

Vancouver Summer Programs 2014

Partner Guide and Next Steps

Contents

Overview	2
Participant Profile	2
Program Details.....	2
Certificate and Grades Letter.....	3
Program Fee.....	3
Program Structure	3
Sample Program Schedule	4
Application and Selection	4
Application Deadline.....	4
Registration Form	5
Selection.....	5
Minors	5
Next Steps	5
Invitation Letter	5
Visa.....	6
Payment Instructions	6
Wire Payment Step by Step	7
Refund Policy	7
Roommate and Flight Information	7
Medical Insurance.....	8
Chaperone.....	8
Group Leader	8
Airfare to Vancouver	8
Early Arrivals / Late Departures	8
Airport Transfers.....	8
Participant Manual.....	9
Contacts	9



Vancouver Summer Programs 2014

Partner Guide and Next Steps

Overview

University students 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.

A university with a group of 24 students or more can arrange a customized two-course package for their group. Smaller groups or individual students can join other participants to make up a class of at least 24 participants in one of the fourteen open enrollment packages offered in the areas of Arts, Architecture, Business, Dentistry, Education, Forestry, Kinesiology, Land and Food Systems, Law, and Medicine.

Participant Profile

Vancouver Summer Program participants are supported by program staff. This makes the VSP an ideal first international educational experience or first trip abroad. Participants in the Vancouver Summer Program are typically students who have completed two years 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. Students with a strong background in English but with less than two years university can be considered.

Program Details

The Vancouver Summer Program runs for one month during the summer. The 2014 open enrollment program dates are from July 19th to August 19th, 2014. Customized group programs can have an earlier or later program start date.

Classes are four weeks in duration and on campus accommodation is available for the 31 program nights. VSP participants will be housed in one of three UBC residences on campus:

Ritsumeikan-UBC House

2525 West Mall
Vancouver, BC, Canada
V6T 1W9

Marine Drive Residence

2205 Lower Mall
Vancouver, BC, Canada
V6T 1Z4

Walter Gage Towers

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

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

The standard accommodation is in a non-smoking four-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 majority of the apartments are equipped with a phone and television. All bedrooms are private and lockable with a Ving key or hard key. The residences are secure and have a 24-hour front reception desk.



Vancouver Summer Programs 2014

Partner Guide and Next Steps

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. 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 \$3,850 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. Activities are finalized closer to the program dates and they may include museum visits, outdoor activities such as kayaking and cycling, sporting events, weekend or day trips to Whistler and Vancouver Island.

Program Structure

The Vancouver Summer Business Program was developed for groups of 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 business 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.

The open enrollment format allows partners to send any number of students to a combined multi-university class in one of the focus areas of: Arts, Architecture, Business, Dentistry, Education, Forestry, Kinesiology, Land and Food Systems, Law, and Medicine.

Participating universities sending 24 or more students may request custom courses for the group depending on the interest of their students and requirements of their degree program.

Vancouver Summer Programs 2014

Partner Guide and Next Steps

Sample Program Schedule

General VSP Class and Social Schedule									
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
						Jul-19 Airport Pickup* Check-in 15:00	Jul-20 CityTour 13:00		
	Jul-21	Jul-22	Jul-23	Jul-24	Jul-25	Jul-26	Jul-27		
9:00 - 12:00	Orientation and UBC campus tour (9:00 - 16:00)	Class	Class	Class	Intercultural Communication Class (Group 1)	Grouse Mountain/Capilano Suspension Bridge Combo (9:30 - 16:30) (optional)			
13:30 - 16:30		Class	Class	Class					
Evening		UBC Welcome BBQ (17:00-19:00)			Lonsdale Quay Food Cart Festival (17:00-22:00)				
	Jul-28	Jul-29	Jul-30	Jul-31	Aug-01	Aug-02	Aug-03		
9:00 - 12:00	Intercultural Communication Class (Group 2)	Class	Class	Class	Intercultural Communication Class (Group 3)	Victoria Day Trip (7:30 - 21:00) (optional)			
13:30 - 16:30		Class	Class	Class					
Evening	Ice Skating at Thunderbird Arena (optional)	Museum of Anthropology (optional)	Outside Movie Night Arts	Richmond Night Market (optional)					
	Aug-04	Aug-05	Aug-06	Aug-07	Aug-08	Aug-09	Aug-10		
9:00 - 12:00	BC Day Statutory Holiday Study Night	Class	Class	Class	Deep Cove Kayaking (9:30-13:30) (optional)	Whistler Trip (8:15 - 19:30) (optional)			
13:30 - 16:30		Class	Class	Class					
Evening		Vancouver Art Gallery (optional)	Mini Grad Fair	Sports Night Kinesiology, LFS, Forestry					
	Aug-11	Aug-12	Aug-13	Aug-14	Aug-15	Aug-16	Aug-17	Aug-18	Aug-19
9:00 - 12:00	Class	Class	Class A FINAL EXAM	Class B FINAL EXAM					
13:30 - 16:30	Class	Class		Farewell Luncheon (12:00-14:00)					Check-out 11:00 Airport Drop Off*
Evening	Movie Night (optional)								

Legend
Free
Under \$10
\$10 - \$25
\$24 - 50
\$50+

*Airport pick up and drop off is for groups of 24 or more only. Individuals arriving outside of group flights will be expected to make their own way to UBC campus.
 Note: Schedules for each of the individual packages will be finalized closer to the program dates.
 Group transfers will be unaccompanied if outside of the hours of 9 am and 5 pm.

Application and Selection

As credit for the program is given by the student's home university, there is no specific application criterion other than being proficient in English and having a strong academic background. Students only need to meet their own university's system of application and eligibility requirements (if any) for studying abroad.

Application Deadline

Student registrations are due **Friday, March 21, 2014**. 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.



Vancouver Summer Programs 2014

Partner Guide and Next Steps

Registration Form

The participant registration form should have the following information completed:

- 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.

Selection

Partners will be asked to screen students for the appropriate academic background and English language level. English proficiency test scores are not required.

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

5

Next Steps

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

Wednesday, May 21, 2014

Tuition payments deadline

Thursday, June 19, 2014

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 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. Hard copies will be sent to Partners following the registration deadline.



Vancouver Summer Programs 2014

Partner Guide and Next Steps

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

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

Payment Instructions

By **Wednesday, May 21, 2014**, we ask that Partners 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 CAD \$20.00 and that of the intermediary bank is CAD \$15.00. 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.

Payment will be confirmed once received.

Vancouver Summer Programs 2014

Partner Guide and Next Steps

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
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

7

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 19th, 2014**, Partners or student leaders will submit the group's flight information in an email with the completed **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 but mixed gender is also available if requested. It is not possible to change the room assignment after arrival so is important that participants have the opportunity to choose roommates prior to the program start.



Vancouver Summer Programs 2014

Partner Guide and Next Steps

Medical Insurance

Medical insurance will be purchased on behalf of the students and will cover the 31 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 typically stay in a 4-bedroom apartment with chaperones from other universities. An invitation letter will also be sent to the chaperone.

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 any minor 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 19th, 2014.

Note, the check in time is at 3:00 pm and the check-out time on August 19th, 2014 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.

Airport Transfers

Participants arriving on July 19th in a group will be provided with airport pick up and assistance with checking into the residence.

Participants not arriving on July 19th or arriving individually must get to campus and check in independently. Instructions on non-group arrivals will be detailed in the Participant Manual sent to students once their place is confirmed.

Vancouver Summer Programs 2014

Partner Guide and Next Steps

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

Ms. Winty Cheung
Executive Director
UBC Asia Pacific Regional Office
Room 1207, 12/F., FWD Financial Centre
308 Des Voeux Road Central
Hong Kong
SAR PRC
t: 852-2111-4401
winty.cheung@apro.ubc.ca

Mr. Michael Rogers / Ms. Teresa Sham (on leave)
International Short Study Programs Manager
Office of the Provost & Vice-President Academic
University of British Columbia
1958 Main Mall, 6th Floor
Vancouver, BC V6T 1Z2
t. 1 604 822 0563
f. 1 604 822 8118
michael.rogers@ubc.ca

