary.

For just a little bit more than a taxi, you can reserve a car and driver to meet you at the airport and take you anywhere in the city. A driver will meet you in the arrivals area holding a sign with your name on it. This service costs approximately $45 CDN for a ride to the U of M Fort Garry campus, or less for most other areas of the city. For more information on airport pickup services, please visit the following page on the Winnipeg James Armstrong Richardson International Airport website: http://www.waa.ca/location/othertransportation. Make sure to include your arrival date, time, and flight number when making your reservation.
Although it is possible to take a public transit bus from the airport to the UofM, it can be an inconvenient option. It may be difficult to carry your luggage on the bus and it will be necessary for you to transfer to a different bus route during the trip. Also, not all bus routes operate on a 24-hour schedule and many routes offer limited service during non-peak hours. For more information about the public transportation system in Winnipeg, visit the Winnipeg Transit web site at:
[www.winnipegtransit.com](http://www.winnipegtransit.com).

**B. Arriving at the University of Manitoba**

Once you have settled into your residence hall or off-campus accommodation, be sure to stop by the International Centre for Students (ICS). The Exchange Advisor and Coordinator will be there to welcome you and provide you with a Welcome Package, including information about the UofM and the City of Winnipeg.

The ICS Office is located at 541 University Centre. *Our regular office hours are Monday to Friday 8:30 am - 4:30 pm.*

### 9. Leaving Winnipeg

Before leaving the UofM after your exchange term(s), please remember to:

**A. Meet with the Exchange Advisor and/or Coordinator**

We would like to say goodbye! Please stop by ICS and tell us about your experience as an exchange student at the UofM.

**B. Order Transcripts**

As soon as final grades for your term of exchange are posted, the Exchange Team will send one copy of your official UofM transcripts to your home university. If you would like an additional copy for your own records, please request it at the Registrar’s Office (400 University Centre) before leaving Winnipeg. You may pick up the transcripts in person or arrange to have them sent to your home address for a fee.

### 10. Travelling within Canada

Canada is a country of continental proportions, and Winnipeg is an excellent central point from which to explore it. Options for travelling around Canada include airplane, bus, train, and rental car.

- Some students may decide to drive from Winnipeg to Banff, Vancouver, or Toronto, but such trips require plenty of time and endurance for the long drives. Car rental information can be found on the Winnipeg James Armstrong Richardson International Airport website at [www.waa.ca/location/carrentals](http://www.waa.ca/location/carrentals).
- Bus lines also make frequent trips across Canada. Express routes are fairly expedient (as they do not make frequent stops) and less expensive than air travel. Information on Greyhound bus services is available at [www.greyhound.ca](http://www.greyhound.ca).
- Another option for travel across Canada is to take the train. VIA Rail is a major railway line with stops in every major city. You can get a student discount on rates if you have an International Student Identity Card. For more information, visit [www.viarail.ca](http://www.viarail.ca).
- You can also fly with any of our airlines. Prices vary according to season and day of the week. Airline options include Air Canada ([www.aircanada.com](http://www.aircanada.com)), WestJet ([www.westjet.com](http://www.westjet.com)), and CanJet ([www.canjet.com](http://www.canjet.com)). There are also several regional airlines as well.
11. Contact Information

**International Centre for Students**
541 University Centre - University of Manitoba
Winnipeg, Manitoba, R3T 2N2  CANADA
Phone: 1-204-474-8501 Fax: 1-204-474-7562

**Student Mobility and Exchange Coordinator  (main contact)**  
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Phone: 1-204-474-6736

**Student Exchange Advisor**  
*Ms. Naomi Fujiwara*  
Email: Naomi_Fujiwara@umanitoba.ca  
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**International Student Advisors**  
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&  
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**Communications Coordinator**  
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