

# MARIANOPOLIS COLLEGE

## 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 2,000 students from over 180 high schools, both English and French, from across Quebec and abroad.

Our international students come from throughout the world. They greatly contribute to our thriving environment. If you plan to study in Canada on a student visa, if you have attended high school outside Canada or if you are here on a parental work or diplomatic visa, you will definitely find this handbook useful.

The College is 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.

### Pre-university programs offered

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, Marisa Spagnuolo, Room A-269

### Dates to Remember

Student-for-a-Day Program  
October, November and February  
Open House  
Sunday, November 10, 2013, 12:00 pm to 4:00 pm  
Admissions and Application Information Evening  
Monday, February 3, 2014, 4:00 pm to 7:30 pm  
June - Online registration for new students

### Information

For detailed information on our College and programs, please consult our website [bemarianopolis.ca](http://bemarianopolis.ca). This is also helpful if you are seeking up-to-date admissions information specifically for international students.

### Application Deadline

Fall admission: **MARCH 1**

*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 remains available.

# Application

## How to Apply

Apply online at [bemarianopolis.ca](http://bemarianopolis.ca)

Mail any necessary supporting documents to:

Marianopolis College - Admissions Office  
4873 Westmount Ave.  
Westmount, QC H3Y 1X9  
Tel: 514.931.8792, ext. 300  
Fax: 514.937.0925  
[admissions@marianopolis.edu](mailto:admissions@marianopolis.edu)

## What to Include in Your Application

1. International students must provide documentation which indicates an equivalent academic back-ground to the Quebec 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 Quebec must submit final marks for all secondary studies and mid-year marks for the year in which they are applying.
3. A birth certificate photocopy, 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. Application fee of \$75 in Canadian funds.

Applications are to be completed online at [bemarianopolis.ca](http://bemarianopolis.ca)

## 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.

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## Language Requirements

If your mother tongue is not English and you have studied in English for less than three 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, NJ 08541-6151 USA  
Tel: 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. The results should be forwarded directly by the testing institution to the Marianopolis College Admissions Office as soon as they become available. Our institutional code is 749712.

## Notice of Decision

Notices of provisional acceptance are sent at the end of March and throughout April. Final acceptance is contingent upon successful completion of all entrance requirements, as well as any applicable program prerequisites. International students' immigration documents must 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 \$4,975.

Students studying in Canada on a Student Visa are required to pay an additional fee of \$6,112 per year. Fees are subject to change by the *Ministère de l'Éducation, du Loisir et du Sport*, MELS.

## Fees (full-time students) 2013-2014

<b>Application Fee</b> (international students)	<b>\$75</b>
<b>Confirmation Fee</b> (per year, non-refundable)	<b>\$200</b>
<b>Tuition per year</b>	<b>\$4,640</b>
<b>Additional Fee</b> per year for International Students*	<b>\$6,112</b>
<b>Additional Fee</b> per year for Out-of-Province*	<b>\$2,638</b>
<b>Graduation Fee</b> , payable in the third semester	<b>\$35</b>
<b>Late-payment Fee</b>	<b>\$15, plus \$10 per month</b>
<b>Returned-cheque Fee</b>	<b>\$45</b>
<b>Unfunded Courses**</b> (per course hour)	<b>\$4.70</b>
<b>Textbooks</b>	<b>\$500-\$700</b>
<b>Millennium Foundation Donation</b> (optional)	<b>\$200</b>

\*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 is registered for four or more courses per semester.

# Immigration

## Studying in Montreal

After you have been admitted to Marianopolis College, you must obtain the following documents from the provincial and federal immigration authorities to be able to study in Quebec if you were not born in Canada and do not have citizenship or permanent residence status:

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

### Applying for a Quebec 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. 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 four to six 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 the Jobs on Campus at [marianopolis.edu](http://marianopolis.edu).

International students are also permitted to work off-campus (a maximum of 20 hours per week) after six months of successful studies. They must obtain a work permit which will be valid for the duration of the study permit. For more information, please visit

[www.cic.gc.ca/ENGLISH/information/applications/work-students.asp](http://www.cic.gc.ca/ENGLISH/information/applications/work-students.asp)



# In Montreal

## Living Expenses

It is a good idea to prepare a budget before your arrival in Montreal. 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 2012 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 Montreal and before you have found your housing for the school year, you may need to find temporary housing. There are different types of accommodations, from youth hostels to bed and breakfasts to hotels. We strongly suggest that you arrange for your temporary housing before arriving in Montreal.

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

<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.montrealgazette.oodle.com/housing/rent](http://www.montrealgazette.oodle.com/housing/rent)

<http://montreal.fr.craigslist.ca/>

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

## 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

# 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 various important areas, from finding an apartment, to meeting with a Counsellor for advice, suggesting a club or sport activity, getting a Band-Aid or borrowing a guitar. Come down and meet us!

## Library

The Library has a complete range of automated services. You will have access to the Internet and 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.

## Important Websites

### Quebec Immigration

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

### Maps of Montreal and metro/bus routes

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

### Montreal Tourism and Tips

[www.wikitravel.org/en/Montreal](http://www.wikitravel.org/en/Montreal)

### Montreal Airport

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

### Public Transportation

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

### Apartment-lease Information

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

### Telephone/Internet

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

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

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

### Electricity

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

### Universal Currency Converter

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

### Translation

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

