



## **FEES AND REGISTRATION**

### **I'VE PAID MY \$400 DOLLARS TO SAVE MY SEAT. SO AM I GUARANTEED TO GET INTO MY PROGRAM?**

No. You must pay the remaining tuition fees by the due date or you may lose your seat and the deposit. You may also still have academic conditions to meet before the start of the semester. Once completed, any further original transcripts must be forwarded to International Student Services.

### **I CANNOT PAY MY FEES BY THE DUE DATE. HOW WILL THAT AFFECT MY STATUS AS A STUDENT?**

Your \$400 confirmation fee only saves your seat until the remaining fees are due. When you do not pay the remaining fees required, a seat is not saved for you. The College may give the seat to another applicant. If the program becomes full, you will not be given a seat and may be reported to Immigration as not attending Mohawk College.

### **I HAVE PAID THE REMAINING FEES OWED FOR THE FIRST SEMESTER. WHAT HAPPENS NEXT?**

You will receive a Registration Package 1 – 2 months prior to the start of classes, giving you your student ID #, your MoCoMotion ID and password, as well as, more information about Mohawk College. It will give you directions on how to go onto the college website: [www.mohawkcollege.ca](http://www.mohawkcollege.ca) and how to log onto MoCoMotion (the College's web portal). You will follow the step-by-step instructions to select and print your timetable for the semester.

You must be sure that you have submitted all the necessary documents to our office – International Student Services – The Square (at the Fennell Campus), in order to start classes:

- Any further original academic transcripts needed to meet academic conditions (listed on page 1 of your Letter of Acceptance)
- A copy of your study permit
- A copy of your passport
- A student information form filled in completely

*See the section on **ORIENTATION** for more information.*

### **WHEN CAN I BUY MY TEXTBOOKS AND HOW MUCH WILL THEY COST?**

Once you have your timetable, you will be able to bring it to the Campus Bookstore and purchase the required textbooks. Books are expensive and can cost up to \$700. It may be possible to purchase second hand books, but be sure you are getting the correct edition. Ask the bookstore about any second hand book sales. You can also visit the college bookstore site: <http://mohawk.bookware3000.ca/> for a list of books for your program.

### **WHEN AND HOW CAN I GET A STUDENT ID CARD?**

Once your fees are paid and you have selected a timetable for the current semester, you can go to the Student Life office at any campus or The Square at the Fennell campus. Your picture will be taken and a student card will be created. As required, you will need to update your student card. An updated student card is mandatory in order to continue to use the services on campus. Your student card must also be carried on you at all times and be presented when requested.

Please note: You must be registered as a day time postsecondary student to receive a Photo ID Student card.

### **WHY IS A STUDENT ID CARD IMPORTANT?**

Your student ID card allows you access to a variety of facilities and services on campus. The card must be valid and in your possession at all times and be presented when requested by Mohawk College authorities. Student ID cards are required for library loans, use of the gymnasium and fitness centre and can be used as a photocopy (print) card etc. As a student, you will be asked to use your student ID for many things – class assignments, tests and exams, and for computer programs to access assignments and information on the College Website. You will not be able to use many College services if you do not have a current valid student ID card.



## International Student Services

### Frequently Asked Questions by International Students

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#### HOW DO I RECEIVE MY BUS PASS?

A Bus pass is only available to students attending FULL-TIME at the Fennell, IAHS and STARRT Campus in the Fall and Winter semester (Brantford students are not eligible). When you get your Student ID card, you will receive an additional sticker for free transportation on the Hamilton city buses (known as the HSR). A discounted bus pass is available to be purchased for students studying in the Spring/Summer semester.

#### HOW DO I GET A LOCKER?

Locker rentals are available on MoCoMotion through the student tab. The cost is \$15 per semester. Lockers are available on a first come first serve basis. Please be aware that you are only assigned this locker for the current semester and must renew it prior to any upcoming semesters. If you do not do this, the contents are removed at the end of the term.

#### ARE THERE ANY SCHOLARSHIPS/AWARDS FOR INTERNATIONAL STUDENTS?

Several scholarships and awards are available for international students. More information on these scholarships/awards can be found on the International website: [mohawkcollege.ca/international](http://mohawkcollege.ca/international). Other international student awards can be found on the college website: [awards.mohawkcollege.ca](http://awards.mohawkcollege.ca)

#### WHEN CAN I PICK UP MY HEALTH INSURANCE?

As an International student, health insurance coverage is mandatory during your studies at Mohawk College. Students cannot opt out of this coverage. Health Insurance will be ordered through the International Student Services office at the end of the first month of the term. An announcement will be posted on MoCoMotion when insurance cards are available for students. Your health insurance card and claim form will be sent to you on your MoCoMotion email account.

The MSA (Mohawk Student's Association) also provides secondary health insurance which provides extra coverage (i.e. dental, vision). Information can be obtained directly from the MSA located in room G109.

#### WHY DO I NEED TO COMPLETE AN ASSESSMENT FOR SUCCESS?

Your success is important to Mohawk College, for that reason all first year students are required to complete the language, plus the math and computer assessment (depending on program requirements), upon arrival at Mohawk College. You must complete the Assessment even if you already have met your entrance requirements.

#### WHAT KIND OF HOUSING OPTIONS ARE AVAILABLE?

There are 3 options available to international students:

1. Off Campus Housing – where students arrange their own accommodations.
2. On Campus Housing - where students live at the residence located at Fennell Campus
3. Homestay – where we arrange accommodations for the students. There is an application fee of \$100 and the rent is \$600 a month. This program allows the student to stay with a Canadian family and become adjusted to the Canadian culture and lifestyle. Two (2) weeks notice must be given in order that arrangements can be made for your arrival.

For more detailed information please see the following website:

<http://www.mohawkcollege.ca/international/services/Accommodation.html>

#### DO YOU OFFER AIRPORT PICK UP?

We can arrange to pick you up directly from the Airport. The cost of this service is \$125.00. For more information see the following website: <http://www.mohawkcollege.ca/international/services/airportPickup.html>



## **ORIENTATION**

### **WHAT IS ORIENTATION?**

Orientation offers support for your success at Mohawk and it consists of:

- International Education Orientation
- Academic Program Orientation
- Social Orientation Events

Orientation is very important and occurs at the beginning of each semester. It is mandatory that all students attend.

#### **International Education Orientation:** Learn Essential Information

International Student Services strives to make the student's transition to a new country and a new school as comfortable as possible. This is an opportunity to meet the International staff, meet other international students and learn about the services the College and International Student Services offer. It was a major decision for you to decide to come to Mohawk College, Canada and the International Staff is committed to help you make your time here successful and enjoyable.

#### **Academic Program Orientation:** Learn Essential Information

Academic orientation is a requirement for your program. You will be introduced to your program faculty, meet fellow students, learn more about your program and the career you have chosen.

#### **Social Orientation Events:**

The Mohawk Students' Association (MSA) and College provide a variety of activities and fun events; Frosh Fest, MSA Welcome BBQ, Community Bus Tours, live entertainment, Family and Parent Seminars, Student Success Seminars and much more.

### **WHEN DOES ORIENTATION TAKE PLACE?**

The International Orientation for first semester students will be held early in the semester.

Academic Orientation takes place the first week of each semester at the campus where your program will be offered at a specific time.

More information is available on the College website ([orientation.mohawkcollege.ca](http://orientation.mohawkcollege.ca)) and MoCoMotion closer to the start of the semester.

## **WELCOME ORIENTATION**

(for 1st semester international students)

**Thursday, September 8, 2011**

**LOCATION: On-the-Go Lounge** (Fennell campus)

**TIME: 4:30 – 6:00 pm**



Come on out and meet your International Student Services Staff,  
Student Ambassadors and fellow students for some food, fun and information.

**BE SURE TO CONFIRM YOUR ATTENDANCE BY FRIDAY, September 1, 2011**

Sign up in International Student Services, The Square, Fennell Campus  
by email at [international.services@mohawkcollege.ca](mailto:international.services@mohawkcollege.ca) OR call 905 575 2430.



## International Student Services Frequently Asked Questions by International Students

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### IS ORIENTATION A REQUIREMENT FOR MY PROGRAM?

The International Education Orientation and the Academic Program Orientation are mandatory for your success. Social Orientation Events are for your enjoyment, and we encourage you to attend, as it gives you the opportunity to meet new friends in a fun environment.

### WHAT DOES ORIENTATION COST?

Most activities are free, but cover charges may be applicable for larger social events.

### WHERE DO I GO FOR ACADEMIC PROGRAM ORIENTATION?

Academic Program Orientation will be at your campus where you will be taking your program. Check your MoCoMotion page for more information or go to the website for details on all Orientation activities – [orientation.mohawkcollege.ca](http://orientation.mohawkcollege.ca). International Education Orientation is held at the Fennell Campus early in the semester. Watch MoCoMotion for more information.

### WHEN WILL I RECEIVE MY ORIENTATION PACKAGE?

Orientation information will be available online at the orientation website; [orientation.mohawkcollege.ca](http://orientation.mohawkcollege.ca). This website will give you Social Orientation Events, Academic Program and International orientation information. If you have any questions, please contact International Student Services at (905) 575-2430 or by email at [international.services@mohawkcollege.ca](mailto:international.services@mohawkcollege.ca).

### WHAT AND WHERE IS STUDENT LIFE?

Student Life is a department in the college that services students. The office staff process student ID Cards, produce and distribute the ON Trak Handbook and assist you in finding Off Campus Housing and on campus Student Employment. A Student Life office can be found at all campuses, Brantford–B101, Stoney Creek–A121, IAHS–105, and The Square on Main Street.

### WHAT KINDS OF CLUBS AND STUDENT ORGANIZATIONS ARE AVAILABLE?

Clubs/Societies are part of the service that the Mohawk Students' Association (MSA) offers and include:

- Mohawk Photographers
- Social Justice Society
- ECET Lan
- Mohawk College Green Initiative
- MANOS -Mohawk Anime Network Otaku Society
- Mohawk Restoration Christian Fellowship
- Mohawk Muslim Association
- Mohawk Chinese Association
- Mature Student Network
- Mohawk Cyclist Society
- Music Club
- Business Elite Networking Group
- Mohawk Chess Club

### WHAT IS THE MSA/SAC?

The MSA/SAC are both elected student associations.

#### MSA - Mohawk Students' Association

The MSA supports a number of services, activities and programs. Listed below are the various services and facilities that are available to you:

- Equipment loans (calculator, mouse, lab coats)
- Campus clubs
- Concerts, Common Hour Activities
- Debt & Credit Counseling
- Fax Services
- Used Book Sale
- Free Legal Advice
- Laser Printing
- MSA Food Bank
- Student Discount Card
- Student Emergency Loan
- Student Insurance Program
- Student Representation
- Grad Photos
- Trips, Theme Pubs, and Awareness Weeks
- Typing Services



## International Student Services Frequently Asked Questions by International Students

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### SAC – Students’ Athletics Committee

The Students’ Athletics Committee (SAC) is a student run body, whose mission is to implement and monitor the policies and procedures with respect to athletics/recreation programming at all campuses of the college including:

- Intramurals
- Extramurals
- Varsity teams
- Special events

# Frequently Asked Questions From International Students

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## **PROGRAM QUESTIONS**

### **WHAT DOES ACADEMIC PATH MEAN?**

When you start in a program, you are on an academic path. Provided you are successfully promoted at the end of each semester, you would complete your studies in the required time limit of 4 – 6 semesters. Each semester you are registered to take all of the courses offered for that semester (6-7 courses). It is the expectation that you will be successful with each course and therefore be promoted (moved forward) to the next semester. If you do not meet the requirements to be promoted, you would receive an “Out of Program” letter, which denies the right to go into the next semester. This can be very harmful for your academic career. You would have to meet with the Student Success Advisor in your program area to determine if any options are available.

Success is extremely important to maintain the flow of the academic path. If the path is interrupted, you are at risk of not being a full-time student and therefore in jeopardy with Immigration.

Programs with a start date other than September may be offered as “Fast Track”, which means that you will study continuously without a break (i.e. no summer holiday).

### **IF I’M FINDING MY COURSES DIFFICULT, WHAT HELP IS AVAILABLE?**

Peer Tutors are available through the Counseling Department for free. As well, to help practice your English, you could join the Conversation Club presented by the Communications Centre in Room C122. For academic advice you will need to see your Student Success Advisor in your program area.

### **MY PROGRAM IS AT ANOTHER CAMPUS – HOW DO I GET THERE?**

Programs are offered at Fennell, Stoney Creek, Brantford and the IAHS campuses. A shuttle travels to and from the Fennell campus to the Brantford and Stoney Creek campus, several times a day during the semester. You need to fill out a Shuttle Bus application form in The Square on Main Street if you are going to take the shuttle bus. There is a charge for this service. There is also public transportation to most campuses at a cost. Ask International Student Services staff for more information.

### **CAN I TAKE CONTINUING EDUCATION COURSES? WILL IT COST MORE?**

You can take Continuing Education courses in some situations. Come to International Student Services to discuss your situation. The cost is \$910.00 per course (subject to change), if the course is a credit course for your program or any other program. The above charge will be in addition to the full semester’s fees for the day courses. Non-credit courses or general interest courses can be taken at the domestic rate, which is listed in the Continuing Education (CE) calendar. CE courses must be authorized by International Student Services. Once this is done, then the registration process and payment is done in International Student Services, in room The Square on Main Street.

### **HOW DO I DROP OR ADD DAY COURSES?**

Dropping courses will impact your academic path. You must meet and discuss your situation with the Student Success Advisor in your program area before you drop any courses.

You can drop or add courses through the MoCoMotion page under “Choose or Change your Timetable”. There is a specific time that you can drop or add courses. After this date, you will require special permission from the Associate Dean. Add/Drop dates are posted in International Student Services (The Square). Dropping courses may not reduce the semester’s fees.

# Frequently Asked Questions From International Students

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## **CAN I TAKE FEWER COURSES THIS SEMESTER?**

You may take fewer courses temporarily, in special circumstances and with the approval of the Student Success Advisor, in your academic program area. The immigration law states a student must be attending the College full-time. The majority of the programs have a course load of 6- 7 courses. If you decide, with the Student Success Advisor's approval, to drop 1 or 2 classes there are several implications:

- This will change your academic path and may stop you from being promoted to the next semester and therefore, you would be unable to continue at the College.
- This will increase your financial cost because no refund is given for a reduced load and you will still have to pay to complete the dropped courses in the future.
- This may affect your eligibility to apply for an Off Campus Work Permit and to keep your Off Campus Work Permit (please see International Student Services for more information)

## **MY TIMETABLE LISTS A REGULAR COMMUNICATION COURSE – LL041 OR AN ESL PS COMMUNICATIONS COURSE – LL043, PART A AND LL044, PART B.**

### **CAN YOU EXPLAIN THIS MORE?**

It is a requirement for all postsecondary students to successfully complete a communications course. If English is not your first language, you must take the course in two separate courses that are equal to the LL041. Each course – LL043 and LL044 is a 15-week credit course. There is an option to try a challenge test for Part A of the course. Everyone must complete Part B of the course. The same opportunity is available for future semesters for Intercultural Communications and Researching and Reporting for programs that require these courses.

## **I HAVE PREVIOUSLY COMPLETED STUDIES IN MY HOME COUNTRY, AM I ELIGIBLE FOR ANY EXEMPTIONS?**

Yes, you can apply for a course exemption for a course that you have previously taken at another institution. You must have an official transcript showing your grade and an official course description from the institution, for each course that you are applying for an exemption. For additional information on how to apply for an exemption please visit the Registration Centre in The Square at Fennell Campus.

## **DO I HAVE TO COMPLETE INTERCULTURAL COMMUNICATIONS (COMM 10199)?**

Yes, you must complete the Intercultural Communications course, in order to be eligible to graduate from your program.

# Frequently Asked Questions From International Students

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## **IMMIGRATION QUESTIONS**

### **WHAT HAPPENS IF I AM ATTENDING A SCHOOL DIFFERENT THAN THE SCHOOL ON MY STUDY PERMIT?**

If your study permit does not identify a specific institution and it has not expired, you can continue to use the study permit if you change schools. It is your responsibility to ensure you have a valid study permit while you are in Canada. Please check the Canadian Immigration web site or visit International Student Services for information if your situation changes.

### **CAN I WORK WHILE IN CANADA?**

**YES!** There are 4 ways in which a student can obtain work.

#### On Campus or On Co-op

As a full-time student, you are allowed to apply for employment on the College campus and/or for a Co-op position during the Co-op term of your program. In order to do this, you must have a Social Insurance Number (SIN) and apply for a work permit for the co-op position. See below on how to apply for a Social Insurance Number.

#### Off Campus Work opportunities

International students may work off campus provided they meet the criteria. See the following information or check the Citizenship and Immigration Canada (CIC) website: [www.cic.gc.ca](http://www.cic.gc.ca)

#### *Determine Your Eligibility*

You must fulfill the following 4 conditions to be eligible:

1. Possess a valid study permit.
2. Have studied full-time at a participating institution for at least six out of the twelve months of the year preceding your application to work off campus.
3. Have maintained satisfactory academic standing in your specific program of study.
4. Have no outstanding fees owing to Mohawk College.

Students complete the Off Campus Work Permit application online through the CIC website. For further information please come into the International Student Services office.

*Note:* Once you obtain an Off Campus Work Permit, it is the student's responsibility to notify Immigration if you are no longer studying or if you are studying part time. You need to be studying full-time in all semesters in order to hold an Off Campus Work Permit.

#### Post-Graduate Employment

Once a student has successfully completed their program of study, they are eligible to work for up to 3 years (applies to programs longer than 2 years in length). For more information please refer to [www.cic.gc.ca](http://www.cic.gc.ca) or talk to International Student Services staff.

### **HOW DO I APPLY FOR A SOCIAL INSURANCE NUMBER (SIN)?**

Anyone working in Ontario must have a SIN. In order to get a SIN, you must have a letter from a prospective employer verifying that you will be employed in one of the situations described above. The application for a SIN can be found at Service Canada offices. Your SIN will be issued on a temporary basis and will have an expiry date. It may take 3-4 weeks before you receive a SIN card. In the future, if you work again, you would present the new letter of employment to Service Canada and ask that your number be reactivated.

# Frequently Asked Questions From International Students

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## **HOW DO I RENEW MY STUDY PERMIT?**

Approximately 8 weeks prior to your study permit expiring, you should apply for an extension. Study Permit renewals can be completed online through the CIC website. (Application forms are also available in International Student Services, The Square). You will also need to request a Proof letter from our office to verify that you are a full-time student. Once the application is complete or if you have any questions about the online process, our office staff can help you review your information for detail and accuracy.

## **HOW DO I RENEW MY RE-ENTRY VISA?**

Your re-entry visa should be updated 4 – 8 weeks prior to its expiry date. You can request an application from International Student Services – The Square. You need to complete the form and then send the form to the Consulate Office in Buffalo. Our office staff is available to check that all information is filled in completely before you mail it. When sending the application away, you must also send your passport with it to the Consulate Office in Buffalo. Your passport will be returned. Be sure to send the application by registered mail to ensure a paper trail.

## **ESSENTIAL CONTACTS**

<b>International Student Services</b>	<a href="http://www.mohawkcollege.ca/international">www.mohawkcollege.ca/international</a> email: <a href="mailto:international.services@mohawkcollege.ca">international.services@mohawkcollege.ca</a>
<b>Mohawk College MoCoMotion</b>	<a href="http://www.mohawkcollege.ca">www.mohawkcollege.ca</a> <a href="http://mocomo.mohawkcollege.ca">mocomo.mohawkcollege.ca</a>
<b>Canadian Immigration Province of Ontario City of Hamilton Tourism Hamilton City of Brantford</b>	<a href="http://www.cic.gc.ca">www.cic.gc.ca</a> <a href="http://www.ontariotravel.net">www.ontariotravel.net</a> <a href="http://www.hamilton.ca">www.hamilton.ca</a> <a href="http://tourismhamilton.ca">tourismhamilton.ca</a> <a href="http://www.brantford.ca">www.brantford.ca</a>