



## International Students' Guide



We are glad that you've chosen to study with us at Alberta College of Art + Design. We look forward to your arrival and we are confident that you will enjoy your stay in Calgary and your time at ACAD – meeting new friends and immersing yourself in the practice and culture of art and design. going away to college is exciting, but we know that you may also feel a little

anxious about leaving your family, friends and the comfort of familiar surroundings and practices. We have developed this international students' guide to help you prepare for your arrival in Calgary and to introduce you to our city and our college. Once you have arrived, we will be here to offer support and assistance to ensure a smooth and successful transition into your new environment and college life.

ACAD attracts visually talented art and design applicants from across Canada and around the world. Whether you're from the local area, or traveling to ACAD from a great distance, you'll find a global perspective and an invigorating mix of people and ideas. If you're new to Canada, our International Student Advisor will help you adjust to your new environment and assist you with your transition into the ACAD community.

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## **ACAD: A GOOD CHOICE FOR INTERNATIONAL STUDENTS**

ACAD has been educating artists and designers since 1926 and is a leader in visual art and design education in Canada. Today, ACAD provides the most diverse programming in the visual arts and design in the country, offering four-year degree programs in eleven disciplines.

ACAD faculty members are practicing professional artists and designers who bring a wealth of professional experience into classrooms and studios.

Through the achievements of our faculty, alumni, students and staff, ACAD is an active and influential participant in local, national and international cultural communities. The depth and breadth of ACAD's approach to teaching academic courses and a rigorous studio practice has established our reputation for educational excellence and innovation. ACAD is committed to ensuring that its reputation for excellence continues into the future by integrating the best of new media technology into our

art practices.

### **Diversity on Campus**

ACAD provides an intimate learning environment with a diverse faculty and student body. We foster that diversity by welcoming international students from around the world. In recent years the college has hosted students from many countries including: Australia, China, Colombia, Germany, Hong Kong, Indonesia, Japan, Korea, Malaysia, Mexico, Norway, the Philippines, Poland, Singapore, Spain, Sweden, Taiwan, Thailand, Turkey, the United Kingdom, UEA and the United States.

The College has an active student exchange program and is a member of the International Student Mobility Program. ACAD hosts international students while ACAD students have an opportunity to spend their third year studying at other art colleges and institutions in North America, Australia, the Czech Republic, England, Finland, France, Germany, Mexico, New Zealand, Scotland, Spain, Sweden and many other countries.

ACAD expresses a welcoming attitude toward students from around the world.

### **Staff + Services**

ACAD provides assistance to international students through a dedicated support team within the Student Resource Centre. Services include the following: pre-arrival communications, advice on Canadian Immigration regulations, work while studying and after graduation, housing assistance, and medical insurance information. We offer advice, opportunities for social interaction and excursions to places of interest, and pre-departure assistance.

We also provide connections to other ACAD programs, including referrals for academic assistance, tutorial and study skill support services.

We encourage all international students to check regularly with the Student Resource Centre for details about workshops, gatherings, trips and services designed especially for you. Upon arrival at ACAD, international students are encouraged to drop by the Student Resource Centre located

in Annex A. The Student Resource Centre is open Monday to Friday from 8:30 am to 4:00 pm. Program inquiries can be directed to: [paul.szymanowski@acad.ca](mailto:paul.szymanowski@acad.ca) or at (403) 338 5513.

ACAD's Student Experience staff provide information, resources and events for students including the following:  
New Students' Orientation, personal and career counselling, financial aid and awards information, admissions and registration information, convocation, health services liaison, employment and housing postings, aboriginal liaison services, as well as volunteer activities.

### **Academic Resources**

In addition to the support offered by your instructors, ACAD provides a variety of services to ensure your academic success. Below you will find a brief overview of the services offered.

If you have any questions about services offered, please contact us and we'll gladly answer your questions.

### **Counselling Services**

A Counsellor is available in ACAD Student Resource Centre for personal and academic counselling. The counsellor also supports students in their career development using personality and interest assessment tools. Appointments can be made in person, or by calling (403) 284-7666 or by email at: [counselling@acad.ca](mailto:counselling@acad.ca).

### **Academic Assistance**

Academic Assistance support is available to students who are experiencing academic difficulties or require learning assistance to be successful in their studies. Assistance services include: advising and assistance to International Students, support services and academic accommodations for students with disabilities, and the tutoring program for all students experiencing difficulties with academic expectations or course content. Academic Assistance is located in Annex A.  
Contact: [paul.szymanowski@acad.ca](mailto:paul.szymanowski@acad.ca) or call 403.338.5513

### **Peer Tutoring Program/Study Groups**

The Peer Tutoring/Study Groups Program is available all students. All students have the opportunity to receive tutoring or participate in study groups if they experience difficulties with their classes.

This service is made available to all students especially those who experience learning problems and students whose first language is not English.

Students who excel in their courses at ACAD have the opportunity to work as peer tutors.

Please contact:

[paul.szymanowski@acad.ca](mailto:paul.szymanowski@acad.ca) or at (403) 338 5513.

### **Library Resources**

The ACAD Luke Lindoe Library maintains an Online Public Access Catalogue (OPAC). All catalogued library materials are available online and this service accesses other Calgary Library OPACS, (University of Calgary, Mount Royal College and SAIT). ACAD students may use facilities at the University of Calgary, Mount Royal

College and Calgary Public Library. Access to out-of-town sources is available through the interlibrary loan service.

### *Learning Skills Centre*

All ACAD students have free access to all SAIT Learning Skills Centre (LSC) services which include the following: subject tutoring, academic advising, study skills seminars (organize your life, study tips, note-taking, textbook attack skills, preparing for and writing exams, multiple choice exam strategies, learning styles, brain gym, etc.).

The LSC is located on SAIT campus and can be reached by phone at (403) 284-7050. The LSC's bottom line is student success!

### **STUDYING IN CANADA**

To study in Canada, you will have to gain approval to enter the country as an international student. The Canadian government requires that international students have a valid Study Permit, and upon arrival, they must subscribe to the Alberta Health Care Insurance Plan.

### **What is a Study Permit?**

As an international student you should become familiar with the Study Permit form. This document, issued by Citizenship and Immigration Canada (CIC), allows you to study in Canada at a designated school, within a specified period. CIC officers in Canada and abroad are responsible for issuing Study Permits.

More information is available at: <http://www.cic.gc.ca/english/study/index.asp>

Those who come to Canada with a visitor's visa cannot get a Study Permit unless they apply from outside of Canada. You must apply for the Study Permit at visa offices abroad before arriving in Canada. There are few exceptions: Some people may apply at a port of entry if they have a letter of acceptance from a Canadian educational institution and are: nationals or permanent residents of the United States, residents of Greenland or residents of Saint-Pierre-et-Miquelon; or people whose Study

Permits have been approved in writing by officers outside of Canada, but to whom the permits have not been issued.

NOTE: Despite these exceptions it is highly recommended that you apply for your Study Permit before arriving in Canada.

### **How do I get a Study Permit?**

You must meet certain requirements to receive a Study Permit.

You must present a letter of acceptance from the educational institution where you intend to study and demonstrate that you are able to: pay the tuition fees for the course or program of studies that you intend to pursue; and financially support yourself and any family members (if applicable) who are with you during your time of study. You should budget about \$10,000 Canadian for living expenses in addition to the cost of tuition and books; and cover the cost of transportation for yourself and any family members (if applicable) to and from Canada. You must also provide proof of financial support while studying in Canada including:

a letter from a bank confirming funds available in your account (NOTE: the letter must indicate your name and account number); or a copy of the letter giving the details about your scholarship or Canadian-funded educational program; or a letter from the person (specify their relationship to you) who provides financial assistance, explaining the arrangements made for your expenses.

The CIC officer must also be satisfied that, for whatever reason, you are not inadmissible to Canada and that you will leave Canada at the end of the period for which you have been approved to stay.

### **Temporary Resident Visa**

The TRV is for persons from designated countries, who wish to visit Canada for a temporary purpose, such as tourism, study, visiting family or friends, or business trips. To find out if you need a temporary resident visa, check the list of countries and territories whose citizens need a visa to enter Canada to visit, study or work

temporarily at:

<http://www.cic.gc.ca/english/visit/visas.asp>

You should make copies of important documents including your passport, Temporary Resident Visa, and Study Permit just in case the originals are lost or destroyed.

### **Frequently Asked Questions**

The following are questions international students most often ask regarding Canada Immigration's policies and obtaining a Study Permit.

Q What do I need to do to apply for an extension, renewal or change to the conditions of my Student Permit?

A You need to fill out the application form on-line, at:

<http://www.cic.gc.ca/english/study/study-extend.asp>

This application is for temporary residents who are already in Canada as visitors, students or workers, and wish to extend their stay, change the conditions of their stay, change their type of temporary status, or correct problems with their status. It is important to apply for the extension

before the expiry of your status. It is recommended that foreign students, who wish to renew their Study Permits, apply as early as 90 days before the expiry date of their permit. In addition, you must have observed all the conditions of that permit and not be in breach of the Act.

If your Study Permit expires and you did NOT renew it within 90 days of the expiry date, you can apply for a **“Restoration of Status”**. You may apply for restoration of status only if you have respected all of the other conditions of your permit.

The application for restoration You may also be required to pass a CIC medical examination. A medical examination is required if an applicant has resided or sojourned for 6 months or more in a “designated country or territory” in the one year immediately before entry into Canada. Please see the Designated Country / Territory Lists at:

[www.cic.gc.ca/english/visit/medexams.html](http://www.cic.gc.ca/english/visit/medexams.html)

Applications can be found at:

<http://www.cic.gc.ca/english/study/study-extend.asp>

Fax the application to the Case Processing Centre (CPC) in Vegreville, Alberta, at (403) 632-8165.

Q May I leave Canada before my request for an extension has been finalized?

A If you leave Canada temporarily and do not have a valid student authorization, you may not be able to come back. It is your responsibility to make sure that your request for an extension has been approved; and you meet all Canada Immigration requirements for return to Canada.

Q What do I do if my passport expires during my stay in Canada?

A To renew your passport while you are in Canada, contact your embassy, high commission or consulate.

Q May I work during my stay in Canada?

A On April 27, 2006 the Canadian government announced that foreign students studying in Canada can apply for off-campus work permits. Citizenship and Immigration Canada

(CIC) has signed agreements with the province of Alberta to implement the program. The agreements allow eligible foreign students attending public post-secondary institutions to work off-campus for up to 20 hours a week during the school year and full-time during study breaks. The work permit is valid for the duration of your Study Permit.

In order to be eligible for the program, you must have a valid Study Permit, and you must have studied full time at an eligible public, post-secondary institution for at least six months out of the 12 months preceding your application. For more information, please contact the International Student Advisor at 403.338.5513 or by e-mail: [paul.szymanowski@acad.ca](mailto:paul.szymanowski@acad.ca)

General Information:  
[www.cic.gc.ca/english/study/index.html](http://www.cic.gc.ca/english/study/index.html)

Medical Examinations:  
<http://www.cic.gc.ca/english/information/medical/dcl.asp>

Study Permit Application  
<http://www.cic.gc.ca/english/study/study-how.asp>

Temporary Resident Visa Application

<http://www.cic.gc.ca/english/resources/publications/temp-resident-visa.asp>

Renewal of Study Permit Application  
<http://www.cic.gc.ca/english/study/study-how.asp>

International Visa Offices  
<http://www.cic.gc.ca/english/information/offices/index.asp>

Work Permit Information  
<http://www.cic.gc.ca/english/study/work.asp>

The following links contain visa application requirements information **specific to students' country of origin**, including fees, locations/contact information and processing times.

**(Visa Application Centres** are independently operated agencies, which are authorized by the Government of Canada to assist applicants in processing their visa applications.

**Please note: \*Only the VAC's listed on [www.canadainternational.gc.ca](http://www.canadainternational.gc.ca) Web site are authorized to provide visa-assistance services\* Beware of un-authorized so-called 'immigration agents' – if in doubt, consult Website listed here or contact ACAD)**

**Mexico:**  
<http://www.canadainternational.gc.ca/mexico-mexique/study->

[etudie/index.aspx?lang=eng&menu\\_id=4&menu=L](http://www.cic.gc.ca/english/information/offices/missions/chandigarh.asp) and

[http://www.cicmex.com.mx/es-](http://www.cicmex.com.mx/es-MX/selfservice/CAN_application_centres)

[MX/selfservice/CAN application centres](http://www.cicmex.com.mx/es-MX/selfservice/CAN_application_centres)

**China:** [http://www.vfs-](http://www.vfs-canada.com.cn/index.aspx)  
[canada.com.cn/index.aspx](http://www.vfs-canada.com.cn/index.aspx) and

[http://www.vfs-](http://www.vfs-canada.com.cn/contactus.aspx)  
[canada.com.cn/contactus.aspx](http://www.vfs-canada.com.cn/contactus.aspx)

**India:** [http://www.vfs-](http://www.vfs-canada.co.in/index.html)  
[canada.co.in/index.html](http://www.vfs-canada.co.in/index.html) and

[http://www.vfs-](http://www.vfs-canada.co.in/wheretapply.html)  
[canada.co.in/wheretapply.html](http://www.vfs-canada.co.in/wheretapply.html)

**Hong-Kong:**

[http://www.canadainternational.gc.ca/ho](http://www.canadainternational.gc.ca/hong_kong/visas/visa-centre-visa.aspx?lang=eng)  
[ng\\_kong/visas/visa-centre-](http://www.canadainternational.gc.ca/hong_kong/visas/visa-centre-visa.aspx?lang=eng)

[visa.aspx?lang=eng](http://www.canadainternational.gc.ca/hong_kong/visas/visa-centre-visa.aspx?lang=eng)

For **Canadian Consular services (i.e.**

**Canadian High Commission/Canadian**

**Consulate)** please contact:

**China: (Beijing)**

[http://www.cic.gc.ca/english/information/](http://www.cic.gc.ca/english/information/offices/missions/beijing.asp)  
[offices/missions/beijing.asp](http://www.cic.gc.ca/english/information/offices/missions/beijing.asp) and

**(Hong Kong)**

[http://www.cic.gc.ca/english/information/](http://www.cic.gc.ca/english/information/offices/missions/hong-kong.asp)  
[offices/missions/hong-kong.asp](http://www.cic.gc.ca/english/information/offices/missions/hong-kong.asp)

**Mexico:**

[http://www.cic.gc.ca/english/information/](http://www.cic.gc.ca/english/information/offices/missions/mexico.asp)  
[offices/missions/mexico.asp](http://www.cic.gc.ca/english/information/offices/missions/mexico.asp)

**India: (New Delhi)**

[http://www.cic.gc.ca/english/information](http://www.cic.gc.ca/english/information/offices/missions/new-delhi.asp)  
[/offices/missions/new-delhi.asp](http://www.cic.gc.ca/english/information/offices/missions/new-delhi.asp) and

**(Chandigarh)**

[http://www.cic.gc.ca/english/information/](http://www.cic.gc.ca/english/information/offices/missions/chandigarh.asp)  
[offices/missions/chandigarh.asp](http://www.cic.gc.ca/english/information/offices/missions/chandigarh.asp)

For all other **Canadian Consular services'**  
locations, around the world:

[http://www.cic.gc.ca/english/information/](http://www.cic.gc.ca/english/information/offices/apply-where.asp#i)  
[offices/apply-where.asp#i](http://www.cic.gc.ca/english/information/offices/apply-where.asp#i)

If you require more information or have  
questions related to the Study Permit, TRV  
or Work Permit applications, please

contact: **Paul M. Szymanowski**

International Student Advisor @ ACAD at:  
403.338.5513 or

[paul.szymanowski@acad.ca](mailto:paul.szymanowski@acad.ca)

## **HEALTH INSURANCE**

It is important that you subscribe to  
the **Alberta Health Care Insurance  
Plan** as soon as you arrive in Canada.  
You will need an **Alberta Health Care  
Identification Card, Blue Cross Card or  
another private insurance plan  
identification card (such as your  
ACADSA Benefits Plan card) to access  
the health care system, to visit a  
doctor or to receive reduced prices on  
medication at the pharmacy. Below  
you will find more information about  
the Alberta Health Care Insurance Plan,  
the ACADSA Health and Dental**

**Coverage Plan and on-campus medical  
services.**

## **Alberta Health Care Insurance Plan (AHCIP)**

Many health care costs are covered by  
AHCIP when you pay your health care  
premiums. Single, self-supporting  
adults receive “single coverage” and  
those who have family dependents  
receive “family coverage”.

## **Frequently Asked Questions**

**Q Who is qualified to participate  
in AHCIP?**

**A** As an international student, your  
AHCIP registration protects you  
against unexpected medical expenses.  
Students authorized to stay in Canada  
for 12 months or longer are eligible to  
register with AHCIP. You cannot apply  
for an AHCIP until you move to  
Alberta. You will be eligible for  
coverage on the date of your arrival  
and you must register within 3 months  
of your arrival. You will be required to  
present a copy of your Study Permit  
and / or your Temporary Resident Visa.

Q Do I have to register with AHCIP?  
A Yes, all residents of Alberta must register themselves and their dependents with the Alberta Health Care Insurance Plan.

Q What services are covered by AHCIP?  
A AHCIP pays for services provided by physicians (doctors) and oral surgeons (dentists but not all their services) in their offices or at hospitals. AHCIP also pays a portion of the cost of treatment provided by optometrists, chiropractors, podiatrists, and physical therapists. It does not pay for treatment by acupuncturists or naturopaths, or for medication or ambulance services. When you apply, you will be given a brochure about the services that are covered. If you need to take medication frequently, you are advised to join the Alberta Blue Cross Plan via AHCIP. Additional coverage will pay all or part of the costs for prescribed medication, ambulances and private facilities at hospitals.

Q How do I register with AHCIP?  
A You can get the registration forms

(form # AHC 102) on line at:  
[http://easweb.eas.ualberta.ca/download/file/grad/Alberta Health Care Application.pdf](http://easweb.eas.ualberta.ca/download/file/grad/Alberta_Health_Care_Application.pdf)

Apply by mail - send all required documents to the following address:  
Alberta Health Care Insurance Plan  
Box 1360

Edmonton, Alberta T5J 2N3  
Apply in person - bring all required documents to the following address:  
Main Floor  
727 - 7 Ave. SW  
Calgary, Alberta  
For inquiry, phone: (403) 297-6411

Q Where can I get more information about AHCIP?

A To call toll free in Alberta, dial (403) 310-0000 and then dial (780) 427-1432 Or, visit <http://www.health.alberta.ca/> for more information.

#### **ACAD Students' Association Benefits Plan**

This benefits plan is facilitated by the ACAD Students' Association. It covers approximately 80 percent of prescription costs, dentist check-ups,

some chiropractic care, naturopathic care, acupuncture and massage therapy.

During New Student Orientation you will be given a brochure detailing the benefits provided by this plan. For more information on this plan please contact the ACAD Students' Association.

#### **Campus Health Services**

Health services are provided through the SAIT Campus Health Office located at the east end of the Senator Burns Building, room R41. Call (403) 284-8666 to book an appointment.

#### **Off-Campus Emergencies**

Emergencies are health problems that require immediate care – such as a broken arm or a heart attack. Some hospitals have become community health centres and may not have emergency departments. Should an emergency arise, dial 9-1-1 and the emergency medical staff will dispatch an ambulance or, if appropriate, they will direct you to the nearest emergency department.

Hospital expenses, including meals and a bed in a ward are paid by the Alberta Health Care Insurance Plan. Emergency unit doctors and nurses are on duty 24 hours a day. Ambulance costs are not paid by Alberta Health Care Insurance Plan (see Health and Wellness website for details), however, payment is not required at the time of the trip and no one will be refused ambulance service if he / she cannot afford to pay. Individuals are sent a bill afterwards. Except in emergency situations, no one is admitted to hospital as an in-patient unless referred by a physician. Hospital addresses are listed under "HOSPITALS" in the Yellow Pages telephone directory. Do not call the 9-1-1 emergency number unless your situation requires the immediate attention of ambulance attendants, police officers or firefighters.

**On-Campus Accidents + Emergencies**  
In the unlikely circumstance that you are involved in an accident of any kind on campus, contact ACAD Security

immediately. A comprehensive Accident Program in effect covers all students at ACAD for the current school year.

### **CANADA/CALGARY: WHAT TO EXPECT**

Canada is the second largest country in the world, covering six time zones and stretching from the Pacific Ocean in the west to the Atlantic Ocean in the east and to the Arctic Ocean in the north. Canada became an independent nation in 1867 and currently has a population of over 32 million people. Canada has a greater mix of people from different backgrounds than almost any other place on earth. We're proud of our multicultural backgrounds and we celebrate this diversity.



Originally founded by the British and the French, Canada's laws, government structures and common customs have been influenced by the first European settlers. Canada also uses the metric system which means that automobile speed limits are posted in kilometers per hour and temperatures are recorded in Celsius. Smoking cigarettes is prohibited in many public areas and, in Alberta, the consumption of alcoholic beverages is legal only for persons over 18 years of age. Canada also has its own currency, the Canadian Dollar (CAD), and you can exchange foreign currency at the Calgary International Airport or at other banks and financial agencies. Although you'll hear many languages throughout the city, English is the most commonly spoken language in Alberta, and it is the language of all instruction at ACAD.

### **Living in Calgary**

Visit the City of Calgary website for more information about living in Calgary. [www.liveincalgary.com](http://www.liveincalgary.com)

### **Keeping Connected to Home**

If it's your first time away from home for an extended period, you might feel a little homesick for your family and friends until you're settled. There are many convenient, economical and fun ways that you can keep in touch with your family and friends.

#### *Email + Instant Messaging*

When you become an ACAD student, you'll automatically receive your own ACAD email account and have access to general-use computers in our library and computer labs making communication with your family and friends by email and Instant Messaging easy and convenient. Calgary is one of the most wired regions in North America and many coffee shops and lounges also offer wireless networks that can be accessed with a laptop.

#### *Sending / Receiving Mail + Packages*

You may also enjoy sending letters and postcards or receiving packages from home. As a branch of the Canadian government, Canada Post provides many postal related services including letter and parcel delivery, courier

services, post office box rental and money orders. [www.canadapost.ca](http://www.canadapost.ca)

#### *The Calgary Public Library*

If keeping informed about news and events at home is important, you may wish to access the services of the Calgary Public Library. Foreign language newspapers, magazines, books and tapes are available in the Humanities Section of the WR Castell Central Library. For more information on how to obtain free access/free library card please contact ACAD Luke Lindoe Library, at: 403.284.7631 For more information, location and hours of operation please see <http://calgarypubliclibrary.com>

### **Banking**

When you arrive in Calgary, you will probably want to have a small amount of Canadian money with you. Or you can visit the currency exchange service at the airport to exchange your local currency to Canadian funds upon arrival.

Some stores and services may accept US currency but probably not at a competitive exchange rate.

#### *Opening a Bank Account*

You will need to open a bank account after arrival in order to cash your bank drafts or to deposit any cheques. Financial institutions in Calgary include banks, trust companies and credit unions. Having a branch office located near your housing can be very convenient.

These are the five major banks closest to ACAD:

**ATB Financial** SAIT Campus – E.H. Crandell Building (behind SAIT residence/Sobey's food store)  
1301 16<sup>th</sup> Ave NW  
Calgary, AB T2M 0L4  
Offering free student accounts, international money transfers, Canadian MasterCard (with valid Social Insurance Number)  
Phone: 403.974.8137  
Toll free 1.800.332.8383  
Bank of Montreal ([www4.bmo.com](http://www4.bmo.com))  
Closest location to ACAD: 410 - 10 Street NW  
CIBC - Canadian Imperial Bank of Commerce ([www.cibc.com](http://www.cibc.com))  
Closest location to ACAD:  
2015 - 16 Avenue NW

Royal Bank of Canada

(www.royalbank.com)

Closest location to ACAD:

417 - 10 Street NW

Toronto Dominion Bank

(www.tdcanadatrust.com)

Closest location to ACAD:

Inside the North Hill Centre

There are also private cheque cashing services in Calgary but such services can be expensive and should be avoided and used only in emergencies. Listings of financial institutions and their addresses can be found in the Yellow Pages telephone directory. Phone the bank to confirm the services and operating hours, since these can vary.

### *Carrying Cash*

It is uncommon in Canada to carry a lot of cash; most people choose to carry debit and credit cards as an alternative. It is not easy for international visitors to obtain credit cards in Canada, so you will usually pay by cash, debit card or cheque. When paying with cheques, it is necessary to show identification, such as an International Driving Permit

or passport.

Cash can be withdrawn directly from ATM / Bank machines. Many stores and restaurants will also accept your debit card for instant account withdrawals to pay for purchases. ATM / Bank machines can be commonly found at bank branches, shopping malls, restaurants, pubs and public entertainment venues. Service fees can be applied to your account in addition to the amount of the cash withdrawn if you use a privately operated ATM or an ATM managed by a different banking institution. To avoid additional service charges you should try to use ATMs operated by the banking institution that holds your bank account.

### **Accommodations**

ACAD strongly recommends that during your first year of study you make accommodation arrangements with SAIT Residence - until you have a good sense of what Calgary has to offer.

There are a number of housing options available for students coming to ACAD. We offer on-campus housing through

SAIT Polytechnic (located on the same campus as ACAD), and there are plenty of other options including apartments, shared accommodations and basement suites in the neighborhoods surrounding ACAD. Finding suitable housing may be the first concern for most international students so you should do some research and make some plans before arriving in the city.

### *SAIT Polytechnic Residence (SAIT CAMPUS) - **strongly recommended***

The SAIT Residence is conveniently located in the northeast corner of the SAIT campus and comfortably accommodates students. The units are fully furnished and available in one bedroom or four bedroom suites. The facilities are equipped with common area study lounges, vending, laundry facilities, 24-hour security, IP phone with free local calling and free high-speed internet access.

For more detailed information including rates, floor plans, and residence life, etc.

please visit On Campus Housing at [www.sait.ca/residence](http://www.sait.ca/residence) or call

403. 284.8013.

Other accommodation arrangements can be made by consulting off-campus housing:

<http://www.rentboard.ca/rentals/index.aspx?locid=110>

or

<http://calgary.kijiji.ca/f-housing-apartments-for-rent-W0QQCatIdZ37>

or

<http://calgary.en.craigslist.ca/apa/>

and

<http://www.lowcostrent.org/>

### **Culture, Entertainment + Recreation**

A balanced lifestyle that includes study, exercise and social activities is important. Outside the classroom, you'll find that Calgary offers plenty to discover and enjoy including live theatre, art galleries, restaurants, cycling, skiing and more.

#### *On-Campus Athletic Facilities (SAIT Campus Wellness Centre)*

Located on the SAIT Campus, the Campus Wellness Centre offers excellent athletic and physical

recreation facilities. Students may access SAIT Campus Wellness Centre facilities on presentation of their validated ACAD student ID card. Athletic facilities include a 35-metre salt water swimming pool and diving area, a multi-purpose gymnasium, a hockey rink, four racquetball and four squash courts, a weight training room, an aerobics / dance studio, plus men's and women's locker and steam rooms. The Campus Wellness Centre coordinates intramural and open recreational activities, as well as a full program of activity classes and sports clubs.

For more details, please consult:

<http://sait.ca/campusresources/wellnesscentre/index.shtml>

#### *The Gateway Lounge (SAIT Campus Centre)*

The Gateway, the only on-campus lounge, is located on the main level of the Campus Centre. It offers live music events, 8-ball pool, darts, a large-screen TV, and several small screen TVs. Drop by and check it out!

### *Calgary Culture, Entertainment + Recreation*

Visit [www.liveincalgary.com](http://www.liveincalgary.com) for more information on the City's many exciting events, facilities and venues.

### **College Life / Expectations**

College is more than what happens in the classroom – it's important to find a healthy balance that includes study, social activities and relaxation. When you enter ACAD you'll be treated as an adult and will enjoy the freedom of making decisions with the awareness of their associated responsibilities.

You will be expected to familiarize yourself with the general information contained in the ACAD Calendar and adhere to College regulations and policies. You can consult the Academic Calendar at:

<http://acad.ab.ca/calendar.html>

#### *ACAD Students' Association (ACADSA)*

Governed by executive officers and the Students' Legislative Council (SLC), the Alberta College of Art + Design Students' Association (ACADSA)

manages the affairs of the student body and serves as the students' official liaison with other groups. ACADSA provides students with an opportunity to participate on a number of College committees and to exhibit their work in the student-run Marion Nicoll Gallery.

ACADSA organizes the biannual student "Show and Sale" of student work, plus social events. The on-campus cafeteria and your extended health care plan are also under the direction of ACADSA.

ACADSA-run coffee shop – the **Arthole** – offers ACAD students a place to meet and "hang out" between or after classes. It is also a place where a number of ACADSA-sponsored events take place.

On-campus Art Gallery - the **Illingworth Kerr Gallery** - performs two distinct yet complementary roles; serving both the academic didactic and the community.



[David Altmejd](#) | *The Hunter* | 2006

Photographer Inger Marthe Skyberg  
Illingworth Kerr Gallery | September 2007

The didactic role of the IKG will provide an educational challenge for students and faculty of the College. By exhibiting quality works, expressive of concerns and themes in contemporary art and by representing a range of art making disciplines and media, the gallery will instill an awareness of the broadest range of art-making possibilities.

The IKG brings the existence of art and artists into the realm of the broader community.

It performs a most useful public relations role focusing attention not

only on the gallery but on ACAD; its campus and programs. Positive interaction between ACAD and the community ensures a continuing community interest in the arts.

#### *Volunteer Opportunities*

ACAD Student Resource Centre and Admissions provide volunteer opportunities within ACAD Student Resource Centre. Volunteering provides the experience needed to compete effectively in today's job market, and is an excellent opportunity to be more involved in the ACAD community.

Some volunteer activities include participation in the ACAD Awards Show, serving as tour guides for ACAD's Open House and weekly public tours, offering peer tutoring and support, representing ACAD in the community, helping with Student Resource Centre workshops, and assisting with Convocation.

For more information on volunteer opportunities, drop by the Student Life Office or call (403) 284-7705.

### *Attendance*

At ACAD instructors will treat you as an adult and it is your responsibility to attend classes and complete your assignments. Attendance represents an important aspect of your success, and in some classes attendance is incorporated into your mark. Long periods of unreported absence may cause you to be in violation of your Student Authorization / Study Permit. Tardiness (coming to class late) is considered an aspect of attendance.

### **CHECKLIST #1 / BEFORE YOU LEAVE HOME**

Before you leave home there are some important things you should do. As your classes draw closer and excitement builds, it's easy to forget important steps – so the following checklist will be helpful.

#### **A Read this guide**

Review this International Student Guide and let us know if you have any questions or concerns.

**B Review admissions information**  
+ pay the confirmation deposit

Refer to your admissions package regarding the process for class registration as ACAD students register for classes online (on a first-come first-served basis) well in advance of the first day of classes. To avoid disappointment, please ensure that you are aware of the registration date and that you have access to a networked computer at that time.

#### **C Gather your documents**

Make sure you pack all necessary documents including:

- ✓ Letter of Acceptance issued by ACAD
- ✓ Your Passport
- ✓ Student Authorization / Study Permit
- ✓ Temporary Resident Visa (If necessary)
- ✓ English Translation of school certificates, diplomas,
- ✓ or other academic transcripts
- ✓ Goods list \*\*
- ✓ Airline Ticket
- ✓ Special medical information you may need

\* Make sure that the spelling and order of your name is consistent on all documents

\*\* A list of expensive goods you are bringing into Canada (e.g. computer equipment, cameras, jewelry, electrical appliances, and also any medication) It is a good idea to make photocopies of these important documents to be left at home, just in case you should lose the originals.

#### **D Arrange for short term accommodations.**

Ensure that you have arranged accommodations for your first few nights in Calgary if you have not already found a place to live or are not able to move immediately to your accommodations upon arrival. There are many hotels in Calgary and several near our campus that can provide economical accommodations while you locate long term accommodations.

Hampton Inn & Suites – Northwest  
2231 Banff Trail NW  
Phone: 403.289.9800  
[www.hamptoncalgary.com](http://www.hamptoncalgary.com)

Holiday Inn Express  
2227 Banff Trail NW  
Phone: 1.888.276.8666  
[www.hiecalgary.com](http://www.hiecalgary.com)

Econolodge Motel Village  
2440 – 16 Avenue NW  
Phone: 403.289.2561  
[www.econolodgecalgary.com](http://www.econolodgecalgary.com)

### **E Register for the Alberta Health Care Insurance Plan.**

It's important that you register for the plan upon your arrival in Calgary so that your coverage is ready should you need it.

### **F Have a great semester!**

Enjoy your studies and the experiences that come with college life. If you need any assistance or have questions later on, always feel welcome to visit us in Student Resource Centre so that we can offer assistance or refer you to the appropriate staff or services.

### **CHECKLIST #2 / UPON YOUR ARRIVAL**

Establishing yourself in a new city can be a bit overwhelming for anyone. The following checklist will help ensure that your first days and months in Calgary are enjoyable and without stress.

#### **A Drop by ACAD and meet us.**

Once in Calgary, make certain that you contact the International Student Advisor, Paul Szymanowski, and let us know that you've arrived. We're always excited to put a face to a name, so visit Student Resource Centre and introduce yourself. We can then assist you with any immediate questions or concerns you may have.

#### **B Open a bank account.**

Paying for products and services will be more convenient if your funds are drawn from a local bank account. For more information refer to section three of this Guide.

#### **C Attend orientation events.**

New Students Orientation and the International Students Orientation will provide you with an opportunity to

learn more about the college and meet other new students.