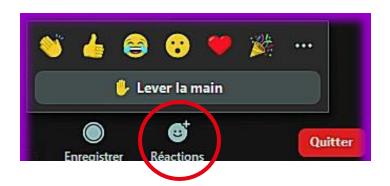






Please keep your microphone closed throughout the presentation.



Please raise your hand to ask your questions during the question period.



You can also ask your questions in the chat section.

Presentation outline

- Transmitting legal documents
- International student status and right to work
- Your studies at Université Laval
- IT tools
- Identity cards and public transportation
- Insurance for health, hospitalization and family
- Welcome activities
- Student services



TRANSMISSION OF LEGAL DOCUMENTS



The Registrar's Office (Bureau du registraire)

Responsabilities:

- <u>Collecting legal documents</u> (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.



Documents to be submitted

REGULAR STUDENTS

You have to submit your **study permit** and your **Certificat d'acceptation du Québec (CAQ –** Québec acceptance certificate) in <u>monPortail</u>, go to "Études" (Studies), and submit your study permit and CAQ under the "Admission"

EXCHANGE STUDENTS

Upon arrival, you must submit your legal documents or proof of entry into Canada using the <u>designated form</u>.

- A copy of your passport
- Depending on your case:
 - A copy of your entry stamp indicating the arrival date
 - A copy of your study permit
 - A copy of you visitor record
 - If you do not have any of the above 3 documents, you must provide a copy of your airline ticket indicating your arrival date, including the year.



INTERNATIONAL STUDENT STATUS AND THE RIGHT TO WORK

International student status

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

- Make of your studies your main activity, remain enrolled and make reasonable progress at a reasonable pace towards completing your program. You must be registered full-time (minimum 12 credits) during your program's required semester. Validate your full-time enrolment status with your academic advisor.
- Hold at all-time a valid health insurance for yourself and the family members accompanying you.
- Adhere to the terms of your authorization to work



International student status

- Always hold valid immigration documents: If your studies continue beyond 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 submit it to the Registrar's Office.
- **Keep scans** or **photocopies** of all your immigration documents in a safe location and not carry the originals around with you.
- Inform Immigration, Refugees and Citizenship Canada about any change of educational institution.



Right to work

- Upon arrival, the right to work begins on the first day of the semester.
- Make sur your study permit entitles you to work in Canada.
- If you comply all the conditions, you can get an on-campus job. You can also work off-campus for up to 20 hours a week and without restrictions during school holidays.



• If during a semester, following a withdrawal, you are no longer registered full time (less than 12 credits), you must cease work immediately.

WARNING:

To complete one or more mandatory intership(s) as part of our studies at Université Laval, you need to get a <u>co-op work permit</u>. 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 by making an <u>appointment</u> to attend the <u>SIN</u> <u>Clinic</u> offered on campus during the back-to-school period (week of January 15 to 19).
- You can also apply for your SIN in person at Service Canada or online
- For more information about SIN:
 <u>https://www.ulaval.ca/en/international/immigration/working-in-canada/getting-a-social-insurance-number-sin</u>





For more information, on your right to work:

- Visit the website <u>Working</u> <u>during your studies</u>
- Take part in the conference: Working with a study permit and access to the Quebec job market



YOUR STUDIES AT UNIVERSITÉ LAVAL

Your first registration

By your **program's administration office**:

- Exchange students
- New students in certain program

Self-registration on monPortail

To validate your course choices, we strongly advise you to communicate with an <u>academic advisor at your faculty</u>. Université Laval works in hybrid mode (online and in person). **E-mail communication is preferred**.





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

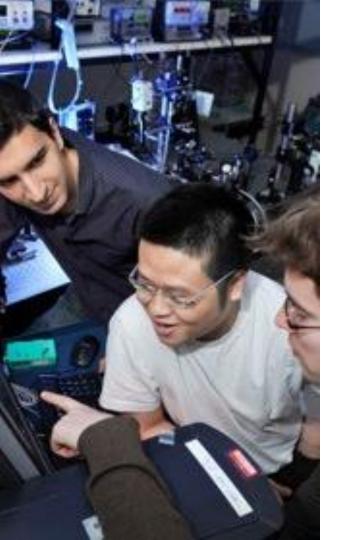
Credits

- 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
- Buying new and used text books at the <u>Coop Zone store</u> and on the <u>Lexya website</u>





Plagiarism and intellectual property

- ✓ Intellectual integrity is a fundamental value at Université Laval.
- ✓ Plagiarism can have serious consequences for your academic path (including exclusion from a program).
- ✓ Various training courses are available on <u>monPortail</u> and the <u>Université Laval library website</u> to help you avoid plagiarism.
- ✓ The BVE also offers <u>a conference</u> on the subject.



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



Undergraduates only

Fail E=0

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



Important dates

Semester: September 4 to December 15 (Classes start on September 5)

Week reserved to exams: December 18 to 22

Reeding week: October 30 to November 3

Holidays:

- September 4: Fête du travail (Labour day)
- October 9: Action de grâces (Thanksgiving)
- December 8: Fête de l'Université (University Day)

Tuition payment:

- Bill available at the end of September
- Payment dealine: October 15th





Important dates

Schedule modification deadlines

- Change course selection: January 23
- Withdrawal with refund: January 29 at 11h59pm*
- Withdrawal without refund: March 25 at 11h59 pm*

*Warning: When you withdraw from a course, with or without a refund, and your total number of credits falls below 12 for the semester, you lose your status as a full-time student. This can have a number of consequences, including the loss of your right to work and your eligibility for certain scholarships.



Language requirements

French language requirements: Certain requirements may apply if French is not your mother tongue, or if you have studied in another language.

English language requirements: Many programs require a certain level of English to graduate.

We recommend that you take <u>a placement test</u> to evaluate your level of English proficiency <u>as</u> soon as you begin your studies to avoid potential consequences such as:

- Delayed graduation
- Impact on the renewal of your legal status in Canada
- Compromised participation in an international exchange program

Contact your program director or your <u>progress report</u> to check the language requirements for your program of study!

Language proficiency tests:

https://www.flsh.ulaval.ca/ecole-langues/tests-competences-langagieres



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)



monPortail

monportail.ulaval.ca

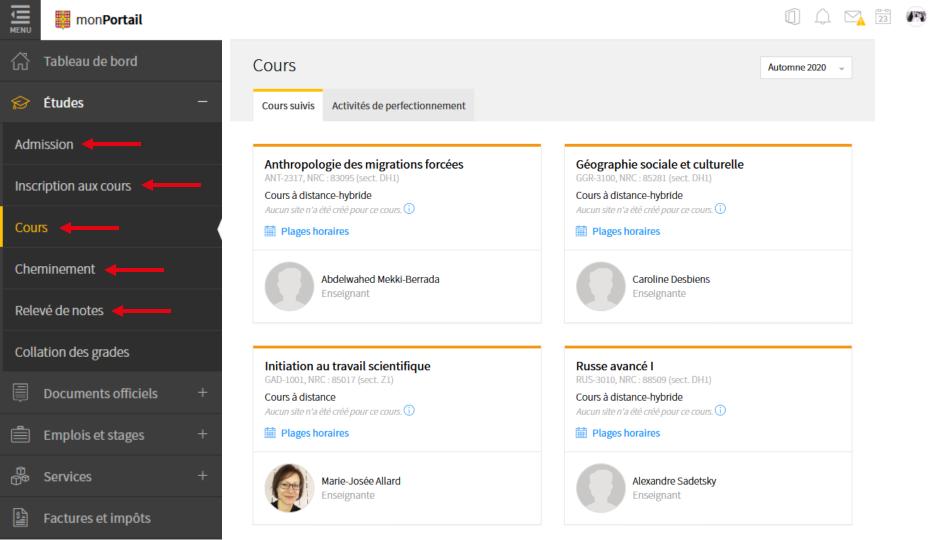
Online studies platform providing **centralized access** to services and information related to your studies.

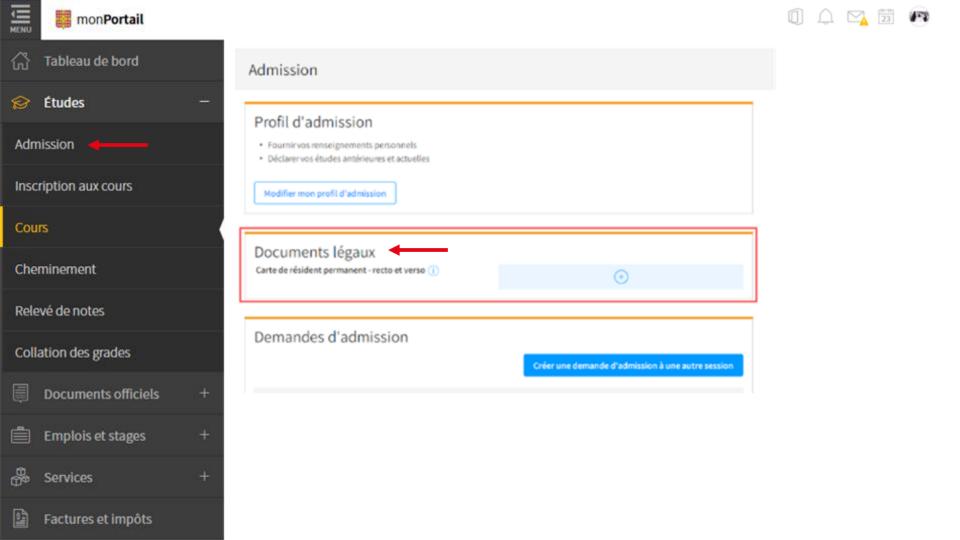
This platform gives you access to:

- 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)







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.



HEALTH INSURANCE

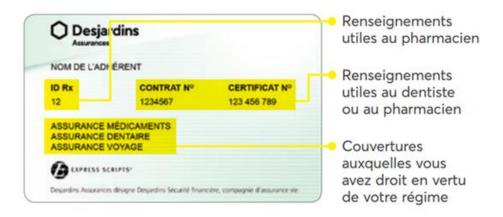
Desjardins insurance

- MANDATORY and automatic enrolment. Possible exemptions (ex: RAMQ).
- Effective upon arrival, on December 15 at the earlies for winter semester.
- Invoicing: appears on your invoice upon registration.
- Cost: \$972 for one year / exchange student: \$324 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 and on the <u>Immigration university's website</u>



Desjardins insurance

- Insurance card: You must <u>download</u> it with the information provided by the Registrar's Office
- Online Desjardins services
- Mobile app (Google Play/App store): Omni





Desjardins insurance

We advise you to read carefully what is included in the Desjardins Insurance policy to ensure that all your needs are covered.

It is possible to purchase <u>additional insurance</u> if you have other specific needs (e.g. pre-existing health conditions).

- Your mandatory group insurance plan (PDF)
- Online services for members (PDF)
- How to submit a claim (PDF)
- Group insurance plan Frequently asked questions (PDF)

The Desjardins Insurance policy also includes a telemedicine services: <u>Virtual</u> healthcare: Anytime, anywhere - DFS - Desjardins Life Insurance

It is possible to purchase <u>additional insurance</u> if you have other special needs (e.g. pre-existing health conditions).



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>Steps to take section</u> provided by the Registrar's Office and follow the instructions
- DO NOT go in person to the RAMQ offices, registration is online
- Proof of eligibility must be sent **by email** to the Registrar's office at <u>assurances@reg.ulaval.ca</u>



Alliance pour la santé étudiante au Québec (ASÉQ)

- Not available to exchange students.
- **DENTAL CARE portion automatic** but not mandatory, withdrawals can be done upon request. This insurance includes the **Programme mieux-être.**
- Withdrawal: You can apply for withdrawal from January 15 through February 16, if your first session is winter.
- **HEALTH portion:** only available to students covered by RAMQ, registration is not automatic.
- Fill out the registration form on the ASEQ website.

For further information: ASEQ student association health insurance

See the "Coverage at a glance" section on the <u>page dedicated to insurance</u> for international students.



Health insurance for family members



You MUST <u>insure any family members</u> accompanying you to Quebec

CHILDREN 17 and under:

Minors are eligible for health and drug insurance (RAMQ, free public plan) provided they are present in Quebec for more than 6 months of the year. Registration is done online as soon as they arrive: https://www.ramq.gouv.qc.ca/en/citizens/health-insurance/register An application form must be completed for each child.

SPOUSES and CHILDREN over 17:

They must purchase adequate private insurance coverage for the duration of their stay in Canada. Consult the companies available here:

https://www.bve.ulaval.ca/en/international-students/living-in-quebec-city/private-healthcare/.

You can consult the cost of care <u>here</u> to choose the right insurance for your situation.

Health insurance

SPOUSES and CHILDREN over 17 eligible for RAMQ

Your other family members may also be eligible for RAMQ if they have authorization to stay in Canada (work permit, study permit or visitor record) and are listed on your reciprocal agreement form (with the exception of spouses of students from Greece).

Dependent children between the ages of 18 and 25 may also be eligible if conditions are met.

Family members can register online at https://www.ramq.gouv.qc.ca/en/citizens/health-insurance/register

An application form must be completed for each family member.



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: 150,56 \$ per semester.
- Illimited access to the regular services of Québec City and Lévis, including the ferry
- Valid from September 1 to April 30
- Summer semester: use your LPU to purchase reduced price monthly pass
- Available to exchange students



How to get the LPU

Full-time students (regular)

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, <u>consult</u> the <u>dedicated page on our website</u>.



How to get the LPU

Exchange students

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, Québec
- 150,56 \$ payable on spot

For more information, consult the university website: www.ulaval.ca\lpu



Nomad Application and Nomad Payment



 While waiting for your LPU card or its validity date (September 1), you can purchase tickets via the RTC Paiement application or at an RTC point of service.

RTC Nomade RTC Paiment





Public transit section:
 https://www.bve.ulaval.ca/en/internat ional-students/living-in-quebec-city/getting-around/

OPENING A BANK ACCOUNT







Banking institutions

See the "Bank account" and "Main Financial institutions" sections of our website to find the banking package that's right for you.

https://www.bve.ulaval.ca/en/international-students/living-in-quebec-city/managing-your-money/

Opening a campus account

The <u>Desjardins cooperative</u> is present on the Université Laval campus.

- √ It offers you the possibility of opening an account at distance.
- √ To speed up the process of <u>handing over your card</u> <u>debit on arrival.</u>

WELCOMING ACTIVITIES



Guided Campus Tours

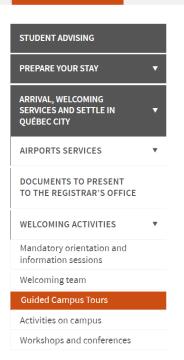
INTERNATIONAL STUDENTS

PROJETS PARASCOLAIRES

VIE ARTISTIQUE

VIE SPIRITUELLE

RECONNAISSANCE DE L'IMPLICATION



GUIDED CAMPUS TOURS

We invite students to a **guided campus tour** at the beginning of their first semester of classes. The purpose of this visit is to help them get to know their campus better. This tour will allow you to get to know the main service pavilions and learn how to find your way around the campus. Those walking tours take place no matter the weather.

Duration: 90 minutes (1.5 hour)

Language of presentation: French, English or Spanish.

Registration is required



REGISTRATION INSTRUCTIONS

- Choose one of the guided tours below according to your availability and the language of presentation you
 prefer.
- 2. Click on the link for the tour slot you want to register for.
- 3. Add a ticket to the virtual shopping cart and click on "Proceed to Checkout."
- 4. Fill in the form with your Université Laval email address (@ulaval.ca). A confirmation email will be sent to that email address. It will include instructions on how to join the session slot you chose.



Social and sports activities on campus



Québec cinema nigth
Pizza lunch and board games
Happy hour at the Pub universitaire
Collective cooking
Candlelight evening
Soccer
Ultimate Frisbee



Free géoapplication that offers you a map of the Université Laval campus and will help you to move around more efficiently



Workshops and conferences

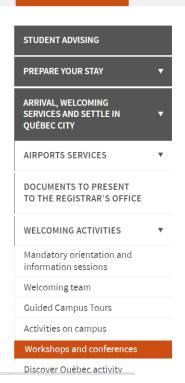
INTERNATIONAL STUDENTS

PROJETS PARASCOLAIRES

VIE ARTISTIQUE

VIE SPIRITUELLE

RECONNAISSANCE DE L'IMPLICATION



WORKSHOPS AND CONFERENCES

Throughout the semester, the Bureau de la vie étudiante offers a variety of conferences and workshops to give you the information you need for your integration. Check this page regularly to see what's coming.

Administrative steps to be aware of

- Obtaining a Social Insurance Number (SIN)
- Renewing your CAQ and study permit
- Working with a study permit and accessing the Québec job market
- International students: Working while studying, you have rights and obligations
- After you graduate: knowing your right to work and applying for a post-graduation work permit
- Working or doing an internship in Canada after your student exchange program
- · Living in Québec after your studies
- Pathways to permanent residence in another province
- Income tax in Canada
- Laws and regulations in Canada: Presentation of the Québec City Police Service

Living in Québec

- Approaching the Other Relationships in Québec
- Insurance and health services in Québec
- Darent Student Conference: Health Care, Derinatal, and III avail Darent Services



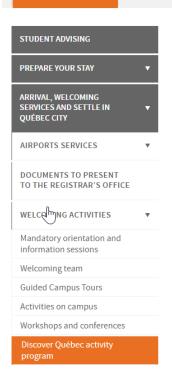
Discover Québec activity program

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 liability waiver 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

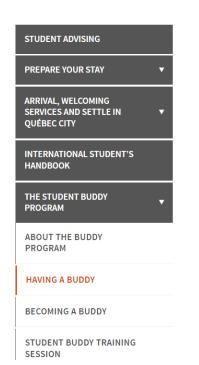
INTERNATIONAL STUDENTS

PROJETS PARASCOLAIRES

VIE ARTISTIQUE

VIE SPIRITUELLE

RECONNAISSANCE DE L'IMPLICATION



HAVING A BUDDY

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



The registrations for the Winter semester are now closed.

Registration forms will be available as from July 17th for the fall semester.

Thank you for your interest in the Student Buddy Program!

Information

programmedejumelage@bve.ulaval.ca



Welcoming Team

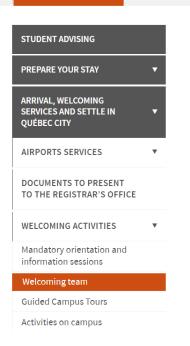
INTERNATIONAL STUDENTS

PROJETS PARASCOLAIRES

VIE ARTISTIQUE

VIE SPIRITUELLE

RECONNAISSANCE DE L'IMPLICATION



WELCOMING TEAM

Our multilingual staff is available to answer your questions, provide you with information on university life and Quebec City, and help you find a place to stay. We will be able to guide and help you for a successful university and Quebec integration!

WELCOME TEAM

Come and meet us at le Point of the Maurice-Pollack pavilion (room POL-1106 at the entrance of the building) to discuss with us, ask your questions, and get all the information you need at the start of the university session.

SERVICE SCHEDULE

From August 28 to September 1, as well as September 5 and 6 from $\bf 8:30~a.m.~to~4:30~p.m.$

September 2, 3 and 4 from 10 am to 4 pm.



STUDENT SERVICES



Student Life Office



Direction des services aux étudiants

Bureau de la vie étudiante (BVE)

UI aval nouvelles

À propos

Nous joindre



INTERNATIONAL **STUDENTS**

PROJETS PARASCOLAIRES

VIE ARTISTIQUE

VIE SPIRITUELLE

RECONNAISSANCE DE L'IMPLICATION

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)





Other services on campus

- <u>Le Point Kiosk</u> (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
- Pavillon de l'Éducation physique et des sports (PEPS) Sports complex
- <u>Bureau du droit d'auteur</u> Copyright office
- <u>ULavallibrary</u>:
 - Research assistance
 - Support for french redaction
 - Support for software use



Health Ressources

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

For a complete list of health resources: https://www.bve.ulaval.ca/en/international-students/living-in-quebec-city/health-care/





Student associations on campus

There are various associations:

- International community
- Spiritual and religious associations
- Departmental associations
- Associations by study cycle
- Extracurricular associations

https://www.bve.ulaval.ca/projetsextracurricular/associationsstudents/

Some community resources





Consult the various organizations that can help you:

- Learning french or english
- Participate in socio-cultural activities
- Helping spouses and partners of students to find a job
- Psychosocial support
- Obtaining emergency assistance
- Getting help from the healthcare system

Moving to Quebec City

Thank you

Bureau de la vie étudiante

https://www.bve.ulaval.ca/en/ https://www.facebook.com/EtudiantsInternationalULaval

