



Information for New Students: 2011-2012

➤ Welcome

Welcome to the School of Graduate Studies (SGS) and the University of Toronto! We hope that this information will help you understand the terms on your offer of admission letter. It also contains advance information on registration, fees and other matters of concern if you are a newcomer to Toronto or Canada.

If you have any questions, please do not hesitate to contact your department or SGS, or to visit our website.

Student Services:

(416) 978-6614
graduate.information@utoronto.ca

Graduate Awards:

(416) 946-0808
graduate.awards@utoronto.ca

Hours of Service:

Monday – Friday, 10 am – 4 pm

Fax:

416-946-0992

Website:

www.sgs.utoronto.ca

Address:

63 St. George Street
Toronto, Canada
M5S 2Z9

➤ Offer of Admission

Your offer of admission from the School of Graduate Studies is your official acceptance letter which outlines important information about your program (i.e., start date, department, program/degree). Very often there are conditions on the offer, which **must be satisfied before registration is permitted**. The following is an explanation of how to clear some of the most common conditions. If the condition on your letter is not included in the examples below and you are unsure how to clear it, please contact your graduate department.

Examples:

1) Completion of your current program with a specific average and confirmation of degree conferred. This condition has two elements that must be satisfied: (1) proof that you have obtained the specified average and (2) proof that you have received your degree. You must arrange to have a final official academic record forwarded to your department once you have completed your course work and received your degree. If your academic record is forwarded before it has been updated to indicate conferral of degree, the second part of the condition will not be cleared. You then will be required to arrange for a final record or, if you are in Canada, to present your original diploma to your department. To save time and expense, ensure that your academic record includes the confirmation of degree conferred.

If you satisfy your requirements during the summer but will not receive your degree until after your graduate program commences, then you must arrange to have two documents forwarded to your department: (1) an official academic record indicating final standing and (2) an official statement from your registrar confirming that the degree requirements have been satisfied and indicating the expected date that the degree will be conferred.

2) Authentication of Self Reported Grades: This condition requires you to authenticate self-reported grades by providing your graduate unit with official transcript(s) of your academic record, directly from the issuing institution(s) by the specified date.

3) Certified English Translation of Academic Record or Diploma: You must arrange to have the document translated by a properly authorized translation service or your embassy or consulate.

➤ International Students

Immigration Regulations

A prospective student who is neither a Canadian citizen nor a permanent resident must obtain a visa and study permit from a Canadian embassy, consulate or high commission outside Canada. **It is not possible to change from visitor to student status within Canada.** You will need your offer of admission letter in order to obtain a study permit and to present to the Canadian immigration authorities when you arrive in Canada.

The Centre for International Experience is a wonderful resource for international students and supplies information from adjusting to life in Canada to the University Health Insurance Plan (UHIP) and Off Campus work permits. The CIE is open to all students and hosts a myriad of events. For details and more information visit the CIE website at: <http://cie.utoronto.ca/>.

School Fee Exemption

An international student bringing children to Toronto may have to pay a substantial fee to enroll their children in a local school. The Family Care Office at family.care@utoronto.ca / www.familycare.utoronto.ca can help to determine your eligibility for exemption from this fee.

➤ Minimum Period of Registration

Master's Programs

The minimum period of registration is defined as the shortest length of time a student must be registered in that program on a full-time basis in order to qualify for the degree. For coursework-only programs, the actual length of time that the program requires is normally equivalent to the minimum period of registration. However, for programs requiring theses, projects and other extended academic activities, the actual time is often longer than the minimum period of registration.

Once the minimum period of registration has expired, full-time students are required to register annually on a full-time basis until all degree requirements have been completed. The minimum fee for any degree is based on the minimum period of registration and applies both to full-time and part-time students. Students who accelerate through their program may have to pay a balance of degree fee upon graduation (see Balance of Degree Fees below for more information).

Ph.D. Programs

The normal program length for a Ph.D. program is four years, but it is recognized that this is not always feasible. You should consult your department if you have not received an outline of the requirements. Students in Ph.D. programs must be registered full-time, year-round. The minimum period of registration is twelve months.

For students entering a Ph.D. program directly from a bachelor's degree (i.e., without having completed a master's degree program), the normal program length is five years, with a minimum period of registration of two years.

➤ Time Limits

All degree programs have a time limit by which all degree requirements must be met. The time limit for the Ph.D. degree currently is six years. For Ph.D. students who entered directly from a bachelor's degree, the time limit is seven years. Time limits for master's degrees vary. Please consult your department and the SGS Calendar for details.

➤ Financial Support Awarded by the University

Formal notification of financial support is normally sent by your graduate department.

Students in doctoral-stream graduate programs who meet the department's deadline to apply for admission to a University of Toronto graduate program for full-time studies will be automatically considered for financial support. No separate application is required.

Students in doctoral-stream graduate programs who apply for admission after the department's deadline also may be considered for financial support, if funds are available at the time of admission. For information on the granting of awards and other financial support, please contact the department to which you applied. Please note that a professional master's is self-funded and such students are generally not considered for financial support.

➤ Fees

The academic fees for the 2011-2012 academic year will be posted at www.fees.utoronto.ca. In addition to tuition fees, students are required to pay incidental fees. These include campus fees, student society fees and, in some professional programs, a placement fee. International students must also pay for the University Health Insurance Plan (UHIP).

For programs that are offered on a part-time basis, the part-time fee is calculated at approximately 30% of the full-time fee. Only students admitted as part-time students may pay part-time fees. For detailed information on fees, please refer to the University of Toronto Student Accounts web site at www.fees.utoronto.ca.

We recommend that you pay your fees at the bank by August 26, 2011. This will allow time for your payment to be processed by the registration deadline and thus avoid late registration fees.

If you are receiving funding or a major award from your department that will cover your tuition fees, you should complete and submit the Fees Arrangements form to your department. The form is available on our website at <http://www.sgs.utoronto.ca/informationfor/students/inform/stuforms.htm>

1. Yearly fees cover the fall and winter sessions and normally cover the summer session also (see below). Incidental fees are included unless otherwise indicated.
2. Domestic fees apply to Canadian citizens, permanent residents and exempt international students (see below).
3. International fees apply to non-exempt international students. It includes the University Health Insurance Plan premium. All international students must have health insurance coverage, which they may be required to obtain through the UHIP.

Fall and Winter Sessions

Fees for both the fall and winter sessions are payable when you register. The last day to register is Friday, September 16, 2011 (for September starts). We recommend that you pay your fees at the bank by August 26, 2011 to allow time for your payment to be processed by the registration deadline, thus avoiding late registration fees. If you are allowed to register for one session only, you will be charged the one-session fee (half the yearly academic fee plus incidental fees).

Summer Session and Early Registration

Fees are not charged for the summer session except in the following two cases: (1) part-time students who registered in only one of the preceding fall or winter sessions; (2) students who commenced a program by taking formal courses in the summer session. If you are accepted to begin your program in September, you may commence in the preceding summer session with the approval of your department. Students approved for early registration and engaged only in research do not pay summer academic fees. Students enrolled in summer courses pay summer academic and incidental fees.

Balance of Degree Fees

The minimum period of registration of the program into which you are admitted determines the minimum total academic fee that you must pay prior to graduation; this fee is called the “degree fee.” At the time of graduation, SGS calculates the cumulative program fees that you have paid. If you have paid less than the degree fee, then you must pay the balance.

This balance of degree fees are charged most commonly to part-time master’s students who take a heavy course load during the fall and winter and/or take courses in the summer session. However, full-time students who complete the degree requirements before the minimum period of registration also must pay at least the minimum degree fee. No degree student may pay less than the equivalent of one full-time degree fee.

International Students Fee Exemption

In accordance with the recommendations of the Ontario government, certain categories of international students are exempt from paying higher international fees. Instead they pay academic fees equivalent to those for Canadian citizens and permanent residents (landed immigrants). Students may qualify for fee exemptions in a number of ways, which are related to their sponsorship and source of financial support. Detailed descriptions of fee exemptions are available on the Student Accounts website at <http://www.fees.utoronto.ca>

➤ Registration and Enrollment

You are expected to pay your fees and register prior to the commencement of your program, which is normally either September or January, and every September thereafter until you complete your program. The date of program commencement is printed on the offer of admission letter.

You are informed of fees payable by way of the Student Web Service (SWS) at www.rosi.utoronto.ca View your account in invoice format on the SWS which lists every transaction. Monitor your account. *NOTE: the University of Toronto will not mail you an invoice. You access it on line from SWS.*

You must pay fees at the bank by August 26, 2011 for your payment to be processed by the September 16, 2011 deadline to register. You will be registered automatically, once you have paid your tuition and incidental fees at a Canadian bank or financial institution.

Fee payment is accepted at most Canadian financial institutions. You may pay through online banking or telephone banking. For payment in person at a bank, you must present the teller with your invoice, printed from the SWS. Record the online/telephone banking confirmation number or teller-stamped invoice as proof of payment.

Students outside of Canada can: 1) use Travelex Bank to Bank Transfer 2) send a bank draft or money order to University of Toronto, Student Accounts 215 Huron Street, 3rd floor, Toronto, Ontario, Canada, M5S 1A2; 3) transfer funds from student’s bank to the University of Toronto bank account. Detailed information on payment options is available at <http://www.fees.utoronto.ca/session/fallwinter0910/payments.htm>

A Request to Register Without Payment (i.e. fee deferrals) for most student loans (i.e. OSAP or other provincial loan) may be made through ROSI. For further details, please visit the fees section of the SGS website: <http://www.sgs.utoronto.ca/informationfor/students/money/fees.htm#RegRequest>

Once you are registered you will be able to enrol in courses. In many departments students enrol in courses over the internet. Most formal classes and seminars begin the second week of September. ***Consult your department for starting dates and enrollment procedures.***

NOTE: All new graduate students will receive a copy of the Essential Grad Guide which is a booklet containing important information about how to register, how to enrol in classes, where to go for financial help and where to find graduate student resources at UofT. New graduate students who are beginning in the fall of 2011 will receive their copy of the Essential Grad Guide during the summer of 2011 by mail to your permanent mailing address.

➤ Medical Insurance

Canadian Students

If you are coming from outside Ontario, you should ensure that you have medical insurance coverage. Information and application forms for the provincial government's Ontario Health Insurance Plan (OHIP) may be obtained from the University Health Service. There is no charge for OHIP provided you qualify for coverage.

Health Services, University of Toronto
Koffler Student Services Centre
214 College Street, Toronto, ON M5T 2Z9
Phone: 416-978-8030
E-mail: health.services@utoronto.ca

International Students

Most international students are not eligible for the Ontario Health Insurance Plan. The Council of Ontario Universities has negotiated an insurance plan designed to cover all international students at Ontario universities who are not eligible for OHIP. *The University Health Insurance Plan (UHIP) is compulsory for these students.* Currently the cost for twelve months is \$720 for a single student. Dependents also require UHIP coverage and are not part of your student account: \$108 per month for one; \$216 total for two or more. You must arrange dependent coverage directly with the UHIP office. Dependents (partner/spouse and/or children) must enroll in UHIP within 30 days of their arrival date in Canada or a late fee (\$500) will be applied. You may obtain detailed information about UHIP from the International Student Centre.

Centre for International Experience
33 St. George Street, Toronto, ON M5S 2J7
Phone: 416-978-0290
E-mail: uhip.information@utoronto.ca
Website: <http://cie.utoronto.ca>

➤ Accommodation

The Student Housing Service maintains listings of available accommodations advertised by landlords and by students seeking roommates; it also serves as a year-round current source of on-campus housing information:

Student Housing Service, University of Toronto
Koffler Student Services Centre, Room 203
214 College Street, Toronto, ON M5T 2Z9
Phone: 416-978-8045
E-mail: housing.services@utoronto.ca
Web: <http://www.housing.utoronto.ca>

Residences

Information on University and independent residences that accommodate graduate students is available at <http://housing.utoronto.ca/Housing-Options.htm>. Applications for residence accommodation should be completed and returned to the appropriate residence office as soon as possible.

Graduate House

This award-winning residence offers apartment-style suite accommodations for 437 full-time graduate and second-entry professional faculty students. For further information, contact:

Graduate House
60 Harbord Street, Toronto, ON, M5S 3L1
Phone: 416-946-8888
Fax: 416-946-8887
Email: information.gradhouse@utoronto.ca
Website: <http://ghcommunity.info>

Massey College

This is an independent residence community of senior academic scholars and full-time graduate students. For further information, please refer to the Massey College website: <http://www.masseycollege.ca>

University Family Housing

Priority for unfurnished university apartments is given to student families. Applications for these units should be obtained from the Student Housing Service and submitted as soon as students are seriously considering attending the university. Waiting periods will vary depending on the type of accommodation requested.

Off-campus Housing

Students can use the lists of advertisements displayed at the Student Housing Service as they would the classified section of a newspaper, locating accommodation to meet their needs while staying in temporary housing, which they should try to arrange in advance of their arrival. The Student Housing Service also has information on short-term lodging. Most of the listings are for housing which is located within 45 minutes travel time by public transportation from the St. George campus.

To avoid the September rush for housing, rent from August 1 or from October 1. Housing usually is advertised about four to six weeks in advance of the date when it becomes available for occupancy. Since accommodation is not inspected, the quality cannot be estimated or guaranteed. Therefore it is important for students to meet with the landlord and inspect the premises before entering into any agreement.

Cost

Shared accommodation off-campus generally costs between \$400 to \$600 per month, while private apartments normally range from \$750 to \$1,000 for a bachelor, \$1,000 to \$1,500 for a one-bedroom, \$1,500 to \$2,000 for a two-bedroom, and \$2,000 to \$2,500 for a three-bedroom unit or a house.

➤ Calendar (Catalogue)

The School of Graduate Studies Calendar is available electronically on our Web site at <http://www.sgs.utoronto.ca/calendar.htm>. The calendar contains policies and degree regulations applicable for the years in which you are enrolled in your graduate program. Please contact the department directly if you require immediate information on the program in which you have been offered admission.