

International Admissions Guide

Fall 2023

REQUIRED READING FOR ALL NEW INTERNATIONAL STUDENTS

GEORGE BROWN COLLEGE



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WELCOME

Congratulations on your offer of admission to George Brown College! We're excited to welcome you to George Brown and our student community but first, you will need to complete the steps outlined in this document to finalize your admission. Students who deferred from previous semesters and re-applied to the Fall 2023 semester are also required to follow the steps outlined in this document.



JOIN OUR COMMUNITY ONLINE

By joining George Brown College, you are joining a strong and vibrant student community of over 30,000 students. We encourage you to connect with us on social media and visit georgebrown.ca regularly for the latest information.

- georgebrown.ca
- georgebrowninternational
- @georgebrowninternational
- @georgebrownintl
- georgebrowncollege

STUDYING DURING COVID

Details on your program delivery method (in-person, hybrid, etc.,) will be announced in July. Please check the George Brown website regularly for updates. During the registration process for Fall 2023 you will be able to view the delivery format for the individual courses for your program. Please see the Covid-19 FAQs on our website for more details.

KEY ADMISSIONS STEPS

Here's a quick summary of the steps required to finalize your admission to George Brown College. More important details are available in the next pages.

Step	Action Required
1. Accept your offer and pay your fees by the deadline provided in your offer letter 	• Confirm your spot via the Online Application System at applynow.georgebrown.ca. • Pay your fees.
2. Reset your password and activate your George Brown student email 	• Reset your password at service.georgebrown.ca. • Log in to mail.georgebrown.ca to activate your student email account. • Check your George Brown email regularly for important messages from the college.
3. Apply for your required study permit, work permit and clearances 	• Apply for your study permit as soon as you receive your letter of acceptance from the college. • Apply for a work permit and/or additional clearances required to complete your program.
4. Register for your courses 	• Registration is staggered over two to three weeks, and students of each program are given a different registration date and time. • Check out our Important Dates page to find our when the registration dates will be posted on STU-View.
5. Complete any required placement tests 	• Check the requirements for your specific program. (Not all students are required to complete a placement assessment.)
6. Complete arrival procedures 	• Download the iCent app and provide travel and quarantine information. • Once in Canada, submit your study permit information to the International Centre. • Ensure your mailing address information is up-to-date.

IMPORTANT DATES

Please note: The important dates listed below are subject to change. Please visit georgebrown.ca/dates for the latest information.

Event	Date (2023/2024)
Confirmation due date / offer expiry date	Check your Offer Letter
Check the registration start date for your programs	**July 3, 2023**
Web registration begins	**July 17, 2023**
Placement test deadline for students automatically registered in foundation-level courses in English or Math	Must be completed by **September 11, 2023**
Orientation for new students Academic orientation and International Student orientation	Check georgebrown.ca/orientation for more information
Classes begin	**September 5, 2023**
First week of classes Submit your valid study permit online	**September 5–11, 2023**
Last day for late attendance	**September 11 2023**
Last day to withdraw with partial refund	**September 18, 2023**
Last day to withdraw from Session 1 (7-week courses) without academic penalty	Please check georgebrown.ca/dates
Fall fees are due	
Last day to withdraw from a course or an entire program, Fall semester (14 week courses) without academic penalty	
Intersession Week	
Last day to withdraw from Session 2 (7-week courses) without academic penalty	

1. ACCEPT YOUR OFFER & PAY YOUR FEES

Log into the Online Application Service at applynow.georgebrown.ca to accept your offer and pay your fees by the deadline date indicated on your letter of acceptance.

The Online Application Service accepts:

- Online payments by credit card (MasterCard, MasterCard Debit, Visa, Visa Debit).
- Payment by bank transfer is also accepted for payments sent outside of Canada.

If paying within Canada, certified cheque, money order or bank draft are also accepted as methods of payment when paying at your bank. You can also pay by Electronic Bank Transfer. Simply choose **George Brown College current year** as payee, and enter your student ID number (**101XXXXXX**) as the account number

WHAT YOU NEED TO KNOW:

- You must accept your offer, and pay your fees to secure your seat in your program. Payment alone does not secure your seat.
- Your seat will not be reserved for you if you do not accept your offer by the deadline provided in your offer letter.
- We are unable to provide new incoming students with any alternative payment plans.
- If you pay fees but forget to accept your offer in the Online Application System, your seat in the program will not be reserved.
- Please note that acceptance and payment do not automatically register you in your program. Please follow the steps in this document that outline how to register for your courses and pay your fees.
- If you have deferred your program from previous semesters and already have payment in a George Brown College account you are still required to log in to accept your offer for the September 2023 term.
- **Conditional offers:** If your offer of Admissions is conditional make sure you submit all the documents specified in your offer letter by the deadline date. Offers will be revoked if the required documents are not received.
- George Brown College tuition and fees are subject to change
- Some specialized programs have higher tuition fees which will be specified on students' Statements of Estimated Fees and college invoices and will be listed on georgebrown.ca/international/tuition-fees-related-costs.
- The Statement of Estimated Fees in your letter of acceptance (which is provided as support for your Study Permit application) reflects the estimated fees for the initial semesters indicated. These fees are based on prior year actuals. Official Fee Statements from the George Brown College Finance Department will follow at a later date and the updated fee amount will supersede the amount on this Statement of Estimated Fees. The George Brown College Finance Department will also send official Fee Statements for future/returning semesters in this program.
- Only school fees should be sent to the college as all funds received by the college will automatically be credited to your tuition fees. The refund process to retrieve fees sent to the college for expenses other than school fees takes around six weeks to process or longer during peak periods plus a $100 charge.
- Health Insurance Fees: All students returning for the following September will be charged Health Insurance fees for the full new Academic Year (September to August the following year.)

- Changing fee status from International to Domestic: In certain very specific circumstances (e.g., dependent or spouse of an employer—specific work permit holder, spouse or dependent of a Canadian Citizen, Permanent Resident or Diplomat, or submission of specific Permanent Residency documents, etc.), students can request a change from international student fee status to domestic. To see if you are eligible, please contact the International Centre at intladmissions@georgebrown.ca. For fee changes to be approved and take effect, all required documentation must be submitted prior to the start of term or your program. If documents are received partway through a semester, changes can only be made to future terms and not retroactively.



2. RESET YOUR PASSWORD & ACTIVATE YOUR GEORGE BROWN STUDENT EMAIL

You are required to reset your password immediately upon receipt of your letter of acceptance. To do so, you will need to log in to service.georgebrown.ca with the student ID and password you received on your letter of acceptance, create a new password and set-up some security questions. Your new password will be valid for one year and will expire automatically every year.

Log in to your George Brown email account at mail.georgebrown.ca, using your student number added to @georgebrown.ca for the username, and your new password. All George Brown students are given an email address which must be activated after registration of courses or just before the start of classes. Important notices from the college including orientation information, academic assignments, and communications from college employees will be sent to your George Brown email account.

Need help logging in? Please visit our website to access technical support or call 1-416-415-2000 or email the contact centre at ask.george@georgebrown.ca

3. APPLY FOR YOUR REQUIRED STUDY PERMIT, WORK PERMIT & CLEARANCES (IF REQUIRED)

With the evolving COVID-19 pandemic, we recommend that students and applicants stay up to date with any immigration policy changes that relate to the current situation.

Please visit canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html

Apply for your **study permit** as soon as you receive your letter of acceptance and official payment receipt from the college. It can take up to six months to complete the application process. You must have a **valid study permit (visa)** to study at George Brown College. Apply for your study permit (visa) at the Canadian Embassy, High Commission, or Consulate nearest you using your offer of admission letter & receipt of fee payment.

When applying for your study permit, you must enter the George Brown College **Designated Learning Institution (DLI) Number O19283850612** on your application (note that the first character of the DLI number is a capital letter O and not a zero).

MORE INFORMATION ABOUT STUDY PERMITS:

- Students currently holding a study permit/visa and transferring from high school/secondary level are now allowed by Immigration, Refugees, and Citizenship Canada (IRCC) to study at post-secondary institutions as long as the study permit is still valid.
- Protected persons, refugee claimants, or convention refugees are required to obtain a study permit for engaging in academic, professional, vocational or other education or training that is more than six months in duration. If a program takes more than six months to complete, students must have a study permit before beginning their program at George Brown College. Convention refugees and protected persons are permitted to pay domestic fees. Refugee claimants are required to pay international fees until they receive a "notice of decision" or have an employer-specific work permit (in which case, they can pay domestic fees).
- Visa-exempt foreign nationals are expected to have an Electronic Travel Authorization (eTA) (canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html) to fly to or transit through Canada. Exceptions (canada.ca/en/ immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html#eta-exemptions) include U.S. citizens, and travellers with a valid Canadian visa. Information on how to apply for an eTA can be found at canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html.

APPLY FOR YOUR WORK PERMIT, IF REQUIRED FOR YOUR PROGRAM:

A work permit is a document required by IRCC before international students can start work-integrated learning opportunities such as a co-op, externship, practicum or work, even if these work-integrated learning opportunities are unpaid or located within the George Brown College premises. We strongly encourage you to apply for a work permit at the same time as your study permit, especially if your program requires work-integrated learning during the 1st or 2nd semester. Students without an appropriate work permit will not be able to do the required work-integrated learning and will not be able to graduate from the program.

MEDICAL EXAMS:

Students in programs that require work-integrated learning involving long term care homes/facilities, onsite or offsite clinics/hospital settings and/or interaction with families and children in Canada, such as School of Dental Health programs, Community Services & Early Childhood programs, Social & Community Services programs, Health Sciences programs, H402 (Food & Nutrition Management), T402 (Health Informatics), and C137 (Assaulted Women's & Children's Counsellor/Advocate) are required by the IRCC to undergo a medical exam by a Panel Physician. See canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams.html for more information.



Medical exams performed by a Panel Physician are valid for up to 12 months. If you completed a medical exam for your visa application and it is still valid, you may be able to submit proof of this medical with your application for a co-op work permit. The IRCC medical exam is in addition to completing the mandatory program-specific pre-placement health forms which may be required by your academic department (see georgebrown.ca/current-students/preplacement for details). See secure.cic.gc.ca/pp-md/pp-list.aspx for your country or region.

Please note: Work permit processing takes longer if done within Canada. Processing will be even longer if you are required by IRCC to undergo medical exam by Panel Physicians. Additional costs apply as these are not covered by Health/Medical Insurance. Check processing time at canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html.

COMPLETE ADDITIONAL MEDICAL AND POLICE CLEARANCES, IF REQUIRED FOR YOUR PROGRAM:

For clinical/work placements for Community Services, Health Sciences, H402 (Food & Nutrition Management), H119 (Culinary Management—Nutrition, if placed in a healthcare setting) and C137 (Assaulted Women's and Children's Counsellor/Advocate) programs, you are required to complete a separate medical exam and a Police Vulnerable Sector Check (PVSC) in Ontario before any placement can begin. Please see georgebrown.ca/current-students/preplacement for details.

For any questions on these additional requirements, contact Suzette Martinuzzi at 1-416-415-5000 ext. 3415 between 8 am–4 pm or by email at smartinu@georgebrown.ca.

You are responsible to know what your program requirements are and complete these prior to your placement. Students without appropriate clearance requirements will not be able to do the required placements or graduate from the program.

EARLY CHILDHOOD PROGRAM PRE-PLACEMENT REQUIREMENTS:

Students in Early Childhood Programs must refer to the individual program requirements at georgebrown.ca/programs/program-availability?year=2023&availability=international for their pre-placement requirements. For more information on these requirements, please email ece@georgebrown.ca.

SPECIAL NOTE ON PROGRAMS WITH WORK INTEGRATED LEARNING OPPORTUNITIES SUCH AS CO-OP, EXTERNSHIP, INTERNSHIP, CLINICAL PLACEMENTS, ETC:

Please note that the timing of when certain components are completed may shift depending on guidelines from public health officials. You need to connect with your academic department contacts for the latest updates and more information.

4. REGISTER FOR YOUR COURSES

To choose your courses in the program, **you must register online through STU-View**. Check the registration start date for your program by going to stuview.georgebrown.ca on **July 3, 2023**. If you register at the start of your registration period, you will be assured a seat in all courses required for the semester and you will have a better selection of courses and timetable. Online registration will start on **Monday, July 17, 2023**.

PASSWORD/REGISTRATION HELP:

If you have problems with your password, logging into STU-View or you have difficulty registering for courses, please call 1-416-415-2000 for assistance. You can also contact us by email at ask.george@georgebrown.ca for help, or visit our technical support webpages.



5. COMPLETE ANY REQUIRED PLACEMENT TESTS

Placement tests help us place you into the appropriate English or Math course(s) necessary for your program. Please note that not all students are required to complete a placement test – the college will notify you if one is required. Most post-secondary students are required to take the placement test for English or Math or both depending on individual program requirements. There is no fee for placement testing.

You are not required to take the Placement Test if you:

- Have already taken an Admissions Assessment (test) to be admitted to the College, as the results of that test will be used to place you in the appropriate English and Math courses.

or

- If you are applying for a Postgraduate or Degree program.

WHAT YOU NEED TO KNOW:

- **It is best to take the placement test as early as possible due to limited availability.** There is a deadline date to take your placement test. If you do not take the placement test by the deadline, you will be automatically placed in foundation-level courses. The last day to take the placement test for English & Math for students who are automatically placed in foundation course(s) is **Monday, September 11, 2023** (first year students only).
- Placement testing is not pass or fail. It simply determines if you are ready to take the college-level courses in English and/or Math in the first semester, or if you need to take a foundation-level course first to further develop your skills. If you take the placement test and achieve the appropriate score by the required deadline of **Monday, September 11, 2023**, you may be exempt from foundation-level and go straight to college-level English and/or Math. If you get this exemption, you won't have to pay any extra course fees.



- Please check if your programs are requiring placement testing at georgebrown.ca/assessment/placement/ and book your placement test when registering for your courses. Review the information at georgebrown.ca/assessment/prep/ to prepare for your placement test.
- If you are placed in a foundation-level course, the course will be automatically included in your timetable (in block-based programs) or will be available for registration through your STU-View account (in course-based programs). Your placement into a foundation-level course will not affect your start in your program and you will still take your core courses scheduled for the semester.
- Upon successful completion of your foundation-level course(s), you will be able to take college-level English and /or Math course(s). You will be charged a full course fee for the additional course(s) when you register for your college-level course, usually in Semester 2. This fee varies and may range from $1000 to $1500 for international students. If available, you may also be able to take an evening equivalent of this college-level course through the George Brown Continuing Education department at a lower fee. Please check the Continuing Education website for availability: coned.georgebrown.ca.

6. COMPLETE YOUR ARRIVAL PROCEDURES

REVIEW OUR TRAVELLING TO CANADA PAGE:

With the ever-evolving entry requirements and travel restrictions, we encourage you to stay up to date by visiting our Travelling to Canada page at georgebrown.ca/covid-19/travelling-to-canada.

iCENT APP:

George Brown College requires all international students who are travelling from outside Canada (irrespective of vaccination status) to download the iCENT app and provide their travel and quarantine information, including daily check-ins (if applicable).

Please see here for more information: georgebrown.ca/covid-19/travelling-to-canada/download-the-icent-app.

SUBMIT YOUR STUDY PERMIT:

International Students are required to submit a copy of their study permit electronically to the International Centre. Please visit applynow.georgebrown.ca/International/studypermitupload to upload a copy of your study permit and enter a few pieces of information from your permit. You will receive a notification once it has been accepted by International Centre staff.

ENSURE YOUR ADDRESS INFORMATION IS UP-TO-DATE:

To receive important letters and notices like statements from the college, you have to inform us each time your address changes. If you change your address through STU-View, please input **only one address** (your current address). Please do not include future addresses as this will cause errors in the system.

OTHER USEFUL INFORMATION

DEFFERAL, WITHDRAWALS AND REFUNDS

If you are unable to come to the college due to visa processing delays, visa refusal, or for various other reasons, you must inform the International Centre at intlwithdrawal@georgebrown.ca by **Monday, September 18, 2023** to avoid being charged the full fees for one semester even if not yet registered. For withdrawal and or refund requests, please visit: georgebrown.ca/international/accepted-students/withdrawal-and-refund-policy, complete the form and send to intlwithdrawal@georgebrown.ca.

Contact intlwithdrawal@georgebrown.ca for any withdrawal/refund questions you may have.

The refund process for those with complete supporting documents (in the case of visa refusal) and required information (reason for withdrawal, school name if transferring to another Canadian college or university) takes up to 6 weeks. Processing time may be longer than six weeks for requests with missing information or incomplete documentation or during peak periods (December–January, May–June, August–October).

Please note requests for program deferrals to the next semester will not automatically withdraw you from already registered courses. You must withdraw from registered courses to avoid being charged the full semesters fees before **Monday, September 18, 2023** by going to georgebrown.ca/international/accepted-students/withdrawal-and-refund-policy or notify the International Centre at intlwithdrawal@georgebrown.ca.

Students who request withdrawals/refunds **after Monday, September 18, 2023** will be charged a full semester's fees regardless of the reason for withdrawal or refund request.

Withdrawal/Refund Request Fees:

- Refund requests due to visa refusal will be charged a non-refundable $100 administrative fee for withdrawal and refund if the request is made by **Monday, September 18, 2023**. The visa refusal letter must accompany a completed, typewritten & signed Withdrawal Request Form, otherwise a non-refundable $1,000 withdrawal fee will be charged. Requests made after the deadline will be charged a full semester's fees.
- Refund requests due to reasons other than visa refusal with supporting documents will be charged a minimum non-refundable $1,000 withdrawal fee, if the request is received by **Monday, September 18, 2023**. Otherwise, a full semester's fees will be charged.
- Applicants requesting a refund for submitted fee payments whose acceptance to programs were expired or revoked for non-confirmation by the offer expiry date will be charged a $100 administrative fee.

Refunds:

- If the refund is payable to a third party, e.g., a relative, your signed refund request must authorize and include the name, address and telephone number of the third party.
- Fee payments made originally by credit card can only be refunded to the same credit card used. Fee payments from overseas by electronic bank transfers will be returned only to the originating bank account.
- Refunds are made in Canadian currency and, therefore, the final amount that you may receive will depend on the foreign exchange rates at the time the refund is processed. The College is not liable for loss of funds due to currency exchange.

LATE ATTENDANCE

September 11, 2023 is the cut-off date for late attendance in Fall 2023. There are no extensions past that date. Students who fail to attend class by that date cannot be admitted into class. If you are unable to start class by September 11, you need to do two things:

1. You must immediately withdraw from your program to avoid being charged one semester's fees by going to this link at georgebrown.ca/international/accepted-students/withdrawal-and-refund-policy to withdraw and or request a refund of fees paid less the administrative charge.
2. If you want to defer to the next available intake, notify your Admissions Officer immediately to receive instructions on how to defer your program. Deferral to a future term, however, does not guarantee you a seat as programs could already be closed due to the volume of applications received. Please note program deferrals to the next semester will not automatically withdraw you from already registered courses so it is very important to follow step one above.

FEES FOR LATER SEMESTERS

Please note post-secondary tuition and other fees are subject to change.

Some specialized programs have higher tuition fees which will be specified on students' Statements of Estimated Fees and College invoices and will be listed here on the College website: georgebrown.ca/international/futurestudents/tuitionfees/.

Fee Statements:
For returning students, fee statements will be mailed to you by the George Brown College Finance Department approximately three weeks before the fee payment due dates. Fee statements will also be available on STU-View. School fees must be paid by the deadline on the statement or a $150 Late Penalty fee is charged. Please check the George Brown website for important dates including due dates during the school year at georgebrown.ca/dates.

For your safety, please do not walk around with a lot of cash. Fee payment can be made by PC/Internet online banking, credit card, MasterCard Debit, Visa Debit, certified cheque, money order or bank draft if payment is made within Canada.

ORIENTATION

Starting your college career can be exciting and even overwhelming at the same time. To help you get started we've put together some resources and guides. Whether college is a new experience for you or you're joining us with previous experience, these key items will help set you up for success. And remember, you are not alone. If you have questions reach out through our contact information at the bottom of the page. We're here to help!

THINGS TO DO BEFORE YOU START

- Complete your Online Orientation modules in BlackBoard
- Attend the New International Student Orientation
- Check out Online Learning for remote learning tips
- Attend an Up & Running New Student Prep Day before your semester begins
- Get help with and book your assessment/placement test
- Register with Accessible Learning Services (if needed)
- Register for your academic program orientation and attend orientation week events

ONLINE ORIENTATION

New students to the college can get a jump start on their college journey with George Brown's Online Orientation! This site will help you carry out practical and administrative tasks like getting your digital Student ID, planning your academic accommodations (if needed), getting the steps to access equipment loans and much more before the semester even starts!

We have broken down Online Orientation into six different modules and a Resource Hub. You can do them one at a time, at your own pace, leading up to the beginning of the semester, and it's available to all new students for the duration of their entire first term. Simply log into BlackBoard with your student number and password and select Communities from the left-hand navigation of your dashboard and click on Online Orientation to get started.

INTERNATIONAL STUDENT ORIENTATION

We encourage all new international students to attend the New International Student Orientation to learn about the international student support services, health insurance coverages and Canadian immigration policies on study/work permits & visas for students and their dependents. Students will receive an email with registration details for the orientation prior to starting their program.

UP & RUNNING STUDENT PREPARATION EVENTS

Eager and excited to start your journey at the college? Get a jump start before the rush and make the most of your college career by attending one of these pre-orientation days that happen a few weeks before each term begins. Learn about strategies and tips to get you started with confidence and to help you be successful at the college.

By attending one of these preparation days, participants will be taken through the process of completing key administrative tasks to get them set up on the right track and get a chance to network and meet other likeminded students. Friends and family are invited to join in these online sessions to learn about ways to support you in your college career.

For more information visit: georgebrown.ca/current-students/orientation/before-you-start.



YOUR FIRST 30 DAYS

When a new semester begins it can be a whirlwind of activity. New classes, new professors, new software and even assignments. It may take you a few days to get into the swing of things, but remember you're not doing this alone, we've got you. Go through each section and get an idea of things you should consider as you start a new term.

GETTING STARTED CHECKLIST:

- Find out what textbooks and supplies you need for the term.
- Check your timetable frequently and adjust if necessary.
- Pay attention to important dates.
- Download required software and apps.
- Stay connected with the college and what's happening.
- Get involved and build connections with other students.

NEED HELP?

The International Centre is here to support you and answer questions.

We can assist with understanding admissions processes.

Contact us at 416-415-2000 ext. 2115

Email: intladmissions@georgebrown.ca

Or visit: georgebrown.ca/international/contact-international-centre

