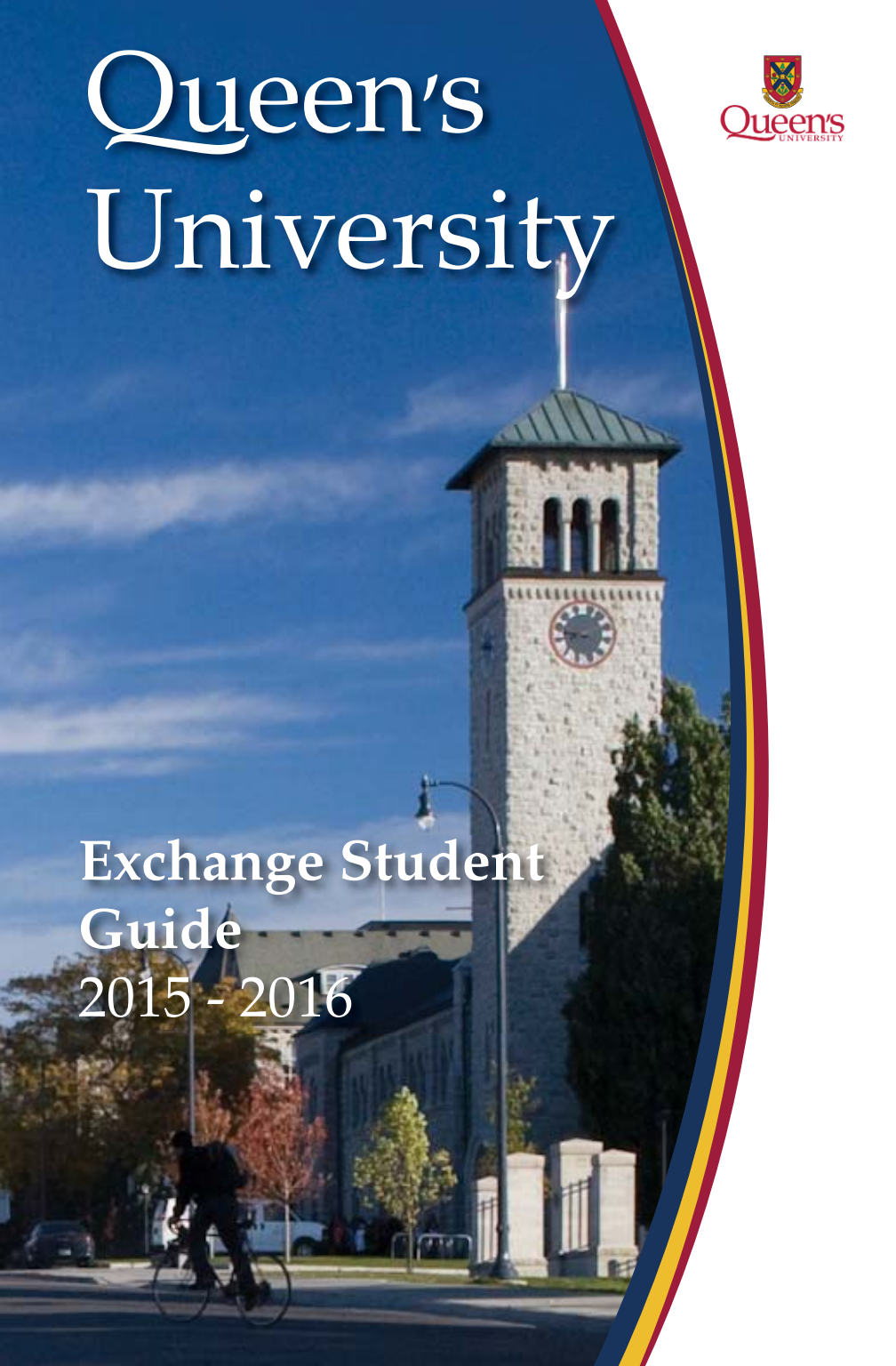


# Queen's University



## Exchange Student Guide 2015 - 2016



# Welcome to Kingston, Ontario, Canada

## **Kingston: Canada's best small city**

More than 25,000 students from Queen's University, the Royal Military College and St. Lawrence College call this city of 124,000 residents home during the academic year.

**The waterfront**, downtown shopping, and an eclectic student neighbourhood are all steps from the Queen's campus. Kingston tops national surveys for its high quality of life and vibrant downtown.

**The first capital of Canada**, historic Kingston boasts some of the finest examples of 19<sup>th</sup> century architecture in the country.

**North America's best freshwater sailing** is found in Kingston, home of the sailing events for the 1976 Olympic Summer Games.



<b>Welcome to Queen's University</b>	<b>page 4</b>
<b>Preparing to Come to Queen's University</b>	<b>page 6</b>
<b>Health Insurance</b>	<b>page 12</b>
<b>Estimated Living Costs</b>	<b>page 16</b>
<b>Where to Live</b>	<b>page 18</b>
<b>Arrival in Canada and at Queen's</b>	<b>page 24</b>
<b>Orientation Programs</b>	<b>page 28</b>
<b>Getting to Know Queen's</b>	<b>page 30</b>
<b>Course Information</b>	<b>page 32</b>
<b>Registration Information</b>	<b>page 36</b>
<b>Important Dates</b>	<b>page 39</b>
<b>Critical Checklist</b>	<b>page 42</b>
<b>More Important Resources at Queen's</b>	<b>page 43</b>

Although every effort has been made to ensure the information provided in this guide is correct and up-to-date, *we recommend that you confirm the content as needed and follow the links provided in this handbook for more in-depth information.*

# Welcome to Queen's University!

At Queen's University, a quality educational experience means we provide international opportunities for our students to learn, research new ideas, and gain the skills and knowledge to participate in a global society. With that in mind, Queen's is proud to welcome you to our campus. Our dynamic program of international exchanges involves bilateral agreements with more than 180 universities in approximately 50 countries and consortial exchanges that include an additional 70 universities. As an exchange student, you join a vibrant campus that hosts degree-seeking students from every province in Canada, and almost 100 other countries.

At Queen's we are proud of the leadership role we take in cultivating global citizenship. Diversity in all its forms, from divergent opinions, to diverse citizenry, to cultural awareness and international experience, is a cornerstone of Queen's. Your presence enriches our classrooms, our research initiatives, our campus, and our Kingston community. I invite you to share your experiences and perspectives as you interact with fellow students, faculty members and staff, both inside and outside the lecture hall.

We offer a wide range of services and support programs designed to make you feel welcome during your time at Queen's. This handbook will give you a brief introduction to these programs and services, and serve as a guide as you make the transition into your new academic setting.

Welcome to your campus! May your time at Queen's be an experience of both academic success and personal fulfillment. May Queen's be a source of new opportunities and fond memories when you return home.

Sincerely,

Kathy O'Brien  
Associate Vice-Principal (International)

Queen's University is located at the northeastern end of Lake Ontario in the historic city of Kingston, midway between Toronto, Ontario and Montréal, Québec and less than two hours from Ottawa, our national capital.



To learn more about Kingston visit the following websites:

*City of Kingston*  
**[cityofkingston.ca](http://cityofkingston.ca)**

*City of Kingston Visitor and Tourism*  
**[tourism.kingstoncanada.com](http://tourism.kingstoncanada.com)**

To learn more about Queen's visit the following websites:

*Discover Queen's*  
**[queensu.ca/discover](http://queensu.ca/discover)**

*Queen's Encyclopedia*  
**[queensu.ca/encyclopedia](http://queensu.ca/encyclopedia)**

To learn about the resources that are in place to assist international students before and after they arrive, visit the following websites:

Queen's University International Centre (QUIC)  
**[quic.queensu.ca](http://quic.queensu.ca)**

Queen's International  
**[queensu.ca/international](http://queensu.ca/international)**

# Preparing to come to Queen's

## Study Permits and Entry Visas

If you are planning to study in Canada **for one term (less than 6 months)**, you may study under temporary resident status as a visitor. For any period longer than 6 months (two terms), *a study permit is required.*

Students from *some* countries **require a temporary resident visa (entry visa)** to be eligible to enter Canada. The temporary resident visa (if required) *will automatically be issued as part of a successful study permit application.*

To get a **study permit** and/or a **temporary resident visa (entry visa)** you may apply through a Canadian visa office or visa application centre (VAC) outside of Canada or you may be eligible to apply online. The study permit application costs CAN\$150 (or the equivalent in local currency), while a temporary resident visa application (if made on its own - without a study permit application) costs CAN\$100. These applications can take as little as a few days and as long as 3 months to be processed.

If you want to be *eligible to get a job on campus* during your time at Queen's, you must have a study permit, regardless of whether you are studying for one term or two.

You must also be considered by Queen's to be *a full-time student.*

**Exchange Students are NOT eligible to work off-campus.**

Finding on-campus work is almost impossible for single-term students and is not guaranteed for two-term students.

A **study permit** is written authorization issued to international students giving them permission to study in Canada. It is required for programs longer than 6 months.

General requirements include:

- A valid passport;
- Proof of acceptance from Queen's University;
- Proof of adequate funds to cover living expenses for you and any dependents coming to Canada with you. *Generally accepted evidence includes personal bank statements and/or letters pledging financial support from family or other sponsors;*
- A medical examination *may* also be required;
- Citizens of some countries must provide biometrics (digital photographs and fingerprints).

Online applications involve completing a questionnaire where the answers that you give determine the application form and supporting documents you need.

Country-specific requirements for paper applications are available through Citizenship and Immigration Canada.

You can find the forms and guide for the country that you are applying from at:

**[cic.gc.ca/english/information/applications/student.asp](http://cic.gc.ca/english/information/applications/student.asp)**

*Be sure to keep copies of all documents sent to and from Citizenship and Immigration Canada.*

Further information can be found through:

- The Queen's University International Centre (QUIC)'s "Studying in Canada" page at: **[quic.queensu.ca/studyingincanada](http://quic.queensu.ca/studyingincanada)** or;
- the Citizenship and Immigration Canada website at: **[cic.gc.ca](http://cic.gc.ca)**

If your research results in further questions, you can also contact an International Student Adviser at: **[isa@queensu.ca](mailto:isa@queensu.ca)**



# Preparing to come to Queen's

## Transportation

Most students arrive in Canada through either Toronto or Montréal, as these are the closest major cities to Kingston. The travelling time from each city centre to Kingston is approximately 3 hours, although trips from the international airports to Kingston often take a little longer. If you are having difficulty making arrangements to get to Kingston from the airport once you have arrived, go to the *ground transport* area of the airport to seek assistance.

**Note:** It is important to carry enough Canadian money with you to cover immediate costs, as there may be no facility upon arrival where traveler's cheques can be cashed or currency can be exchanged. It is also possible that some ATMs may not recognize your bank or credit card.

### From Toronto:

You can fly directly to Kingston through Toronto with:

*Air Canada*  
**aircanada.com**

This option is most economical when booked as part of your original flight to Canada.

There is also a bus service direct from the Toronto Pearson International Airport to Kingston operated by:

*Megabus*  
**ca.megabus.com**

This service departs from Terminal 1 - Ground Level Post P6 and Terminal 3 - Arrivals Level Post C8. It stops on the Queen's campus in front of Goodes Hall, which is

approximately 75m west of the John Deutsch University Centre (JDUC), (home to the Queen's University International Centre (QUIC)). *Bookings should be made in advance to reserve space and to qualify for a lower rate.*

**Note:** Megabus advertises a 1-bag luggage limit.  
**[ca.megabus.com/LuggageAllowance.aspx](http://ca.megabus.com/LuggageAllowance.aspx)**

You can get to downtown using the Union Pearson (UP) Express train or by taking a combination of public bus and subway operated by the Toronto Transit Commission (TTC). The TTC is much less expensive than the UP Express but is less convenient.

*Union Pearson (UP) Express*  
**upexpress.com**

*Toronto Pearson Public Transportation*  
**[torontopearson.com/en/toandfrom/public](http://torontopearson.com/en/toandfrom/public)**

From downtown Toronto to Kingston, you can take either a bus:

*Megabus*  
**ca.megabus.com**

or train:

*VIA Rail*  
**viarail.ca**

### From Montréal:

The Montréal public transit service (STM) operates "*Express Bus 747*", a shuttle service from Montréal's Pierre Elliott Trudeau International Airport to the Montréal Central Bus Station. Tickets can be purchased from automated dispensers on the international arrivals level. For more information, visit:

*Aéroports de Montréal "Bus 747 Express" webpage*  
**[admtl.com/en/access/transportations/buses-747-express](http://admtl.com/en/access/transportations/buses-747-express)**

This service is much less expensive than a taxi.

# Preparing to come to Queen's

The Montréal public transit service (STM) also offers service to and from Montréal's Pierre Elliott Trudeau International Airport with a combination of bus, commuter train and metro.

To get into downtown Montréal, you can catch bus **#204 East** at the airport's Departures entrance on the ground level. It goes to two places; so be sure to get on the *Gare de Dorval* (Dorval train station) bus. From the Dorval train station, you can catch a commuter train into Montréal (or a VIA Rail train directly to Kingston). The commuter train line intersects with the Metro. Bus schedules for route #204 East are available from the:

*STM website*

**[stm.info/en/info/networks/bus/local/line-204-east](http://stm.info/en/info/networks/bus/local/line-204-east)**

Commuter train schedules from the Dorval Train Station are available from the:

*AMT website*

**[amt.qc.ca/en/trip-planner/train/vaudreuil-hudson](http://amt.qc.ca/en/trip-planner/train/vaudreuil-hudson)**  
(direction Lucien L'Allier)

From Montréal to Kingston, you can take either a bus:

*Megabus*

**[ca.megabus.com](http://ca.megabus.com)**

or train (from downtown Montréal or Dorval Train Station - at the airport):

*VIA Rail*

**[viarail.ca](http://viarail.ca)**

## From Ottawa:

A shuttle service operates between Ottawa's Macdonald-Cartier International Airport and downtown Ottawa hotels. It departs at the Level 1 curb outside the terminal in the Arrivals area. This is much less expensive than a taxi.

The least expensive option is the local bus service operated by OCTranspo (Ottawa public transit). **Route 97** (Destination - Bayshore) departs the terminal at Pillar 14 outside the Arrivals area. Tickets are available at the *Ground Transportation Desk* located on Level 1 at the centre door of the Arrivals area. Full information about transportation options from the airport to downtown Ottawa can be found at:

*Ottawa Airport Ground Transportation*

**[yow.ca/en/parking-transportation/transportation](http://yow.ca/en/parking-transportation/transportation)**

Bus service from Ottawa to Kingston is available through:

*Greyhound Canada*

**[greyhound.ca](http://greyhound.ca)**

Train service is available through:

*VIA Rail*

**[viarail.ca](http://viarail.ca)**

Neither the bus nor the train terminal is located in downtown Ottawa, but each is accessible from downtown using Ottawa public transit.

For more information on transportation and preparing to come to Queen's visit:

**[quic.queensu.ca/international/arrival](http://quic.queensu.ca/international/arrival)**

If you choose to fly to Kingston, you will need to take a taxi from the Kingston airport to Queen's.

There is **no bus service** to/from the Kingston airport.

There are two types of medical insurance in Ontario: **primary** and **supplementary**.

**Primary medical insurance** -is mandatory and enrollment is automatic for international students. It offers coverage for basic services that everyone must have (hospitals, doctors, counselling, etc.). For international students and their dependents (partner and children), this primary coverage is provided through the University Health Insurance Plan (UHIP) which is administered by the Queen's University International Centre (QUIC).

All students have access to health services, including doctors and registered nurses, at Queen's Health, Counselling, and Disability Services (HCDS). You must present your student card and proof of UHIP coverage at each scheduled appointment.

For more information about their services please see:  
**queensu.ca/hcdis**

**Supplementary medical insurance** - is optional for exchange students **but strongly recommended**, as it covers some services that are not covered by UHIP, such as a portion of the cost of prescription medicines, physiotherapy, chiropractic care, dental work, vision care, travel coverage and other services. Supplementary health plans are administered by both student government offices:

- Alma Mater Society (AMS):  
for undergraduate and MBA students  
**myams.org/healthplan**
- Society of Graduate and Professional Students (SGPS):  
for graduate (including MIB) and law students  
**sgps.ca/health**

• Enrollment in an optional supplementary health plan, if desired, *must occur within your first 30 days* at Queen's.

## Enrolling in the University Health Insurance Plan (UHIP)

You will be automatically enrolled in the University Health Insurance Plan (UHIP) for each term of your enrollment at Queen's University. The fee for single UHIP coverage will appear on your student fee account prior to the start of each term under the title "International Health Care". (You can pay each term individually or as one payment.)

- UHIP coverage will begin on August 10 (for September starts) and December 10 (for January starts). **You must visit** the Queen's University International Centre (QUIC) during your first few days in Kingston to get your proof of UHIP enrollment.
- Those with equivalent health insurance coverage *may* be able to opt-out of (be exempted from) UHIP coverage.

Further details about UHIP are available at:  
**quic.queensu.ca/uhip**

## Returning Canadians:

Please e-mail Queen's University's UHIP Administrator at **uhip@queensu.ca** for information about your eligibility for UHIP and/or Ontario's provincial health insurance coverage.

**Note for everyone:** Coverage adjustments or additions of dependents *must occur within your first 30 days* at Queen's.

## UHIP Rates for 2015-2016

One student for one term	One student for two terms
CAN\$204	CAN\$408

Costs for students with dependents can be found at:  
**quic.queensu.ca/uhip/cost**

## Payments Due

Fall term  
30 September

Winter term  
31 January

# Making Payments to Queen's

## Payments From Outside Canada

### i) By Bank Wire Transfers

Funds may be electronically transferred to Queen's University, but be advised that the initial bank, intermediate banks as well as the receiving bank may all impose an additional handling fee. **Therefore you should provide extra funds to cover these costs** (any overpayment received by Queen's can be refunded to you upon request). The information required to wire funds is:

<b>Payable to</b>	Queen's University
<b>Bank Address</b>	Bank of Montreal, 297 King Street East, Kingston, Ontario, K7L 3B3 CANADA
<b>Telephone</b>	+1-613-545-3005
<b>Bank Number</b>	001
<b>Transit Number</b>	00162 (some banks use 0016 - both work)
<b>Account number</b>	1046-122
<b>IBAN</b>	00162-1046-122 or 0016-1046-122
<b>Swift Code</b>	BOFMCAM2
<b>Routing Number</b>	ABA026005092

**Ensure that your name and Queen's student ID (number) are included in the wire transfer for proper processing of your payment.** Please note that wire transfers can take as long as several weeks to be processed, so it is recommended that you submit your payment well in advance of any deadlines. You may be required to ask your bank to trace your payment. We also recommend that you bring a copy of the receipt with you.

### ii) By Mail

This method of payment is for students living outside of Canada. Cheques, money orders, or bank drafts, in **Canadian or US funds only**, may be mailed to:

Queen's University, Office of the University Registrar –  
Rm. 125, Gordon Hall (Records and Services)  
74 Union Street  
Kingston, Ontario  
K7L 3N6  
CANADA

#### Notes:

- Your name and Queen's student ID (number) must be clearly written in the notes section on the front of your cheque, money order or bank draft.
- Please allow approximately 2 to 3 weeks for mailing and processing when using this method of payment.
- Do **not** send post-dated cheques.
- Payments refused for any reason, will be subject to a CAN\$20 administration fee.

### iii) Western Union

Payments may be made at the nearest Western Union office using the (Blue Form) Quick Collect rate.

**Company Name:** Queen's University  
**Locale/Code City:** QUEENSUONTARIO, ON  
**Account Number:** Your Queen's student ID (number)

## Payments From Within Canada

Any payments to Queen's that need to be made following your arrival in Canada **must** be made through a Canadian bank account.

Further payment information is available at:

[queensu.ca/registrar/currentstudents/fees/payment.html](https://queensu.ca/registrar/currentstudents/fees/payment.html)



# Estimated Living Costs

The following chart has been drawn up to assist international students in calculating the financial resources required to meet the living needs of the average Queen's University student.

	Monthly	One Term	Two Terms
<b>Housing</b> - (off-campus) see pg. 19 for a link to university residence fees	\$550 - \$750	\$2200 - \$3000	\$4400 - \$6000
<b>Food</b> - costs may be reduced if meals are prepared at home	\$300	\$1200	\$2400
<b>Primary Medical Insurance</b> (UHIP) <i>Mandatory</i>	-	\$204	\$408
<b>Supplementary Medical Insurance</b> <i>Optional</i> (AMS for Undergraduate & MBA) (SGPS for Graduate, Law & MIB)	-	AMS \$142.03 (Jan. start)  SGPS \$420 (Jan. start)	AMS \$284.06  SGPS \$460
<b>Textbooks and Supplies</b> - costs vary according to area and level of study	-	\$400 - \$500	\$600 - \$1000
<b>Telephone (mobile)</b> - Includes service but no long-distance calling ( <i>may also require purchase of a phone or SIM Card</i> )	\$20 - \$45	\$80 - \$180	\$160 - \$360
<b>Clothing</b> - (costs vary) A new winter coat can cost between \$75 and \$300 while a good second-hand coat can start at \$50. Boots are at least \$50.	-	\$250	\$400
<b>Miscellaneous</b> - Study permits cost \$150, used bicycles cost approximately \$50 and movies cost from \$8 to \$16.	-	At least \$600	At least \$900

**Note:** All values are in CAN\$ and **subject to change**.

The figures listed in the chart **are only an estimate** of the basic living expenses. It is *strongly recommended* that you have at least the minimum level of funding.

For further information on banking and shopping economically once you arrive, see the Living in Kingston Guide in the QUIC website at:

[quic.queensu.ca/livinginkingston](http://quic.queensu.ca/livinginkingston)

A tax of 13% is added to the price of most services and items purchased in Ontario.

There is **no tax rebate program** for short-term visitors to Canada (like exchange students).

## Ask other students...

for advice on where to find things you need at a good price – it's a great conversation starter.



# Where to Live

Exchange students have a wide variety of housing options to choose from during their time in Kingston. The following can serve as a guide.

## Queen's University Residence Halls

The University has designated buildings at Jean Royce Hall that are available to exchange students. Single private rooms are provided with shared kitchen and bathroom facilities. Students can choose to cook or purchase an optional meal plan for use at dining facilities at Jean Royce Hall and other buildings at Queen's. The residence internet service is known as ResNet.



Jean Royce Hall is a mixed gender residence that is home to first-year undergraduate and international exchange students and is on Queen's West Campus. West Campus is a 15- to 20-minute walk from Main Campus and a 30 – 45 minute walk from downtown. Jean Royce Hall is on a city bus route that runs regularly between Queen's West and Main campuses.

Check out Virtual Tours of Residences at:  
**[residences.housing.queensu.ca/our-buildings/virtual-tour/](https://residences.housing.queensu.ca/our-buildings/virtual-tour/)**

### Fees (not including optional meal plans)

Exchange student fees can be found at:  
**[residences.housing.queensu.ca/applications\\_assignments/residence-fees/](https://residences.housing.queensu.ca/applications_assignments/residence-fees/)**

Rooms are assigned by a computer lottery process and *are not guaranteed*. Queen's Residences do, however, reserve a number of rooms for exchange students.

Students will be notified whether they have been successful in the lottery by mid-July so that they can pursue other options for housing, if necessary.

You can view optional meal plans at:  
**[dining.queensu.ca/optional-meal-plans](https://dining.queensu.ca/optional-meal-plans)**

You can apply for a place in a Queen's residence online. *You will require your Queen's student ID (number) to apply.*

**[residences.housing.queensu.ca/applications\\_assignments/how-to-apply/exchange-student-application/](https://residences.housing.queensu.ca/applications_assignments/how-to-apply/exchange-student-application/)**

Please note that a CAN\$525 deposit **must** be submitted at the same time as your application.

*The deposit is only refundable if you are not offered a place in residence.*

If you accept an offer of a place in residence, the agreement is binding and you are responsible for all fees for the term of your stay at Queen's.

## Application and Payment Deadlines

**Fall Term** (September 6 to December 18, 2015) or

**Full Year** (September 6, 2015 to April 23, 2016) **Applicants**

- Application + deposit **July 1, 2015**
- Remainder of fees (for Fall Term students) OR half the balance for Full Year students **September 30, 2015**
- Remainder of fees (for Full Year students) **January 30, 2016**

# Where to Live (continued)

## Winter Term (January 3 to April 23, 2016) Applicants

- Application + deposit      December 1, 2015
- Remainder of fees      January 30, 2016

For additional information please contact Residence Admissions by email: [reshouse@queensu.ca](mailto:reshouse@queensu.ca) or by telephone: +1-613-533-2550.

## Other Options

### Private Housing

There are a number of resources available for off-campus housing search. Some of these resources are offered or supported by Queen's, while others are not directly associated with the University.

Queen's offers housing listings specifically for exchange students:

*International Housing Office (IHO) Listing Service*

[quic.queensu.ca/housing-support/long-term-options/listings](http://quic.queensu.ca/housing-support/long-term-options/listings)

More information, including links to these and other accommodation listing services is available at:

[quic.queensu.ca/housing-support/long-term-options](http://quic.queensu.ca/housing-support/long-term-options)

**Important:** Agreements that you make to rent a room/house/apartment with a property owner (landlord) OR another student are **legally-binding**.

Learn more about your rights and responsibilities *before making an agreement* at:

[queensu.ca/studentcommunityrelations/campus-housing](http://queensu.ca/studentcommunityrelations/campus-housing)

While your Queen's student card will give you free access to Kingston Transit buses, most students will focus their housing search on areas within walking distance of Queen's Main Campus. The listing services noted above include maps to help you identify the location of the accommodations you are considering. A Queen's Campus map and general map of Kingston with information about walking times is available at:

[quic.queensu.ca/housing-support/maps](http://quic.queensu.ca/housing-support/maps)

If you are considering accommodation that is not within walking distance of campus, be sure to check the Kingston Transit website for routes and schedules.

[cityofkingston.ca/residents/transit/bus-schedules](http://cityofkingston.ca/residents/transit/bus-schedules)

**Kingston Student Housing Co-op** - is a privately-owned, non-profit network of student residences. The Co-op offers 6 to 10-bedroom houses where students rent a private room and share all common space with the other student residents of the house. Weekly co-op duties are assigned in order to minimize housing costs to the students and foster a familial environment. Most rooms include a meal plan although some are available without meals. Both 4 and 8-month leases are offered during the academic year.

All houses are co-ed and accommodate Canadian, international, first and upper-year student residents. All buildings are located within a 5 – 10 minute walk to Main Campus, and within a 10 – 15 minute walk to *downtown*. More information is available at:

[studenthousingkingston.ca](http://studenthousingkingston.ca)





# Where to Live (continued)

**There are further resources available to you in your search.**

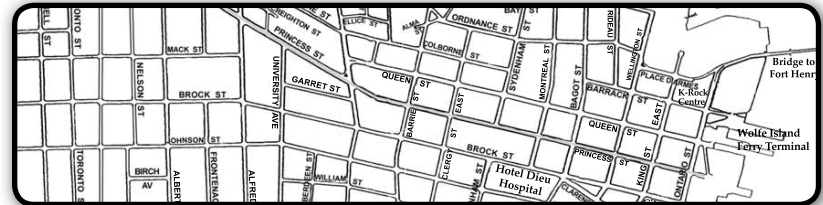
- How to apply for the options mentioned;
- Temporary housing options (*if you will be arriving without your permanent housing secured*);
- Resources designed to assist both **4 and 8-month** exchange students with their housing search;

To learn more about the above and other housing options, visit the International Housing Office website at:

[quic.queensu.ca/housing-support](http://quic.queensu.ca/housing-support)

**Students from your home university who have been on exchange at Queen's are another good source of information.** Learning about their experience may prove invaluable to you in your housing search.

Keep in mind that *downtown* (an area with a many services and shops) is generally considered to be centered around lower Princess Street (east of Victoria Street) and along Ontario Street, at the base of Princess Street.



**Students arriving in the Fall, who do not have their permanent accommodation arranged, may request a temporary residence room, for CAN\$45 (+ tax) per night, while they conduct their housing search.**

For more information or to make a reservation [Queen's University student ID (number) required], e-mail [event.services@queensu.ca](mailto:event.services@queensu.ca).

Rooms are available until 12noon Friday, September 4, 2015  
*at the latest.*



# Arrival in Canada and at Queen's

## Arriving in Canada

Be prepared to produce the following documents upon arrival in Canada:

- Letter of introduction from the Canadian Consulate or High Commission (*if you applied for a study permit*);
- Passport (with Canadian Temporary Resident Visa, *if required*);
- Copy of letter and certificate of admission from Queen's University;
- Evidence of financial support;
- A list of any items which you are sending separately, or which are not cleared through customs personally at the time of your arrival (*if applicable*); have the list stamped by immigration officials;
- Letters of reference or any other documents recommended by the Canadian embassy, consulate or high commission serving your country.

Carry these items and all other valuable papers, money (or traveller's cheques) **with you** rather than in checked baggage.

For further information on the process of entering Canada, please visit the Citizenship and Immigration website at:

[cic.gc.ca/english/study/study-arriving.asp](http://cic.gc.ca/english/study/study-arriving.asp)

If you plan to travel to Canada *via the United States* (or hope to visit the U.S. during your time here), please ensure you have the proper permission from their government. Details are available at:

[quic.queensu.ca/international/us](http://quic.queensu.ca/international/us)



## Arriving at Queen's University

Information about transportation options between the airports in Toronto, Ottawa or Montréal and Queen's University can be found starting on page 8.

The Queen's University International Centre (QUIC), located in the John Deutsch University Centre (JDUC), will offer *extended hours during the reception period* to ease the arrival process for you. **During this period**, QUIC is open on weekdays from 8:30 a.m. until 8:00 p.m. and on weekends and holidays from 1:00 p.m. until 8:00 p.m. For exact dates of the reception period, visit:

[quic.queensu.ca/international/welcome](http://quic.queensu.ca/international/welcome)

**At other times of the year** QUIC is open Monday through Friday, from 8:30 a.m. until 4:30 p.m.

Plan to visit QUIC soon after your arrival in Kingston. The UHIP enrollment process **must** be completed at QUIC before you can complete your academic registration.

Orientation packages containing information about some of the programs and services that are offered within the University are distributed at QUIC. These packages also include maps of Queen's campuses, central Kingston and the city bus routes.

If necessary, you may use QUIC as a mailing address until your permanent residence is established. Be sure to notify QUIC's staff *in advance of shipping items*. QUIC's mailing address and important mailing instructions can be found at:

[quic.queensu.ca/international/shipping](http://quic.queensu.ca/international/shipping)



# Arrival at Queen's (continued)

## What if you arrive after QUIC has closed and need temporary accommodation?

The John Deutsch University Centre (JDUC), where QUIC is located, is open 24 hours a day throughout the year with the exclusion of the period between December 24, 2015 and January 2, 2016. During this time, there will be signs posted on the doors of the JDUC listing some potential accommodation options (hotels and bed & breakfasts). When the building is open, but QUIC is closed, these signs will be found inside the building and on the doors of QUIC.

To find out more about temporary accommodations before arrival in Canada, please visit the *International Housing Office - Temporary Housing Options* page at:

[quic.queensu.ca/housing-support/short-term-options](http://quic.queensu.ca/housing-support/short-term-options)

## What if you arrive after QUIC has closed and you are supposed to be living in a Queen's Residence?

If you plan to live in residence for the duration of your time at Queen's and have received permission from the Residence Admissions Office to move in, you can check in at the residence desk responsible for your specific residence. These desks are open 24 hours a day, 7 days a week, so even if you arrive in Kingston at 4:00 a.m. you are welcome there.

The main desk at Jean Royce Hall is where you check-in to residence rooms in Jean Royce Hall.

**Note:** If you will be arriving after September 6, you **must** notify the Residence Admissions Office at [reshouse@queensu.ca](mailto:reshouse@queensu.ca).

*You cannot move in to your residence room before September 6.*

For further information, visit the residences *Moving into Residences* page:

[residences.housing.queensu.ca/move-inout/move-in](http://residences.housing.queensu.ca/move-inout/move-in)

The Queen's Campus Map will help you find these buildings. It is available at:

[queensu.ca/campusmap](http://queensu.ca/campusmap)

For more information on arrival details please visit:

[quic.queensu.ca/international/arrival](http://quic.queensu.ca/international/arrival)

or contact an International Student Advisor at: [isa@queensu.ca](mailto:isa@queensu.ca)

### Queen's Campus Security and Emergency Services

operates 24 hours a day, 7 days a week.

If you arrive at night and are concerned for your safety, they can be contacted through the emergency phone network (each outdoor phone is identified by a blue light above it).



# Orientation Programs

**From Monday to Friday throughout most of the year,** Queen's University International Centre (QUIC) permanent and part-time staff are available to provide information about banking, housing, orientation to campus and the wider community. You are encouraged to visit QUIC during your first few days in Kingston to complete your University Health Insurance Plan registration and to pick up an information package that will help you connect with the opportunities available to you at Queen's. Whenever you go to QUIC, you will find tea and coffee, computers (and wireless internet access), friendly conversation, and a place to meet new people.

## Fall-Term Arrival

**Orientation and welcome activities are provided by QUIC, some academic faculties, and student groups.** QUIC will offer opportunities to learn about living in Canada, a walking tour of Student Services offices, information on immigration regulations, the law as it applies to housing situations, and other common issues. There will also be an optional trip, opportunities to meet other students while getting to know Kingston and Queen's, and the chance to cook meals at QUIC.

In addition to QUIC's International Student Orientation Program, some academic faculties will offer orientation sessions (your Faculty Exchange Co-ordinator will notify you). Those living in a Queen's University residence will have the opportunity to participate in residence orientation activities. An optional student-run orientation known as NEWTS (New, Exchange and Transfer Students) week is provided for exchange students and others. If you will be joining a graduate-level program at Queen's, the Society of Graduate and Professional Students (SGPS) will also offer welcome and orientation activities.

For more information on Fall-Term Orientation opportunities, including the dates of the sessions, please visit:

**[quic.queensu.ca/international/welcome](http://quic.queensu.ca/international/welcome)**

For more information about QUIC's International Student Orientation Program please contact an International Student Adviser at [isa@queensu.ca](mailto:isa@queensu.ca).

## Winter-Term Arrival

QUIC offers orientation and welcome sessions prior to and following the start of classes in January. While not as extensive as the Fall orientation, the Winter orientation provides useful information and an opportunity to connect with students from across the university. Your faculty may also have a faculty-specific academic orientation (your Faculty Exchange Co-ordinator will notify you). For details, please visit:

**[quic.queensu.ca/international/welcome](http://quic.queensu.ca/international/welcome)**

QUIC also offers social activities and extended hours during this period. This is meant to provide a safe, comfortable environment to meet other students and settle in upon your arrival at Queen's.

For more information about QUIC's International Student Orientation Program please contact the International Student Advisor at [isa@queensu.ca](mailto:isa@queensu.ca).



# Getting to know Queen's

## Student Services at Queen's

Queen's University takes the well-being of its students very seriously. We want our students to be happy and healthy so that they can make the most of their time here.

The Queen's University International Centre (QUIC) provides a wide range of non-academic supports for international students (as noted elsewhere in this guide).

Additional services include (*but are not limited to*):

- Health, Counselling, and Disability Services (HCDS)  
[queensu.ca/hclds](http://queensu.ca/hclds)
- Athletics and Recreation Centre (ARC)  
[gogaelsgo.com](http://gogaelsgo.com)
- Writing Centre (Student Academic Success Services)  
[sass.queensu.ca/writingcentre](http://sass.queensu.ca/writingcentre)

Access to these services is **free** (there is no fee per use), though there may be costs for extended service.

## Health, Counselling, and Disability Services (HCDS)

HCDS provide a range of important services which are free and confidential.

The Health Service is staffed by a team of family physicians and nurses who provide primary health care to students. You can visit their Urgent Care Clinic (which operates from September to April), or you can book an appointment in advance. The Health Service also provides immunizations (for example flu shots or immunization for travel), as well as access to specialist mental health care.

The Counselling Service provides professional short-term counselling on a range of personal concerns (adjusting to

Canada, relationship issues, mental health concerns, personal crises) as well as learning skills development.

The Disability Services Office oversees and manages accommodation planning for students with disabilities. If you have a documented disability, you can arrange an appointment by calling the Disability Services Office at +1-613-533-6467.

## Athletics and Recreation Centre (ARC)

The ARC is the central location for many athletic opportunities at Queen's. Facilities include gymnasiums, a pool, workout facilities, dance studios, racquet courts and more. The ARC is available for individual use, as well as intramural (within Queen's) and varsity (beyond Queen's) competitions.

## Writing Centre

The Writing Centre offers workshops, credit courses, and one-on-one writing sessions designed to support students at Queen's in thinking and writing effectively in all disciplines at both undergraduate and graduate levels.





# Course Information

## Enrollment in Courses & Registration

Your Faculty Exchange Co-ordinator will contact you regarding your preferences. Each course is assessed by the appropriate academic department which checks your academic record on your official transcript to see if you are qualified to take the course. Your Faculty Exchange Co-ordinator will communicate directly with you regarding enrollment for your courses.

### Faculty of Engineering and Applied Science students:

Your department will accommodate your required course requests upon arrival on campus. *Please note that enrollment in courses offered outside of the Faculty of Engineering and Applied Science is not guaranteed.*

**ALL visiting students:** Queen's University will permit visiting students to enroll in a normal course load and in all courses where they meet the department's pre-requisites, with the understanding that normal timetabling and scheduling constraints apply equally to all students.

Academic questions can be directed to:

Faculty of Arts & Science jt16@queensu.ca	<b>Janice Tough</b>
Faculty of Education jamie.kincaid@queensu.ca	<b>Jamie Kincaid</b>
Faculty of Engineering & Applied Science engineering.committees@queensu.ca	<b>Anne-Marie Bergman</b>
Faculty of Law somersn@queensu.ca	<b>Nancy Somers</b>
Queen's School of Business exchange@business.queensu.ca	<b>Jacoba Franks (COM)</b> <b>Tenay Bartzis (COM)</b> <b>Kerri Regan (MIB)</b> <b>Cindy Price (MBA)</b>

Upon arrival on campus, you will complete your electronic registration process with the Admission & Registration Coordinator - International Exchanges, Maryann Severin, using SOLUS, the university's on-line registration system (See page 36). Maryann can be reached at: [intstudy@queensu.ca](mailto:intstudy@queensu.ca)

## Course Descriptions

A description of courses is contained in the Academic Calendar; to find yours, please refer to the following websites:

Faculty of Arts & Science	<a href="http://queensu.ca/calendars/artsci">queensu.ca/calendars/artsci</a>
Faculty of Education	<a href="http://queensu.ca/calendars/education">queensu.ca/calendars/education</a>
Faculty of Engineering and Applied Science	<a href="http://engineering.queensu.ca/Calendar/CurrentYear/">engineering.queensu.ca/Calendar/CurrentYear/</a>
Faculty of Law	<a href="http://law.queensu.ca/jd-studies/academic-programs/jd">law.queensu.ca/jd-studies/academic-programs/jd</a>
Queen's School of Business (Commerce)	<a href="http://qsb.ca/bcom_courses">qsb.ca/bcom_courses</a>
Queen's School of Business (MIB & MBA)	E-mail: <a href="mailto:GradExchangeQSB@queensu.ca">GradExchangeQSB@queensu.ca</a>

The Academic Calendar contains all possible courses, *some of which may not be offered during your period of study.*

## Course Timetables/Schedules

The Timetable or Schedule lists the courses which will be offered in both terms (Fall and Winter) of the academic year.

You will find this information in SOLUS, the University's on-line registration system. See page 36 of this guide for details.

Law course timetables and schedules are listed at:

[law.queensu.ca/jd-studies/dates-timetables](http://law.queensu.ca/jd-studies/dates-timetables)

# Course Information (continued)

## Course Weighting & Course Loads

Your host faculty, along with your home university exchange coordinator, will recommend the number of courses you should take. Please refer to the chart below for general information for each faculty.

Program	Weight of one course		Recommended Exchange total course load weight	
	One Term	Full Year	One Term	Full Year
Arts & Science*	3 credit units	6 credit units	12-15 units	24-30 units
Education	variable	variable	12-15 credits	24-30 credits
Engineering and Applied Science	variable	variable	12-15 credits	24-30 credits
Law	3 or 4 credits	6-8 credits	14-17 credits	28-34 credits
Commerce	3 credit units	-	12-15 units	24-30 units
Commerce MIB & MBA	3 credit units	-	9-15 units	-

\*Exchange students in the Faculty of Arts & Science are required to carry the recommended course-load for their term or year of study as noted above.

## Course Types

It is very rare that there will be courses for which the final examination is worth 100% of the final course mark (except for Faculty of Law courses). Most courses will consist of lectures or seminars (plus laboratories for science/engineering courses).

Professors/instructors will give work assignments on a regular basis (sometimes weekly). These are graded and the marks received count towards the final course mark. For some courses (particularly those in Commerce, MIB, or MBA), class attendance, participation, and formal presentations are vital and also count towards the final course mark.

You may find course work at Queen's closely matches the level of difficulty of that of your home university. **However, the volume of course work is commonly considered to be heavier than that done at your home university.** You should prepare yourself for a higher volume of course work (assignments, tests, reports etc.) while at Queen's.

## Common types of Courses:

LECT - *Lecture*: In-classroom presentations by professors/instructors. Assignments are scheduled for submission on a regular basis, usually weekly.

LAB - *Laboratory*: An experiment-based session in a laboratory with a report due at the end of each session, and usually held weekly. Labs count toward the final course mark.

TUT - *Tutorial*: An informal class which supplements a lecture and is usually conducted by a teaching assistant. The tutorial offers the chance to ask questions and get clarification on lecture material.

SEM - *Seminar*: Small discussion group, typically 10-20 students, in a classroom. Students are expected to prepare and deliver presentations to classmates and professor. The presentations count toward the final course mark.



# Registration Information

SOLUS is the Student OnLine University System. As an exchange student you may access SOLUS to complete your registration\*, make changes to your address, view your marks, look at your daily class schedule, and drop courses.

\*MBA and MIB students do not use SOLUS to enrol in or drop courses; your exchange coordinator will provide you with course information via e-mail.

## Getting Started

### Get your NetID

1. On [netid.queensu.ca](http://netid.queensu.ca), click on the link following “Don’t have NetID, yet?” This will bring you to the “NetID Account Activation” page.
2. Once there, you must:
  - i) Read the “Queen’s University Acceptable Use of Information Technology Resources Policy”
  - ii) Enter your student number and your date of birth;
  - iii) Click the boxes confirming that you have read and will abide by the policies and guidelines, and;
  - iv) Click on “continue” to proceed to receive your NetID and set your password.

Once you have received your NetID, set your password, and completed your challenge questions, you will be able to log into SOLUS through the MyQueen’s Portal at:

[my.queensu.ca](http://my.queensu.ca)

You will need your Queen’s NetID (online username) to do so.

**Your Queen’s e-mail address will be:**

*yourNetID@queensu.ca*

**Please keep your password in a secure place.** You will require this information each time you log into the MyQueen’s Portal or access your Queen’s e-mail account.

**Note:** You may be required to update your password periodically.

## Access SOLUS

Once logged in to the MyQueen’s Portal, click on the red “SOLUS” tab.

In SOLUS you can view course timetables and schedules, review your online fee account statement (we strongly suggest you do this every month), update contact information, and print verification of your enrolment at Queen’s.

## Queen’s Student Card

You will receive an e-mail in your Queen’s account asking you to submit your photo in order for your card to be prepared prior to your arrival on campus.

**Your Queen’s student card** gives you *free access* to the Kingston Transit bus service, Queen’s Athletics and Recreation Centre (ARC) and resources at all Queen’s Libraries. You must also present it when you write your exams or have an appointment at our Health, Counselling and Disability Services. **Take care of it.**

*Information about picking-up your student card is available on the next page.*

## After Arriving at Queen’s

Step 1	QUIC
Location	One level above the street level in the John Deutsch University Centre (JDUC), on the North-East corner of University Avenue & Union Street.
Purpose	<ol style="list-style-type: none"><li>1. To get proof of your health insurance coverage</li><li>2. To meet an International Student Advisor.</li><li>3. To pick up an Orientation Package and learn about some ways to get involved in your time at Queen’s.</li></ol>
What to Bring	<ul style="list-style-type: none"><li>• Your student number.</li><li>• Your <i>Letter of Admission</i> to Queen’s.</li></ul>
When	The first business day after arrival at Queen’s

## Registration Dates (continued)

<b>Step 2</b>	<b>SOLUS Enrollment and Student Card Pick-up</b>
Location & Contact	Gordon Hall, 2nd floor Maryann Severin, Admission & Registration Coordinator - International Exchanges
Purpose	To receive photo-ID student card with validation sticker.
What to bring	<ul style="list-style-type: none"> <li>Your Letter of Admission to Queen's</li> <li>Proof of your UHIP coverage (available from QUIC)</li> <li><i>You must have already sent us your photo. If not, visit Gordon Hall, Room 125 to have your photo taken.</i></li> </ul>
When	<i>You only need to attend <b>ONE</b> of these sessions</i>
	<b>Fall-Term Arrivals:</b> <ul style="list-style-type: none"> <li>Thursday, 03 September, 2015 - 10 - 11am <b>OR</b> 3 - 4pm</li> <li>Friday, 04 September, 2015 - 10 - 11am <b>OR</b> 3 - 4pm</li> <li>Tuesday, 08 September, 2015 - 10 - 11am</li> </ul>
	<b>Winter-Term Arrivals:</b> <ul style="list-style-type: none"> <li>Sunday, 03 January, 2016 - Part of Orientation</li> <li>Monday, 04 January, 2016 - 10 - 11am <b>OR</b> 3 - 4pm</li> <li>Tuesday, 05 January, 2016 - 10 - 11am <b>OR</b> 3 - 4pm</li> </ul>
	<i>If you miss all of the above sessions, visit Gordon Hall, Room 125</i>
<b>Step 3</b>	<b>Your Faculty Office for advice on academic matters and information on faculty-specific programs and opportunities</b>
Locations & Contacts	<ul style="list-style-type: none"> <li><i>Faculty of Arts &amp; Science:</i> B206, Mackintosh-Corry Hall, <b>Janice Tough</b></li> <li><i>Faculty of Education:</i> A118, Duncan McArthur Hall, <b>Jamie Kincaid</b></li> <li><i>Faculty of Engineering and Applied Science:</i> Room 300, Beamish-Munro Hall, <b>Anne-Marie Bergman</b></li> <li><i>Faculty of Law:</i> Macdonald Hall Rm 512, <b>Nancy Somers</b></li> <li><i>School of Business (Commerce, MIB, and MBA):</i> Room 321, Goodes Hall, <b>Jacoba Franks (COM)</b>, <b>Tenay Bartzis (COM)</b>, <b>Cindy Price (MBA)</b>, &amp; <b>Kerri Regan (MIB)</b></li> </ul>
Purpose	<ol style="list-style-type: none"> <li>To meet your faculty exchange co-ordinator.</li> <li>To review your academic timetable.</li> <li>To make relevant changes to your academic timetable.</li> </ol>
What to bring	<ul style="list-style-type: none"> <li>Your student card and/or student ID (number)</li> </ul>
When	<ul style="list-style-type: none"> <li>As soon as possible after steps 1 and 2</li> </ul>

## Important Dates (Fall Term)

<b>July 2015</b>		
01	Where to Live	Deadline date for Residence Applications (and deposit payment) to be <b>received</b> by Queen's. ( <i>For Fall term starts</i> )
<b>September 2015</b>		
01	Payment	<b>For All Fall Term Arrivals:</b> UHIP payment deadline.
01	Courses	<b>Education Students:</b> Mandatory Welcome Day.
01	Welcome	Extended Hours at QUIC begin.
02	Courses	<b>Education Students:</b> Start of classes
03-04	Enrollment	SOLUS Enrollment Sessions ( <i>see facing page for details</i> ).
05	Welcome	Toronto baseball trip ( <i>Optional</i> ) - <i>Tickets sold at QUIC.</i>
07	General	National Holiday - Labour Day <i>QUIC open at 1pm. All other offices and banks closed.</i>
08	Welcome	<b>All Students:</b> Exchange student orientation session ( <i>see pg. 28 for details</i> ).
08	Enrollment	SOLUS Enrollment Sessions ( <i>see facing page for details</i> ).
08	Courses	<b>Law Students:</b> Start of classes.
09-12	Welcome	Student-run welcome activities for exchange students. Known as NEWTS week. ( <i>Optional</i> )
11	Courses	<b>MBA Students:</b> Start of classes
13	Welcome	Extended Hours at QUIC end.
14	Courses	<b>Arts &amp; Science, Commerce, and Engineering Students:</b> Start of classes.
<b>October 2015</b>		
12	General	Holiday - Thanksgiving - <i>No classes held.</i>
13	Practicum	<b>Education Students:</b> Practicum component begins.
<b>November 2015</b>		
2-6	General	<b>Law Students:</b> Mid-term break - <i>No classes held.</i>
20	Practicum	<b>Education Students:</b> Practicum component ends.
23	Courses	<b>Education Students:</b> Class block begins.

*All dates are subject to change.*

Please confirm with the appropriate contact at Queen's or website.  
Important academic dates can be found at:

[queensu.ca/registrar/currentstudents/importantdates.html](http://queensu.ca/registrar/currentstudents/importantdates.html)

## Important Dates (Fall & Winter Term)

December 2015		
01	Where to Live	Deadline date for Residence Applications (& deposit payment) to be <b>received</b> by <u>Queen's</u> . ( <i>winter only</i> )
04	Courses	<b>Arts &amp; Science, Commerce, Engineering, and Law Students:</b> End of classes.
05-08	Exams	<b>Arts &amp; Science, Commerce, Engineering, and Law Students:</b> Pre-exam study period.
06	General	Commemoration Day. <i>No classes or exams held.</i>
09-23	Exams	<b>Arts &amp; Science, Commerce, Engineering, and Law Students:</b> Final exams for Fall Term courses & mid-year tests for Full Year courses.
11	Courses	<b>MBA Students:</b> End of classes.
18	Courses	<b>Education Students:</b> Class block ends.
24-Jan 03	General	All University offices will be closed beginning at 12:00pm on December 24. Most will re-open at 8:30am on January 04.
31	General	Fall Term ends.

January 2016		
01	Payment	<b>For All Winter Term Arrivals:</b> UHIP payment deadline.
02-03	Welcome	Extended Hours at QUIC ( <i>see pg. 28 for details</i> ).
03	Welcome	<b>All Students:</b> Exchange student orientation
04	General	Most <u>Queen's</u> offices re-open.
03-05	Enrollment	SOLUS Enrollment Sessions ( <i>see pg. 38 for details</i> ).
04	Courses	<b>Arts &amp; Science, Commerce, Education, Engineering, Law, and MIB Students:</b> Start of classes.
09	Welcome	Winter day trip ( <i>Optional</i> ) - <i>Tickets available at QUIC.</i>
February 2016		
12	Courses	<b>Education Students:</b> Class block ends.
15	General	Holiday - Family Day - <i>No classes held.</i>
16-19	General	<b>Arts &amp; Science, Commerce, Engineering, Law &amp; MIB Students:</b> Mid-Term "Reading Week". <i>No classes held.</i>
16	Practicum	<b>Education Students:</b> Practicum block begins.

## Important Dates (Winter Term)

March 2016		
14-18	General	<b>Education Students:</b> March Break Holiday
21-Apr 08	Practicum	<b>Education Students:</b> Alternative Practicum.
25	General	Holiday - Good Friday. <i>No classes or exams held.</i>
April 2016		
01	Courses	<b>Arts &amp; Science, Commerce, Engineering, Law, and MIB Students:</b> End of Classes.
02-06	Exams	<b>Arts &amp; Science, Commerce, Engineering, and Law Students:</b> Pre-exam study period.
07-23	Exams	<b>Arts &amp; Science, Commerce, Engineering, and Law Students:</b> Final exams for Winter Term & Full Year courses.
11	Courses	<b>Education Students:</b> Start of final block of classes.
30	General	Winter Term ends.

*All dates are subject to change.*

Please confirm with the appropriate contact at Queen's or website.  
Important academic dates can be found at:

**[queensu.ca/registrar/resources/sessional-dates](http://queensu.ca/registrar/resources/sessional-dates)**



# Critical Checklist

- ◇ Read this *Exchange Student Guide*
- ◇ Ensure your passport will be valid for the period of your sojourn plus a minimum of 3 months.
- ◇ Apply for any immigration document(s) necessary for you to enter and study in Canada, if required.  
*See pg. 6 for details.*
- ◇ Ensure you print a copy of your Offer Letter and your Letter of Acceptance and keep them with you for your entry into Canada (do not put them in your checked luggage). *See pg. 24 for details.*
- ◇ Note dates of International Student Welcome and Orientation Programs. *See pg. 28 for details and contact your Faculty Exchange Coordinator to learn more.*
- ◇ Make your travel arrangements.
- ◇ Check your Queen's e-mail account regularly and be sure to reply to the photo request for your Queen's Student Card.
- ◇ Research accommodations. *See pg. 18 for details.*
- ◇ Pay for the mandatory University Health Insurance Plan (UHIP) and residence deposit (if applicable).  
*See pgs. 13, 14-15, and 20 for details.*
- ◇ Consult your Faculty Exchange Co-ordinator regarding all academic issues. *See pg. 32 for contact information.*
- ◇ Make plans for temporary accommodation following your arrival in Kingston, if required. *See pgs. 22 - 23 for details.*
- ◇ Pack and get ready for the education adventure of a lifetime!

# Important Resources

*Faculty of Engineering and Applied Science*  
**[appsci.queensu.ca/international-students](http://appsci.queensu.ca/international-students)**

Anne-Marie Bergman:  
[engineering.committees@queensu.ca](mailto:engineering.committees@queensu.ca)

*Faculty of Arts & Science*  
**[queensu.ca/ipo](http://queensu.ca/ipo)**

Janice Tough:  
[jt16@queensu.ca](mailto:jt16@queensu.ca)

*Faculty of Law*  
**[law.queensu.ca/jd-studies/international-opportunities](http://law.queensu.ca/jd-studies/international-opportunities)**

Nancy Somers:  
[somersn@queensu.ca](mailto:somersn@queensu.ca)

*School of Business*  
**[business.queensu.ca/international](http://business.queensu.ca/international)**  
Jacoba Franks, Tenay Bartzis, Kerri Regan (MIB) & Cindy Price (MBA):  
[exchange@business.queensu.ca](mailto:exchange@business.queensu.ca)

*Faculty of Education*  
**[educ.queensu.ca](http://educ.queensu.ca)**

Jamie Kincaid:  
[jamie.kincaid@queensu.ca](mailto:jamie.kincaid@queensu.ca)

*Queen's School of English*  
**[queensu.ca/qsoe](http://queensu.ca/qsoe)**

*Admission & Registration Coordinator - International Exchanges*  
Maryann Severin:  
[intstudy@queensu.ca](mailto:intstudy@queensu.ca)

*Queen's University International Centre (QUIC)*  
**[quic.queensu.ca](http://quic.queensu.ca)**

*Student Services at Queen's*  
**[queensu.ca/studentaffairs](http://queensu.ca/studentaffairs)**

*Health, Counseling and Disability Services*  
**[queensu.ca/hcds](http://queensu.ca/hcds)**

*Human Rights Office*  
**[queensu.ca/humanrights](http://queensu.ca/humanrights)**

*Alma Mater Society (undergraduate student government)* **[myams.org](http://myams.org)**

*Society of Graduate and Professional Students (graduate student government)* **[sgps.ca](http://sgps.ca)**

*Queen's University Residences*  
**[residences.housing.queensu.ca](http://residences.housing.queensu.ca)**





**Queen's University**  
[queensu.ca](http://queensu.ca)

**Queen's International**  
[queensu.ca/international](http://queensu.ca/international)

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Justin Kerr