

# Welcome to Algonquin College

To ensure a smooth start on your AC student journey, use this checklist to keep track of important tasks.



## CHECKLIST FOR NEW INTERNATIONAL STUDENTS

### Arriving to Canada

Plan for your accommodations with these <b>helpful resources</b> .	<input type="checkbox"/>
If using our <b>free Arrival Services</b> , book as soon as your travel dates are known.	<input type="checkbox"/>
<b>Health insurance</b> is mandatory and provided to all full-time international students. If you are arriving early, you can <b>purchase early arrival health insurance</b> through guard.me.	<input type="checkbox"/>
<b>Review and print important documents</b> to carry and present at the border if requested.	<input type="checkbox"/>

### Immigration Reminders

<b>Review the conditions</b> and expiry dates of your immigration documents, e.g. Study Permit, Temporary Resident Visa.	<input type="checkbox"/>
Create copies of important immigration documents including your passport and study permit.	<input type="checkbox"/>
If your Letter of Acceptance (LOA) indicates you have a work requirement, ensure you have a <b>co-op/internship work permit</b> (if applicable).	<input type="checkbox"/>
If you require a <b>co-op/internship work permit</b> , apply for it as soon as possible.	<input type="checkbox"/>

### Preparing for a Successful Start

<b>MANDATORY</b> - Find out <b>which orientation</b> you are required to attend and register.	<input type="checkbox"/>
<b>MANDATORY</b> - Complete the <b>'Succeed in Canada' course on Brightspace</b> once you have been granted 'registered' status on ACSIS.	<input type="checkbox"/>
Complete the <b>'AC Café' course on Brightspace</b> to learn the ins and outs of AC life.	<input type="checkbox"/>
<b>MANDATORY</b> - Download the <b>iCent app</b> , the free app designed for international students to access resources and services and receive notifications. Get in the habit of checking it regularly.	<input type="checkbox"/>

## International Education Centre (IEC)

The IEC is located in room C021.

On-campus services are by appointment only.

Current international students can send immigration related questions using our **Ask the International Education Centre case system**. Students may also book a face-to-face or virtual meeting.

Click here to get in touch or book an appointment with us.

**[algonquincollege.com/international/how-to-contact-us](https://algonquincollege.com/international/how-to-contact-us)**

Visit our events calendar to register for upcoming immigration workshops and more.



**IEC office work hours are Monday to Friday from 8:30 am to 4:45 pm excluding holidays – unless otherwise specified.**

## NOTE

It is very important to attend all the orientations that you are required to.

**Find out which orientations you should attend.**

## CHECKLIST FOR NEW INTERNATIONAL STUDENTS continued

Review your health insurance policy on the <a href="https://guard.me/Algonquin">guard.me/Algonquin</a> website.	<input type="checkbox"/>
Follow <b>IEC Instagram</b> and to stay connected.	<input type="checkbox"/>
Once registered, <b>log into ACSIS</b> to view your program timetable.	<input type="checkbox"/>
Browse the <b>IEC Events Calendar</b> and register for events and workshops, including the Succeed in Canada workshop series.	<input type="checkbox"/>

### After Arrival

Consider attending one of our <b>SIN clinics on campus</b> .	<input type="checkbox"/>
Get your AC Card for <b>Pembroke, Perth or Ottawa</b> (Ottawa students also receive a U-PASS).	<input type="checkbox"/>
Update your Canadian address and emergency contact on <b>AC SIS</b> .	<input type="checkbox"/>
Continue to check your ACLive email, the <b>IEC Events Calendar</b> and the IEC social media pages to stay up to date.	<input type="checkbox"/>

## Immigration Advising Topics

- A break in studies
- Part time status
- Study permit
- Work eligibility
- TRV or eTA
- Co-op Internship Work Permit
- Post Graduate Work Permit (PGWP)
- On and off campus work
- Guidance with immigration applications

## INTERNATIONAL EDUCATION CENTRE (IEC)

### OUR SERVICES

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| <ul style="list-style-type: none"> <li>• Arrival Services</li> <li>• Settlement/Integration Support</li> <li>• Student Orientation - Academic Programs and EAP</li> <li>• Immigration, Refugees and Citizenship Canada (IRCC) Information and Support</li> <li>• Guard.me Health Insurance Support - only for issues that cannot be answered by Guard.me customer representatives online</li> </ul> | <ul style="list-style-type: none"> <li>• Program Withdrawal/Change</li> <li>• Free Peer Tutoring Hours</li> <li>• Volunteer Opportunities</li> <li>• International Student Mentorship Program</li> <li>• Events and Workshops</li> <li>• Financial Literacy, Immigration Workshops (IRCC), Social Insurance Number (SIN) clinic</li> </ul> |
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### Work Hours

IEC office work hours are Monday to Friday from 8:30 am to 4:45 pm excluding holidays – unless otherwise specified.

### Ways to Connect

**[algonquincollege.com/international/how-to-contact-us](https://algonquincollege.com/international/how-to-contact-us)**