

INSPIRING LEARNING, LEADERSHIP, CITIZENSHIP AND INNOVATION



future ready

International

Student Handbook





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1. Welcome to Mohawk College

Welcome to Canada, Hamilton and Mohawk College. This booklet has been designed to help you get adjusted quickly to Mohawk College and Hamilton and should be used as an aid to your adjustment to life in Canada.

If you want more information or clarification about the information included in the booklet, please ask the staff at the International Student Services Office. Do not feel embarrassed if you do not know something. As your first step in adjustment, it is important to ask someone for help.

4 We hope you will be successful in your studies at Mohawk College and that you enjoy your stay in Hamilton.

Your dedicated
International team



Welcome	English
欢迎	Simplified Chinese
歡迎	Traditional Chinese
환영합니다	Korean
ようこそ	Japanese
Добро пожаловать	Russian
Bienvenue	French
Bem-vindo	Portuguese
Bienvenido	Spanish
سلا و أهلا	Arabic
הבא ברוך Shalom	Hebrew
Добродошли	Serbian
Hoş geldiniz	Turkish
آمدید خوش	Urdu

2. International Student Services

International Student Services is a specialized department at Mohawk College to support and guide International students.

Services include:

- Health Insurance
- Transportation from Toronto (Pearson) airport to Hamilton
- Registration and Fee payments
- Temporary Accommodation Arrangement – Homestay
- Orientation to Mohawk College, the City of Hamilton and life in Canada
- Change of Address
- School letter for Study Permit, Re-entry visa and work visa
- Cultural, social and recreational activities

Assistance with:

- Registration and College processes
- Canadian Immigration Policies and Authorities
- Personal, social or community issues

If you have any questions or concerns, please do not hesitate to contact us by coming to The Square in person or call (905) 575-2430 or email us at international.services@mohawkcollege.ca. Our staff are ready to assist you.

International Student Services office is located in The Square - Fennell Campus.
Office hours are: 8:30 a.m. to 4:30 p.m. Monday to Friday
Office Telephone (905) 575-2430

Mailing Address:

Mohawk College of Applied Arts & Technology
International Student Services
P.O. Box 2034
Hamilton, Ontario, Canada
L8N 3T2

Website: international.mohawkcollege.ca

3. Fast Facts on Mohawk College

92.5% Graduate Employment | 92.8% Employer Satisfaction

FOUNDED: 1966 – One of the largest provincially funded Colleges in the province.

LOCATION: Hamilton, Ontario, Canada – located on the western tip of Lake Ontario - one hour drive from Toronto to the east and one hour drive to Niagara Falls to the south.

STUDENTS: 10,000 full-time and 42,000 part-time students.

FULL-TIME STAFF: 921 (including faculty, support staff and administration).

EAD PROGRAM: Mohawk College has established a world-wide reputation for its English language instruction. The EAD Department is known for its innovation, leadership, qualified instructors, and highly effective teaching techniques. International students come from around the world to learn English from English-speaking Canadian teachers.

MOST POPULAR ACADEMIC SCHOOLS: School of Business, Media and Entertainment; School of Engineering Technology; School of Health Sciences and School of Human Services.

MOST POPULAR POST-SECONDARY PROGRAMS: Business Management, Computer Science and Engineering Technology. For programs offered for International Students, Check website: <http://www.mohawkcollege.ca/international/programs.html>

FULL-TIME PROGRAMS: 117 diploma and certificate programs, 18 apprenticeship programs

PART-TIME COURSES: over 1,000

COOPERATIVE EDUCATION: 33 programs, 2,000 co-op students with over 300 companies

DEGREE COMPLETION: Earn an Applied Diploma from Mohawk College and then transfer to a university to earn a Degree – B.Sc.; B. Tech; and on to Masters Study. We have signed transfer agreements with institutions that award Advanced Standing into the degree programs, enabling you to earn international credentials.
<http://www.mohawkcollege.ca/international/programs/degreetransfer.html>

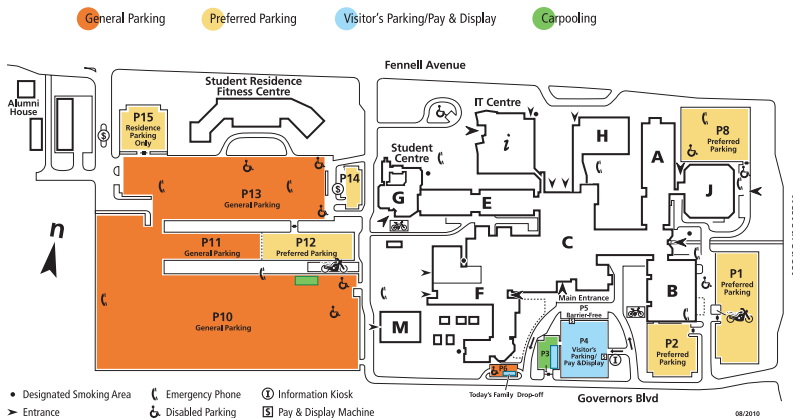
OTHER SERVICES: a 100,000-volume library, a 1,000 seat theatre, a gymnasium, a radio station, and a student newspaper as well as post-office, bookstore and large student centre. Students have unlimited access to the Internet in our open access computer labs.

ALUMNI: we have over 85,000 alumni around the world and we want you to be part of that network.
alumni.mohawkcollege.ca

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1. Fennell Campus: (campus code FF)

135 Fennell Avenue West, Hamilton, Ontario, Canada L9C 1E9 | phone: (905) 575-1212



Fennell is the largest campus, with approximately 7,000 students on site. The 66-acre site is located in Hamilton's west end, close to the brow of the Niagara Escarpment (known in Hamilton as "the mountain"). The sprawling four-story building is punctuated by its large radio tower. Fennell Campus is close to both residential areas and shopping. It's a five minute drive to downtown Hamilton.

2. Brantford Campus: (campus code BF)

411 Elgin Street, Brantford, Ontario, Canada, N3T 5V2
phone: (519) 759-7200 | fax: (519) 758-6043

Handily located on Elgin Street, a few minutes from both Highway 403 and the downtown area, the Brantford Campus offers students a smaller and more intimate learning environment, with approximately 1,000 students on site.

3. Mohawk-McMaster Institute for Applied Health Sciences (IAHS) Campus: (campus code IH)

1400 Main Street West, Hamilton, Ontario, Canada L8S 1C7
phone: (905) 540-4247 | fax: (905) 528-8242

Located on the McMaster University Campus, the Mohawk McMaster Institute for Applied Health Sciences is the site of our health sciences programs, both full time and continuing education. Mohawk College has always been prominent in health sciences, with programs in Registered Practical Nursing, Occupational Therapy/Physiotherapy Assistant, Pharmacy Technician and more. The College also offers two degree programs jointly with McMaster University, Medical Radiation Sciences and BSc Nursing

4. Skilled Trades and Apprenticeship Research, Resources and Training (STARRT) Institute:

(previously Stoney Creek Campus) (campus code SC)
481 Barton Street, Stoney Creek, Ontario, Canada L8E 2L7
OR P.O. Box 9901, Stoney Creek, Ontario, Canada, L8G 3Y4
phone: (905) 575-1212 ext. 5000 | fax: (905) 575-2549

The STARRT Institute is where our skilled trades and apprenticeship programs are located. This is a hands-on campus - carpentry workshops, CAD/CAM technology, etc. Some postsecondary programs including Mechanical Engineering Technician, Industrial Woodworking Techniques, and Utilities System Operator also run out of the STARRT Institute.

4. Quick Facts on Hamilton

History of the City Hamilton:

- Up until 1803, Hamilton was mostly forest. Hamilton itself was well behind other settlements in the region in terms of development until the opening of the canal through the sand strip which separates Lake Ontario from Hamilton harbour. With the canal completed in the early 1830's, Hamilton became a lake port and the transshipment of goods necessitated the building of wharves, warehouses and other dock facilities in the area which came to be known as Port Hamilton.
- Following the completion of the Great Western Railway, Hamilton became a dominant commercial centre at the head of the lake.
- Not until 1846 did Hamilton officially become a City, named after George Hamilton a local politician.
- Established itself as a leading industrial city by the start of the 20th century.

Location: Southwest corner of Lake Ontario. Ontario, Canada

Population: (2006 Census) City of Hamilton - 504,559

Market (500 Mile Radius): 120 million people

Flower: Hamilton's official flower is the yellow Chrysanthemum.

Temperature Statistics: (degree Celsius)

Month	Min.	Max.	Month	Min.	Max.
January	-9.7	-2.2	July	15.1	26.3
February	-9.1	-1.2	August	14.5	25.1
March	-4.5	4.0	September	10.2	20.7
April	1.2	11.2	October	4.4	13.8
May	7.3	18.5	November	-0.4	7.0
June	12.4	23.7	December	-6.2	0.9

Precipitation Statistics:

Annual Rainfall	765.8 mm
Annual Snowfall	161.8 cm
Days with maximum temperature > 0	305.5 days

Education:

Education is Hamilton's third-ranked employer — more than 25,000 full and part-time employees
More than 180,000 full and part-time students register annually at seven leading education institutions

McMaster University had opened in Toronto and moved to Hamilton in 1930.

For more information, please visit www.mcmaster.ca.

Mohawk College Established in 1946, at what was the Wentworth Campus, as one of the first Ontario institutions to offer specialized post-secondary training in the technical fields. By 1966 the 66-acre Fennell Campus was erected and the first Board of Governors met to select a name for the college. The name Mohawk College of Applied Arts and Technology reflected the area's historic native heritage; Joseph Brant, the founder of Brantford, was a highly esteemed Mohawk chief.

Tour Sites:

Dundurn Castle – This 1835 colonial style home now exhibits the life of Sir Allan Napier MacNab (1798-1862); an important figure in the pre-Confederation history of Canada, who helped to establish the railway, the first bank and represented the area for thirty years in Parliament. Now surrounded by beautiful parklands and the Hamilton Military Museum—formerly the school house for McNab’s three girls, it has become one of Hamilton’s most recognized museums and is a National historic site.

Lloyd D. Jackson Square On October 19, 1970 the construction of Jackson Square began. Named after Lloyd D. Jackson, former mayor of Hamilton, it is now a shopping centre located in the heart of Downtown Hamilton.

Gore Park: Up until 1818, both John and King Streets were unmarked places in the brush. Soon they became recognized as the center of Hamilton. Some structures that mark this location include the Gore Park fountain, the Queen Victoria Statue, and the John A. Macdonald statue.

Copps Coliseum is a modern coliseum facility. Concerts, plays, productions and sporting events are staged here. Some features are the scoreboard, strategically placed concessions and luxury private skyboxes.

Hamilton Place: The Mainstay of Hamilton Place is the Great Hall. It is unique in that it functions as a proscenium theatre and concert hall.

Pier 4 (Bayfront Park): 2.75 hectares (6.80 acres) in size, this peaceful park contains an outdoor ice rink, a playground, spray pad, benches, picnic tables, plazas, flower beds, walkways, parking, and public boat launches. With a beautiful view of the Hamilton Harbor, it is a good place to cycle, rollerblade, walk or run.

Royal Botanical Gardens: Canada’s largest botanical garden incorporates untamed and cultivated landscapes. Royal Botanical Gardens features five glorious gardens, a 30-kilometer trail system and four nature sanctuaries. Enjoy an exhilarating trip through nature’s most beautiful work.

For more information on Hamilton, please visit:

www.myhamilton.ca

www.tourismhamilton.com

5. Health Insurance and Health Care in Canada:

Health Insurance is mandatory and provided through Mohawk College's insurance provider, Guard.me. International students must have Health Insurance at all times while studying at Mohawk and cannot opt out from this coverage.

International students who have paid for Health Insurance will be sent their Health Insurance card through their MoCoMotion account. Health insurance can also be purchased for your spouse and children.

Please read the Health Insurance Benefit Summary and Emergency Medical Expenses Claim Form carefully before seeing a doctor or filing a claim. Your Health Insurance Policy information can also be viewed online at www.guard.me in the following ten languages: English, French, Spanish, Chinese, Chinese Traditional, German, Japanese, Korean, Portuguese and Arabic.

If you have any questions, please ask our staff or contact your health insurance company:

StudentGuard Health Insurance

Toll Free Telephone (North America): 1-877-USE THIS or 1-877-873-8447

Telephone: (905) 731-8140

Fax: (905) 731-6676

10 **Website:** www.guard.me

Mailing Address:

StudentGuard™

300 John Street, Suite 610, Thornhill, Ontario

Canada L3T 5W4

Additional MSA Health and Dental Insurance Coverage

The MSA Health & Dental Plan is extended health and dental coverage, designed specially for students to cover additional expenses. More detailed information about the Plan is available at www.ihaveaplan.ca, or by calling the Member Services Centre at 1-866-416-8705.

Understanding the Canadian Health Care System

In Canada, the Health Care System includes primary health care services and secondary health care services.

Primary health care services often include prevention and treatment of common diseases and injuries; basic emergency services; referrals to and coordination with other levels of care, such as hospital and specialized care etc.

When Canadians need health care, they generally contact a primary health care professional first, who could be a family doctor, nurse, nurse practitioner, physiotherapist, pharmacist, etc. When you first arrive in Hamilton, ask your friends or International staff for information on how to find a family doctor.

Some things to think about when choosing a family doctor:

- Is the doctor **accepting new patients**?
- Can you make appointments at a convenient time?
- Do you prefer a male or female doctor?
- Do you prefer a doctor who speaks your language?
- Are your questions answered clearly?
- Are the options for treatment explained?
- Is there a medical lab where basic tests can be done?
- Which hospital does the doctor send patients to?

If you do not have a family doctor and need medical attention, you can go to the **Mohawk College Health Clinic (Room C109 Ext. 2084)** or to nearby walk-in medical clinics to see a doctor.

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You are required to show your health insurance card every time you go to see a doctor. Remember to bring your health card with you.

Hamilton Medical Walk-In Clinics:

Mountain Walk-In Clinic: 880 Upper Wentworth St., Hamilton 905-575-0808
Dundurn Medical Centre: 50 Dundurn St., Hamilton 905-529-4040

You are recommended to only go to the Emergency Unit at a hospital when you require immediate medical attention and your family doctor or walk-in medical clinic doctors are not available.

Secondary Health Care Services include specialized care at a hospital, at a long-term care facility or in the community. You will need a family doctor's referral to see a specialist at any hospital or medical facility. It may take a little longer to see a specialist.

For more information, visit Health Canada Website: www.hc-sc.gc.ca

6. Orientation

What is Orientation?

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

- Part 1 is **your required** International Orientation.
- Part 2 is your required academic **Orientation**
- Part 3 is the **Social Orientation Events**

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

Part 1 – International Orientation:

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 are committed to help you make your time here successful and enjoyable.

Part 2 – Academic Orientation:

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 to pursue.

Part 3 – Social Orientation Events:

The Mohawk Students' Association (MSA) and College provide a **variety of activities and fun events:** Frosh Fest, MSA Welcome BBQs, 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 year students only will be held the first week of the semester. Academic Orientation also takes place the first week of each semester. More information will be sent to you prior to the start of the semester.

Future information on Orientation is available on our web site at orientation.mohawkcollege.ca

7. Academic and Student Success

1). Assessment for EAD Students

Mohawk College is committed to student success in every program. Language proficiency in communication, comprehension, reading and writing is essential for academic success and employability. All applicants will be assessed before starting their program. All EAD students are required to complete the EAD version of the Assessments. The EAD Assessments are comprised of two parts A) Written Essay and B) Reading Comprehension.

This assessment will determine the required steps to achieve academic success and employability. The college wants all students to be successful and will recommend any required courses, and other interventions, to assist students with their program of studies.

2). Student Success Advisors

Student Success Advisors are designated to assist you with navigating College policies & procedures, as well as, helping you connect to relevant College resources and services for your academic program.

The following is a list of the Student Success Advisors' contact information:

Schools	Student Success Advisors
School of Interdisciplinary Studies	Susan Peniuk Phone: 905-575-2733 Email: susan.peniuk@mohawkcollege.ca
Mohawk Brantford School of Community and Urban Studies	Tracey Pawlik From Hamilton: 905-575-1212 ext. 6060 From Brantford: 519759-7200 ext.6060 Email: tracey.pawlik@mohawkcollege.ca Rita Lachance Brantford: 519-756-8228 ext. 5886 Email: rita.lachance@mohawkcollege.ca
School of Business, Media and Entertainment	Pat Pollington Phone: 905-575-2732 Email: pat.pollington@mohawkcollege.ca
School of Building and Construction Sciences	Lorraine Skuse From Hamilton: 905-575-1212 ext. 2734 From Brantford: 519-759-7200 ext. 2734 Email: lorraine.skuse@mohawkcollege.ca Karen Brown From Hamilton: 905-575-1212 ext. 5031 From Brantford: 519-759-7200 ext. 5031 Email: karen.brown@mohawkcollege.ca
School of Human Services	Laura Hyk Phone: 905-575-2345 Email: laura.hyk@mohawkcollege.ca

3). Peer Tutoring

Peer tutoring is a program to help students who require additional assistance in academic subjects. Students receive help from senior students who have successfully completed the course. There are one-to-one appointments up to 4 hours per week as well as free drop-in areas. If you have difficulty understanding course material, want to improve your grades or want tips on how to study effectively, check the following website for detailed information:
<http://www.mohawkcollege.ca/studentsservices/peertutoring.html>

4). Communications Centre

Located at each of our four campuses, the Communications Centre is dedicated to improving student employability by developing written and verbal communication skills.

Communications Centre provides activities to develop your communication skills, including grammar software programs, reading comprehension exercises, peer tutoring, proofreading, online workshops and conversation clinics. It also tracks student's progress and refers students to the appropriate support services in an effort to increase their academic success.

Check out their FREE services such as Free Proofreading services in person or online, Free Wednesday Workshops and Free Conversation Club every Wednesday 12:00-1:00 pm at
<http://www.mohawkcollege.ca/Discover/Help/CommCentre.html>

5). Math Learning Centre

All students (full and part time) are encouraged to drop in to the Math Learning Centre for assistance with their math or math related problems. Math Learning Centre staff and faculty are available for assistance. Students may be referred by math instructors on various topics. When this occurs, the Math Learning Centre staff direct the students to the appropriate learning material and videotape(s).

The Math Learning Centre also offers testing services and some math courses. For more information, please call (905) 575-2357 or email mlc.fennell@mohawkcollege.ca
Web: <http://www.mohawkcollege.ca/Discover/Help/Mathlearningcentre.html>

6). International Student Ambassador Program

Mohawk Ambassadors are volunteers who understand the importance of supporting new international students and who appreciate the help they received when they first arrived. They are pleased to help out fellow countrymen and have agreed to make the following commitment:

- To support the smooth transition of students coming to Mohawk College from countries all over the world.
- To share their experiences and help support student success.
- To assist with events for international students.
- To understand this as a volunteer opportunity to help others.

How to become a Student Ambassador

1. Fill out an Ambassador Application form.
2. Volunteer for on-campus events and get involved.
3. Submit your volunteer certificates along with your resume.

Students, who volunteer in their first semester, and submit an Ambassador Application Form will be given consideration to become an Ambassador in the second semester.

Many of our international student ambassadors have been recognized for their volunteer involvement during their study at Mohawk and have received many awards and scholarships in the past. If you want to participate in this program, please check the International Education website under Student Ambassador and come to the International Office, Room C102, The Square.

7). Scholarships and Awards for International Students

Mohawk College International Education celebrates international students' success each year with many awards and scholarships. Over 50 awards and scholarships were given to the international students at our last Student Success Celebration event in April 2011.

Some of the awards and scholarships are: Program awards, Achievement Award, Career Planning Excellence Award, China Joint Project Award, Good Citizen Award, Good Samaritan Award, Highest GPA Award, International Education Award for an ESL Student, Most Improved in a Communications Course, President's Award for Academic Excellence, President's Student Ambassador Award, Student Life Award, Vice President's Award for an Outstanding International Student.

Information on awards and scholarships for International students such as English Assessment Entrance Scholarships, ESL Graduate Award, Academic Entrance Scholarship and International Student Scholarship can also be found at:

<http://www.mohawkcollege.ca/international/services/schburawd.html>, and follow the links to read the criteria for these awards.

8). Student Policies

As an international student at Mohawk, it is important to know your rights and responsibilities. You are responsible for your actions at all times. Ignorance of the rules, regulations and standards of conduct will not be accepted as a defence against disciplinary action. For detailed information, go to <http://studentpolicies.mohawkcollege.ca>

8. Useful Information

1). Transportation

The following are some of the transportation service providers' information at your fingertips:

- **Mohawk Campus Shuttle Service:**
Mohawk College Student Engagement provides a shuttle service travelling between Fennell and Stoney Creek campuses and between Fennell and Brantford Campus. For more information, go to studentlife.mohawkcollege.ca
- **Local Bus Service: Hamilton Street Railway (HSR)**
Each semester, Mohawk College full time students will receive a 4 month bus pass for the HSR. This pass is included in the cost of your tuition. You will receive your HSR sticker when you get your Student ID Card.

For information on bus routes, go to:

<http://www.myhamilton.ca/myhamilton/CityandGovernment/CityServices/transit>

- **Taxi Services:**
Hamilton Cab 905-777-7777 Blue Line Taxi 905-525-2583 or 905-525-Blue
- **Long Distance Bus Service:** Go Bus www.gotransit.ca
- **Train Service:** VIA Rail Canada www.viarail.ca
- **Hamilton International Airport:** www.flyhi.ca

2). Housing

There are three different types of accommodations:

a. Homestay:

The Homestay program allows our international visa students a chance to live with a Canadian family. This offers several benefits: 1. make new friends easily, 2. learn casual English as it is used in day-to-day life, 3. witness and experience Canadian culture first hand and much more.

For a Homestay application and more information, go to

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

b. Fennell Campus Student Residence

There are 171 suites (342-bed) at the Student Residence at Fennell campus. Features include shared two bedroom air conditioned suite with oversized double bed, kitchen with microwave and refrigerator, three-piece bathroom, cable, internet and light housekeeping service. It is a fully secured building with many on site facilities such as fitness center, game room, movie lounge, laundry and kitchen etc. If you want to book a residence tour, please call 905-385-3200 or email: mohawk@stayrcc.com.

c. Off Campus Housing

Students who are looking for off campus housing should check studentengagement.mohawkcollege.ca for rental postings and to read some useful materials online:

Off Campus Housing Handbook

The *Off Campus Housing Handbook* contains lots of great information for students who are looking for a place to live or who are living on their own for the first time. The guide includes instructions for searching our database, important contact information, as well as, helpful advice on what to look for in a rental, and things to consider when moving.

Good Neighbour Guide

While living off campus it is important to create a good, friendly relationship with your neighbours. These people may live next to you for many months or even years. The *Good Neighbour Guide* will provide you with tips on how to be a Good Neighbour.

Roommate Etiquette Guide

One of the most important aspects of living off campus is your relationship with your roommates. A conflict with a roommate can have a great impact on your success as a student. The *Roommate Etiquette Guide* will help you to avoid these kinds of conflicts and give you guidelines that will help you resolve issues that do.

Feel free to contact the Off Campus Housing Department at 905-575-2262 if you have any questions or concerns.

3). Banking

Here is a list of banks in downtown Hamilton and near Fennell Campus.

Bank Name	Address	Telephone
Bank of Montreal	50 Bay St. South 375 Upper Paradise Road	905-526-2000 905-526-2066
CIBC	1 King Street West 630 Mohawk Road West	905-572-3000 905-385-3247
HSBC Bank Canada	40 King Street East	905-525-8730
RBC Royal Bank	100 King Street West 752 Upper James Street	905-521-2000 905-389-2291
Scotiabank	12 King Street East 630 Upper James Street	905-528-7501 905-575-6520
TD Bank	194 James Street South 550 Fennell Avenue East	905-527-2906 905-387-3830

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4). Restaurants

Hamilton has many great restaurants. A brief list of restaurants in the Hamilton area. Enjoy!

Restaurants	Address	Telephone
African Restaurant		
Rama Tropical Food	346 James Street North	905-523-7464
Canadian Restaurants		
East Side Mario's Restaurants	1389 Upper James Street	905-574-3890
Swiss Chalet	1317 Upper James Street	905-388-7488
Kelsey's Restaurant	1550 Upper James Street	905-575-8696
Turtle Jacks Grillhouse	1180 Upper James Street	905-389-6696
Chinese Restaurants		
Chinese Dumplings	165 King Street East	905-525-2333
Jade Garden	113 James Street North	905-972-8288
Only One Chinese	1 Wilson Street	905-540-1166
Crystal Dynasty	94 Cannon Street West	905-308-8208

Mandarin Restaurant	1508 Upper James Street	905-383-6000
European Restaurants		
A Taste of Poland	1414 Main St. E.	905-297-9375
Karolina's Restaurants	757 Barton Street East	905-548-0306
Kustras Best Value Food	707 Barton Street East	905-549-4478
Indian Restaurant		
Mahal	22 King Street East	905-777-0077
Iraqi Restaurants		
Lulu's Shawarma & Grill	32 John North	905-521-4848
Sarah's Pita	891 Upper James	905-318-2240
Japanese Restaurants		
Sapporo Japanese Restaurant	96 Main Street East	905-527-1668
Kampai Japanese Restaurant	236 King W.	905-777-8744
Korean Restaurant		
CHO SUN OK	85 Queen Street North	905-526-0889
Lebanese Restaurant		
La Luna	306 King West at Queen	905-523-5198
Mexican Restaurant		
Papagayo	246 King Street West	905-525-0309
Thai Restaurant		
My Thai	21 John Street North	905-526- 8373

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5). **Shopping:**

Here is a list of grocery and shopping centres in Hamilton.

Grocery Shopping	Address	Telephone
Eastern Food Mart	673 Upper James St	905-575-7711
Eastern Food	1004 Upper Wentworth St	905-385-1685
Uttam Foods	2493 Barton St East	905-573-1990
Tony's No Frills	770 Upper James	
Metro	751 Upper James St	905-575-5545
Farmer's Market	55 York Blvd (Jackson Square)	905-546-2096
Shopping Centres		
Centre Mall	1227 Barton Street East	905-547-1629
Eastgate Mall	75 Centennial Parkway North	905-561-2444
Jackson Square	Downtown core	905-522-3501
Lime Ridge Mall	999 Upper Wentworth St.	905-390-3348
Mountain Plaza Mall	Upper James & Fennell	905-385-4261
Wal-Mart	Upper James @ Fennell	905-389-2322

You can also find out all the other shopping areas in the local telephone book or go online to search for yellow pages.

6). Recreation

Athletics and Recreation:

At Mohawk College we offer our student athletes 12 Varsity Sports to participate in: Badminton, Men's and Women's Basketball, Cross Country, Curling, Men's Rugby, Men's and Women's Soccer, Women's Fastball, Men's and Women's Volleyball and Golf!

Have you made a resolution to be more active? Join a team and have fun at the same time! The department of Athletics and Recreation is pleased to offer something for everyone: an intramural league, an extramural program, as well as a variety of Special Events and activities. Mohawk College Campus Recreation Award System is to encourage and promote participation and recognize individuals and teams. This system is divided into two categories: Individual Participation Points and/or Major Award Winners.

For more information, go to athletics.mohawkcollege.ca

Things to do around Hamilton:

There are many places you can visit while you study at Mohawk. Here are only some of the most popular places in the Hamilton area. For more tour sites, you can visit: www.tourismhamilton.com

Art Gallery of Hamilton	123 King West	905-527-6610
Hamilton Museum of Steam Technology	900 Woodward Avenue at QEW	905-546-4797
McMaster Planetarium	Burke Science Building, Rm B149 McMaster University	905-525-9140 ext. 27777
Whitehern Historic House and Garden	41 Jackson Street West	905-546-2018
Dundurn Castle	610 York Boulevard	905-546-2872
Canadian Warplane Heritage Museum	9280 Airport Road Mount Hope	905-679-4183
Hamilton Harbour Tours	47 Discovery Drive	905-525-4498
Mountain Arena Skating Centre	25 Hester Street	905-546-4938
Wild Waterworks	585 Van Wagner's Beach Rd	905-561-2292
African Lion Safari	RR. #1, 1386 Cooper Rd. Cambridge	519-623-2620
Mountain Sports Complex	1185 Stonechurch Rd. E	905-388-3203
The Hamilton Tiger-Cats	Ivor Wynne Stadium	905-547-2287
The Royal Hamilton Yacht Club	Foot of MacNab St. North	905-528-8464
Battlefield House Museum and Park	77 King St. W., Stoney Creek	905-662-8458
Parks Canada Discovery Centre	57 Discovery Dr.	905-526-0911
Royal Botanical Gardens	680 Plains Rd. W., Burlington	905-527-1158

9. Immigration Information

Immigration Matters

Please Note: The information below was valid at the time of printing. Be sure to check the Citizen and Immigration Canada (CIC) webpage at www.cic.gc.ca regularly for updates.

As an international student, it is important for you to be aware of immigration regulations governing your stay in Canada.

1). Study Permit

Study Permit gives an international student permission to undertake academic study in Canada. It is required for students in programs that are longer than six months in duration.

First-time Study Permit Applicants

- Students who are applying for a study permit for the first time need to apply to a Canadian Embassy or Consulate, outside Canada. An online listing of Canadian Consulates and Embassies abroad can be found at: <http://www.cic.gc.ca/english/information/offices/missions.asp>
- Students applying for a new permit will need to submit a copy of their Mohawk acceptance letter and proof of financial support for at least one year of academic study. A full outline of what is required for a Study Permit is available at: <http://www.cic.gc.ca/english/information/applications/student.asp>

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Extending Study Permits

- Applications for extensions of Study Permits are made within Canada through the Case Processing Centre. Students whose study permit will be expiring should apply to extend their document 60-90 days in advance.
- Students should not leave Canada while their Study Permit application is in process.
- Students will be required to show proof of their status at Mohawk, proof of their status in Canada, and proof of financial support for at least one year of academic study. A full document checklist is available with the application package.
- A full application package can be downloaded from the CIC website: <http://www.cic.gc.ca/english/information/applications/extend-student.asp>
- Please note that CIC will not extend a Study Permit past the expiry date of your Passport.

Renew Your Study Permit Online (NEW)

- Create an ePass Account on the CIC website (to create a MyCIC account, visit <http://www.cic.gc.ca/english/e-services/epass.asp>)
- Once you have created your MyCIC account, select the link to Change Conditions or Extend Your Stay in Canada.

Note:

If you have already created one MyCIC account when you apply for your Off Campus Work Permit online, then you do not need to create another one. You can still complete the traditional paper application, but it may be more efficient to apply online.

Restoration of Status

- If you fail to apply to extend your Study Permit prior to its expiry, you have 90 days to Restore your Status and apply for the extension. Restoration of Status costs an additional \$200. If you fail to renew your Study Permit within 90 days of its expiry, you will have no status in Canada, and will be subject to a removal order by Canada Immigration. Please be sure to check the dates on your documents and apply for extensions within an adequate timeframe.

General Tips

- Keep photocopies of your passport and Canadian immigration documents in a secure place, separate from the originals.
- Note the date of expiry of your passport and immigration documents on your calendar.
- Apply for renewal or extension, well before the expiry dates.
- When submitting documents to Immigration, keep a copy of your full application package.
- Send your application via courier, and record the confirmation number in a safe place.

Immigration Resources

Citizenship & Immigration Canada (CIC)

Webpage: <http://www.cic.gc.ca>

CIC Call Centre:

1-888-242-2100 – Press 2 for Immigration, and then 0 to talk to a representative.

Mail Study Permit application to:

Citizen and Immigration - Study Permit
Case Processing Centre, Unit 101
Vegreville, AB
T9C 1X5

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2). Visiting the United States

People holding a Study Permit must obtain a United States Visitor Visa from the American Consulate in Toronto in order to visit the United States.

To apply for the US Visa in person, contact:
The American Consulate General, Visa Unit
360 University Avenue,
Toronto, Ontario M5G 1S4

Tel: 416-595-1700

U.S. Visa Appointment Reservation System Website: <http://www.nvars.com>

3). Temporary Residence Visa and Re-entry Visa

There are two types of Temporary Resident Visas: a single-entry visa and a multiple-entry visa. Temporary Resident Visas are valid for a fixed period, whether they are a single-entry visa or a multiple-entry visa. You cannot use a visa after its expiry date. A single-entry visa allows you to enter Canada once. A multiple-entry visa allows you to enter Canada several times during the period while your visa is valid.

If your visa is expired and you plan to travel outside Canada, you should apply for the temporary Residence Visa (or re-entry visa) before you leave Canada or go back to your home country. It is much more difficult for you to apply for a re-entry visa from your home country. Therefore, it is recommended to apply for a re-entry visa when you are still in Canada. It may take 2-3 weeks to complete the process, so you need:

1. Application for a Temporary Residence Visa form (IMM5257)
2. Valid Passport
3. Photocopy of your study permit
4. Proof of your financial support
5. Photocopy of your valid return ticket (if any)
6. School letter
7. Fee payment (money order, certified cheque, bank draft)
8. Any additional documents required by visa office

The application form and the instruction booklet are available in the International Student Services Office in The Square. Our staff is happy to assist you if you have any questions or concerns.

If your study permit expires soon, please apply for the extension of your study permit first, and then apply for your re-entry visa.

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4). Work Permit

Working On Campus

Students who are studying full time and who have been academically successful (i.e. no more than one failure) in their previous semester are eligible to work on campus. In the summer, students who fulfilled the above mentioned requirements and are returning to school in the fall semester are able to work full time on campus, even if they are not enrolled in any courses.

For employment on campus, go to studentengagement.mohawkcollege.ca

Working Off Campus

International students are allowed to seek off campus employment only under the following circumstances:

a. Required as part of their program of study (Co-op / Internship)

Students can apply for a work permit (i.e. practical placements or work experience courses).

Students must show:

- proof of status at Mohawk College; (status letter / transcript)
- proof that employment is a requirement of the diploma program; (a letter from program department)
- submit the required Work Permit application, downloadable from the Canadian Immigration website. A full document checklist is available with the application.

Please note that a processing fee is not required for this type of Work Permit application. Students must obtain a Work Permit prior to undertaking the employment.

b. Under the Off-Campus Work Permit Program

Students who meet all the eligibility requirements as outlined by Citizenship and Immigration Canada may apply for Off-Campus Work Permit, verified through Mohawk's International office.

How do I participate?

To work off-campus, you have to apply for a Work Permit. Do not begin to work off campus until you have received your work permit. The Work Permit authorizes you to work up to 20 hours per week during regular academic sessions, and full time during scheduled breaks (e.g., winter or summer holidays and spring break).

To be eligible for an Off-Campus Work Permit, you will have to:

- have a valid study permit;
- continue your studies at Mohawk College;
- have been a full-time student for at least six of the twelve months preceding your application for a work permit;
- be in satisfactory academic standing;
- sign a form authorizing the institution, the province and CIC to share your personal information (in order to confirm that you are continuing to study full time and that you are in satisfactory academic standing);
- complete a work permit application (available on the CIC Web site); and
- include with your work permit application an official receipt to show you have paid the application processing fee of \$150.

For more information about the program and the application process, contact our International staff. Remember, a Work Permit authorizing you to work off campus does not guarantee that you will find a job. It is your responsibility to find a job. Even if you work off campus, your studies must remain your primary purpose for being in Canada. Off-Campus Work Permit applications can be downloaded at: <http://www.cic.gc.ca/english/information/applications/work-students.asp>

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Off-Campus Work Permit applications are to be sent to the following address:

Citizenship and Immigration – Work Permit
Case Processing Centre – Unit 777
Vegreville, Alberta T9G 1X6

Renew Your Off-Campus Work Permit Online

- Create an ePass Account on the CIC website (to create an ePass/ MyCIC account, visit <http://www.cic.gc.ca/english/e-services/epass.asp>)
- Once you have created your MyCIC account, select the link to Change Conditions or Extend Your Stay in Canada.

Note: If you have already created a MyCIC account when you extend your study permit, you do not need to create another one.

c. Working under the Post-Graduation Work Program

The post-graduation employment program is designed to provide graduating students with Canadian work experience. Students may work in Canada for up to three years after graduation.

Does the length of study impact on the length of the work permit?

Yes. The work permit cannot be valid longer than the length of time the student studied. For example, students graduating from a four-year degree program might be eligible for a three year work permit. Students graduating from an eight-month certificate program would only be eligible for a work permit of eight months.

If you studied for...	Then...
less than eight months	you are not eligible for this program
less than two years but more than eight months	you may get a work permit for a period no longer than the length of time you studied (for example, if you studied for nine months, a work permit may be issued for a period of nine months)
two years or more	a work permit may be issued for three years

Who may apply for a work permit?

You may apply for a work permit if you graduated from a specific program of full-time study (of at least eight months) at a public post-secondary institution or a private post-secondary institution, have a valid study permit when you apply for the work permit and have not previously been issued a work permit for post-graduation employment following any other course of study.

Note: Distance-learning from outside Canada does not qualify for this program.

When do I have to submit my application?

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You must submit your application for a work permit within 90 days, starting from the day when your final marks are issued, or when you receive a formal written notification of graduation from the institution, whichever comes first, indicating that you have met the requirements of your program of study.

Your study permit must continue to be valid upon submission of your application for a work permit.

Note: If you have other evidence that you have successfully completed your program (such as a final transcript or a letter from the institution), you may apply for your work permit before you receive your formal notification of graduation.

Students who are already working under a work permit issued under the previous rules are eligible to apply for an extension, however the total duration of the permit including the extension should not exceed the maximum duration allowed by the new program parameters.

Work for your spouse or common-law partner:

Your spouse or common-law partner may apply for a work permit if you are a full-time student at Mohawk College and you have a valid study permit

Why should I apply for a Work Permit?

Unauthorized employment is one of the most serious immigration violations – it can result in a student being required to leave Canada.

How do I apply for Permanent Resident Status?

All official information can be obtained from Citizenship & Immigration Canada (CIC), Webpage: <http://www.cic.gc.ca> <http://www.cic.gc.ca/english/information/applications/guides/EG74.asp>

5). Volunteering and Working in Canada

Volunteering in Canada

Volunteering touches every part of a community and is something that is regularly practiced by almost 12 million Canadians. It has been noted as an important method for youth and other job seekers to gain valuable experience in the labour market. The 2004 Canada Survey on Giving, Volunteering and Participating found that 65% of youth volunteers did so to improve their job opportunities.

Volunteering goes beyond your career search. You will find volunteering fulfilling in many ways:

- Enhance Social Awareness
- Learn through Service
- Enjoy Better Health
- Gain Self-Confidence
- Discover Your Strengths and Talents
- Build a Sense of Independence
- Expand Your Social Circle

For more information, please visit: www.volunteer.ca

How can I find out about volunteering opportunities while I study at Mohawk?

You can start with the International Student Services staff and Mohawk College. If you want to help fellow international students to adjust to Mohawk College, you can join the International Student Ambassador program. You can also volunteer at many of the events hosted by the International Student Services Department or go to Mohawk College Student Engagement for volunteering opportunities. For Hamilton volunteering opportunities, go to: www.volunteerhamilton.on.ca.

Working in Canada

How do I search for jobs?

There are many ways that you can search for jobs in your chosen profession. Talk to someone who can guide you on job searching, a friend, a librarian and the Employment Centre staff. They can direct you to the resources you need. The following are a few websites you may find useful:

- **Job Profiles**
This is the National Occupational Classification 2001 website on over 30,000 job titles. Search for the job title you are looking for to get a sense of the requirements of the job. Decide on the knowledge and skills you need to compete for this job. Talk to others that may be able to guide you. <http://www23.hrdc-drhc.gc.ca/2001/e/groups/index.shtml>
- **Business Registry**
Here is a link to all businesses registered by the North American Industrial Classification System. It can be used to support a job search.
http://strategis.ic.gc.ca/sc_indps/engdoc/homepage.html
- **Business Directory**
You can Google search Business Directories by city: www.hamiltonbusinessdirectory.ca

Finding Jobs on Campus

Looking for a part-time job on campus is not easy. It takes time and perseverance, but it does pay off! Here are some possibilities to investigate.

Paid Positions on Campus

There are many paid positions in academic, administrative and service units across campus. Please direct your inquiries to the departments you would like to work in.

Job Centre

Mohawk College Job Centre provides a wide range of information, training and employment opportunity services. <http://www.mohawkcollege.ca/Discover/Help/gradstudempserv.html>

Social Insurance Number (SIN)

International students holding a valid Study Permit are permitted to work anywhere on campus without requiring a Work Permit, however, a Social Insurance Number is required to work anywhere in Canada.

To obtain a Social Insurance Number, students will first need to find a job on campus. Once hired, your supervisor will need to give you a "Job Offer Letter" which will be put on the employer's letterhead and outlines the job you have been hired for, the term of the position, and will be signed by both you and your supervisor.

What you need to take with you when applying for your Social Insurance Number: Passport, Study Permit, Job Offer Letter(s), Social Insurance Number application.

More information can be obtained at the following website: <http://www.hrsdc.gc>

6). Income Taxes and Tax Returns

Students must complete an income tax form if they earned income from employment or received a scholarship while in Canada. Income tax forms must be completed and mailed by April 30 of each year. The taxation year in Canada runs from January 1- December 31, and applies to taxes owed for the past calendar year. (For example, a tax form filed in 2008, would be based on financial information from 2007.)

This page gives the answers to a number of the most commonly asked questions about income tax in Canada, as well as information on filling out a tax return.

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How do I know if I have to fill out a tax return?

You will have to fill out an income tax return if:

- you owe taxes
- you have earned income in Canada in the tax year
- you received a scholarship or grant in the tax year
- you want to claim a refund
- you want to apply for the GST credit (and/or other tax credits)

What if I didn't work during the tax year in Canada, or didn't receive a scholarship? Do I still have to fill out a tax return? No, however you may still want to file a return because you are eligible for some income tax credits which may mean that you receive an income tax refund.

What do I need to fill out a tax return?

You will need to have the following to fill out an income tax return:

- a Social Insurance Number, or if you do not have a SIN number, you will be issued a "Temporary Tax Number" by the CCRA (Canada Revenue Agency)
- a Determination of Residency Form (Students need only fill this form out the first time they are filing income tax).

What is Residency Status? How do I determine my Residency Status?

You will need to fill out the "Determination of Residency Status" form for tax purposes prior to filling out your tax return. Your Residency status for tax purposes is not the same as your Residency Status for Immigration. Your residency status for tax purposes merely determines which income tax form you will fill out. The Determination of Residency form can be found online here:

<http://www.cra-arc.gc.ca/E/pbg/tf/nr73/README.html>

For those wanting more information, the Canada Revenue Agency features an online course about the fundamentals of the Canadian tax system called Learning About Taxes online at: <http://www.cra-arc.gc.ca/tax/individuals/topics/learn-tax/menu-e.html>

The main Canada Revenue Agency tax site is also on the web at <http://www.cra-arc.gc.ca/tax/>

Where do I get Tax Forms?

Tax forms are available at any Canadian Post Office.

Forms are also available online at the following locations:

Tax forms for international students deemed as Resident:

<http://www.cra-arc.gc.ca/formspubs/t1general/menu-e.html>

Tax forms for international students deemed as Non-Resident:

<http://www.cra-arc.gc.ca/formspubs/t1general/nonresidents-e.html>

You will need to download:

- a) the Guide (instructions on filling out the forms);
- b) the Return (the main income tax form);
- c) the Schedules (additional forms that apply to certain things not on the main return.)

T2202A form

T2202A forms are issued to students who have paid \$100.00 or more in eligible fees for post-secondary level courses beginning and ending in a particular calendar year. You can download your T2202A form when you log in your MoCoMotion account.

Why doesn't my T2202A form match the amount I paid for my course?

The total amount of tuition fees paid may not necessarily correspond to your T2202A because not all of the fees included in the tuition fee are tax deductible. **27**

Fees that are **Not** eligible include: Student Association fee, medical care; transportation and parking, meals and lodging, goods of lasting value that you will keep, such as a computer, microscope, uniform or an academic gown, initiation or entrance fees to a professional organization or cost of books (other than books that are included in the total fees for a correspondence course.)

I received my T2202A form but the address on it is incorrect. Do I need a new one?

You may submit the T2202A as received even if the address is incorrect. Note that it is not necessary for students to submit the T2202A form with the tax return, but they must produce it if requested by Revenue Canada.

Please note that you can correct your address on Self-service in MoCoMotion.

What Does Column B and C mean?

In addition to claiming tuition and ancillary fees, you are also eligible to claim an education amount for each month of full-time study or part-time study. A full-time month equals at least 12 contact hours per week times three (3) consecutive weeks. A part-time month equals at least 3 consecutive weeks and involves a minimum of 12 hours of instruction each month.

For more detailed information, you can get information at www.cra.gc.ca, Canada Revenue Agency publishes a booklet called **Students & Income Tax**.

10. Useful Online Forms for International Students

1. **International Education Application Form**
<http://www.mohawkcollege.ca/assets/international/pdfs/apply.pdf>
2. **Application to Graduate Form**
http://www.mohawkcollege.ca/assets/registrar/Application_to_Graduate.pdf
3. **Transcript Request Form**
http://www.mohawkcollege.ca/assets/Transcript_Request.pdf
4. **Study Permit**
<http://www.cic.gc.ca/english/information/applications/student.asp>
5. **Extension of Study permits form**
<http://www.cic.gc.ca/english/information/applications/extend-student.asp>
6. **Re-entry Visa Form**
<http://www.cic.gc.ca/english/information/applications/guides/5256E.asp>

11. Useful Contacts at Mohawk

Mohawk College Main Line 905-575-1212

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Alumni	Fennell House	Ext. 2258
Athletics	Fennell Room C024	Ext. 2075
Book Store	Fennell Room F109	Ext. 2070
Campus Den	Room G103	Ext. 3354
Computer and AV services	Room C118	Ext. 2173
Co-op	Room i110	Ext. 2167
Accessible Learning Services	Fennell Room C102	Ext. 3498
Dispute Resolution Services	Fennell Room C102	Ext. 2318
Health Clinic	Room C109	Ext. 2084
Helpdesk (computer)	Room C118	Ext. 2199
Job Centre	Room i110	Ext. 2342
Library @ Fennell	The Learning Exchange	Ext. 2077
Fennell e-Library	I wing	Ext. 2244
Lost & Found	Fennell Room F102A	Ext. 2003
Math Learning Centre	Fennell Room C122	Ext. 2357
MSA	Fennell Room G109	Ext. 2393
Parking	Fennell Room F101	Ext. 3268
Peer Tutoring	Fennell C122	Ext. 3939
Residence	Fennell	Ext. 4000
Security	Fennell Room C103B	Ext. 2003
Student Engagement	Fennell The Square C104	Ext. 2081
Walk Smart	Fennell Room F116B	Ext. 2263

12. International and New Canadian Student Services Directory

Name	Position	Telephone/Email
Katie Burrows	Manager, New Canadian and International Student Services	905-575-1212, Ext. 4258 katie.burrows@mohawkcollege.ca
Joanne Tansley	International Student Advisor	905-575-1212, Ext. 4626 joanne.tansley@mohawkcollege.ca
Linda Epplert	New Canadian and Immigrant Advisor	905-575-1212, Ext. 4818 linda.epplert@mohawkcollege.ca
Brittany Laxton	International Support Officer	905-575-1212, Ext. 3243 brittany.laxton@mohawkcollege.ca
Maggie Tsafaridis	Customer Service Assistant	905-575-1212, Ext. 3223 international.services@mohawkcollege.ca

13. Ten Things International Students Need to Know!

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1. **HEALTH INSURANCE** is mandatory to all International Students registered at Mohawk College.
2. You must have a **VALID STUDY PERMIT**. Know when it expires, and when to renew it by.
3. To register your current address and contact information **WHEN YOU ARRIVE** by dropping into the International office.
4. **TUITION FEES** must be paid on time or you cannot register for your classes.
5. **PROGRAM WITHDRAW DATES**, know when you can add or drop a course.
6. Details on **TUITION REFUND** requests.
7. Read and understand the college **ACADEMIC DISHONESTY POLICIES**.
8. Know your **RESPONSIBILITIES**, be on time and attend your classes.
9. Know what **MOCOMOTION** is, how to access it, and what it provides to you.
10. **THE INTERNATIONAL STUDENT SERVICES DEPARTMENT** is here to help you.
Your friend may be wrong.



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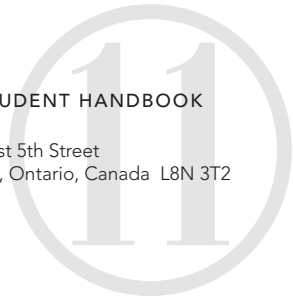






INTERNATIONAL STUDENT HANDBOOK

Fennell Avenue and West 5th Street
P.O. Box 2034, Hamilton, Ontario, Canada L8N 3T2
905.575.1212



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