

# Vancouver Summer Program 2015

## Partner Guide and Next Steps

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### Overview

Students from international partner 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 2015 open enrollment program dates are from July 18<sup>th</sup> to August 18<sup>th</sup>, 2015. Students may choose from 33 course packages offered in the areas of Applied Science (Engineering), Architecture, Arts, Business, Dentistry, Education, Forestry, Kinesiology, Land and Food Systems, Law, Medicine, and Science.

A university with a group of 24 students or more can arrange a customized two-course package for their group. Preferred dates for customized packages are between mid-May and mid-July.

### Program Structure

The Vancouver Summer Program was developed for students from partner universities. The program provides an opportunity for undergraduate students to learn about Canadian culture and business firsthand through social activities, classes, and intercultural workshops.

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 are awarded at the discretion by home university.

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### 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

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:

#### **Marine Drive Residence**

2205 Lower Mall  
Vancouver, BC, Canada V6T 1Z4

#### **Walter Gage Towers**

5959 Student Union Boulevard  
Vancouver, BC, Canada V6T 2C9



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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 four to six bedroom serviced apartment with furnished beds (pillow, bedsheet, quilt), an equipped kitchen (western style dishes, utensils, etc.), a lounge with seating, and an en suite 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 apartment style accommodation, students may be placed in dormitory style accommodation.

### **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. Once grades are available, a grades spreadsheet will be sent to the partner, along with a Grades Letter and a copy of the letter for each student. The transfer of credits to the participant's program is at the discretion of the partner.

### **Program Fee**

The package program fee of \$4,200 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 2015 VSP Class and Social Schedule									
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
						Jul-18	Jul-19		
						Airport Pickup* Check-in	City Tour		
	Jul-20	Jul-21	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26		
9:00 - 12:00	UBC Welcome, Faculty Orientation and Campus Tour	Class A	Class A	Class A	Intercultural Communication Class	Whistler or Victoria Day Trip (optional)			
13:30 - 16:30		Class B	Class B	Class B					
Evening							*Granville Island + Market		
	Jul-27	Jul-28	Jul-29	Jul-30	Jul-31	Aug-01	Aug-02		
9:00 - 12:00	Class A	Class A	Class A	Class A		Grouse Mountain (optional)			
13:30 - 16:30	Class B	Class B	Class B	Class B					
Evening		*Vancouver Art Gallery			*Richmond Night Market				
	Aug-03	Aug-04	Aug-05	Aug-06	Aug-07	Aug-08	Aug-09		
9:00 - 12:00	BC Day Statutory Holiday	Class A	Class A	Class A		Whistler or Victoria Day Trip (optional)			
13:30 - 16:30		Class B	Class B	Class B					
Evening		*Museum of Anthropology	Mini Grad Fair (17:00-19:00)						
	Aug-10	Aug-11	Aug-12	Aug-13	Aug-14	Aug-15	Aug-16	Aug-17	Aug-18
9:00 - 12:00	Class A	Class A	Class A FINAL EXAM	Class B FINAL EXAM					Check-out 11:00 Airport Drop Off*
13:30 - 16:30	Class B	Class B		Farewell Luncheon (12:00-14:00)					
Evening									

Legend
Free
Under \$10
\$50+

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.

\*Airport pick up and drop off is for groups of 24 or more only. Individuals arriving outside of group flights and regular hours will be expected to make their own way to UBC campus.

## Application and Selection

### Selection

Partners will be asked to screen students for the appropriate academic background and English language level. 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.

### 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) from their university in order to participate in the program.



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The chaperone or older student must stay with the students and be available at all times throughout the program.

### **Application Deadline**

Student registrations are due **Saturday, March 28, 2015**. Please send the registration spreadsheet form by the deadline date. Please confirm where your invitation letters are to be sent if you do not want to go through the International Office.

### **Registration Form**

The participant registration form should have the following information completed:

- Name of University
- Surname
- First Name
- Name in Chinese (if applicable)
- Gender
- Birth Date
- Citizenship
- Telephone Number
- Email Address
- Year Level
- Degree Program
- Major
- Summer Program Package

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 will be confirmed with Partners and students. Submission of tuition, roommate requests and flight information is due as follows:

**Thursday, May 28, 2015**                      Tuition payments deadline

**Thursday, June 18, 2015**                      Roommate and flight information due

### **Invitation Letter**

Partners 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. A hard copy can be printed from the electronic invitation for application in person. It is recommended that participants print and carry a copy of the invitation letter with them when travelling to Canada.



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### Visa

Participants with a citizenship that requires a visa for Canada (for example students from China) 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.asp>

Many students are able to obtain their visitor visa through the online application or in person. Application instructions for form IMM 5257 can be found at: [www.canadainternational.gc.ca/china-chine/visas/TRV\\_application\\_kit.aspx](http://www.canadainternational.gc.ca/china-chine/visas/TRV_application_kit.aspx)

The link for e-application is at: <http://www.cic.gc.ca/ctc-vac/getting-started.asp>

### Payment Instructions

Payment should be received at UBC by **Thursday, May 28, 2015**. We ask that if possible Partners 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 \$20.00 CAD and that of the intermediary bank is \$15.00 CAD. If the mentioned bank fees are not paid by the sender, your payment will be deficient.

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.

Please add \$8.50 CAD to cover the 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

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

INSERT PROGRAMS TAKEN: (BUSINESS/ARTS/LAW/KINESIOLOGY/FOOD/FORESTRY etc.)

INSERT YOUR UNIVERSITY NAME: (ABC University)

**Payee name:** University of British Columbia

**Payee address:** University of British Columbia  
2075 Wesbrook Mall



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Vancouver, BC, V6T 1Z1, Canada

**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:** 016 – 10020 – 437218 – 002

**Swift code:** HKBCCATT

**Swift tag:** 020437218002

**Transit number:** 10020

**Institution number:** 016

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

### Roommate and Flight Information

By **Thursday, June 18<sup>th</sup>, 2015**, Partners or student leaders will help submit the group's **Flight Information and Accommodation Guest Form** (will be sent to you with program confirmation).

Partners 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.

### Medical Insurance

Medical insurance will be purchased on behalf of the students and will cover the 32 day duration of the program. Students arriving earlier or staying later are responsible for their own medical coverage. Student information such as name, birthdate, and arrival and departure details will be shared with the medical insurance provider David Cummings Insurance.

### Chaperone

Chaperones are not required unless participants are under 19 years of age. Participants are well supported at UBC, but partners sending 24 or more participants are welcome to send a chaperone or administrator with the group. The chaperone will be provided with accommodation and health insurance and is welcome to participate in any of the activities involved in the program. Chaperones will stay in the same residence block 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.



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### **Student Leader**

Partners 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.

### **Airfare to Vancouver**

Airfare is not covered in the program fee. Please book your flight to arrive on Saturday July 18<sup>th</sup>, 2015.

Note, the check in time is at 3:00 pm and the check-out time on August 18<sup>th</sup>, 2015 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 through [www.ubconferences.com](http://www.ubconferences.com). Please contact us for further information.

### **Airport Transfers**

Participants arriving on July 18<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 18<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.

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### **Participant Manual**

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

### **Contacts**

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