First Steps for New International Graduate Students Studying in Canada

**STEP 1: Email your valid Study Permit**
Email your valid Study Permit to the School of Graduate and Postdoctoral Studies (SGPS) - kmaruoka@uwo.ca

*International Students must have a valid Study Permit in order to begin their studies from within Canada (whether their academic program will be in person or online).

**STEP 2: Get your WesternONE Student Card**
Upload your photo and government issued ID (passport)

If you live in London: Starting on August 31, you can pick up your student card in the Great Hall in Somerville House.

If your courses are fully online and you are living outside of London: Western will mail your card sometime in September. More details to come! Make sure that your home address is up to date on your Student Center account.

Did you know that you can request to use your preferred name to be on your student card and class list?

Your student card is also your bus pass (starting Sept. 1), your Campus Rec (gym) access, library card, and more!

**STEP 3: Pay Your Tuition Fees**
Log in to your Student Center account check your Online Tuition Account. Pay any outstanding tuition fees.

**STEP 4: Check in with your Academic Department**
Contact your Graduate Program Coordinator about course selection, TA duties, and program specific questions etc.

Introduce yourself to your supervisor and talk about expectations. Read Relations with Supervisors: A Guide for Graduate Students.

**STEP 5: Your Health Insurance Plans**

**University Health Insurance Plan (UHIP)**
- Mandatory for all international students and their family members (spouse and children) who are in Ontario.
- Check your Western email for your health card. Students who are in Ontario while enrolled in online classes are still required to have UHIP.
- If you arrive in Ontario before September 1, provide your arrival date to Diana Ostia at dostia@uwo.ca and attach valid proof of your arrival (plane ticket or boarding pass). Your UHIP start date will be adjusted.
- Enroll your family members within 30 days of arriving (see UHIP handout) iesc.uwo.ca/uhip

**SOGS Extended Health Plan**
Includes some coverage of prescription drugs, as well as basic dental care and vision coverage. sogs.ca/healthplan/
STEP 6: Update Your Address and Emergency Contacts
Log in to your Student Center account and update the following:

• Your home address to your new London address
• Your emergency contacts (can be worldwide). It is recommended that you include a family member.
• Your Social Insurance Number (once you receive it)

Update your contact information on AlertWesterU to receive important messages in case of a campus-wide emergency.

STEP 7: Covid-19 Specific Resources
Stay up to date with Western’s Covid-19 processes, procedures and resources for students:

• Information for International Students
• Covid-19 Updates for Grad Students
• Digital Student Experience
• Student Resources Hub
• Western FAQs
• Download the Government of Canada contract tracing COVID Alert App

Other Important Things to Do

• Apply for a Social Insurance Number if you will be a TA, RA or plan to work in Canada
• Check your Western email account regularly. All communication from Western will be sent to that email.
• Register and attend virtual events and programs during your 14-day quarantine
• Register for and attend orientation programs and events
• Complete the Graduate Student Modules:
  • Academic Integrity Module
  • HR Training Modules if you will be a TA or RA
  • Student Experience Graduate Student Modules (coming soon)
  • International Student Modules
• Be aware of scams and phishing emails
• Connect to Western’s Wi-Fi:
• Open a bank account
• Set up your phone/cell phone service
• Buy your textbooks
• Sign up for a Peer Guide & the English Conversation Program
• Register for upcoming IESC Workshops and Events
• Make note of your Passport & Study Permit expiry dates
• Apply for an Ontario driver’s license or Ontario Photo Card/ID (If applicable)
• Become familiar with the various supports, services and resources available to all Western students
• Check out the programs and services offered by SOGS (Society of Graduate Students – your student council)