



Your International Education Destination

International Student Handbook 2016 | 2017



Where the world
comes to learn

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.

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 •
- Afio Mai – Samoan •
- Bemvindo – Portuguese •
- Benvenuto – Italian •
- Bienvenido – Spanish •
- Chao Mung – Vietnamese •
- Croeso – Welsh •
- Failte – Irish •
- Hwan Yeeng – Chinese •
- Hosgeldintz – Turkish •
- Isten Hozott – Hungarian •
- Karibu – Swahili •
- Khush Hamdeed – Persian/Urdu •
- Laipni Ludzam – Latvian •
- Merhaba – Arabic •
- Selamat Datang – Malay •
- Serdecznie Witamy – Polish •
- Shalom – Jewish •
- Sveiki Atuyke – Lithuanian •
- Welkom – Dutch •



Inside: Quick Reference Guide

1.	International Student Services	4
2.	Fast Facts on Mohawk	5
3.	Quick Facts on Hamilton	8
4.	Health Insurance and Health Care in Canada	10
5.	Registration and Orientation	12
	A). Registration Package	12
	B). Orientation	12
	C). Textbooks	13
	D). ONE Card (Student ID)	13
	E). Bus Pass	14
	F). Lockers	14
	G). Program of Studies	14
6.	Academic and Student Success	16
	A). Assessment for ESL students	16
	B). Peer Tutoring	16
	C). Writing Centre	16
	D). Math Learning Centre	16
	E). Student Success Advisors	17
	F). Student Connect International Peer Mentoring Program	17
	G). Scholarship and Awards for International Students	18
	H). Student Policies	18
7.	Language and Culture Centre	19
8.	Useful Information	20
	A). Transportation	20
	B). Housing	20
	C). Banking	21
	D). Restaurants	21
	E). Shopping	22
	F). Recreation	23
9.	Immigration Information	24
	A). Study Permit	24
	B). Visiting the United States	25
	C). Temporary Residence Visa Re-entry Visa	25
	D). Work Permit	26
	E). Volunteering and Working in Canada	28
	F). Income Taxes and Tax Returns	30
10.	Useful Online Forms for International Students	31
11.	Mohawk College Alumni Association	32
12.	Contact Us: We are here for you	33
13.	Other Useful Contacts at Mohawk	35

1. 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
- Orientation to Mohawk College, the City of Hamilton and life in Canada
- Change of Address and Phone Number
- 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: mohawkcollege.ca/international

2. Fast Facts on Mohawk College

86% Graduate Employment | 88% 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: Over 14,900 full-time and 42,000 part-time students.

Full-Time Staff: 914 (including faculty, support staff and administration).

ESL Program: Mohawk College has established a world-wide reputation for its English language instruction. The ESL 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 Programs: 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:

mohawkcollege.ca/international/programs

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. mohawkcollege.ca/international/programs/degreetransfer

Other Services: a 100,000-volume library, a 1,000 seat theatre, a new recreation centre, 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.

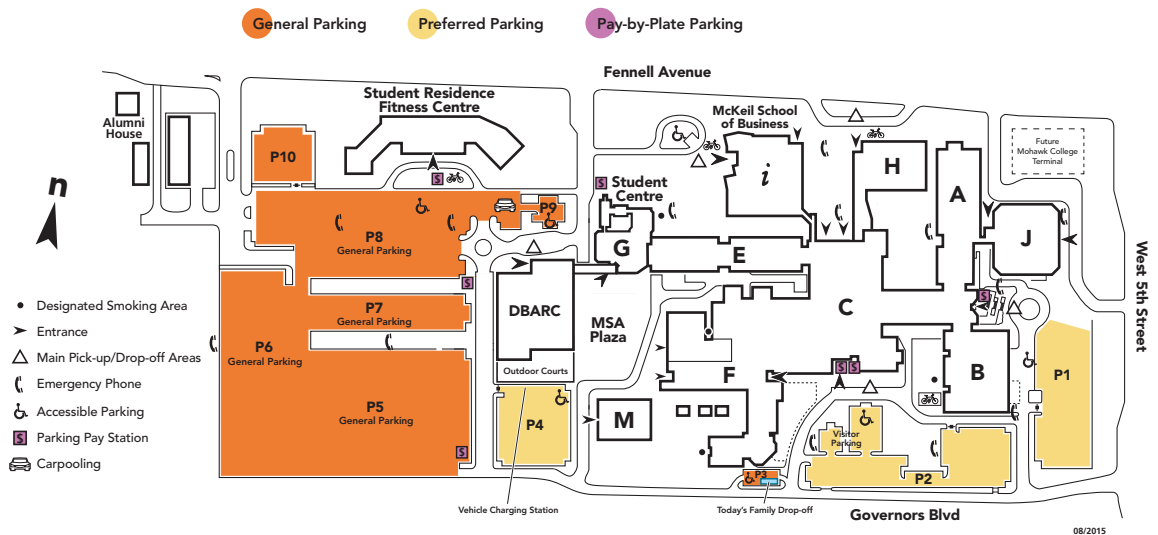
Alumni: we have over 85,000 alumni around the world and we want you to be part of that network. alumni.mohawkcollege.ca



Fennell Campus:

135 Fennell Ave. W., Hamilton, ON, 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.



The David Braley Athletic & Recreation Centre houses gymnasiums, a fitness centre, multi-purpose studios, and an indoor track in more than 64,000 square feet of stunning, newly constructed space.

The facility also includes a café and other common areas for socialization, as well as office and meeting space for students and staff.





Institute for Applied Health Sciences at McMaster (IAHS) Campus:

1400 Main St. West, Hamilton, ON, 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



Stoney Creek Campus for Skilled Trades:

481 Barton St., Stoney Creek, ON, Canada L8E 2L7 OR P.O. Box 9901, Stoney Creek, ON, Canada, L8G 3Y4
phone: 905-575-1212 ext. 5000 | fax: 905-575-2549

The Stoney Creek Campus 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 this campus.

3. Quick Facts on Hamilton

History of the City of 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: (2011 Census) City of Hamilton – 519,950

Market: (500 Mile Radius) 120 million people

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

Temperature Statistics:

Month	Average High	Average Low	Month	Average High	Average Low
January	-2 C (28.4 F)	-11.3 C (11.8 F)	July	23.9 C (75.1 F)	14.1 C (57.4 F)
February	-1.9 C (28.6 F)	-11.2 C (11.9 F)	August	23.5 C (74.2 F)	18.6 C (56.8 F)
March	2.5 C (36.6 F)	-6.2 C (20.8 F)	September	18.7 C (65.6 F)	9.5 C (49.1 F)
April	7.1 C (44.8 F)	-1.3 C (29.6 F)	October	12.3 C (54.1 F)	9.5 C (39.9 F)
May	14.7 C (58.4 F)	4.1 C (39.3 F)	November	6.5 C (43.6 F)	-0.5 C (31.2 F)
June	20.8 C (69.4 F)	9.7 C (49.5 F)	December	1.2 C (34.2 F)	-6.9 C (19.7 F)

Precipitation Statistics:

Annual Rainfall: 764.8 mm **Annual Snowfall:** 161.8 cm **Days with 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: 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.

FirstOntario Centre: 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: myhamilton.ca or tourismhamilton.com

4. 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 guard.me/mohawk 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

Website: guard.me/mohawk

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 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.

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:

Dr. Balas Medical Clinic: 675 Upper James Street, Hamilton – Tel: 905-768-4400

Hours of Operation: Clinic located inside Walmart

Monday to Friday 8.00am to 3.00pm. – Saturday 9.00am to 2.00pm (Languages Spoken: English/Arabic)

GreenHill Medical Walk-In-Clinic: 625 Greenhill Avenue, Unit 9, Hamilton – Tel: 289-755-2186

Hours of Operation: Monday to Friday: 9.00am - 6.30pm – Saturday: 10.00am - 3.00pm.

Hamilton Downtown Medical Walk-In Clinic: 1 Duke Street, Hamilton – Tel: 905-667-0290

Hours of Operation: Monday to Friday: 9.00am - 8.00pm – Saturday to Sunday: 10.00am - 4.00pm

John Street Medical Walk-In-Clinic: 225 John Street South, Hamilton – Tel: 905-529-9779

Hours of Operation: See website for current hours.

Mohawk College Health Clinic (Fennell Campus): 135 Fennell Ave. West, Hamilton – Tel: 1-905-575-2084

Hours of Operation: Open Tuesday, Thursday and Friday 8.30am to 4.30pm

Nurse available on these days (walk in). Please phone for Doctor and Registered Massage Therapist availability and appointments. ****NOTE:** *Mohawk College students ONLY may use this clinic.*

Mohawk Medical Walk-In-Clinic: 770 Mohawk Road West, Unit C4, Hamilton – Tel: 905-481-4114

Hours of Operation: Monday to Friday: 9.00am - 7.00pm – Saturday: 10.00am - 3.00pm.

PRG Medical Clinic: 836 Upper James Street, Hamilton – Tel: 905-385-6777

Hours of Operation: *** Call for same day appointment ***

Monday to Friday: 9.00am to 5.00pm – Saturday: 9.00am - 1.00pm – Sunday: 12.00pm - 5.00pm.

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: hc-sc.gc.ca

5. Registration and Orientation

A). Registration Package

When Will I Receive My Registration Package?

A \$1,600 is deposit due to hold your spot. You will receive a Registration Package 1 – 2 months prior to the start of classes, giving you your student ID #, your MoCoMotion login and password, as well as more information about Mohawk College. It will give you directions on how to go onto the college website: 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 and visa
- A student information form filled in completely

B). 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?

Academic and Social Orientation events are held the first week of the semester. International Orientation for first year students is held within the first two weeks of the semester. More information will be sent to you prior to the start of the semester.

C). Textbooks

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 \$800 per semester and \$1,600 a year. It may be possible to purchase second hand books, but be sure you are getting the correct edition. You can visit the college bookstore online: mohawk.bookware3000.ca for a list of books for your program.

The MSA used book sale is available year round. Students can post their books for sale or search for books they need to purchase. Visit the website at mohawkSTUDENTS.ca and click on the book sale link (you will have to set up a free account if you don't already have one) and start posting/buying.

D). ONE Card

When and How Can I Get a ONE Card (Student ID Card)?

To obtain your Mohawk ONE Card (ID card), you must be a registered student. After you have submitted your timetable, you will have to upload your own photo for your ONE Card. Follow the specifications for taking and uploading your photo. Alumni, staff and approved vendors may also use this function. Submit your photo online at photo.mohawkcollege.ca

To collect your ONE Card next day after your photo was submitted online, visit the ONE Card Office (i130) at the Fennell campus, or Student Engagement (McMaster (IAHS - The Square) and Stoney Creek), Monday to Friday from 8:30am - 4:00pm. Please be sure to bring Government issued photo identification such as a Driver's License or Passport and proof of your Student ID Number (employment contract, registration information). If you are a registered student, faculty or staff member, you will be issued your first card at no charge.

Your ONE 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. 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 card 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 ONE Card.

Please note: You must be registered as a postsecondary day student to receive a ONE Card. For more information on the ONE Card, please visit: mohawkcollege.ca/one-card

E). Bus Pass

How Do I Receive My Bus Pass?

A Bus pass is only available to students attending FULL-TIME at the Fennell, Institute for Applied Health Sciences at McMaster and Stoney Creek Campus. When you get your ONE Card, you will receive an additional sticker for free transportation on the Hamilton city buses (known as the HSR).

F). Lockers

How Do I Get a Locker?

Locker rentals are available for a small fee on MoCoMotion through the student tab. The cost is \$15 (+HST) per semester and are non-refundable. 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.

G). Program of Studies

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).

How Do I Drop or Add Day Courses?

Dropping courses will impact your academic path. You must meet and discuss your situation with the International Student Advisor and 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.

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)

Can I Take Continuing Education Courses?

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. **ONLY** courses that are non Government funded can be taken at the domestic rate. **CE courses must be authorized by International Student Services.** **Once this is done, then the registration process and payment is done in in The Square, Room C102.**

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.

6. Academic and Student Success

A). Assessment for ESL 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 ESL students are required to complete the ESL version of the Assessments. The ESL Assessments are comprised of reading, writing, listening and speaking components.

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.

B). Peer Tutoring

Located at the LSC in room C122. 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:

mohawkcollege.ca/peertutoring

C). Writing Centre

Located in room C112, the Writing Centre is dedicated to improving student employability by developing written and verbal communication skills. The Writing 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

mohawkcollege.ca/writing-centre

D). Math Learning Centre

All students (full and part time) are encouraged to drop in to the Math Learning Centre, Room C112 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 or visit: mohawkcollege.ca/math

E). 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:

Media, Entertainment, Humanities and Social Sciences: Fennell Campus
Susan Peniuk: Phone: 905-575-2733 | Email: susan.peniuk@mohawkcollege.ca

Justice and Wellness Studies: Fennell Campus
Donna Drywood: Phone: 905-575-2183 | Email: donna.drywood@mohawkcollege.ca

Business: Fennell Campus
Pat Pollington: Phone: 905-575-2732 | Email: pat.pollington@mohawkcollege.ca

Engineering Technology: Fennell Campus
Lorraine Skuse: Phone: 905-575-1212 ext. 2734 | Email: lorraine.skuse@mohawkcollege.ca

All Programs: Stoney Creek Campus
David Waddington: Phone: 905-575-1212 ext. 5031 | Email: david.waddington@mohawkcollege.ca

Human Services: Fennell Campus
Tracey Richardson: Phone: 905-575-2345 | Email: tracey.richardson@mohawkcollege.ca

Health Sciences – All Programs: Institute for Applied Health Sciences at McMaster
Blair Goodman: Phone: 905-540-4247 ext. 21137 | Email: blair.goodman@mohawkcollege.ca

F). Student Connect International Peer Mentoring Program

Our Mentors are current Mohawk College students who understand the struggle of being a new student and many of them are International students themselves. They are ready to help you with your process of becoming a Mohawk student and coming to Canada. After you arrive, Mentors continue to make your transition smooth and welcoming, as you connect to Mohawk programs and activities as well as to become familiar with the city of Hamilton.

This is a free service offered to all new international students. This unique opportunity will help new students connect with senior students at Mohawk, **before** and **after** they arrive in Canada. This will help make their transition to Canada and Mohawk College as smooth as possible. Our mentors have experienced similar situations and know the challenges of deciding to study overseas, working through the application process, and finding their way in a new education system and culture.

To request a mentor and learn more about this program, visit: mohawkcollege.ca/international/services/living-in-canada-resources/student-connect-mentoring-program to request a mentor and learn more for more details.

G). Scholarships and Awards for International Students

Mohawk College International Education celebrates international students' success each year with many awards and scholarships.

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: mohawkcollege.ca/international/services/financial-support/scholarships-bursaries, and follow the links to read the criteria for these awards.

H). 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 mohawkcollege.ca/policies

One of the challenges encountered by international students is learning how to properly cite, in order to avoid plagiarism and academic dishonesty.

Academic Dishonesty in its broadest sense, refers to any conscious, deliberate or reckless step or omission taken to obtain academic credit through deception and/or fraudulent means. Academic dishonesty includes but is not limited to the following examples: misrepresentation of personal credentials of achievement, plagiarism, cheating on examinations or tests, passing the work of others off as your own, and undisclosed conflicts of interest.

Plagiarism is presenting in whole or part material created by someone else, or the ideas, language or other intellectual property of someone else as one's own work without appropriate acknowledgment of the source of the material. Plagiarism applies to all assignments including, but not limited to, papers, essays, laboratory reports, diagrams and drawings, and computer projects.

Incorporating direct quotations or large sections of paraphrased material in a report without appropriate acknowledgement of the source.

If failure to respect this policy, penalties will be in order.

More information ask at the International Student Services or access: mohawkcollege.ca/Assets/Policies/C705.pdf or mohawkcollege.ca/libguides.com/c.php?g=272722&p=1823789

7. Language and Culture Centre

What is the Language and Culture Centre?

Our newly designed Language and Culture Centre (LCC) was established specifically to help International students transition into their new college life while sharing their world knowledge with Canadians. The LCC is your first stop at Mohawk for exploring an ESL program (English as a Second Language), IELTS Testing, and cross-cultural training. At the LCC, you can participate in cultural activities, have access to knowledgeable staff, learn more about international partnerships and programs, participate in language swap programs and much more.

Services Offered by the Language and Culture Centre

IELTS Testing: Mohawk College's IELTS Test Centre runs both Academic and General Training IELTS Tests twice monthly out of Hamilton, St. Catharines and Waterloo region. Application assistance and test preparation is available to all candidates, including free IELTS preparation workshops, practice material for sign-out, tutoring referrals, free online practice tests and IELTS masterclass webinars.

English for Academic Purposes (EAP) – Intensive ESL: English for Academic Purposes (EAP) at Mohawk is a series of 8 levels of 7 week courses designed to develop students' language skills from pre-beginner to college level English. Each course includes 18 hours of in-class instruction with five hours of individually assigned work in the computer lab.

Student Connect Program: This is a free service offered to all new international students. This unique opportunity will help new students connect with senior students at Mohawk, before and after they arrive in Canada. This will help make their transition to Canada and Mohawk College as smooth as possible. Our mentors have experienced similar situations and know the challenges of deciding to study overseas, working through the application process, and finding their way in a new education system and culture.

Summer Program: This 3 week interactive program awaits which combines the excitement of exploring the amazing sites of Hamilton and Southern Ontario with focused language acquisition courses! Students will practice their English skills in daily classes, and through taking part in exciting cultural activities and field trips to Niagara Falls and Toronto, the capital of Ontario! A perfect mix of language, culture, activity, and meeting new people from different countries!

Student and Staff Overseas Exchange Programs: Mohawk International has a variety of international agreements with overseas educational institutions offering student and staff overseas exchange programs. Contact our centre for further information if you are interested in studying abroad!

Celebrations for Key Holidays around the World: The Language and Culture Centre holds events for all students, staff and faculty at Mohawk College to celebrate key holidays and celebrations around world! Contact our centre if you wish to be involved as a volunteer at one of these events.

Living Library Events and Language Swap Programs: The Language and Culture Centre organizes Living Library Events and Language Swap Programs for interested students. Contact our centre if you wish to be part of these future events and programs!

8. Useful Information

A). 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.
For more information, go to mohawkcollege.ca/transportation
- **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 ONE Card. For information on bus routes, go to: myhamilton.ca/myhamilton/CityandGovernment/CityServices/transit
- **Taxi Services:** Hamilton Cab 905-777-7777 Blue Line Taxi 905-525-2583 or 905-525-Blue
- **UBER Service:**
- **Long Distance Bus Service:** Go Bus www.gotransit.ca
- **Train Service:** VIA Rail Canada www.viarail.ca
- **Hamilton International Airport:** www.flyhi.ca

B). Housing

There are three different types of accommodations:

1. 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. C&M Homestay agency will assist in making arrangements for interested students.

For more information, go to cmhomestayagency.com
or mohawkcollege.ca/international/services/living-in-canada-resources

2. 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 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.

3. Off Campus Housing:

Students who are looking for off campus housing should check studentengagement.mohawkcollege.ca for rental postings and 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 with any questions or concerns.

C). Banking: Here is a list of banks in downtown Hamilton and near Fennell Campus.

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

D). Restaurants: Hamilton has many great restaurants. A brief list of restaurants in Hamilton. 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 Street East	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 Street 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 Street West	905-777-8744
Korean Restaurant		
CHO SUN OK	85 Queen Street North	905-526-0889
Lebanese Restaurant		
La Luna	306 King West at Queen Street	905-523-5198
Mexican Restaurant		
Papagayo	246 King Street West	905-525-0309
Thai Restaurant		
My Thai	21 John Street North	905-526- 8373

E). Shopping: Here is a list of grocery and shopping centres in Hamilton.

Grocery Shopping	Address	Telephone
Eastern Food Mart	673 Upper James Street	905-575-7711
Eastern Food	1004 Upper Wentworth Street	905-385-1685
Uttam Foods	2493 Barton Street East	905-573-1990
Tony's No Frills	770 Upper James	866-987-6453
Nardini Specialties	184 Hwy 8, Hamilton	905-662-5758
Fresh Co.	601 Upper Gage Ave	905-318-4873
Bulk Barn	659 Upper James at Fennell	905-383-4588
Food Basics	640 Mohawk Road West	905-388-5596
Wal-Mart (walking distance from Mohawk)	675 Upper James at Fennell	905-389-6333
Deningers	1289 Upper James Street	905-389-4113
Metro	751 Upper James Street	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 Street	905-390-3348
Mountain Plaza Mall	661 Upper James at Fennell	905-385-4261
Westcliffe Mall	680 Mohawk Road West	416-391-2500
Winners	1508 Upper James Street	905-574-3700
Marshall's	1405 Upper James Street	905-574-9837
Wal-Mart (walking distance from Mohawk)	675 Upper James at Fennell	905-389-6333

Find out all the other shopping areas in the local telephone book or go online to search for yellow pages.

F). Recreation

Athletics and Recreation:

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. At Mohawk College we offer our student athletes 13 Varsity Sports to participate in: Badminton, Men's and Women's Basketball, Cross Country, Curling, Men's and Women'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: 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	Tim Hortons Field	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 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.

A). 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: 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: cic.gc.ca/english/information/applications/student.asp

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: 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 cic.gc.ca/english/e-services/mycic.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) Website: cic.gc.ca

CIC Call Centre: 1-888-242-2100

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

B). 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
Tel: 647-955-3736 (greater Toronto area)
Tel: 877-341-2441
U.S. Visa Appointment Reservation System
Website: canada.usvisa-info.com

C). 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 some time to complete the process; you will 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

For access to the application package online through CIC, visit:
cic.gc.ca/english/information/applications/visa.asp.

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.

D). 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:

1. Required as part of their program of study (CoOp/Internship)

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

- CoOp work permit letter (from International Student Services)

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 CoOp Work Permit applications. Students must obtain a CoOp Work Permit prior to undertaking the employment.

2. Under the Off-Campus Work Permit Program

If you qualify, your study permit will allow you to work up to 20 hours per week:

- during regular academic sessions and
- full-time during scheduled breaks, such as the winter and summer holidays or spring break.

To qualify, you must:

- have a valid study permit
- be a full-time student
- be enrolled at a Designated Learning Institution (DLI) at the post-secondary level
- be studying in an academic, vocational or professional training program that leads to a degree, diploma or certificate that is at least six months in duration.

You do not need a work permit to work off-campus, but you will need a **Social Insurance Number**. You must have one of the following conditions or remarks printed on your study permit in order to apply for a SIN for off-campus work:

- *May work 20 hrs per week off-campus or full-time during regular breaks if meeting criteria outlined in section 186(v) of IRPR*
- *May accept employment on or off campus if meeting eligibility criteria as per R186(f), (v) or (w). Must cease working if no longer meeting these criteria*

If your study permit does not have one of the above conditions or remarks, you must submit a request for an amendment to your study permit before you can apply for a SIN. There is no fee for this request.

If your study permit has: This permit does not permit the holder to engage in off campus employment in Canada, printed on it and you have changed your program of study, you must apply to change the conditions of your study permit and pay the applicable fee.

More information can be found by visiting the CIC website at cic.gc.ca/english/study/work-offcampus.asp.

Source: cic.gc.ca/english/study/work-offcampus.asp

If you have any questions please come to International Student Services in the Square, or call 905-575-2430, or email us international.services@mohawkcollege.ca

For updated information, please visit **Citizenship and Immigration Canada** website.

For more information about the program, 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: cic.gc.ca/english/information/applications/work-students.asp

3. Working under the Post-Graduation Work Program

The post-graduation employment program is designed to provide graduating students with Canadian work experience. Students may be eligible to 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.

When do I have to submit my application?

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.

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: cic.gc.ca cic.gc.ca/english/information/applications/guides/EG74.asp

E). 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.

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: 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: 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 2011 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. hrsdc.gc.ca/eng/jobs/lmi/noc/index
- **Business Directory:** You can Google search Business Directories by city: investinhamilton.ca/businessdirectory

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. mohawkcollege.ca/jobcentre

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: hrsdc.gc.ca

F). 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 2016, would be based on financial information from 2015.)

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.

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:

cra-arc.gc.ca/E/pbg/tf/nr73/README

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:

cra-arc.gc.ca/tx/ndvdl/dctrs/lrn-tx/menu-eng

The main Canada Revenue Agency tax site is also on the web at cra-arc.gc.ca

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:

cra-arc.gc.ca/formspubs/t1gnrl/nnrstdnts-eng

Tax forms for international students deemed as Non-Resident:

cra-arc.gc.ca/tx/nnrstdnts/ndvdl/nnr-eng

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.

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 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: mohawkcollege.ca/assets/international/pdfs/apply
2. Application to Graduate Form: mohawkcollege.ca/student services/recordsregistration/ConvocationPrep
3. Transcript Request Form: mohawkcollege.ca/student services/recordsregistration/transcripts
4. Study Permit: cic.gc.ca/english/information/applications/student
5. Extension of Study Permits Form: cic.gc.ca/english/study/study-extend
6. New Temporary Resident Visa: cic.gc.ca/english/visit/cpp-o-apply
7. Letter Request Form: mohawkcollege.ca/international/services/letter-request

11. Mohawk College Alumni Association

What being an Alumni Really Means and What We Can Do For you!

The Mohawk College Alumni Association is the catalyst for creating connections and lifelong success. Established in 1985 to support graduates and the College, the Association has a council comprised of volunteers who are Mohawk graduates from across section of programs and varying years of graduation. These volunteers provide advice and insight on programs, services, events and activities for Alumni and students.

Once you graduate from a full-time program at Mohawk College, you automatically become an alumnus and a member of the Mohawk College Alumni Association. There are many ways to be involved in the Association as an alumni member. You can come back and attend one of the many events the Association organizes for you throughout the year. You can volunteer to be on the Alumni Council or be a speaker in a class or on a panel. Or you can simply stay connected through social media and by reading the In Touch magazine and Informed monthly e-newsletter. You get to choose how you would like to be engaged as a Mohawk Alumni; and your membership is for life.

Alumni Benefits and Services:

As a grad, you have access to services that are available to you throughout your life. The Mohawk Alumni Association's affinity partners have been carefully reviewed by both the Association's Advisory Council and by the College's legal counsel. They offer top-quality services with value to you as the highest priority.

What's in it for Me? Benefits On and Off Campus: visit: mohawkcollege.ca/alumni/alumnibenefits

Stay Connected: Young Alumni and Student Events

Your days at Mohawk have slowly become pictures in a photo album. Yet, you're not ready to let go entirely of the memories and experiences that you had on campus. You don't have to leave them all behind. Stay connected with your classmates, instructors and campus life! The Alumni Association offers a number of Recent Grad and Young Alumni Events so you can stay involved with Mohawk.

- Etiquette Dinner/Luncheon
- The Art of Career Networking
- Mohawk Young Alumni Connection Events
- Backpack to Briefcase Events
- Meet the Grad Nights
- Reunion-in-a-Box Program
- Career Speed Networking
- Family Events

Keep in Touch

Keep your alumni record current and up to date! To update your Alumni record, please contact:

Phone: 905-575-2258 | Fax: 905-575-2443 | Email: alumni@mohawkcollege.ca

Update online at: mohawkcollege.ca/alumni/communications/AlumniUpdateForm

Office of Alumni Relations - Alumni House

Mohawk College Foundation, P.O. Box 2034, Hamilton, ON L8N 3T2

Visit us online at mohawkcollege.ca/alumni

12. Contact Us: We are here for you!

International Recruitment: Fennell Campus, Room J107

- **Leo Barsony:** Marketing and Recruitment Coordinator | Language: English
Phone: 905-575-1212 ext.3088 | leo.barsony@mohawkcollege.ca
- **Gautham Kolluri:** Region: South Asia (India)
Language: English, Hindi, Punjabi, Gujarati, Russian, Ukrainian
Phone: 905-575-1212 ext. 4471 | gautham.killuri@mohawkcollege.ca
- **Vinay Joshi:** Region: India | Language: English, Hindi, Punjabi
Phone: 905-575-1212 ext. 4661 | vinay.joshi@mohawkcollege.ca
- **Maggie Chen:** Region: China | Language: English, Mandarin
Phone: 905-575-1212 ext. 4703 | maggie.chen@mohawkcollege.ca
- **Svitlana Kirnasova:** Region: Eastern Europe | Language: Russian, Ukrainian, English
Phone: 905-575-1212 ext. 4470 | svitlana.kirnasova@mohawkcollege.ca
Other Phone: +1 905-870-0273 | Skype: svetlana.kirnasova
- **Hyemin Kim:** Region: Korea, Japan | Language: English, Korean, Japanese
Phone: 905-575-1212 ext. 4185 | hyemin.kim@mohawkcollege.ca
KakaoTalk: mohawkcollege | Facebook: www.facebook.com/mohawkkorean/
- **Rasha Abu Ramadan:** Region: Middle East | Language: English, Arabic, French
Phone: 905-575-2254 | Skype: rasha.aramadan | rasha.abu-ramadan@mohawkcollege.ca

Language and Culture Centre: Fennell Campus, Room J107

Main Office Line: English | Phone: 905-575-2155 | Fax: 905-575-2362

Office Hours: Monday to Friday 8:30am- 4:30pm

- **TBA:** LCC Office Clerk | TBA | TBA | TBA
Phone:
- **Nouha Yaacoub-Elsaadi:** Support Officer | Language: English, Arabic
Phone: 905-575-1212 ext. 3569 | nouha.yaacoub-elsaadi@mohawkcollege.ca
- **Prasanthika Perera:** IELTS Support & Student Connect Coordinator | Language: English, Sinhala
Phone: 905-575-2124 | gallage.perera@mohawkcollege.ca
- **Marilyn Marth:** EAP Coordinator | Language: English, German
Phone: 905-575-1212 ext. 3078 | marilyn.marth@mohawkcollege.ca
- **Natalie Hughes:** IELTS and Short Term Programming Supervisor | Language: English
Phone: 905-575-1212 ext. 3566 | natalie.hughes1@mohawkcollege.ca
- **TBA:** Director, International Programs | TBA | TBA | TBA
Phone:

International Admissions: Fennell Campus, Room J107

Main Office Line: English | Phone: 905-575-2254 | Fax: 905-575-2362

- **Sara Lewis:** Admissions Assistant | Language: English
Phone: 905-575-2254 | sara.lewis@mohawkcollege.ca
- **Ranmalee Kulendran:** SPP Operations Support Officer | Language: English, Sinhala, Tamil
Phone: 905-575-1212 ext. 3254 | ranmalee.kulendran@mohawkcollege.ca
- **Eryka Kaminsky:** SPP Operations Support Officer | Language: English
Phone: 905-575-1212 ext. 4300 | eryka.kaminsky@mohawkcollege.ca
- **Rachel Alfano:** Operations Support Officer | Language: English
Phone: 905-575-1212 ext. 2136 | rachel.alfano@mohawkcollege.ca
- **Thushini Siriwardana:** Operations Support Officer | Language: English, Sinhala
Phone: 905-575-1212 ext. 4402 | thushini.siriwardana@mohawkcollege.ca
- **Jin Kim:** Information Management Specialist | Language: English, Korean
Phone: 905-575-1212 ext. 4430 | jinhjung.kim@mohawkcollege.ca
- **Michelle Datzkiw:** Coordinator International Operations and Support Officer | Language: English
Phone: 905-575-1212 ext. 3761 | michelle.datzkiw@mohawkcollege.ca
- **Anne Tao:** International Partner Liaison Officer | Language: English, Mandarin
Phone: 905-575-1212 ext. 3425 | anne.tao@mohawkcollege.ca
- **Lauren Soluk:** Manager, International Operations | Language: English
Phone: 905-575-1212 ext. 2308 | lauren.soluk@mohawkcollege.ca
- **Keith Monrose:** Dean, International Education | Language: English
Phone: 905-575-1212 ext. 4296 | keith.monrose@mohawkcollege.ca

International Student Services – New Canadian & International Advising:

The Square at Fennell Campus, Room C102

Main Office Line: English 905-575-2430

- **Brittany Laxton:** New Canadian & International Triage Representative | Language: English
Phone: 905-575-1212 ext. 3243 | brittany.laxton@mohawkcollege.ca
- **Maria John:** International Student Advisor | Language: English, Malayalam
Phone: 905-575-1212 ext. 4626 | maria.john@mohawkcollege.ca
- **Rouxanne Irving:** International Support Officer | Language: English
Phone: 905-575-1212 ext. 3760 | rouxanne.irving@mohawkcollege.ca
- **Randa Salih:** International Part Time Support | Language: English, Arabic
Phone: 905-575-1212 ext. 3603 | randa.salih@mohawkcollege.ca
- **Harin Dalal:** International Part Time Support | Language: English, Hindi, Punjabi, Gujurati
Phone: 905-575-1212 ext. 4704 | harin.dalal@mohawkcollege.ca
- **Linda Epplett:** New Canadian & International Coordinator | Language: English, Italian
Phone: 905-575-1212 ext. 4818 | linda.epplett@mohawkcollege.ca
- **Katie Burrows:** Director, Service Integration & International | Language: English, French, Spanish
Phone: 905-575-1212 ext. 4258 | katie.burrows@mohawkcollege.ca

13. Other Useful Contacts at Mohawk

Accessible Learning Services:

Fennell Campus: Room C102 ext. 2211
Stoney Creek Campus: Room A118 ext. 5000
IAHS Campus: The Square ext. 26107

Athletics and Recreation:

Fennell Campus: DBARC Room R105 ext. 2075
Stoney Creek Campus: Room A125 ext. 5005
IAHS Campus: Room 144 ext. 26710

Buy the Book:

Fennell Campus: Room C068 ext. 2070
Stoney Creek Campus: Room A124 ext. 2514

Campus Store:

Fennell Campus: Room C104 ext. 3438

Computer and AV Services:

Fennell Campus: Room C118 ext. 2199
Stoney Creek Campus: Room A128 ext. 2199
IAHS Campus: Room 104 ext. 2199

Co-op Services:

Fennell Campus: Room J119 ext. 2167

Counselling:

Fennell Campus: Room C102 ext. 2211
Stoney Creek Campus: Room A118 ext. 5401
IAHS Campus: The Square ext. 26107

Cummings Library:

Fennell Campus: Room H101 ext. 2077
Stoney Creek Campus: Room A122 ext. 2504
IAHS Campus: Room 104 ext. 26835

Dispute Resolution Services:

Fennell Campus: Room C102 ext. 2318

e-Library:

Fennell Campus: i Wing ext. 2244

Health Clinic:

Fennell Campus: Room C109 ext. 2084

Helpdesk:

Fennell Campus: Room C118 ext. 2199
Stoney Creek Campus: Room A122 ext. 5038
IAHS Campus: Room 103 ext. 26835

Job Center:

Fennell Campus: Room J137 ext. 2167

Lost and Found:

Fennell Campus: Room C103 ext. 2003
Stoney Creek Campus: Room A125 ext. 5005
IAHS Campus: Room 102 ext. 27903

Math Learning Centre:

Fennell Campus: Room C122 ext. 2357
Stoney Creek Campus: Room A122 ext. 5217

Mohawk Students' Association:

Fennell Campus: Room G109 ext. 2393
Stoney Creek Campus: Room A125 ext. 5005
IAHS Campus: Room 144 ext. 26411

Parking:

Fennell Campus: Room F101 ext. 3268
Stoney Creek Campus: Room A110 ext. 5035
IAHS: ET Clarke Centre Room 102 ext. 24232

Peer Tutoring:

Fennell Campus: Room C122 ext. 3279
Stoney Creek Campus: Room A112 ext. 5031
IAHS Campus: Room 144 ext. 26710

Residence:

Fennell Campus: ext. 4000

Security:

Fennell Campus: Room C103 ext. 2003
Stoney Creek Campus: Room A110 ext. 5035
IAHS: ET Clarke Centre 2nd floor ext. 24281

Student Engagement:

Fennell Campus: DBARC Room R203 ext. 2081
Stoney Creek Campus: Room A125 ext. 5005
IAHS Campus: Room 144 ext. 26710

Walk Smart:

Fennell Campus: Room F114a ext. 2263

Ten Things

International Students Need to Know!

- 1 **HEALTH INSURANCE** is mandatory for all International Students registered at Mohawk.
- 2 You must have a **VALID STUDY PERMIT** and know when it expires and when to renew it.
- 3 **WHEN YOU ARRIVE**, drop by International Student Services to meet us and to provide us with your most current contact information, as well as a copy of your study permit.
- 4 **TUITION FEES** (\$1,600 deposit due to hold your spot) must be paid on time or you cannot register for your classes.
- 5 **PROGRAM WITHDRAWAL DATES**, know when you can add or drop your classes.
- 6 **TUITION REFUND** system and how it works.
- 7 Read and understand the college **ACADEMIC DISHONESTY** and **INFORMATION TECHNOLOGY POLICY** found on the Mohawk College website.
- 8 Know your **RESPONSIBILITIES**, be on time and attend your classes.
- 9 Know what **MOCOMOTION** and **E-LEARN** is, how to access it, and what it provides for you.
- 10 **INTERNATIONAL STUDENT SERVICES** is here to help you.
Ask us! Your friend may be wrong.



international.mohawkcollege.ca

More than a school, Mohawk College is a great place to call home