



## International Student Handbook

### Welcome!

Since 1908, Marianopolis College has been providing students with quality education in a motivating and welcoming atmosphere. Our diverse student body is made up of around 1750 students drawn from over 170 high schools – both English and French from across Québec and abroad.

Our international students come from all over the world and greatly contribute to our thriving environment. If you plan to study in Canada on a Student Visa, if you have attended high school outside of Canada, or if you are here on a parental work or diplomatic visa you will definitely find this Handbook useful.

We are located in the heart of Montreal, a city known for its multicultural and ethnic diversity. It is a unique North American city both historically rich and on the cutting edge of urban modernism.

### Information

For detailed information on our College and programs, please consult our website at [www.marianopolis.edu](http://www.marianopolis.edu)

For a glimpse of what student life is all about at Marianopolis, visit the student website at <http://students.marianopolis.edu>

### Application Deadline

Fall admission - MARCH 1<sup>st</sup>

*Students with international credentials – January 31*

Applications submitted after the deadline will be considered only after all regular applications have been reviewed and if space is still available within the College.



### We offer pre-university programs in:

- Health Science
- Pure & Applied Science
- Social Science
- Social Science: Commerce profile
- Creative Arts, Literature and Languages (CALL)
- Liberal Arts
- Arts & Sciences
- Music
- Double DEC's: Music/Science, Music/Social Science and Music/CALL

### Important Contacts

International Student Contact  
Josie Cavaliere - Room A-106

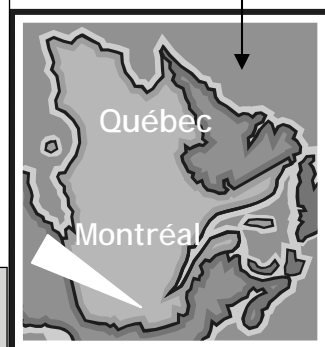
•  
Pedagogical Services  
Room A-211

•  
Student Services  
Wayne Clasper - Room A-101

•  
Academic Advising  
Patti McDonald - Room F-305

•  
Counselling Services  
Pat Baker - Room A-110

•  
Business Office  
Lina Rubertucci - Room A-269A



**Look out for the  
International  
Student Club**

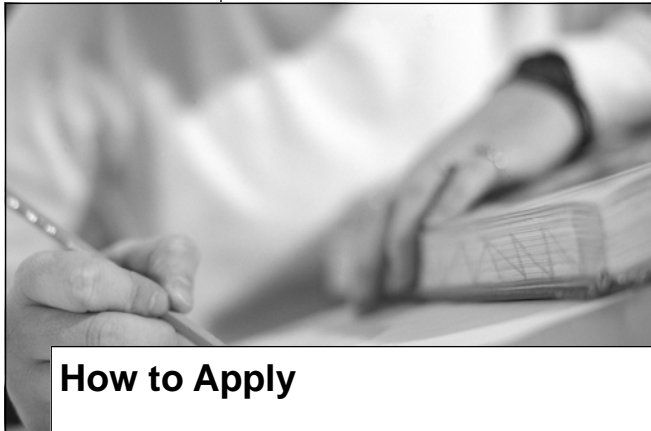
For more info contact:  
**Adam Reider Room A-158**

### Important Dates

Oct & Nov - Tours of the campus (during school hours)  
November 8 - Open House (1:00 pm -5:00 pm)  
February 8 - Information Evening (4:00 pm-7:30 pm)  
March 1 - Fall Admission Deadline (students with international credentials by Jan. 31)  
June 3 to 9 - Registration for New students

\*Please consult our website for updates

# application



## How to Apply

Apply on-line at:  
[www.marianopolis.edu](http://www.marianopolis.edu)

Mail any necessary supporting documents to:

### Marianopolis College - Admissions Office

4873 Westmount Avenue  
Westmount, Québec H3Y 1X9  
Tel: (514) 931-8792, ext. 300  
Fax: (514) 937-0925

[admissions@marianopolis.edu](mailto:admissions@marianopolis.edu)

## Language Requirements

If your mother tongue is not English and you have studied in English for less than 3 years, you are required to complete the Test of English as a Foreign Language. A minimum score of 233 (90 for the internet-based version) is required for admission.

To register for the test applicants should contact:

TOEFL  
P.O. Box 6151  
Princeton, New Jersey  
USA 08541-6151  
Telephone: (609) 771-7100  
[www.toefl.org](http://www.toefl.org)

Other language proficiency tests are also accepted. More information can be obtained on our website.

Proof that you have registered for these examinations must be submitted with your application to Marianopolis and the results should be forwarded directly by the testing institution to the Marianopolis College Admissions Office as soon as they become available. (institutional code: 749712)

## What to Include in Your Application

Your application should include the following:

1. International students must provide documentation which indicates an equivalent academic background to the Québec Diploma of Secondary Studies. International applicants should request an evaluation of their educational background from:

Service des évaluations comparatives d'études  
Ministère de l'immigration et des communautés  
culturelles (514) 864-9191

<http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation>

2. Students from outside Québec must submit final marks for the year prior to application and mid-year marks for the year in which they are applying.
3. A photocopy of your birth certificate including an official translation if not in English or French.
4. Proof of Canadian status if born outside Canada, if not on a student visa or a parental work permit.
5. The completed and signed application form or copy of online application.
6. Application fee of \$30 in Canadian funds.

## Evaluation of Applicants

The Admissions Committee reviews each application individually, carefully considering the following:

1. The general overall average derived from the equivalent academic Grade 10 and 11 results.
2. The performance of the student in each program-related and/or prerequisite course.
3. The performance of the student in each required English course and TOEFL.

## Notice of Decision

Notices of provisional acceptance are sent out at the end of March and throughout the month of April. Final acceptance is contingent upon successful completion of all entrance requirements, as well as applicable program prerequisites. The immigration documents of international students must also be in order to obtain final admission. The offer of admission to any accepted student who fails a course needed for CEGEP entrance or whose file is incomplete will be withdrawn.

## Student Health Plan

International students must be covered by a health insurance plan during their studies in Canada. They are required to take advantage of the University Health and Accident Insurance Plan available through our Student Services Department, as they are not eligible for any coverage under the Provincial Health Plan. If an international student has alternative medical coverage, proof must be shown.

# financial



## International Student Fees

Fees for one academic year of full-time studies, including the confirmation fee, are \$4,180.

Students studying in Canada on a Student Visa are required to pay an additional fee of \$5,226 per year. Fees are subject to change by the Ministry of Education (MELS).

## Fees (full-time students)

Confirmation Fee (per year, non-refundable)	\$200.00
Tuition per year	\$3,980.00
Add. fee per year for International Students*	\$5,226.00
Add. fee per year for Out-of-province*	\$2,110.00
Graduation Fee payable in the 3rd semester	\$35.00
Fee for Late Payment	\$15.00
Fee for Returned Cheque	\$15.00
Unfunded Courses** (per course hour)	\$4.50
Textbooks	\$500-700
Millenium Foundation Donation (optional)	\$150.00

\*Marianopolis fees are subject to change dependent upon Government grants and regulations. The Ministry defines a full-time student as one who follows a minimum of 180 hours of instruction per semester, or one who is registered for four or more courses per semester.

\*\* Unfunded courses are taken beyond or outside diploma requirements or successfully completed courses taken for a second time.

## Studying in Montreal

Once you have been admitted to Marianopolis College, you must obtain the following documents from the Québec and Canadian Immigration authorities to be able to study in Québec if you were not born in Canada and do not have citizenship or permanent residence status.

- Québec acceptance certificate (*CAQ- Certificat d'acceptation du Québec*) for studies, issued by Québec immigration authorities;
- A study permit, issued by Canadian immigration authorities.



### Applying for a Québec Acceptance Certificate (CAQ)

Please consult the following website for details on the necessary steps to take to apply for a CAQ. You may also download the CAQ application from this site. Please take note that you must include all required documents before sending your application to the government or this may delay the processing of your application.

The CAQ processing time is approximately 4 to 6 weeks.

[www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students](http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students)



### Applying for a Canadian Study Permit

After you have completed your CAQ application, you must contact the Canadian Visa Office to see if you can apply for a study permit at the same time as your CAQ application. Please consult the following website for details on the necessary steps to take to apply for a study permit.

[www.cic.gc.ca/english/study/index.asp](http://www.cic.gc.ca/english/study/index.asp)

## Working in Montreal

Students who hold a valid Study Permit are permitted to accept on-campus employment without a Work Permit. Consult with Marianopolis Student Services if you seek part-time employment.

However, since November 2005, international students are also permitted to work off-campus (max. 20/hrs per week) after 6 months of successful studies. They will need to obtain a work permit which will be valid for the duration of the Study permit.

For more information, contact Pat Baker in Student Services (p.baker@marianopolis.edu)

immigration

# in montréal

## Expenses to consider

### Arrival

- Flight
- Shuttle / Taxi from airport
- Temporary accommodations
- Restaurants

### Accommodations

- Monthly rental
- Furnishing your apartment
- Telephone connection fee

### Monthly Utilities

- Electricity
- Telephone
- Internet
- Cable

### Public transportation

### Meals

### Personal Expenses

- Clothes
- Laundry
- Toiletries
- Home Supplies

### Tuition

### Books and Supplies

### Medical Insurance

## Living Expenses

It is a good idea to prepare a budget before your arrival in Montréal. This will also help you decide on the type of accommodations (apartment alone or shared, room and board) that will best suit your needs and budget.

The annual minimum living expenses for a single student for 2009 determined by Québec Immigration is \$11,000 CAN. This does not include expenses such as tuition, return flight, study-related expenses, settling-related expenses and medical coverage.

### Temporary Housing

When you first arrive in Montréal and before you have found your housing for the school year, you may need to find temporary housing. There are different types of accommodations, Youth Hostels, Bed and Breakfasts and Hotels, it all depends on your budget. We strongly suggest that you arrange for your temporary housing before arriving in Montréal.

You can consult the following websites to find temporary housing options:

[www.tourisme-montreal.org](http://www.tourisme-montreal.org)

[www.bonjourquebec.com](http://www.bonjourquebec.com)

[www.moremontreal.com](http://www.moremontreal.com)

### Permanent Housing

There are different housing solutions available. Marianopolis does not have an on-campus residence. Student Services will be glad to help you with your search with apartments or rooms for rent in private homes in the community. The following websites can also be of assistance:

[www.montreal.en.craigslist.ca/apa](http://www.montreal.en.craigslist.ca/apa)

[www.louer.com](http://www.louer.com)

<http://montrealgazette.oodle.com/housing/rent>



## Important Websites

### Québec Immigration

[www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students](http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students)

### Maps of Montréal city and subway/bus routes

[www.stm.info/English/info/a-plans.htm](http://www.stm.info/English/info/a-plans.htm)

### Montréal Tourism and Tips

[www.tourisme-montreal.org](http://www.tourisme-montreal.org)

[http://en.wikipedia.org/wiki/Culture\\_of\\_Montreal](http://en.wikipedia.org/wiki/Culture_of_Montreal)

### Montréal Airport

[www.admtl.com](http://www.admtl.com)

### Public Transportation

[www.stm.info](http://www.stm.info)

### Apartment lease info sites

[www.immigration-quebec.gouv.qc.ca/en/housing/finding-housing](http://www.immigration-quebec.gouv.qc.ca/en/housing/finding-housing)

[www.rdl.gouv.qc.ca](http://www.rdl.gouv.qc.ca)

### Telephone/Internet

[www.primustel.ca](http://www.primustel.ca)

[www.bell.ca/shop](http://www.bell.ca/shop)

[www.videotron.com](http://www.videotron.com)

### Electricity

[www.hydroquebec.com](http://www.hydroquebec.com)

### Universal Currency Converter

[www.xe.com/ucc](http://www.xe.com/ucc)

### Translation website

[www.google.com/translate](http://www.google.com/translate)

## At Marianopolis

### Student Services

This is *your* resource centre in the College and is located on the Ground Floor. The staff can provide help in many different areas - from finding an apartment, to meeting with a Counsellor for advice, suggesting a club or sport activity, finding a tutor, getting a band-aid... everything to make your life easier!! Come down and meet us!

### Library

The Library has a complete range of automated services. You will have access to the Internet and CD-ROM databases that help you develop your research skills and techniques so that you can succeed in your studies both now and in the future.

### Learning Resources Centre

If you need help in your language skills, this is the place for you! The Learning Centre is located on the third floor of the F-wing and offers a host of services provided by trained monitors and geared toward the improvement of language skills in English and French.