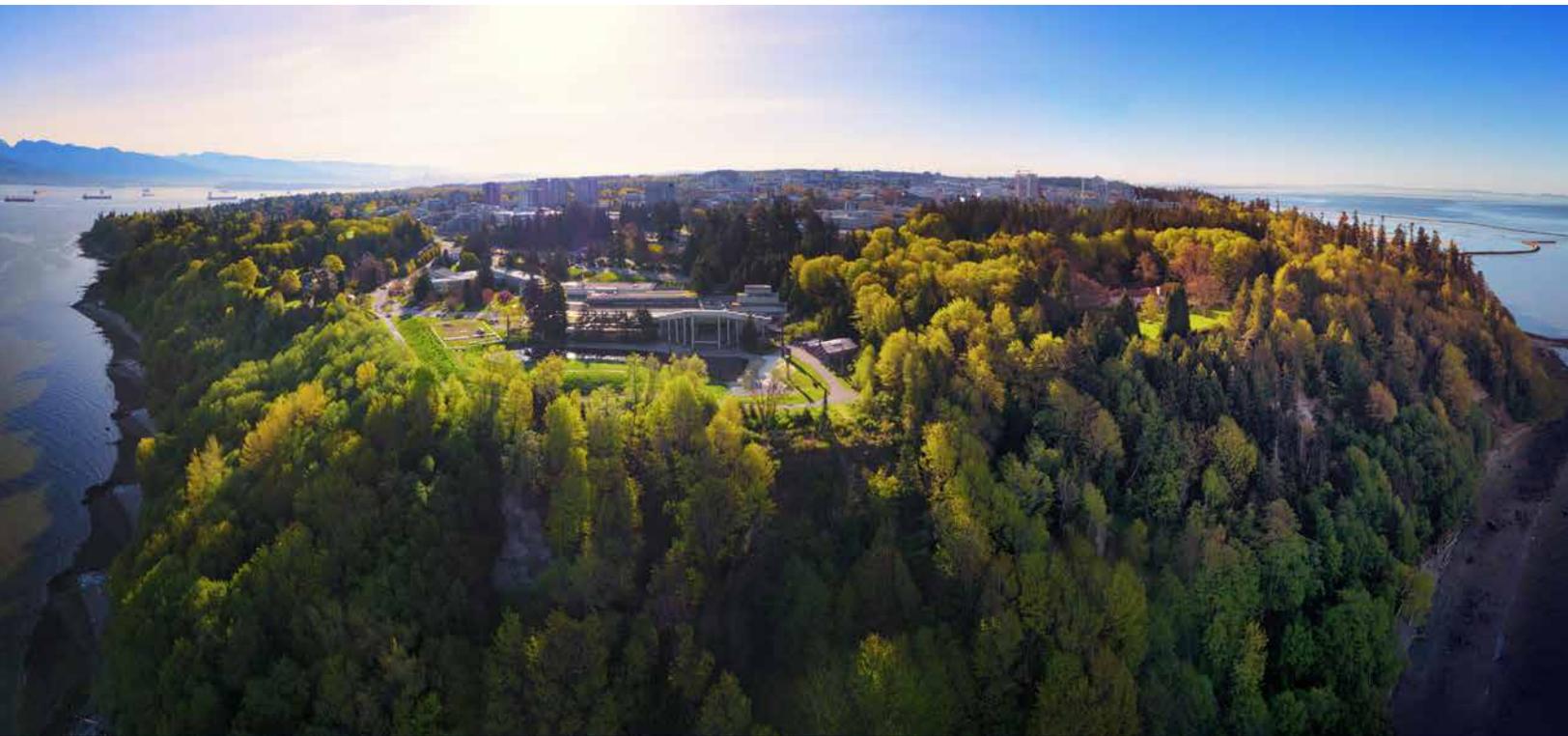




THE UNIVERSITY OF BRITISH COLUMBIA
Vancouver Summer Program
July 13 - August 13, 2019



Next Steps Guide

A step by step resource to help administrators and their students join the Vancouver Summer Program.



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Overview

Students from universities around the world are welcomed each summer to Vancouver, BC, Canada to study two courses over four weeks in an international setting on the beautiful campus of the University of British Columbia.

Each course represents 39 contact hours. All students will receive a grades letter with a percentage grade. Attached to the grades letter will be the corresponding letter grade scale. Student evaluation may include assignments, group projects, presentations, papers, exams, and participation marks.

The UBC Vancouver Summer Program (VSP) is an inclusive, academic, residential program suitable for undergraduate students from cooperating universities.

Contacts

Please contact VSP according your region. Students should use their registered email address and include their full name, session dates, and VSP Student Number for all inquiries and correspondence.

Asia:

Ms. Winty Cheung

Executive Director

UBC Asia Pacific Regional Office

Hong Kong

winty.cheung@apro.ubc.ca

852.2111.4401

South Asia and the Middle East:

Mr. Stephen Kumar

Executive Associate

UBC India Liaison Office

New Delhi

stephen.kumar@ubc.ca

91.11.4606.1905

All other regions:

Ms. Marg Toronchuk

Vancouver Summer Program

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THE UNIVERSITY OF BRITISH COLUMBIA

Vancouver Summer Program

JULY 13 - AUGUST 13, 2019

2019 VSP Deadlines

**FRIDAY,
MARCH 29**

Registration

**WEDNESDAY,
APRIL 17**

Submit Visa Application*

**Suggested date of submission to avoid delays in obtaining your travel permit.*

**WEDNESDAY,
MAY 1**

Program Fee Payment

**WEDNESDAY,
JUNE 5**

Flight, Accommodation and
Roommate (FAR) Form

**WEDNESDAY,
JUNE 12**

VSP Program Waiver Forms



A CHECKLIST FOR THE 2019 VANCOUVER SUMMER PROGRAM

JULY 13 - AUGUST 13, 2019

Questions?

Reach out to your regional VSP contact or see vancouversummerprogram.ubc.ca for more details

1. APPLY TO THE VSP

Most students apply through their university's international office. Connect with your regional VSP contact if they are unable to assist you.

- ❑ Check that all information is correct on your form
- ❑ Submit an *Individual Applicant Form* if your university is not sending a group

DEADLINE: MARCH 29, 2019

2. LETTER OF ACCEPTANCE

Students accepted into the VSP receive a digital Letter of Acceptance (LoA) and Payment Advice by email.

- ❑ Carefully review all personal information in the LoA and Invoice
- ❑ Inform us if any information is incorrect immediately

3. APPLY FOR TRAVEL PERMITS

Most students require an **Electronic Travel Authorization (eTA)** or **Temporary Resident Visa (Visitor Visa)** to enter Canada.

Visit www.cic.gc.ca for details on how to apply to come to Canada.

- ❑ Apply for your travel permit **as soon as you get your LoA**
- ❑ Processing times can be 4 weeks or more

4. MAKE PAYMENT

- ❑ Individuals make payment through Western Union.

[Click here to pay](#)

Click on the link and follow the step-by-step instructions on the website to make payment.

- ❑ You can also make payment as a group through wire transfer. Contact your regional VSP contact for a group invoice and detailed wire instructions.
- ❑ Send a copy of payment receipts to vsp.ubc@ubc.ca

Payments take at least 15 business days to be processed.

DEADLINE: MAY 1, 2019

5. FLIGHT, ACCOMMODATION AND ROOMMATE (FAR) FORM

FAR Forms are sent after payment is confirmed

- ❑ Submit your FAR form with all information on flights and rooming preferences filled in.

Students must have a valid Visitor Visa or eTA in order to submit the form.

DEADLINE: JUNE 5, 2019

**Students unable to submit the FAR form by June 26, 2019 will be advised to withdraw from the program.*

6. WAIVERS

- ❑ Submit your VSP Waiver Form Package.

Students below 19 years of age (Minors) are required to have a parent or guardian complete the Waiver with them.

DEADLINE: JUNE 12, 2019

7. MANUALS AND GUIDES

- ❑ Consult these guides in preparation for an exciting summer at UBC:
 - Participant Manual
 - Campus Life Guide
 - Housing Welcome Guide



Step 1: Apply to the VSP

The Vancouver Summer Program is designed for students from cooperating universities who have good academic standing, proficiency in English, and personal maturity to take on an international experience.

Students participating in the VSP do not receive an official UBC transcript. VSP students receive a grades letter and certificate. The home university may wish to grant credit at their discretion. To receive home university credits, students must ensure that they make the appropriate arrangements with their home university prior to the program start.

Note: All personal information on your registration form should match what is on your passport. Ensure that your email address is accurate as further information will be required from students and will be requested directly by email. Changes to your email address are not permitted.

Program Package Changes

Students should consider their choice of program package carefully when applying to the program. Should students wish to move to another program package, only **one** change will be allowed. Further changes will not be permitted. All changes are subject to the approval of the faculty. After arrival, changes between faculties are not permitted.

University Chaperones

Universities may wish to send chaperones to accompany their students during the program. Please let our regional VSP offices know how we can assist you. Chaperones who require visas and eTAs are to submit the completed Chaperone Form by **Wednesday, May 1, 2019**. Invitation letters for Chaperones will be sent in electronic form.

Step 2: Review Letter of Acceptance (LoA) & Payment Advice

Registrations are reviewed as submitted and decisions are communicated by email. Students accepted into a package will receive a printable digital Letter of Acceptance (LoA) also known as an **Invitation Letter** attached to their e-mail. Students will also receive a payment advice by email.

The LoA is required as a supporting document for those participants needing a Visitor Visa. It is each student's responsibility to email vsp.ubc@ubc.ca if the LoA needs corrections.

VSP Student Number

Each participant in the VSP is assigned a VSP Student Number. Locate your VSP Student Number in your LoA and refer to your VSP Student Number in all program correspondence.



Step 3: Apply for Visitor Visas / eTAs

Students requiring visas and eTAs should begin the application process immediately after reviewing their LoA. **Students cannot commence “Step 5: Flight, Accommodation, and Roommate Form” until they have received their Visa/eTA.**

Entry requirements to Canada are determined by your home country. It generally takes **four weeks or more** to process your Visitor Visa.

[Use this link to check if you need a Visitor Visa or an Electronic Travel Authorization \(eTA\).](#)

If you need to apply for a Visitor Visa (Temporary Resident Visa)

[Apply](#) for a Visitor Visa using the [IMM5256 Guide](#) for further instructions. If you need help, contact your nearest [visa application centre \(VAC\)](#).

If you need to apply for an Electronic Travel Authorization (eTA)

[Apply online](#) for your eTA. To apply, you must have a valid passport, a credit or a debit card, an email address, and answer a few questions in the online application.

Step 4: Program Fee Payment

The VSP package program fee of \$5,250 CAD includes tuition, accommodation, course materials, and medical insurance. The program also includes a city tour as well as welcome and farewell luncheons. Some socio-cultural activities are included in the program fee while others are subsidized or at full cost to the student. Activities differ according to the program packages and are finalized closer to the program dates.

Please note:

- Airfare is not covered in the program fee
- Meals are not covered in the program fee unless noted otherwise
- Optional personal trips and personal expenses are not covered in the program fee

Payment Deadline
Wednesday, May 1, 2019



Individual Payment: Western Union

This method is only for individual payments. Group payments must be sent as wire transfers. Click on the link below and follow the step-by-step instructions on the website to make payment.

[Click here to pay](#)

Important: Western Union remittance is done in YOUR LOCAL CURRENCY. Canadian currency cannot be remitted for this method of payment.

If you encounter any issue during the payment process, please contact the Geoswift support line at 4001-889-113 or tuition@geoswift.com from Monday to Friday 9:00 - 17:30 Central Standard Time (CST) in Canada.

Group Payment: Wire Transfer

Please let your regional VSP contact know if you intend to make a group payment. The names and IDs of the students for the group wire will be required to generate a group invoice with detailed instructions on how to wire.

E-Receipts

Each student will receive an e-receipt as proof of payment regardless of payment method (Western Union or Group Wire Transfer). Please allow at least 15 business days from the date of Western Union transfer or bank wire for receipts to be issued.

Refund Policy

An administrative fee will be charged to all refunds. Other administrative charges may be incurred. All refunds will be returned to the accounts where payment originated.

Students denied visas will be refunded less the administrative fee of CAD\$100 ONLY if a Flight, Accommodation & Roommate (FAR Form) has not been submitted.

Students withdrawing after the submission of a FAR Form will be refunded less CAD\$500.

There will be no refunds for students withdrawing after the start of the program.

Refund Processing Times

Refunds will commence only after classes are finished at the close of the program. A copy of the original payment remittance will be required. Students will also need to verify banking details by email. Note, the process takes at least 2 months for the refund to reach the accounts where the wire originated.



Step 5: Flight, Accommodation & Roommate Form

Following confirmation of the program fee payment, participants will be invited to complete the *Flight, Accommodation & Roommate (FAR) Form*. Universities sending a group may wish to submit the FAR Form separately on their behalf.

The FAR Form should not be completed unless a valid visitor visa/eTA is in hand.

Any preferences in the FAR Form will be noted but final accommodation and roommate allocations will be at the discretion of the program.

**FAR Form Submission Deadline
Wednesday, June 5, 2019**

Students experiencing troubles with their visa application and who are unable to meet the deadline should submit their FAR forms as soon as they receive their visa. **Students will be advised to withdraw from the program if they do not submit their FAR Form by June 26, 2019.**

Flight Information

Submit the FAR Form once you obtain a valid Visitor Visa/eTA and book your flight ticket. Arrival and departure flight information is for flights arriving at and departing from Vancouver International Airport (YVR).

Group Airport Transfers

Shuttle buses to and from the airport will be available for participants arriving on Saturday, July 13, 2019 and departing on Tuesday, August 13, 2019. Students arriving or leaving outside of the program shuttle times must make their own arrangements for airport transfers. The detailed shuttle schedule will be released closer to the program start date.

Accommodation

All students are assigned to single-gender units. Students may indicate one person of the same gender as their preferred roommate.

Please note that we may not be able to fulfill all requests. We reserve the right to assign some students to the next available unit at our discretion. It is not possible to change the room assignment after arrival.

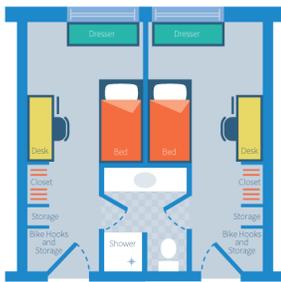
You must submit your FAR Form individually if your preferred roommate does not receive his/her Visitor Visa by the FAR Form Deadline (Wednesday, June 5, 2019).



The VSP Residences

The residences are secure and have a 24-hour reception desk. From all residences, students will be within walking distance of classes, libraries, sport facilities and transportation. In all the residences, students have access to on site laundry machines (card, not coin, system).

Room arrangements include six bedroom apartments and two bedroom semi-private units. Most students will be assigned a single, non-smoking, private bedroom which can be locked by a card key or hard key. Cooking facilities are available only in the shared apartments. Semi-private units will not have cooking facilities; instead, breakfast will be provided Monday to Friday.



Sample layout of a two bedroom semi-private unit



Sample layout of a six bedroom shared apartment

If capacity in the apartments and semi-private units is exceeded, students will be placed in traditional student dormitories. Traditional student dormitories do not have cooking facilities; instead, dinner will be provided Monday to Thursday.

Early Arrivals / Late Departures

Participants arriving earlier or staying later than the program dates are expected to make their own accommodations arrangements on their additional dates prior to the start of the program.

Health and Medical Insurance Extension Requirements

Students arriving earlier or staying later than the program dates are responsible for and must purchase additional medical coverage for the days beyond the program dates.

Students can arrange extra coverage days with David Cummings Insurance directly by e-mail at info@david-cummings.com. The cost for students is \$2.20* CAD per person per day. You can make payment by credit card or in person at their offices in Vancouver (not on campus) after arrival.

**Insurance rates are current as of writing and are subject to change*



Step 6: VSP Program Waiver Forms

Participants with completed Flight, Accommodation, and Roommate (FAR) Forms and valid Visitor Visa or eTA status to enter Canada, will receive the VSP Program Waiver Form Package.

The VSP Program Waiver Form Package includes:

- Expectations of Conduct
- Residence Code of Conduct
- Emergency Contact Information Form
- Designated Safety Contact at UBC Form
- Program Waiver
- Photo and Video Waiver and Model Release Form

Students 18 years of age (Minors)

Students who are 18 years of age (Minors) at the start of the program must obtain parental or guardian signatures for all waivers. Minors are required to have a designated Safety Contact. The Safety Contact must be a participating VSP student that is above 19 years of age. The completed forms must be sent directly to waiver.ubc2019@apro.ubc.ca by **Friday, June 12, 2019**.

Step 7: Manuals and Guides

A *Participant Manual*, *Campus Life Guide*, and *Housing Welcome Guide* will be made available to students electronically prior to the program start date. These will include information on UBC and Vancouver and details such as arrival, health, safety, and money. Familiarise yourself with these guides in preparation for spending the summer at UBC!