



THE UNIVERSITY OF BRITISH COLUMBIA

# UBC Vancouver Summer Program

June 3 – July 3, 2018

## Next Steps Guide



*The Next Steps Guide is a step by step resource to help administrators and their students complete the various registration and preparation requirements to 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 and letter grade. 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 groups from cooperating universities.



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## Contacts

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

**Asia:**

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Executive Director

UBC Asia Pacific Regional Office

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t. 852.2111.4401

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**All other regions:**

**Ms. Marg Toronchuk**

Program Coordinator

University of British Columbia

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## Step 1: Applying to the VSP

**Application Deadline: Wednesday, February 28, 2018**

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

Students participating in the VSP do not receive an official UBC transcript. VSP students receive a grades letter and certificate and the home university may wish to grant credit at their discretion.

Applicants seeking to get home university credits must ensure that they make the appropriate arrangements with their home university prior to the program start.

Note, students may be contacted for further information by email so please ensure that all contact information is correct.

### University Chaperones

Some universities may wish to send chaperones to accompany their students during the program. Universities in Asia are to please contact Winty Cheung, [winty.cheung@apro.ubc.ca](mailto:winty.cheung@apro.ubc.ca) and all other regions are to please contact Marg Toronchuk, [marg.toronchuk@ubc.ca](mailto:marg.toronchuk@ubc.ca). Chaperones who require visas and eTAs should confirm by Friday, April 6, 2018. Invitation letters for Chaperones will only be sent in electronic form.

## Step 2: Reviewing the Letter of Acceptance (LoA)

Students who are accepted into a package will have a printable digital Letter of Acceptance (LoA) also known as an **Invitation Letter** attached to their e-mail confirming acceptance into the Vancouver Summer Program.

The LoA is required as a supporting document for those participants needing a visitor visa. A new LoA will need to be issued if the information in the LoA does not match the personal



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information in the passport. It is each student's responsibility to email [vsp.exl@ubc.ca](mailto:vsp.exl@ubc.ca) to have their LoA corrected.

## 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: Applying for Visas / eTAs

Please begin the application process as soon as you receive your LoA. Processing times for visitor visas can be four weeks or more. Check wait times in your area at: <http://www.cic.gc.ca/english/information/times/index.asp>

Entry requirements to Canada are determined by your home country. Check to see if you need a visitor visa or an Electronic Travel Authorization (eTA): <http://www.cic.gc.ca/english/visit/visas.asp>

Countries whose citizens need a visa to travel to Canada can be found at: <http://www.cic.gc.ca/english/visit/visas-all.asp#visa>

Countries and territories whose citizens need an eTA to travel to Canada: <http://www.cic.gc.ca/english/visit/visas-all.asp#eta>

### **Confirmation of Visa and eTA Deadline: Friday, May 25, 2018**

Students requiring visas or eTAs must have their status confirmed by this date. Those not confirmed by this date will be withdrawn from the VSP.



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## If you need to apply for a Visitor Visa

[Apply](http://www.cic.gc.ca/english/e-services/account.asp) online for visitor visas at <http://www.cic.gc.ca/english/e-services/account.asp>.

Instructions for your country can be found through the dropdown menu at:  
<http://www.cic.gc.ca/english/information/applications/visa.asp>.

If you need help, find and contact your nearest [visa application centre \(VAC\)](#) at:  
<http://www.cic.gc.ca/english/information/offices/vac.asp>.

Use the [IMM5256 Guide](#) to apply for a Visitor Visa:  
<http://www.cic.gc.ca/english/information/applications/guides/5256ETOC.asp>

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

Learn about eTAs at: <http://www.cic.gc.ca/english/visit/eta-facts-en.asp>

[Apply](#) for your eTA online at <http://www.cic.gc.ca/english/visit/eta-start.asp>.

Go directly to the [form](#) at: [https://onlineservices-servicesenligne.cic.gc.ca/eta/welcome?lang=en&\\_ga=1.213763991.222890360.1478546846](https://onlineservices-servicesenligne.cic.gc.ca/eta/welcome?lang=en&_ga=1.213763991.222890360.1478546846)



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## Step 4: Program Fee Payment

The VSP package program fee of \$5,100 CAD includes tuition, accommodation, course materials, medical insurance, and airport transfers for group arrivals. The program also includes a city tour and 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 where noted otherwise
- Optional personal trips and personal expenses are not covered in the program fee

### **Program Fee Payment Deadline: Monday, April 23, 2018**

Western Union transfer and wire transfer are the only two payment methods.

**Individual Applicants** can choose between *Western Union* or *wire transfer* but **Group Payments** must be made by *wire transfer*. Email [vsp.exl@ubc.ca](mailto:vsp.exl@ubc.ca) with your session date, name and VSP Student Number and attach a scan of the payment documents.

## Western Union

Note, this method is only for individual applicants. **Group payments must be sent as wire transfers.** Individual students paying by Western Union can either use their local bank accounts to wire transfer or remit online (with lower local bank charges). Students pay only the local bank charges upon completing the transfer and save the additional CAD\$50 for all bank charges using this method.





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### Western Union Instructions:

- a) Choose your local currency from the drop down menu at:  
<https://student.globalpay.wu.com/geo-buyer/ubcsummer>.
- b) Click the checkbox to include the program fee, and
- c) Click on the “Get a quote” button to get to the next window. Follow the step by step instructions after this point onwards to lock in your exchange rate and complete payment.
- d) Scan and email a copy of the payment documents to [vsp.exl@ubc.ca](mailto:vsp.exl@ubc.ca). Include your session date, name and VSP Student Number.

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

## Wire Transfer

Banks charge a fee for each wire they transact. Please pay all local bank charges before wiring. Students are responsible for all sender/remitter charges. Individuals who group their individual wire payments together can minimize the total wire fees. Please wire CAD\$5,100 x # of students + CAD\$50 international bank charges.

### Wire Payment Instructions:

- a) Ensure that your identifying information is in the bank paperwork either in the *Message to Beneficiary* or in the *Remittance Information* section. At minimum you need:
  - June 2018 VSP
  - Name (s) of student and VSP Student Number(s).
  - Name of Home University
- b) Scan and email a copy of the wire documents to [vsp.exl@ubc.ca](mailto:vsp.exl@ubc.ca). Include your VSP session date, your name and your VSP Student Number.

The **Wire Transfer Information for UBC** is as follows:

**Payee name:** University of British Columbia  
**Payee address:** University of British Columbia  
6190 Agronomy Road, 5th Floor  
Vancouver, BC, Canada, V6T 1Z3  
**Account name:** University of British Columbia



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**Bank:** HSBC Bank Canada  
**Bank Address:** Suite 1100, 885 West Georgia Street  
Vancouver, BC V6C 3G1, Canada  
**Phone:** +1-604-641-2603  
**Bank account:** 020-437218-013  
**Swift code:** HKBCCATT  
**Swift tag:** 020437218013  
**Transit number:** 10020  
**Institution number:** 016

## Receipts

You will receive an e-receipt as proof of payment confirmation. Please allow 5 business days from date of Western Union transfer or bank wiring.

## Refund Policy

Refunds are granted only in the case when students are denied visas or have emergency situations which are confirmed by the home university.

An administrative fee of CAD\$100 will be charged for all refunds.

### Refund Processing Times

Refunds will be processed only after classes are finished at the close of the program. Please note, it takes at least 2 months from then or after submitting refund request details for remittance, whichever is later, for the refund to reach the accounts where the wire originated.



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## Step 5: Flight Information & Accommodation Form

Following confirmation of the program fee payment, participants will be invited to complete the **Flight Information & Accommodation Form**. Universities will submit the **Flight Information & Accommodation Form** for the group. Individuals can submit their form once completed.

**Flight Information & Accommodation Form Deadline: Friday, May 4, 2018**

### Flight Information

Submit the **Flight Information & Accommodation Form** once your flight ticket is booked. If you do not have a roommate preference, leave this blank, your roommate(s) will be assigned to you. Remember that the arrival and departure flight information is to be to and from Vancouver, BC, Canada. The time format to use is the 24 hour clock.

Eg.

Time in 24 hour format	Time in AM/PM format
00:00	12:00AM (Midnight)
01:00	1:00AM
12:00	12:00pm (Noon)
13:00	1:0PM

### Group Airport Transfers

Participants arriving on Sunday, June 3, 2018 and departing on Tuesday, July 3, 2018 in a group will be picked up and dropped off by shuttle bus at the airport. The shuttle schedules will be announced to students the week before the program start date.

**Students not arriving or leaving on the program arrival and departure days or who are arriving individually must make their own arrangements to and from campus and to the airport.**



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## Accommodation

It is not possible to change the room assignment after arrival so it is important that participants have the opportunity to choose roommates **prior** to the program start date. Students from the same university will be grouped together.

## Assignments

While we will make all efforts to keep students with their preferred roommates, 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.

The apartment style and semi-private accommodations are assigned first. If capacity is exceeded, students will then be assigned to traditional style dormitory accommodations.

Students will be informed of the room assignments by email closer to the start of the program. Please check your registered email account more frequently at this time.

## Residence Check-in and Check-out

The check-in time is 3:00 pm and the check-out time is 11:00 am. Students arriving on earlier flights before the check-in time or leaving on later flights after the check-out time can store their luggage through the Front Desks. Participants arriving earlier than Sunday, June 3, 2018 and or departing later than Tuesday, July 3, 2018 can book accommodations at UBC. Please see the section on Early Arrivals/Late Departures.



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## The VSP Residences in Detail

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).

### Single bedrooms

All students will be assigned a single, non-smoking, private bedroom which can be locked by a card key or hard key. Rooms come with basic furnishings such as a desk with lamp, chair and a closet/wardrobe. High-speed internet connections are available with an Ethernet cable only. There are no telephones in the rooms.

### Accommodation Types

Single room arrangements are either in apartment or traditional dormitory styles. All apartment units will be of the same gender. Residence floors may have a mix of units or individual rooms which are of different genders.

### Washroom Facilities

The washroom arrangements differ in the two accommodation types: shared apartments have washrooms in the unit and traditional dormitory rooms have shared washrooms on each floor. All washrooms are single gender.

### Cooking Facilities

Cooking facilities are available only in the shared apartments. *The traditional dormitory style accommodations have no cooking facilities.*



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## Walter Gage Residence

Most students in this residence will be in six-bedroom shared apartments. There are 24 students in 4 units on each standard floor. Each six-bedroom suite will have:

- Furnished Bedroom (wardrobe, closet, bookshelf, desk, lamp, chair)
- Bedding and towels (pillow, bedsheet, quilt, bath and hand towels)
- Ensuite Bathroom
- Wired Access to High-Speed Internet (bring your own Ethernet cable)
- Common Living Area (TV with basic cable, table, couch)
- Kitchen (fridge, microwave, stove, sink, kettle, toaster, coffee machine, kitchenware, dishes, standard utensils)



*The general layout of Walter Gage Residence with cooking facilities*



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## Place Vanier Residence

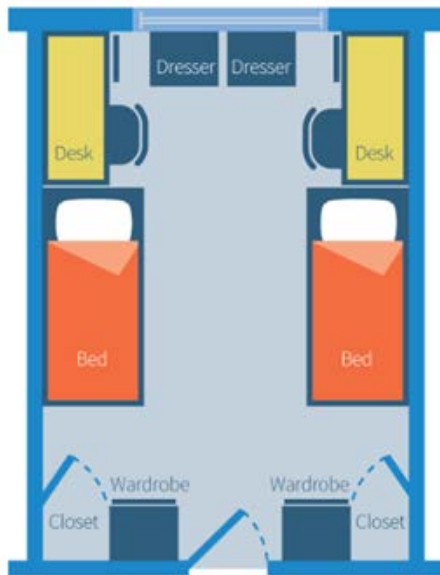
Students assigned here are in the traditional dormitory style accommodations.

### Traditional Style Dormitory

Most students assigned to traditional style dormitories will be in individual bedrooms. All traditional style rooms have:

- Furnished Bedroom (dresser, closet, desk, lamp, chair)
- Bedding and towels (pillow, bedsheet, quilt, bath and hand towels)
- Wired Access to High-Speed Internet (bring your own Ethernet cable)

Washrooms on each floor are shared single gender facilities. Students assigned to Place Vanier traditional rooms can request to share a twin room with a roommate of the same gender.



*The general layout of a traditional style twin room in the Place Vanier Residence. Students in the regular traditional style rooms will have one single bed in a private bedroom.*

*As there are no cooking facilities in Place Vanier Residence. Students in traditional dormitory style units will be provided dinner Monday to Friday in the residence dining hall.*

Each floor will have a shared lounge/common area.

This common area will have:

- TV with basic cable
- Sitting area
- Table
- Sink
- Tea kettle
- Microwave
- Fridge

## 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. The VSP rate for additional days of stay on campus is CAD\$50.00 per night, per room.

## Arranging Additional Nights of Stay on Campus

Prior to arrival, there are three ways to book additional days on UBC campus:

1. Online through the July VSP bookings links:
  - Early Arrival Accommodations click [here](#).
  - Late Departure Accommodations click [here](#).
2. By telephone at 1-888-822-1030
3. By e-mail at [reservations@housing.ubc.ca](mailto:reservations@housing.ubc.ca)

You will receive a confirmation number once you have made your booking. Ensure that your accommodation confirmation number is entered in the comments column of the **Flight Information and Accommodation Form**.

Following arrival, book additional days after the program directly at the Front Desk. Where possible, you will be allowed to remain in your assigned room.

## Residence for Early Arrival Check-in

Please check in at the Front Desk of your assigned residence.

You will be checked into your assigned VSP room where possible. If you are not given your assigned VSP room when you arrive, before 11:00 am on Sunday, June 3, 2018, you will need to pack up, check out, and store your luggage at the Front Desk. You can check-in to your assigned VSP room after 3:00 pm.

## 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](mailto:info@david-cummings.com). The cost for students is \$2.20\* CAD per person



per day payable 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 who have paid and completed their **Flight Information and Accommodation Form** and have confirmed their visitor visa or eTA status to enter Canada, will begin receiving program e-mails including 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**

Students whom are not yet 19 years of age prior to the start of the program are required to obtain parental or guardian signatures for all waivers. A copy of the completed forms must be sent directly to [winty.cheung@apro.ubc.ca](mailto:winty.cheung@apro.ubc.ca).

## **Step 7: Participant Manual and Guides**

A **Participant Manual**, **Campus Life Guide**, and **Housing Welcome Guide** will be sent to universities and students electronically two weeks prior to the program start date. These will include information on UBC and Vancouver and things such as arrival, health, safety, money. For a better experience, read through these prior to arrival.

# VSP Checklist

## Step 1: Application

- Submit Registration Form *Due Wednesday, February 28, 2018*
  - Submit Individual Applicant Form (if not from a cooperating university)
  - Submit Minor Form *Due Wednesday, March 28, 2018*  
(applies only to those under 19 years of age by program start)

## Step 2: Invitation Letter or Letter of Acceptance (LoA)

- Review your LoA *Apply for your Visa or eTA as soon as possible*

## Step 3: Visitor visas or eTAs (Electronic Travel Authorization)

- Apply for a visitor visa or an eTA
- Confirm you have visitor visa or eTA in hand *Due Friday May 25, 2018*

## Step 4: Program Fee Payment

- Make Program Fee Payment *Due Monday, April 23, 2018*
  - Individual Applicants – Western Union or Wire Transfer
  - Group Payment – Wire Transfer only
- Submit digital copy of wire transfer document

## Step 5: Flight Information and Accommodation Form

- Submit Form *Due Friday, May 4, 2018*
- Confirm Early Arrival / Late Departure Accommodation (*if applicable*)

## Step 6: VSP Program Waiver Forms

- Submit VSP Program Waiver Forms to respective faculty coordinators
  - Submit Forms with parental or guardian signatures to [winty.cheung@apro.ubc.ca](mailto:winty.cheung@apro.ubc.ca) (for those under 19 years of age only)

## Step 7: Things to Review two weeks before program commences

- Participant Manual
- Campus Life Guide
- Housing Welcome Guide