

# July 16 – August 16

## UBC Vancouver Summer Program 2016

### *The Next Steps Guide*

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#### Overview

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

The Vancouver Summer Program (VSP) runs for one month during the summer. The 2016 open enrollment program dates are from July 16-August 16, 2016. Students may choose from 42 course packages offered in the areas of Applied Science (Engineering), Architecture, Arts, Business, Dentistry, Education, Forestry, Kinesiology, Land and Food Systems, Law, Medicine, Pharmaceutical Sciences and Science.

#### Program Structure

The Vancouver Summer Program was developed for students from universities around the world. The program provides an opportunity for undergraduate students to learn about Canadian culture and business firsthand through social activities, classes, and intercultural workshops. A few graduate students and young faculty staff have joined the Vancouver Summer Program in previous years.

Classes are interactive and may include group work, class discussions, and guest lecturers. The academic component includes two courses, each with 39 hours of class time, and is equivalent to six UBC credits which can be awarded at the discretion of the home university.

#### Participant Profile

Participants in the Vancouver Summer Program are typically students who have completed at least one year of university prior to joining the program. As the program will be taught in English, participants must be at the appropriate English language level to be successful. Specific course packages may have further requirements for background.

Vancouver Summer Program participants are supported by program staff. This makes the VSP an ideal first international educational experience or first trip abroad

#### Accommodation

For 2016, the Vancouver Summer Program participants will be housed in UBC residences on campus for the 31 nights of the program. The VSP students are primarily housed in two residences:

##### **Walter Gage Towers**

5959 Student Union Boulevard

##### **Ritsumeikan Residence**

1935 Lower Mall



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For both the residences, students will be within walking distance of classes, libraries, sport facilities and transportation.

The standard accommodation is in a non-smoking six bedroom serviced apartment with furnished beds (pillow, bedsheet, quilt), an equipped kitchen (western style dishes, utensils, etc.), a lounge with seating, and an ensuite bathroom. The apartments are equipped with a television. All bedrooms are private and lockable with a card key or hard key. The residences are secure and have a 24-hour front reception desk. If maximum occupancy is reached in an apartment style accommodation, students may be placed in a dormitory style accommodation with no kitchen.

### **Certificate and Grades Letter**

As students do not go through the UBC admission process to participate in the summer program, a UBC transcript is not available and the courses do not receive UBC credit. Upon successful completion of the program, participants will be provided with a Certificate of Completion and an e-copy of Grades Letter. A spreadsheet with the students' evaluations will be sent to the home university, along with an e-copy of the students' grades letters. Hard copies can be sent to students upon request. Please note that the transfer of credits to the participant's program is at the discretion of the home university.

### **Program Fee**

The package program fee of \$4,500 CAD includes tuition, accommodation, course materials, workshops, medical insurance, and airport transfers for group arrivals. The program also includes a city tour, and welcome and farewell luncheons. Some social activities are included in the program fee while others are subsidized or at full cost to the student. Activities are finalized closer to the program dates and they may include museum visits, outdoor activities such as hiking and cycling, sporting events, weekend or day trips to Whistler and Vancouver Island.



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#### Sample Program Schedule

Sample July 2016 VSP Class and Social Schedule									
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
						Jul-18 Airport Pickup† Check-in 15:00	Jul-17 City Tour		
	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22	Jul-23	Jul-24		
9:00 - 12:00	Orientation and Faculty Welcome	Intercultural Communication Class	Class A	Class A	Class A	Victoria Day Trip (optional)*	Whistler Day Trip (optional)*		
13:30 - 16:30			Class B	Class B	Class B				
Evening					Granville Island + Market**				
	Jul-25	Jul-26	Jul-27	Jul-28	Jul-29	Jul-30	Jul-31		
9:00 - 12:00		Class A	Class A	Class A		Whistler Day Trip (optional)*	Victoria Day Trip (optional)*		
13:30 - 16:30	Sports Festival (13:00 - 16:00)	Class B	Class B	Class B					
Evening		Vancouver Art Gallery**							
	Aug-01	Aug-02	Aug-03	Aug-04	Aug-05	Aug-06	Aug-07		
9:00 - 12:00	BC Day Statutory Holiday	Class A	Class A	Class A	Class A	Victoria Day Trip (optional)*	Whistler Day Trip (optional)*		
13:30 - 16:30		Class B	Class B	Class B	Class B				
Evening		Museum of Anthropology**	Mini Grad Fair (17:00-19:00)		Richmond Night Market**				
	Aug-08	Aug-09	Aug-10	Aug-11	Aug-12	Aug-13	Aug-14	Aug-15	Aug-16
9:00 - 12:00	Class A	Class A	Class A FINAL EXAM	Class B FINAL EXAM					Airport Drop Off† Check-out 11:00
13:30 - 16:30	Class B	Class B		Farewell Luncheon (12:00-14:00)					
Evening					Students often use this time for sightseeing trips to Rocky Mountains or other destinations at their own cost				

Legend

UBC Organized Event

\*Trips arranged by non-UBC Travel Company at additional cost.

Note: Schedules for each of the individual packages will be finalized closer to the program dates.

\*\*Activities listed are examples only. Actual activities will vary by package.

Individuals arriving/departing outside of group flights and regular hours will be expected to make their own way to UBC campus/YVR Airport

Legend
UBC Organized Event
*Trips arranged by non-UBC Travel Company at additional cost

Note: Schedules for each of the individual packages will be finalized closer to the program dates.

\*\*Activities listed are examples only. Actual activities will vary by package.

†Individuals arriving/departing outside of group flights and regular hours will be expected to make their own way to UBC campus/VVR Airport.

## Application and Selection

### Selection

Universities, if possible, will be asked to screen students for the appropriate academic background, English language level and suitability to take a short study program overseas. English proficiency test scores are not required.

As credit for the program is given by the student's home university, the general application criteria are being proficient in English and having a strong academic background. Students should meet their own university's system of application and eligibility requirements (if any) for studying abroad and possess the personal maturity to undertake an international experience. However, specific course packages may have additional criteria.

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#### Minors

Students who have not reached the age of 19 prior to the first day of the program will require a chaperone (who may be an older student over 21 years old) from their university in order to participate in the program. The chaperone or older student must stay with the students at the same residence building and be available at all times throughout the program. Students who are below the age of 18 will not be accepted.

#### Application Deadline

Student registrations are due Thursday, March 31, 2016. Please send the registration spreadsheet form early before the deadline date. For registrations from individual students, you must provide details of a contact person who may be from your International Office or your Faculty on the registration form. Your contact person has to email us to verify your student status and that you are suitable to do a short study program overseas. The invitation letter that will be sent to you will be addressed and copied to your contact person.

#### Registration Form

The participant registration form should have the following information completed:

- |                                  |                                       |                   |
|----------------------------------|---------------------------------------|-------------------|
| • Name of Home University        | • Gender                              | • Year Level      |
| • Surname                        | • Birth Date (e.g. December 20, 1995) | • Degree Program  |
| • First Name                     | • Citizenship                         | • Major           |
| • Preferred Name (if applicable) | • Telephone Number                    | • Program Package |
|                                  | • Email Address                       |                   |

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All biographical information should be as printed in the student's passports.

Once registration in the program is complete, placement into one of the Vancouver Summer Program packages will be confirmed with universities and students. Submission of the program fee, roommate requests and flight information is due as follows:

**Friday, May 13, 2016**

Program fee deadline

**End of May**

Flight Information and Accommodation Form due



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#### Invitation Letter (Letter of Acceptance)

Universities and students will be sent electronic invitation letters for each participant. The invitation letter confirms acceptance in the Vancouver Summer Program (VSP) and will be accepted as supporting documentation for those participants needing a visitor visa to Canada.

(<http://www.cic.gc.ca/english/study/study-how-documents.asp>)

A hard copy can be printed from the electronic invitation for application in person. Students are required to print and carry a copy of the invitation letter with them when travelling to Canada.

#### Visa

Participants with a citizenship that requires a visa for Canada (for example students from India) will need to apply for a visitor visa at the closest Canadian Consulate or Embassy in order to take part in the program.

To find out if you need a visa, please visit: <http://www.cic.gc.ca/english/visit/visas-all.asp>

**Countries and territories whose citizens need a visa to travel to Canada:**

<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>

**Many students are able to obtain their visitor visa through the online application or in person. Visitor Visa Application instructions for your country can be found at:**

<http://www.cic.gc.ca/english/information/applications/visa.asp>

**The link for e-application is at:** <http://www.cic.gc.ca/english/e-services/mycic.asp>

**Use this Guide IMM5256 to apply for a Visitor Visa:**

<http://www.cic.gc.ca/english/information/applications/guides/5256ETOC.asp>

**IMM5257 Application Form for Visitor Visa (Temporary Resident Visa) Made Outside of Canada:**

<http://www.cic.gc.ca/english/pdf/kits/forms/IMM5257E.pdf>

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#### Payment Instructions

Payment should be **received at UBC by Friday, May 13, 2016**. We ask that if possible Universities help collect the payments from the participants and wire the payments together adding the necessary wire transfer fees charged by the bank. Please ensure the appropriate section in the form is selected or clearly instruct the bank that all bank charges are paid by the remitter for the wire transfer. For wire transfers from China for example, the common bank fee of the remitting bank is \$35.00 CAD and that of the intermediary bank is \$30.00 CAD. If the mentioned bank fees are not paid by the sender, your payment will be deficient. Please add \$8.50 CAD to cover the receiving bank charges.

In the case where participants will personally wire their fees, participants may save fees by getting together to send their payments in groups. Bank charges apply to each wire transaction so grouped payments will minimize the bank wire fees applicable. **The total to be wired should be C\$4,500 x no. of students + C\$35 common bank charges (check with your local bank) + C\$30 intermediary bank charges + C\$8.5 receiving bank charges.**

Payment will be confirmed once received. Please allow 5 days from date of wiring for confirmation.

#### Wire Payment Step by Step

##### 1. Ensure that all information below is included in the bank paperwork:

###### Reference:

UBC Vancouver Summer Program (VSP)

INSERT STUDENT NAMES: (LAST NAME First Name, LAST NAME2 First Name2, etc.)

INSERT PROGRAMS TAKEN: (BUSINESS A/ARTS B/LAW etc.)

INSERT YOUR UNIVERSITY NAME: (ABC University)

**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

**Bank:** HSBC Bank Canada

**Bank Address:** Suite 1100, 885 West Georgia Street  
Vancouver, BC V6C 3G1, Canada

**Phone:** 604-641-2603

**Bank account:** 020-437218-013

**Swift code:** HKBCCATT

**Swift tag:** 020437218013

**Transit number:** 10020

**Institution number:** 016



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2. Scan and forward a copy of the wire documents to [mabel.chan@ubc.ca](mailto:mabel.chan@ubc.ca)

#### Refund Policy

A \$100 non-refundable cancellation fee will be charged to participants withdrawing after the program fee has been paid. Other administrative charges may be incurred if withdrawing close to the start date. Refunds will be processed only after classes are finished. Please note, after submitting refund request details, it takes at least 2 months from that time for the refund to reach the accounts where the wire originated.

#### Roommate and Flight Information

**By the end of May**, student leaders will help submit the group's **Flight Information and Accommodation Form** (will be sent to you with program confirmation).

Universities or student leaders should ask participants to select their own roommates. Our suites are all of the same gender. 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.

#### Medical Insurance

Medical insurance will be purchased on behalf of the students and will cover the 32 day duration of the program. Student information such as full name, birthdate, and arrival and departure details will be shared with the medical insurance provider David Cummings Insurance. Students arriving earlier or staying later than the program dates are responsible for their own medical coverage and may contact the provider directly at [info@david-cummings.com](mailto:info@david-cummings.com).

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#### Chaperone

Chaperones are not required unless participants are under 19 years of age. Participants are well supported at UBC, but universities sending 24 or more participants are welcomed to send a chaperone with the group. The chaperone will be provided with accommodation and medical insurance and is welcomed to participate in any of the activities involved in the program. Chaperones will stay in the same residence as participants, and in the case of a multi-university program, will stay in an apartment with chaperones from other universities. An invitation letter will also be sent to the chaperone.

#### Student Leader

Universities will be asked to assign one or two students (depending on the size of the group), as student leaders. Student leaders can assist with organizational needs of the program administrators and course instructors. It is helpful to have a student leader to be the liaison between chaperones and participants and between administration and the group.





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#### Airfare to Vancouver

Airfare is not covered in the program fee. Please book your flight to arrive on Saturday July 16<sup>th</sup>, 2016.

Note, the check in time is at 3:00 pm and the check-out time on Tuesday August 16<sup>th</sup>, 2016 is at 11:00 am.

#### Early Arrivals / Late Departures

Students arriving earlier or staying later than the program dates are expected to make their own arrangements for accommodations on additional dates. The cost will be \$48 CAD plus tax per night which will be for a room only. The booking links are below.

##### VSP: Early Arrival

<https://reserve.ubconferences.com/GROUP/availability.asp?hotelCode=UBC&sdl=Check+In&startDate=07%2F13%2F2016&edl=Check+Out&endDate=07%2F16%2F2016&adults=1&children=&rooms=1&requesttype=invBlockCode&code=G160713B>

##### VSP: Late Departure

<https://reserve.ubconferences.com/GROUP/availability.asp?hotelCode=UBC&sdl=Check+In&startDate=08%2F16%2F2016&edl=Check+Out&endDate=08%2F19%2F2016&adults=1&children=&rooms=1&requesttype=invBlockCode&code=G160816A>

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#### Late Arrivals

We advise students who need to come a few days late in the first week, to seek approval before they come. There will be no discount. After the first week we would not advise students to attend VSP. Students are not advised to come for a personal tour with our acceptance letter. If they come for such purpose they will not get a refund and we will inform the Canadian Consulate.

#### Airport Transfers

Participants arriving on July 16<sup>th</sup> in a group will be provided with airport pick up and assistance with checking into the residence.

Participants not arriving on July 16<sup>th</sup> or arriving individually must get to campus and check in independently. Instructions on non-group arrivals will be detailed in the Participant Manual.

#### Participant Manual

A participant manual will be sent to Universities and students electronically prior to the program start date. The manual includes information on things such as arrival, health, safety, banking, UBC and



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Vancouver.

#### Communication with VSP Staff

For all communication with VSP staff, please include your Full Name, University Name and VSP ID Number (once issued). With our large enrollment, this will help the staff promptly reply to your inquiries.

#### Contacts

**Ms. Winty Cheung**

Executive Director  
UBC Asia Pacific Regional Office  
Room 1207, 12/F., FWD  
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308 Des Voeux Road Central  
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