



Presentation outline

- Public health guidelines
- Managing your studies
- Ulaval IT tools
- Ulaval ID card and public transit
- Health insurance
- Right to work
- Welcoming services offered at ULaval



PUBLIC HEALTH GUIDELINES



COVID-19 pandemic

Public health guidelines

- Mask
- Self-isolating



COVID-19 pandemic

Symptoms? Contact 1 877 644-4545 for instructions

- Follow the instructions on this government web page.
- Inform us promptly by filling out this <u>form</u>
- Free testing and medical asssistance

For further information: https://www.ulaval.ca/en/covid-19/health-guidelines-on-campus



MANAGING YOUR STUDIES

The Registrar's Office (Bureau du registraire)

Responsabilities:

- Collecting legal documents (CAQ and study permit).
- Keeping international student's files.
- Managing group health and hospitalization insurance with Desjardins.

Declaration for distance studies outside Canada: If you are studying entirely remotely outside Canada, you must inform the University. Information regarding the procedure to do so will be sent to you by email after your registration.



International student status

As per canadian and quebecer laws, there are conditions to your stay. As a foreign student, you must:

- Make of your studies your main activity, remain enrolled and make reasonable and timely progress towards completing your program.
- Hold at all-time a valid health insurance for yourself and the family members accompanying you.
- Inform Immigration, Refugees and Citizenship Canada of any change of educational institution.



International student status

- Always hold valid immigration documents.
- Keep photocopies or scans of all your immigration documents in a safe location.
- If you wish to study after the expiration of your legal documents or if you change your level of study, you must start the renewal process of your immigration documents 3 to 6 months before your current documents expire.
- Every time you receive a new CAQ or a new study permit, you must show it to the Registrar's Office.



Admission and registration

Two separate processes:

- Admission: confirms your eligibility to study in a specific program and allows you to begin the procedures to come to Canada. You must accept the offer of admission!
- Registration: action of choosing which training activity (courses, internship, redaction, research, etc.) you will enroll in for the upcoming semester. This must be done before every semester.



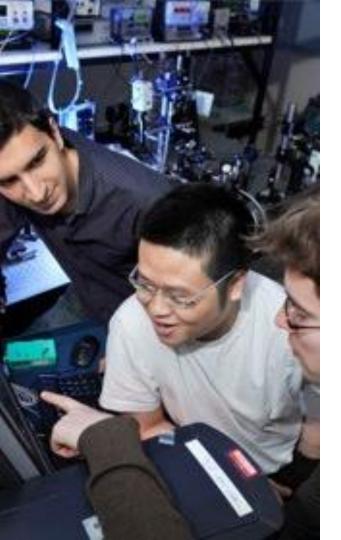
Your first registration

- By your program's administration office:
 - Exchange students, after presenting your legal documents to the Registrar's Office
 - New students in certain programs
- Self-registration on monPortail
- To validate your course choices, we strongly advise you to communicate with an academic advisor at your faculty.



- Academic year
 - 15 weeks per semester
 - 3 semester per year: fall, winter and summer
- Full-time enrollement
 - Registration to a minimum of 12 credits for the Fall and Winter semester
- Credits
 - A 3 credits class = 3 hours of online or face-to-face class and 6 hours personnal work per week
 - 12 credits = 36 total hours of work per week (at the undergradute level)
- Class outline (Plan de cours)
 - Objectives, evaluation methods, books to buy, etc.
 - Explained in details during the first class





- Quick semester pace
- Autonomous learning
- Accessibility of professors
- No exam retakes
- Intellectual property: <u>Choisir l'intégrité</u>
- Buying new and used text books at the Coop Zone store and on the <u>Lexya website</u>



Passing grades

A +	Α	A -	B+	В	B-	C+	С	C-	D+	D
4,33	4,00	3,67	3,33	3,00	2,67	2,33	2,00	1,67	1,33	1,00
									Υ	

Undergraduates only

Fail E=0

B- = minimal average required for graduate level C = minimal average required for undergraduate level



Important dates

- **Semester**: Septembre 6th to December 16th
- Week reserved to exams: December 19th to 23th
- Reeding week: October 31th to November 4th
- Holidays:
 - September 5th Labor Day
 - October 3rd Provincial Elections
 - October 10th Thanksgiving
 - December 8th University Day
- Tuition payment (preferably online):
 - Bill available at the end of September
 - Payment dealine : October 15th

Academic Calendar 2022-2023 (in French)



Important dates

Schedule modification deadlines

- Add a course: September 13th
- Withdrawal with refund: September 20th 11h59pm*
- Withdrawal without refund : November 15th 11h59 pm *

*Warning: you may lose your full-time status and the privileges that come with it.





Courses for international students

- <u>GPL-0901</u>: Insertion universitaire en milieu francophone nord-américain (3 crédits)
- <u>GPL-0150</u>: Découvrir le Québec : un nouveau milieu de vie (3 crédits)
- <u>FLS-2100</u>: Le Québec moderne à travers sa langue (3 crédits)
- *The classes are offered in French only





Courses to perfect your french

- FLS1002 : Grammaire de l'oral l Oral grammar l.
- FLS2004 : Rédaction de textes académiques II Academic text redaction II.

• Contact Mme Pascale Ruel at <u>gestion.fls@flsh.ulaval.ca</u> if you wish to register for these classes.

https://www.flsh.ulaval.ca/en/ecole-langues



Language requirements

- French language requirements: Certain requirements may apply if French is not your first language.
- English language requirements: Many programs require a certain level of English to graduate. We recommend that you take a placement test to evaluate your level of English proficiency and avoid potential consequences such as:
 - Delayed graduation
 - Compromised participation in an international exchange program
 - Impact on the renewal of your legal status in Canada

Contact your department to verify the language requirements for your program of study!

Language proficiency tests: https://www.flsh.ulaval.ca/en/ecole-language proficiency-tests

ULAVAL IT TOOLS

Useful IT glossary

- IDUL: Identifiant unique Laval, a unique identifier with a maximum of eight characters, it is generally composed of five letters followed by zero to three digits. It gives access to a number of IT services at Université Laval.
- PIN (or NIP in French): Personal identification number, it is used as a password in several Université Laval systems. For example, it is used to access monPortail.
- NI: Numéro d'identification, or student identification number in English, it is a nine-digit number indicated on your official documents. Your NI appears on your ULaval student card issued at the start of the semester.



Internet wireless network (Wi-Fi)

- All students registered at Université Laval are automatically subscribed to the wireless network **eduroam**.
- Access to the network will be available within 24 to 48 hours of registration.
- The Wi-Fi_UL network is available without a password. However, it is better to use **eduroam**.
- To access the internet wireless network at Université Laval :
 - 1. Choose **eduroam** network
 - 2. Enter IDUL@ulaval.ca
 - 3. Enter your password (NIP)



ULaval email and Capsule

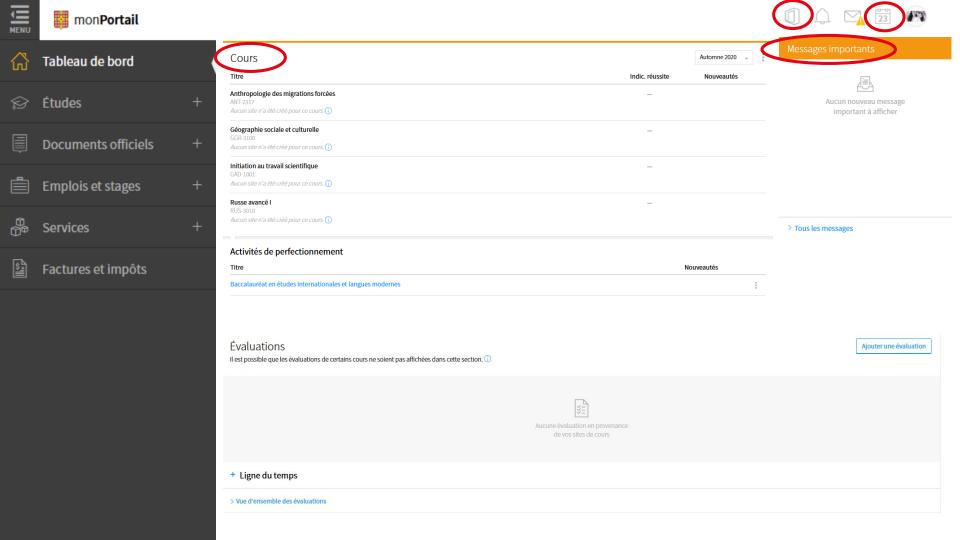
- Email address @ulaval.ca: consult it regularly. The Student Life Office, the Registrar's Office, your program director, your teachers, etc., will contact you only at this address.
- Capsule's functionalities: change of address, unofficial transcripts, etc.

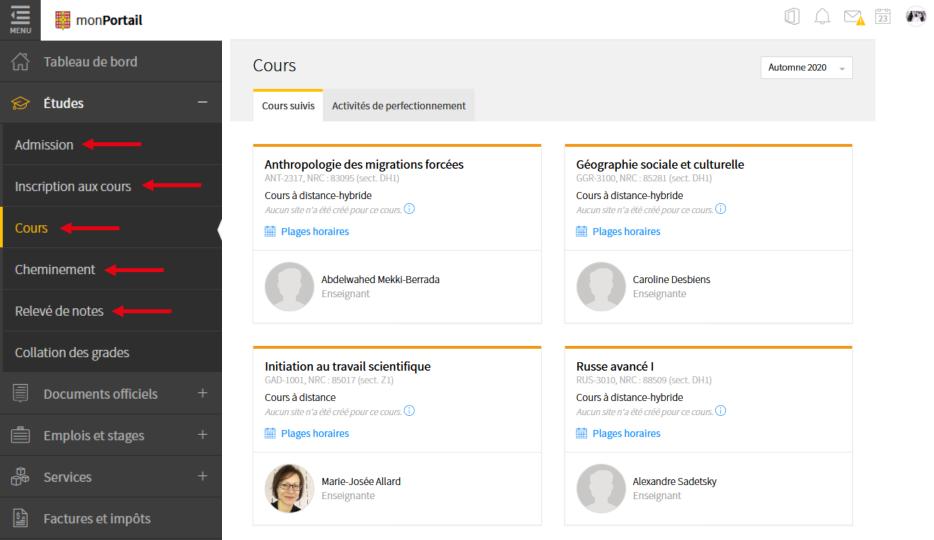


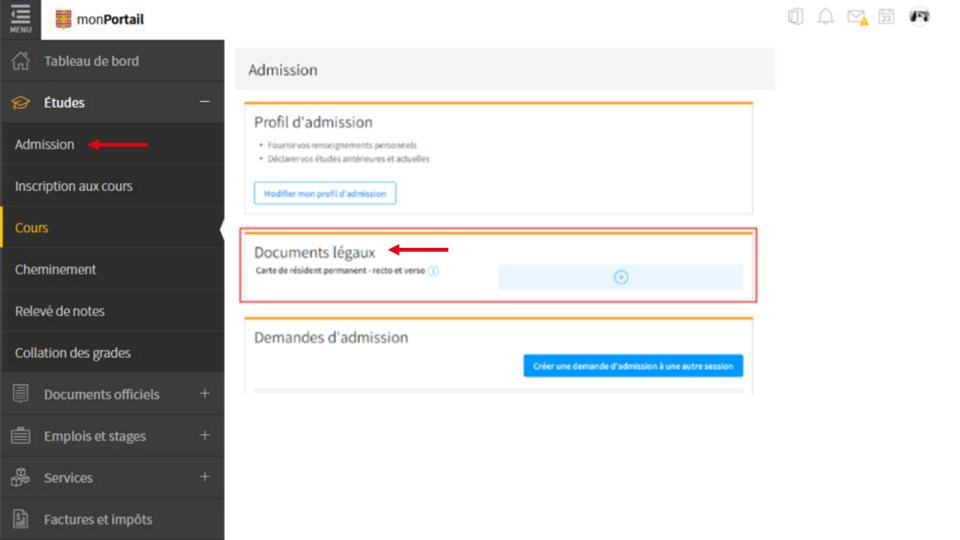
monPortail

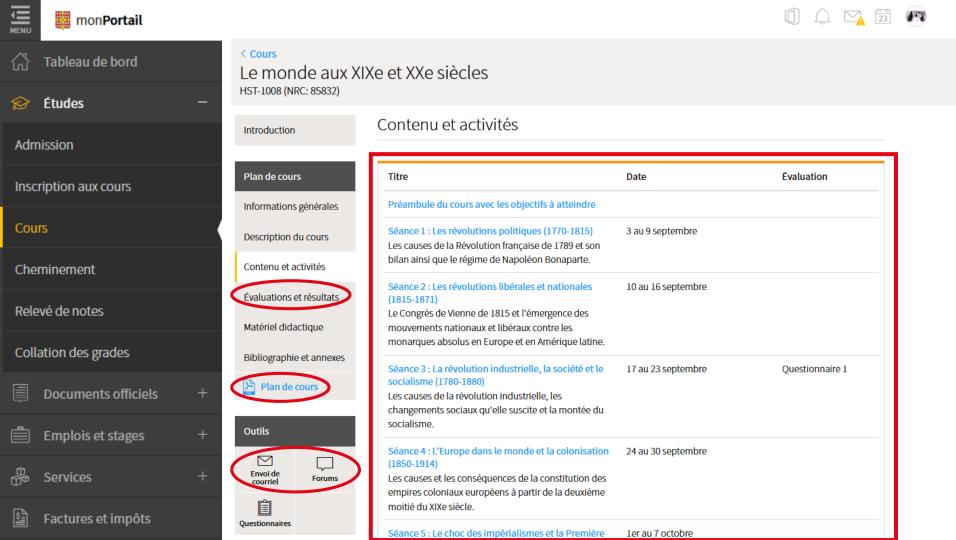
- monportail.ulaval.ca
- Online studies platform providing centralized access to services and information related to your studies.
- This platform gives you access to:
 - registration to your courses
 - important messages related to your studies
 - communication and planning tools
 - websites of courses (course outline, books to buy, submission of works, results, etc.)
- Accessible with your username (IDUL) and password (PIN)

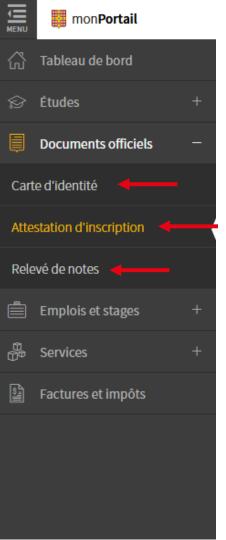












Documents officiels

Attestation d'inscription Relevé de notes

Attestation d'inscription

Qu'est-ce que c'est?

L'attestation d'inscription est un document officiel émis par le Bureau du registraire, qui fait foi de votre inscription à l'Université Laval auprès des organismes qui le demandent. ①

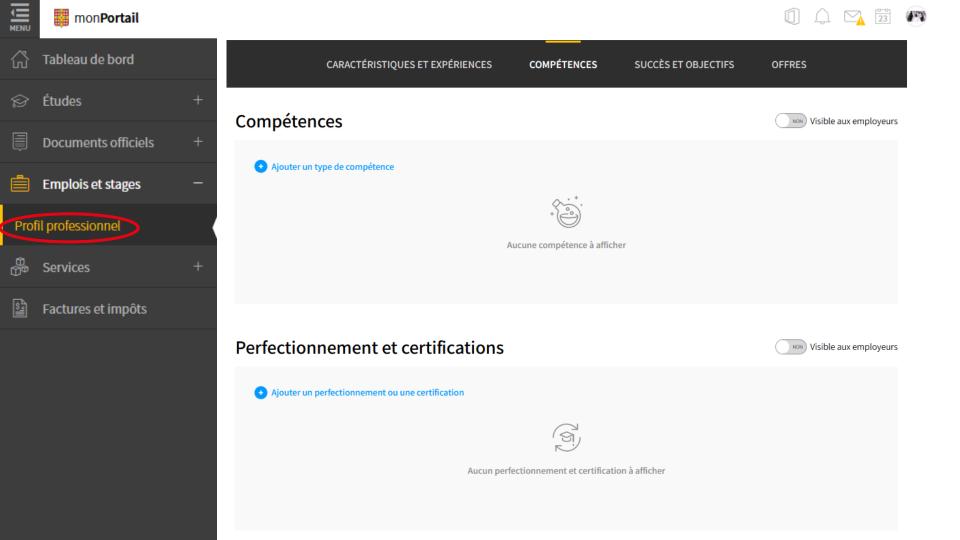
Voir un exemple

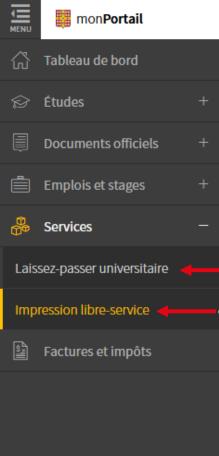
Formats disponibles¹

Version électronique (PDF) en français

La commande d'attestation peut viser une ou plusieurs sessions d'études au coût fixe de 8,00 \$ CAD. Chaque attestation d'inscription produite est conservée dans la page « Documents officiels ».

Version personnalisée ou rédigée en anglais













Impression libre-service

Qu'est-ce que c'est?

Les systèmes d'impression vous permettent d'acheter des crédits d'impression directement sur le Web et de profiter d'une soixantaine d'imprimantes multifonctions mises à votre disposition sur la Cité universitaire, à l'Édifice du Boulevard, à l'Édifice La Fabrique et au Vieux-Séminaire de Québec.

Sélectionner l'emplacement où vous désirez imprimer

Cité universitaire

Imprimer, numériser, photocopier sur la Cité universitaire

- 1. Accéder au système avec votre IDUL.
- 2. Acheter des crédits d'impression.
- 3. Télécharger votre document
- 4. Accéder à l'une des imprimantes multifonctions en libre-service et s'authentifier avec votre IDUL.
- 5. Imprimer, numériser et photocopier vos documents.

Accéder au système Cité universitaire



ULAVAL ID CARD AND PUBLIC TRANSIT



Université Laval ID Card



- After your registration, an important message will be sent in monPortail inviting you to submit your picture for the production of the Université Laval ID card.
- Contact the Registrar's Office if you need help taking the picture.
- To collect your ID:
 - ✓ All cards will be virtual
 - ✓ Once the picture is approved, you can access it on monPortail and present it on an electronic device.



Laissez-passer universitaire (LPU) (public transit pass)



- Mandatory and billed automatically for full-time students (12 credits) enrolled in a degree granting program.
- **Cost**: 144,72\$ per semester.
- Illimited access to the regular services of Québec City and Lévis, including the ferry
- Valid from September 1st to April 30th
- Summer semester: use your LPU to purchase reduced price monthly pass
- Available to exchange students



How to get the LPU

Full-time students

- On monPortail
 - After approval of your Ulaval ID picture, go to the Services section of monPortail and follow the steps.
- Your LPU will be delivered via postal services in 7 open days
- To know the possible consequences of a change in status on you LPU, consult the dedicated page on our website.
- You can withdraw (through this form) from the LPU if:
 - ✓ You are studying fully remotly AND you are residing outiside the territories served by RTC and STLévis



How to get the LPU

Exchange students (optional)

- Optionnal
- You will receive by email from the Registrar's Office a registration certificate
- To get your LPU, go to the following location with this certificate:
 - RTC Center: 820 avenue Ernest-Gagnon/884 rue Saint-Joachim, Quebec
 - 144,72\$ payable on spot
- For more information, consult the university website: www.ulaval.ca\lpu



HEALTH INSURANCE

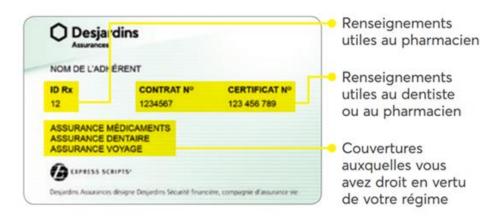
Desjardins insurance

- MANDATORY and automatic enrolment. Possible exemptions (ex: RAMQ).
- Effective upon arrival, on August 15th at the earlies for fall semester.
- Invoicing: appears on your invoice upon registration.
- Cost: \$900 for one year (exchange student: \$300 by semester)
- Insurance card: Contract and certificate numbers will be provided by the Registrar's Office by email.
- Visit Desjardins secure website for detailed information on insurance coverage.



Desjardins insurance

- Insurance card: You must download it with the information provided by the Registrar's Office
- Online Desjardins services
- Frequently asked questions Desjardins





Régie de l'assurance maladie du Québec (RAMQ)

Reciprocity agreement between the Government of Québec and the following countries:

- ✓ Belgium, Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal, Romania and Sweden.
- Consult the <u>Claiming and Exemption-Quebec Health Insurance Plan form</u> provided by the Registrar's Office and follow the instructions
- DO NOT go in person to the RAMQ offices, all documents must be sent by postal services.
- Proof of eligibility must be sent by email to the Registrar's office at assurances@reg.ulaval.ca



Alliance pour la santé étudiante au Québec (ASÉQ)

- Not available to exchange students.
- This insurance is offered by your student associations (CADEUL for undergraduate students and AELIÉS for graduate students).
- Automatic registration (but not mandatory) to the dental care part of this insurance. Withdrawals can be done upon request.
- Students insured by the RAMQ can also enroll in the Health part of this insurance.
- Programme Mieux-Être
- This insurance is not available for those whose first session is in the summer, it will be available in the fall semester.



Health insurance

- You **MUST** insure all your family members living in Québec. Opportunity to do so with Desjardins.
- Minors are eligible to register to the RAMQ under the condition that they will be in Québec more than 6 months per year.
- Medical clinic on campus only for members of the university community.
- COVID-19 clinics: free for everyone, do not be afraid to consult.

Check out the <u>health insurance for international students web page</u> for more details



RIGHT TO WORK



On campus work

All students with a study permit **registered full time** can work on campus.

Exclusion:

- Student without a study permit
- Student registered part time



Off campus work

All students with a study permit registered full time.

20 hours per week maximum during academic session (full time during scheduled breaks).

Exclusion when students are registered:

- In preparatory year
- In non-degree studies
- In a French language learning program (FLE, FLS)
- In an insertion in a professional order program
- Exchange student during one session only, even if you have a study permit



Right to work

- Upon arrival, the right to work begins on the first day of the semester.
- If during a semester, following a withdrawal, you are no longer registered full time (less than 12 credits), you must cease to work immediately.
- Exchange students are **not allowed to work the summer following** their last semester at Université Laval.
- To complete one or more intership(s) as part of our studies at Université Laval, you need to have a **co-op work permit**. It is free.



Right to work

 The <u>Social Insurance Number (SIN)</u> obtained from Service Canada is required to work.

*Warning: your SIN is confidential!!

You can apply for your SIN in person at Service Canada or online (longer delay)

Working in Canada Université Laval (ulaval.ca)

Questions? Contact our immigration advisors





For more information, register for one of our conferences

- Working with a study permit and accessing the Québec job market (in French only)
- Obtaining a Social Insurance Number (SIN)

https://www.bve.ulaval.ca/en/international-students/conferences/



STUDENT SERVICES



Studying at ULAVAL

International Student's Handbook







International Student's Handbook

Available in English and French

Information on:

- Welcoming activities
- Student services
- Housing
- Transportation
- Health care
- Good addresses
- Glossary



Student Life Office



Direction des services aux étudiants

Bureau de la vie étudiante (BVE)

ULaval nouvelles

À propos

Nous joindre



FR

INTERNATIONAL STUDENTS

PROJETS PARASCOLAIRES

VIE ARTISTIQUE

VIE SPIRITUELLE

RECONNAISSANCE DE L'IMPLICATION

Student advising

Prepare your stay

Arrival, welcoming services and settle in Québec City

International Student's Handbook

The Student Buddy Program

Discover Québec Activity Program

Workshops and conferences

Renewing immigration documents

Living in Québec City

Photo Contest

Subscribe to the newsletter (French only)





Information session (pdf)

INTERNATIONAL **PROJETS** STUDENTS PARASCOLAIRES STUDENT ADVISING PREPARE YOUR STAY ARRIVAL, WELCOMING SERVICES AND SETTLE IN **QUÉBEC CITY** AIRPORTS SERVICES DOCUMENTS TO PRESENT TO THE REGISTRAR'S OFFICE WELCOMING ACTIVITIES Orientation and Information Sessions

Guided Campus Tours

VIE ARTISTIQUE

ORIENTATION AND INFORMATION SESSIONS

VIE SPIRITUELLE

To help you adjust to your new life as a student at l'Université Laval, the Bureau de la vie étudiante (Student Life Office) invites all new international students to an orientation and information session a few days before the beginning of their first semester. During these sessions, which last about an hour, you get essential information about your new university, how it operates, and the various services it provides.

RECONNAISSANCE DE

L'IMPLICATION

English sessions will be available online and in person.

You can choose any of the dates according to your availability. Click on the link of the session you are interested in to register. Select a billet and click on Proceed to Checkout. You will then be asked to fill out a form with your contact information. It is important to use your Laval University email address (@ulaval.ca) to complete the registration.

A confirmation email will be sent to your ULaval email address with instructions on how to attend (either with a Zoom link or the room number depending on whether you choose an online or in-person session).

Please note that the in-person sessions will be held in the Alphonse-Desjardins building in room ADJ-2300. Spots are limited for in-person sessions.

To join the virtual or concurrently session online, you must activate your Laval University Zoom account. For technical assistance, please contact your faculty service center.



Guided campus tours

INTERNATIONAL STUDENTS

PROJETS PARASCOLAIRES

VIE ARTISTIQUE

VIE SPIRITUELLE

RECONNAISSANCE DE L'IMPLICATION

STUDENT ADVISING PREPARE YOUR STAY ARRIVAL, WELCOMING SERVICES AND SETTLE IN **QUÉBEC CITY** AIRPORTS SERVICES DOCUMENTS TO PRESENT TO THE REGISTRAR'S OFFICE WELCOMING ACTIVITIES Orientation and Information Sessions **Guided Campus Tours**

GUIDED CAMPUS TOURS

Université Laval is like a small city with over 48,000 students, researchers, professors, staff, and visitors. To help you get to know your campus better, the Bureau de la vie étudiante offers guided tours. The tours follow current health measures.

1.5 hour tours are offered in French and English.

REGISTRATION IS REQUIRED.

Register by clicking on the date you want. Click on the link of the tour you are interested in to register. Select a billet and click on Proceed to Checkout. You will then be asked to fill out a form with your contact information. It is important to use **your Laval University email address (@ulaval.ca)** to complete the registration. A confirmation email will be sent to your ULaval email address with instructions on how to attend.

SCHEDULE FOR SUMMER 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				May 6 th



Discover Québec activity program

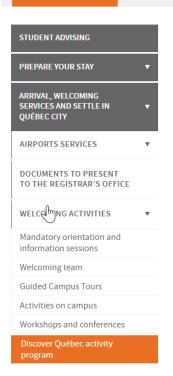
INTERNATIONAL STUDENTS

PROJETS PARASCOLAIRES

VIE ARTISTIQUE

VIE SPIRITUELLE

RECONNAISSANCE DE L'IMPLICATION



DISCOVER QUÉBEC ACTIVITY PROGRAM

Bureau de la vie étudiante hosts a variety of activities to introduce international students to Québec and Québec culture and help them settle in.

There is a registration fee for these off-campus activities, which include return transportation departing from Université Laval. Participants should see the <u>liability waiver</u> for these activities.

In the event of bad weather, certain activities may be postponed or cancelled. A notice to this effect will be posted on this Internet page and emailed to those on the Décou-Québec mailing list.

SCHEDULE 2022-2023

FALL

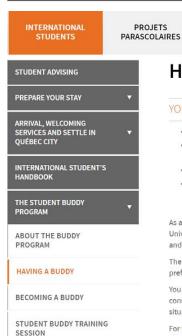
IMPORTANT NOTICE

Unless otherwise specified by Bureau de la vie étudiante, these activities are not considered university activities and are not covered by Université Laval's insurance. All participants are responsible for ensuring that they have adequate insurance coverage.

For more information on Université Laval student insurance, see the Laval website at www.sf.ulaval.ca/assurances.



Student Buddy Program



HAVING A BUDDY

VIE ARTISTIQUE

YOU CAN APPLY TO HAVE A BUDDY IF:

- · You are starting studies at Université Laval, even remotely
- You would like your arrival, settling in, and integration into your new living and study environment to be as easy and pleasant as possible
- · You have questions about how things work in Québec
- You would like to have an Université Laval student contact who is familiar with campus and Québec City life



RECONNAISSANCE DE

L'IMPLICATION

As a participant in the Student Buddy Program, you will be matched with an
Université Laval student who will be available a few hours a week for the first weeks of the semester to help you settle in

VIE SPIRITUELLE

universite Lavai student who will be available a few hours a week for the first weeks of the semester to help you set and get to know Québec City and the campus.

The program is run by the Bureau de la vie étudiante. As far as possible, students will be matched in accordance with the preferences they provide on their registration form.

You must respect the government health recommendations. Since the situation is constantly evolving, we invite you to consult the COVID-19 page of Université Laval to stay up to date. We encourage you to familiarize yourself with the health situation in the Capitale-Nationale region through the COVID-19 alert levels map and to follow the measures in place.

For the Winter semester 2022, you must register before march 14th. The pairing will start on December 15th 2021.





Workshops and conferences

INTERNATIONAL STUDENTS

PROJETS PARASCOLAIRES

VIE ARTISTIQUE

VIE SPIRITUELLE

RECONNAISSANCE DE L'IMPLICATION

STUDENT ADVISING

PREPARE YOUR STAY

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QUÉBEC CITY

AIRPORTS SERVICES

DOCUMENTS TO PRESENT
TO THE REGISTRAR'S OFFICE

WELCOMING ACTIVITIES

Mandatory orientation and information sessions

Welcoming team

Guided Campus Tours

Activities on campus

Workshops and conferences

Discover Québec activity

INTERNATIONAL STUDENT'S HANDBOOK

THE STUDENT BUDDY

program

PROGRAM

WORKSHOPS AND CONFERENCES

Each semester, the Bureau de la vie étudiante offers many conferences on topics that might be of interest to you such as the adaptation process to Québec culture, how to dress for winter, income taxes, permanent immigration to Canada, and much more.

Most conferences are in French. To see the ones currently offered, visit the Ateliers et conférences section.

ADMINISTRATIVE STEPS TO BE AWARE OF

- · Pathways to permanent residence for international students
- · Income tax in Canada
- Obtaining a Social Insurance Number (SIN)
- · Working with a study permit and accessing the Quebec job market
- · Renewing your CAQ and study permit
- <u>Living in Québec after your styldies</u>

LIVING IN QUÉBEC

- Winter clothing and tips
- · Approaching the Other Relationships in Québec
- . Things to do in Québec City and an introduction to Québec culture
- · Not from Québec City? Tips for healthy eating
- · Health services in Québec

STUDYING AT UNIVERSITÉ LAVAL

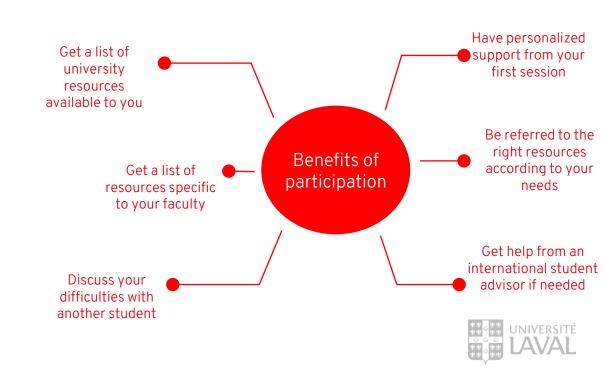
- · Plagiarism and intellectual integrity
- · How to make your studies at Université Laval a success?
- ULaval services
- · Getting involved in student associations



« How are you doing?» Campaign

The "How are you doing" campaign is the best way to ensure a successful integration!

At mid-term, you will be contacted by an interviewer of the operation to set up a telephone or Zoom appointment. During this communication, you will have the chance to discuss your academic and social integration and to obtain information and resources useful to your academic path!



Other services on campus

- Le Point Kiosk (Entrance of the Alphonse-Desjardins building)
- <u>Centre d'aide aux étudiants</u> (CAE) Student help center
- <u>Service du développement professionnel</u> (SDP) Professionnal insertion services
- Bureau des bourses et de l'aide financière (BBAF) Financial aid office
- <u>Pavillon de l'Éducation physique et des sports</u> (PEPS) Sports complex
- Bureau du droit d'auteur Copyright office
- ULaval librairies:
 - Research assistance
 - Support for french redaction
 - Support for software use



Health Ressources

- Emergency : <u>911</u>
- Emergency on campus: 555 (or red phones)
- Info-Santé/Info-Social: 811
- <u>Ulaval Medical clinic</u>
- Off-campus clinics and hospitals
- PEPS Sports and health specialists



Community ressources



Québec international: Special activities for international current and graduate students, more info on the <u>Québec en tête.com</u> website.



Services de soutien à l'intégration des immigrants de la région de Québec: Directory of community ressources available for immigrants in Quebec City.

Main organizations offering services to immigrants in Quebec City:

https://www.bve.ulaval.ca/en/internationalstudents/living-in-quebec-city/moving-to-quebec/



Thank you

Bureau de la vie étudiante ulaval.ca/bve

