

# BEFORE YOU LEAVE: CHECKLIST

- ☐ **Read the Pre-Departure Guide, Offer of Admission and the New Student Checklist.**

- ☐ **Attend a pre-arrival online webinar**

Signing up for a two-part online seminar, called Pre-Arrival Webinar 101 and Pre-Arrival Webinar 102, is an easy way to learn about your next steps, including the immigration documents you'll need to study in Canada. You will also have an opportunity to ask an ISO advisor questions you might have about your journey.

[concordia.ca/students/international/new-international-students/pre-arrival-webinars.html](http://concordia.ca/students/international/new-international-students/pre-arrival-webinars.html)

- ☐ **Apply for all required documents as soon as you receive your PDF Offer of Admission**

- Passport (make sure it's valid for at least 6 months)
- CAQ
- Study Permit
- Entry Visas (if required)
- e-TA (if required)

Don't leave home without your Offer of Admission and the Letter of Introduction (Study Permit approval), which you will show to immigration authorities once you arrive in Canada.

- ☐ **Make your travel arrangements and a hotel reservation for your first few days in Montreal**

Plan to arrive at least two weeks prior to the start of term. Check the official Academic dates online and plan accordingly.

[concordia.ca/academic-dates](http://concordia.ca/academic-dates)

Refer to these websites for temporary accommodation information:

HOJO: [classifieds.csu.qc.ca](http://classifieds.csu.qc.ca)

Tourisme Montréal: [mtl.org/en](http://mtl.org/en)

## IMPORTANT!

Do not sign a lease for an apartment or commit to any long term off-campus housing arrangements until you arrive in Montreal.

- ☐ **Make a list of what to bring when you travel**

Some important things to consider include:

- All required documents
- Proof of travel insurance
- Some cash and traveler's cheques
- Personal medication (should be in labelled containers to facilitate airport security and customs screening)
- Appropriate seasonal clothing
- List of key addresses and phone numbers

Keep documents, cash and traveler's cheques on you when you travel, not in your checked luggage.

- ☐ **Arrange to ship your belongings (if needed)**

- ☐ **Seek academic advising and register for your courses online**  
**UNDERGRADUATE STUDENTS**

The requirements for academic advising vary across faculties and programs. Refer to the Guide to First Year online and visit the appropriate advising information page listed in the web registration guide. If you require academic advising, you will not be able to register for courses until you complete this step.

**Guide to First Year:**

[concordia.ca/first-year-guide](http://concordia.ca/first-year-guide)

**Web registration guide:**

[concordia.ca/students/registration](http://concordia.ca/students/registration)

## GRADUATE STUDENTS

Contact the graduate program advisor in your respective department for information on registration.

**Graduate Handbooks:**

[concordia.ca/graduate-handbooks](http://concordia.ca/graduate-handbooks)

## COVERAGE BEFORE THE FIRST DAY OF CLASS:

Our Health Insurance Plans commence at the start of your respective term:

- September 1<sup>st</sup> for Fall intake
- January 1<sup>st</sup> for Winter intake
- May 1<sup>st</sup> for Summer intake

Consider buying temporary health insurance in your home country to cover you in Canada until your Blue Cross plan takes effect.

# ONCE YOU ARRIVE: CHECKLIST

## ☐ Go through Customs and Immigration

Do not leave the airport or border crossing without going through the proper customs and immigration procedures. Your passport will be stamped and you will receive your official Study Permit, if you require one. Please verify that your biographical information entered on your Study Permit is correct.

## ☐ Submit your documents in person or upload them on MyConcordia

You must present your CAQ and Study permit at the ISO (H-653) or the Birks Student Service Centre (LB-185) before the DNE (did not enter) deadline of your first semester. To avoid in-office waiting time, you can upload scanned copies on MyConcordia, Upload Documents. **Failure to do so could result in the cancellation of your course registration.**

## ☐ 3. Get **WISE!** Attend a **Welcome International Students Event**

This is your best opportunity to get questions answered and get the information you need to settle into your new life at Concordia. You can use this occasion to submit your documents to the ISO.

[concordia.ca/students/international/sessions-workshops/orientation.html](https://concordia.ca/students/international/sessions-workshops/orientation.html)

Attend other helpful orientation sessions available to new students:

- Discover Concordia
- CSU Orientation for undergraduate students
- GSA Orientation for graduate students
- Your faculty or department sessions

[concordia.ca/students/success/new/orientation.html](https://concordia.ca/students/success/new/orientation.html)

## ☐ Get ready for your academic year

- Update your contact information
- Update your emergency contact
- Set up your Concordia email
- Reserve a locker
- Complete the Permanent code data form
- Register for your courses
- Upload your immigration documents

## ☐ Pay your tuition fees and get your ID card

Pay your fees through MyConcordia or directly at the Birks Student Service Centre. You can pick up your ID card from the Birks Student Service Centre 48 hours after you have registered for classes.

## ☐ Print your Blue Cross Health Insurance Card and attend a health insurance session

You must be registered for courses before you can **print** your card. Attend a health insurance information session. Check the schedule on the ISO website: [concordia.ca/students/international/events.html](https://concordia.ca/students/international/events.html)

## ☐ Consider your housing options

The Concordia Student Union's Housing and Job Bank (HOJO) provides guidance and hosts apartment hunting workshops. [classifieds.csu.qc.ca](https://classifieds.csu.qc.ca)

### NEED HELP?

**Contact the ISO:**  
514-848-2424, ext. 3515  
[iso@concordia.ca](mailto:iso@concordia.ca)