

# INTERNATIONAL HANDBOOK

Your guide to









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*Assiniboine Community College makes every effort to keep this handbook up-to-date for students; however, it is possible that information has changed and is not yet reflected in this document. If you have questions, please email Assiniboine International's team at [international@assiniboine.net](mailto:international@assiniboine.net).*

*If you are ever in an emergency in Canada and urgently need to contact police, ambulance or fire personnel, **dial 911**.*



# WELCOME

Thanks for downloading Assiniboine Community College’s International handbook. Find information here to make your Assiniboine dream a reality.

Did you know we welcome more than **500** international students from over **20** countries each year?

We offer more than 50 full-time certificate, diploma, and advanced diploma programs at our campuses in Brandon, Winnipeg and Dauphin. Many of these programs are [open to international students](#).

Assiniboine College is a publicly funded, provincially accredited institution and we are a Designated Learning Institution with Immigration, Refugee and Citizenship Canada (IRCC). Assiniboine students are nationally recognized for their academic achievements and leadership qualities, setting you up for the future you want.

Our programs encompass a range of disciplines including food and hospitality, business, agriculture and environment, health care, human services, and skilled trades. Each of these programs embodies our philosophy of hands-on education supported by classroom learning.



# Your Next Steps

## Congratulations on receiving your Assiniboine acceptance package!

### STEP 1

Follow all directions in the package. For example, pay the requested fees on time and submit any requested documents.

### STEP 2

As soon you receive your acceptance package, you should apply for your study permit at [Immigration, Refugees, and Citizenship Canada](#). The letter will include a deadline for you to prove you have done this.

If Box 24 on page 2 of your acceptance package shows that a work practicum is “required”, also apply for your co-op work permit, with the study permit application.

Assiniboine Community College’s Letter of Acceptance (LOA) provides required information for IRCC, but does not guarantee a study permit approval. [Processing times](#) for study permit applications vary; apply as quickly as you can.

### STEP 3

You have received a decision on your study permit application. **Send a copy of IRCC’s decision to [international@assiniboine.net](mailto:international@assiniboine.net) as soon as you receive it.** Use your full name and student ID.

#### **My study permit was approved. What should I do now?**

Once your study permit has been approved, you can now start preparations for your travel. See our Preparation section.

#### **My study permit was denied. What are my options?**

When a study permit application is denied (refused), the visa officer provides a letter with the reasons. If you can provide different information related to the refusal reasons, you could choose to reapply for a study permit. However if you cannot provide different information, it will be difficult to reapply and receive an approval.

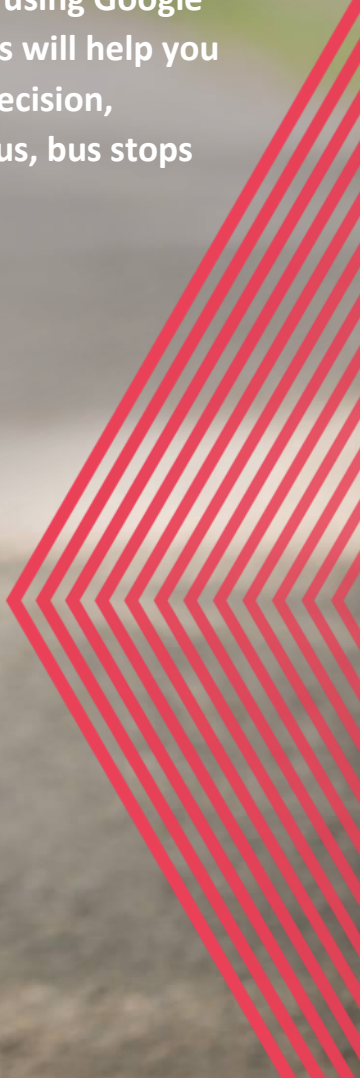
*Before* you decide whether to apply for a study permit a second time, contact [international@assiniboine.net](mailto:international@assiniboine.net) to learn what would happen to your seat and about refund policy. It is possible that Assiniboine could *not* “hold” the seat and/or refund your tuition deposit.

If you cannot apply a second time, and therefore would like a refund, send a copy of your refusal letter to [international@assiniboine.net](mailto:international@assiniboine.net) with your full name and student ID.





## TIPS

- › For more information about study permits, click on the [IRCC website](#) or contact a Registered Canadian Immigration Consultant from [this list](#).
  - › **DO NOT** quit your school or job in your country or spend money in preparation for your travel to Brandon, before your study permit is approved.
  - › If you require further information on your next steps visit [Assiniboine.net/AcceptedStudents](http://Assiniboine.net/AcceptedStudents).
  - › While you're waiting for your study permit result, you can also begin to learn about your Manitoba city, using Google Maps and Street View. This will help you make an effective rental decision, knowing where ACC campus, bus stops and grocery stores are.
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# Preparation

## Preparation checklist

- Book your flight
- Book transport to Brandon (or other Manitoba city for your campus)
- Book arrival accommodation
- Book longer-term accommodation

## Book your flight

We recommend you book your flight as soon as you receive a study permit approval letter. (IRCC calls this a “letter of introduction” (LOI) and it begins with the sentence “Your application to study in Canada has been approved.” This is different than the “passport request letter”. Wait for the LOI to be sure.)

NOTE: The *earliest* you can arrive in Canada is 150 days before the first day of your study program. And, you cannot work in Canada before the first day of your study program. If for some reason, you believe you need to arrive more than 150 days in advance, email [international@assiniboine.net](mailto:international@assiniboine.net) for guidance from one of our Regulated International Student Immigration Advisors (*before* you book flights).

Please make your travel arrangements with reputable travel agents and airlines. Last minute bookings can mean limited availability and higher prices. There are also search/booking websites on the Internet and some sites will alert you to changing prices.

[WestJet Airlines](#) is the only company that flies to Brandon Airport. They have flights leaving from Calgary, Alberta.

If you are not coming from Calgary, your best option is to fly to Winnipeg. You can book some ground transportation to travel to Brandon. The two commercial options are:

1. [Brandon Air Shuttle](#) – this service will pick you up in the airport and drive you to your Brandon address;
2. You can rent a car (with your home country driver’s license and an international credit card) outside the arrival area in the Winnipeg Airport.

## TIPS (Flights)

- › **Remember:** you should allow at least three hours at your first airport in Canada (for customs and immigration clearance procedures) before any connecting flight to Winnipeg/Brandon.
- › **Note** if you consider transferring through a city in the USA, be sure you have a valid US visa! If not, you must arrive in Canada directly from overseas.



## Book your arrival accommodation

Although it is easier to search for housing when you are already in Brandon, please arrange temporary accommodations before coming to Canada. We advise you to stay in a hotel or with friends/family for your first days in the city of your campus.

### Hotel

A possible option might be staying in a hotel while searching for a place to live. A wide range of hotels/motels are available for temporary stays in Brandon. It is always best to make reservations in advance, and during the peak tourist season, it is essential. From May until August, hotels are booked most heavily, and finding a reasonable place to stay without a reservation can be challenging.

A general estimate for the cost of hotel accommodation per night in Brandon varies between \$79-\$150 CDN. Please note that prices vary according to occupancy rates, location and season.

You may want to negotiate a special offer if you choose to stay in a hotel for a week or longer.

Here is the link on Google Maps showing [Hotels in Brandon](#).

### Short-term home rental

Another option for your first days is to find short-term home rental. This accommodation is usually offered by homeowners through websites like [VRBO](#) and [AirBnB](#). The costs and services vary, but some would include cooking facilities.





# Settling in Manitoba

## Long term housing arrangements

Your college experience will be more successful if you have a quiet, comfortable and affordable place to live. We strongly encourage all students to search for housing early. Housing availability can be tight and the college does not have a student residence, housing, or a homestay program. Consider the following options:

### Brandon University Residence

Brandon University (BU) welcomes Assiniboine students in modern residences located approximately three kilometers from Assiniboine. There are good bus connections between Brandon University and Assiniboine Community College. For further details on the residence, see their [website](#), or contact the Brandon University Housing Office at 204.727.7394.

Students will pay for a room and a meal plan. However, BU Residence charges Assiniboine students a lower meal plan fee, because Assiniboine students may be at Assiniboine during lunchtime. You have the freedom of choosing to eat lunch at college and pay for it separately. The residence is furnished, so you do not need to buy and transport furniture. In addition, living in residence gives you more opportunities to meet other students, especially in the evenings and on weekends when there are no college classes.

Note that if you sign a contract to live in residence, you are making **a commitment to be there for the full period of your agreement. Substantial financial penalties may be applicable if you leave early.** They have 3 main options for students: Academic Year (8 months), Fall Term (September to December), Winter Term (January to April/early May). View more information [here](#). Please discuss this fully with Brandon University residence staff so you understand this before you sign a contract.

### Hotel BU

- Flexible **short-term** (Hotel type) accommodation
- Available from **May 1 to the third week of August.**
- Complimentary \$10 meal voucher each day of stay for use in the dining area.
- See link [here](#).

## TIPS (BU Residence)

- > Depending on the plan you choose, your account balance at the end of each term may or may not be refundable. Read the options carefully before deciding which plan you will choose.
- > Food account balances may NOT be transferred to another student.
- > There will be reduced hours or closures at the end of December and end of April. Discuss with Brandon University Residence in advance.
- > For more information visit <https://www.brandonu.ca/residence/meal-plan/>

## Living at Brandon University Residence:

### Benefits:

- › Furnished rooms (a bed, dresser, bookshelf, chair, and night table). Sheets, pillow and blanket also included.
- › 2-3 meals per day
- › No electricity/gas/water costs.
- › Organized social, athletic and educational events. Meet more students and make more friends.
- › Library is a quiet place to study without travelling in cold weather.
- › Healthy Living Centre (fitness centre) fees included for ACC students who stay for at least 1 term.
- › TV lounges and study areas available.
- › Laundry facilities are free; you bring soap.
- › Top quality WiFi included in the price of residence. No cable or TV rentals. Fridges are available to rent.
- › Onsite Security, day and night.
- › (Postal) mail box available.
- › Parking is guaranteed for residence students. Bicycles can be locked inside a compound.
- › Residence team available 24 hours/day, 7 days a week for your needs.

### Things to Consider:

- › Residence cannot accommodate spouses or children of the student.
- › 3.5 km from Victoria Ave E campus; 5 km (and uphill) from North Hill campus. ACC students will have a free bus pass.
- › No pets
- › If you choose double accommodation, you have to share the room.
- › McMaster Hall has private and semi-private bathrooms (share with neighbour). Flora Cowan and Darrach Hall have communal washrooms.
- › Fridge available to rent or use communal one outside your room.
- › No upholstered furniture allowed. Only new furniture is allowed (no second-hand furniture).
- › No smoking in rooms. There are designated smoking areas on campus.
- › Lump sum payment for each term is due at the beginning of each term (one payment by September and the other by January).
- › BU Food Services works with students who have dietary needs and/or restrictions, for example: vegetarian, vegan, gluten-free, halal, and other diets. This could limit the number of daily choices.

## Budget Calculation – Brandon University Residence (estimated costs)

Accommodations including meal plan for ACC's students \*. All in Canadian dollars.

### Eight month academic year

	Darrach Hall (men only)	Flora Cowan Hall (women only)	Mc Master (all gender)
<b>Single Room (Economy)</b>	N/A	\$8,750	\$9,650
<b>Single room (Standard)</b>	\$8,750	\$9,250	\$10,250
<b>Double room</b>	\$7,250	\$7,500	\$8,400

\*Estimates only, based on **2022** rates. For 2023 rates, contact Brandon University Residence directly. See [www.brandonu.ca/residence](http://www.brandonu.ca/residence).





## Renting

There are different types of places you can rent. A house is usually too expensive for one student to rent, but many students rent suites (a self-contained unit with a kitchen, bathroom and bedroom) in a private home or share a rental house to keep costs down.

Another option is to rent an apartment with kitchen, bathroom, and one or two bedrooms. Most rental apartments do not include furniture (bed, couches, and chairs) or kitchen supplies (dishes, cutlery, etc.). Most of them do include basic appliances (stove, fridge, kitchen cabinets, etc.)

The utilities (cost of water, gas and/or electricity) may or may not be included in the rent. In most cases, this information is in the advertisement.

Average cost to share with roommate(s)	From \$550 to \$700 CDN monthly*
Average cost of a suite or apartment on your own	From \$750 to \$1250 CDN monthly*

\*Most landlords require a damage deposit of half of one month's rent, which is due prior to moving in. Rent is paid monthly.

# CANADIAN TENANT VOCABULARY

**Apartments** – an apartment is a self-contained, single-family unit in a building or house. Most apartments have one, two or three bedrooms.

- > Bachelor suites, units or apartments have a combined living area that also serves as a bedroom.
- > 1 Bedroom Apartment: Is comprised of a living room, kitchen, bathroom and 1 bedroom.
- > 2 Bedroom Apartment: Is comprised of a living room, kitchen, bathroom and two bedrooms.

**Single-family detached** – a home containing one dwelling unit that stands alone and sits on its own lot, thereby offering more privacy.

**Duplex or triplex** – a house that is divided into two units is a duplex. Divided into three, is a triplex. Often, the owner of the house will live in one unit and rent out the others.

**Row House or Townhouse** – three or more units are built side-by-side and share adjoining walls. Townhouses may also be “stacked”, which means that the top floor(s) will consist of a separate unit from the bottom floor(s).

**Rooms** – large homes are sometimes divided into several private bedrooms that are rented to individuals, with a common shared kitchen and bathroom.

**Room and board**—a landlord provides a bedroom, meals and possibly use of other rooms.

**Lease** - A legal document outlining the terms under which one party agrees to rent property from another party. A lease guarantees the lessee (the renter) use of an asset and guarantees the lessor (the property owner) regular payments from the lessee for a specified number of months or years. Both the lessee and the lessor must uphold the terms of the contract for the lease to remain valid

**Sublet** - to rent (property one holds by lease) to another.



### Where to look (Brandon)

Assiniboine is partnering with [Places4students.com](http://Places4students.com). You can check [eBrandon Classifieds](#), [Brandon Sun Classifieds](#), [Kijiji](#) for availability of housing. And, [Westman Immigrant Services](#), Brandon's local newcomer settlement agency, may also offer you some assistance. Brandon's [Relocation Guide](#) offers other information.

### Things to look for:

- > Is the place close to my ACC campus? (Check the campus for your program.)
- > Is the place close to transit bus routes?
- > Is the place close to shopping?
- > Ask about all costs, like utilities, parking, and laundry.
- > See Brandon's [Relocation Guide](#) to learn more about location of facilities in Brandon.

### Contact landlords

If you already know your arrival date and have found an advertisement for rental property that satisfies your requirements, contact the landlord or person looking for a roommate.

Beware: Demand for housing, especially for September, is high. Also, most people expect you to be in the city if you contact them; therefore, be prepared for some people to want to meet you first.

Try sending an e-mail to a landlord explaining who you/your family are, when you expect to arrive in your Manitoba city, and other details you think necessary. In this e-mail you may ask questions about the rental property, condition, pictures, etc. Always ask for as many pictures of your prospective apartment as possible. Make sure that those pictures are recent. If a person is reluctant to provide pictures, you may want to consider other offers.

Ask questions, such as:

- > If it is a "looking for a roommate" kind of ad
  - If yes, ask about your roommate
    - Who is the person(s)
    - Occupation, hobbies, schedule etc.
- > What is included in the rental fee? Parking? Utilities? Appliances? Furniture? Internet? Cable and/or streaming service?
- > When is rent due each month?
- > Do you need to sign a lease?
- > Does the landlord live in the same building? If not, where can you reach him/her?
- > What type of heating is used? (electrical/gas-air)
- > Do you control the temperature?
- > Are the appliances functioning properly?
- > Is anything damaged?
- > Do the door/window locks work properly?
- > If you own/will own large pieces of furniture, will they fit through the doorways and down hallways when you're moving in or out?

- › If you have any physical disabilities or medical conditions, will this place be comfortable and safe for your needs?
- › Are fire extinguishers provided?
- › How soundproof is the building?
- › How close are stores and services (i.e. grocery stores, bus stops, etc.)?
- › Are there laundry services on site or nearby?
- › Are pets allowed?
- › Is smoking allowed?

## TIPS

Some internet advertisements are scams. Do not transfer any money unless you are absolutely sure about the truth of the offer. Always get a receipt (proof of payment).

### *Rental Agreements*

Some advice, if your landlord requires you to sign a lease (rental agreement):

- › Avoid signing a lease if possible. Some landlords will rent accommodations month-to-month.
- › Leases are legally binding contracts. Do not sign a 1-year lease if you're planning to live there for 6 months.
- › If your landlord insists on a lease, ask if you can sublet the unit if you leave.
- › The person who signs the lease is responsible for any payments, including compensation to the landlord for any damage caused to the unit.
- › Make a list of existing damage to your unit before moving in and provide a copy to your landlord to avoid paying for previous damage when you move out. You can make a photo of all spots you might be concerned about (scratches on hardwood floor, stains on a carpet, holes or scratches on the walls)
- › You and your roommates should all sign the lease so that you can also share in its responsibility.
- › Once signed, you and your landlord should each keep a copy of the lease.
- › Insist on receipts from your landlord for all deposits or rent paid.
- › Similar to Canadian citizens, you must understand the implications and legal responsibilities of any rental agreement. Breaking the terms of any lease can have legal consequences.

### *Tenant Safety Checklist*

Before you sign a rental agreement, make sure your new apartment is safe:

- › Does each room have a window? If accessible from the street, can these windows be locked?
- › Is there at least one smoke alarm and a fire escape route?
- › Is public transportation available nearby?



- › Does the neighborhood feel safe - i.e. would you feel comfortable coming home alone in the dark?
- › Do all of the fixtures included in the rent work properly? Is the water coming from the faucet burning or too cold (even if you have allowed time for it to “warm up”)? Do toilets flush properly?
- › Check that all electrical plugs, heaters and other appliances are working properly.
- › Do you see mousetraps or cockroach bait, or “droppings” from animals? These are signs that you may be sharing your apartment with unwanted insects and/or rodents.

### *Assiniboine Reference*

In most cases, landlords ask for rental references. As a newcomer, you may not have any Canadian references. You can order a confirmation of enrollment letter from Assiniboine, which may help you. COE letters can take about one week to receive. Order and pay online using this link: [Document Request](#)

### *Housing payment*

If you are arranging housing from your home country, you may ask “How to pay a damage deposit?” Most landlords will require it in advance.

You have two options:

The best option is to ask a friend or acquaintance in the city of your campus to meet with the landlord, see the place and pay the deposit. This option allows your friend to see the place, take photos and share their opinion with you. Also, the landlord may have more confidence as a result. If you do not know anyone in Brandon, you can arrange a bank transfer (sometimes called SWIFT Payment). To do this you need to ask your landlord for the following bank account details:

Receiver:

FIRST.LAST NAME

Complete Address Receiver’s Account #:

Name of the Bank and complete address of the branch SWIFT CODE of the Bank:

Bank Institution #:

You can make a transfer either by contacting your bank and filling out the application or using your online banking service (if your bank offers such a service). Transfers may incur additional bank fees. For more information, contact your local bank.

## TIPS (Renting)

It is THE RESPONSIBILITY OF THE STUDENT to determine suitability as Assiniboine CANNOT INSPECT THESE PLACES OR MAKE ANY OTHER ARRANGEMENTS.

Carefully examine and know the terms of any lease BEFORE you sign it.

Carefully examine the apartment or suite BEFORE signing a lease to determine whether anything needs to be repaired by the landlord before you move in. But if you experience problems with your rental accommodation, the provincial residential tenancy office *may* be able to help.

# Other to-do's

## Power of attorney

You will be out of your home country for a long time. If you expect that you might need any documents that can be only issued in your country, arrange "power of attorney" with a trusted relative or friend, so they can obtain documents on your behalf. For more information contact a legal office in your home country.

## Make copies of important documents

Make copies of important documents (examples: passport, birth certificate, transcripts, study permit, driver's license, immunization and other health records). Notarized copies are a good idea. Leave one copy at home with someone you trust and bring one copy to Canada in a separate suitcase from your originals. Always carry original documents in carry-on luggage. You can also save copies of documents to a trusted password protected internet cloud location.

## Reference letters from your employers

If you plan to work while studying and had a job prior to coming to Canada, ask your employer/s for reference letter/s, if they can provide one in English. Having references from employers can help during your job hunt in Canada.





# Packing your baggage

Before you leave your home country, check the [Canada Border Services Agency \(CBSA\)](#) regulations about what you can legally bring into Canada.

Plus, all airlines restrict the weight, size and content of baggage so check these restrictions with your airline(s) before going to the airport. If your baggage is too large or heavy, be prepared to pay additional fees. When packaging your belongings try to use [special space saver bags](#) and suck out the air as it will significantly save the space in your baggage

The additional fee for one piece of baggage (20-30 kg of weight) is generally about \$100-200 CAD. Sometimes it is a reasonable price to bring important items rather than spend money purchasing new goods. For example, think about good winter boots and/or a good suit for interviews. You could spend more to buy those items in Canada than the additional baggage cost.

In addition to luggage you could consider sending non-essential belongings by mail or courier. If you decide to mail or courier non-essential items to Manitoba, always keep the waybills and make a list of all items including brief descriptions, the approximate value and the serial numbers (if available). Never ship money, travel documents, credit cards, or other important documents. Also check the company's terms of shipment – it might take up to 3 months, depending on your home country.

**Medicine & Prescriptions:** Until you are familiar with what is available in Canada, it is better to have medication from your country. Pack the original packaging for every medication item, including birth control pills. Also pack prescriptions, doctor's instructions or medicine with English translation as well as a Record of Immunization.

**Home Reminders:** Pictures of family or other things you love from home for comfort and encouragement.

**Pillows, bedding, towels:** If you have pillow or blanket (light and warm) which you like, bring it to help your sleep. Otherwise, buy those items in Manitoba to save space/weight for more important items.

## Clothing

**Indoors:** Informal clothing for class – both men and women wear casual trousers or blue jeans most of the time. More formal clothing, if you can afford it– dress or skirt for women, shirt and tie or suit for men.

**Outdoors:** Manitoba has warm, sometimes hot summers and very cold, dry winters. Daily temperatures range from 4.2 °C (39.6 °F) to 36.7 °C (98.1 °F) in August (summer) and -34.1 °C (-29.38 °F) to 3.7 °C (38.7 °F) in January (winter). Brandon has a fairly dry climate, with 462 millimeters (18.2 in) of precipitation annually. There is measurable rainfall on 56.0 days throughout the year, and 38.8 days with snowfall. Snow falls from November till March; however snow has fallen as late as May and as early as September.

Historical statistics and the current weather report can be found on the [Weather Network Website](#).

If you arrive in late August, you will still experience about a month of pleasant weather and need a few “summer” clothes. You will need a light-medium weight jacket for evenings as early as September. By mid-October, it could be colder than you are accustomed to. By then, you should have good winter clothes to feel comfortable during our long winter. It’s important for your health and safety.

If you start your program in January, bring a very heavy jacket and thermal underwear or be prepared to buy one as soon you arrive in Canada. Below are some examples of “good winter clothing” for Manitoba. Compare your current clothing to these examples and decide what to bring with you and what to buy here. It will be easier to find inexpensive or “used” clothing than to find used footwear in Manitoba.

One of the most important aspects of winter clothing is “layers”. Your winter clothing ensemble should have two or three layers. For example, a T-shirt and/or long sleeve shirt under a sweater. This will help keep you warm and comfortable. Many Canadians wear a pair of leggings (also called long underwear) underneath their trousers/jeans on days that are very cold, to keep their legs warm.

**Inner layer:** The inner layer (usually polyester or nylon) should dry easily on the body, so moisture is transferred or ‘wicked’ away from the skin through to the next layers of clothing. Having dry skin greatly increases one’s comfort level; this is especially important if you are walking or exercising outside.

“[Thermal underwear](#)” could be worn underneath your regular clothing and is sometimes called long underwear or “long johns”. The best kinds are made from insulating synthetic materials or merino wool.

**Middle layer(s):** The middle layer(s) are mainly for warmth. Examples would be “fleece” or wool or thick cotton. Often two or three thinner layers are more comfortable than one thicker layer. Tank tops (sleeveless t-shirts), undershirts, t-shirts or thin long-sleeve shirts can be worn underneath sweaters, sweatshirts, cardigans or other shirts. You can also wear tights or leggings under your trousers/jeans.

**Socks:** [Wool](#) or thermal socks will help. You can also wear a thin pair of socks underneath your wool socks for extra warmth, if it gets really cold.

**Outer layer:** The main function of this layer is to provide wind and/or moisture protection. The most important piece of winter clothing you will need is a warm winter jacket/parka/coat. Good winter jackets are also waterproof and water-resistant because keeping yourself dry is important to staying warm. Warm outerwear is a good investment as you will wear it for many months. year after year.

A “good jacket” would have some or all of these features:

- > A high collar that zips up, thus providing a “high turtleneck” effect. The neck is especially sensitive to cold air and the high collar can also protect the lower part of the face.
- > An insulated hood will minimize heat loss and protect the back and side of the neck and head as well as the ears.
- > Sleeve cuffs (elastic cuffs inside the sleeve which close around the wrist) are very helpful for your arms.
- > Length past your hips, even over your thighs, to protect your core body and part of your legs.



What is a “parka”? A parka is a heavy winter coat with a hood. It covers below your hips; zips up to cover your neck and sometimes covers your mouth and nose. A parka is usually lined with down (feathers) or another insulating material. The hood is often also insulated and is sometimes lined with fur along the outside edge of the hood to help protect your face.

A new good quality [winter jacket/parka](#) for an adult could cost (new) between C\$100 –\$500, and for a child, from C\$75 – \$250. Used jackets might also be available, but it could be difficult to find one you like.

Whichever jacket you choose to fit your style and budget, make sure it will be warm enough to keep you comfortable and safe. If your coat does not cover your neck, you will need a scarf to keep the wind away from your exposed skin. You might also use the scarf to cover your face if you are walking any distance.

Snow pants are a good item to have if you are outside for longer periods of time (walking, playing in the snow, doing outdoor sports).

**Hat:** In cold weather, we lose much of our body heat through our head, so wearing a [warm hat](#) helps stop this. Warm winter hats are made from wool, fleece or another material and cover your head and ears. You will often hear people call a winter hat a “toque” (sounds like “tuke”). “Toque” is a distinctly Canadian word and is an unofficial symbol of Canada.

You could wear a [headband](#) or  [earmuffs](#) to cover only your ears. You should make sure to cover your ears, especially when it is windy, because ears can be very vulnerable. You may also want a neck warmer and/or scarf that you can pull over your chin and nose if needed.

**Mittens:** Your hands and fingers can get cold very easily. Mittens or gloves can help keep your hands warm. Mittens are usually warmer than gloves, but make it difficult to use your fingers and hands. When playing outside, children often wear mittens because of their warmth and insulation.

**Boots:** Boots keep your feet warm and dry. There are various types of boots, with [Low-cut boots](#) which cover your ankles and [High-cut boots](#) which can cover up to your knees the most common. Some boots are water-resistant or waterproof. Typically good winter boots should keep moisture away from your feet, and be well insulated for warmth. Low heeled boots will be more comfortable and safe for walking, especially when ice is on sidewalks. Also check the “grip” on the bottom (sole) of the boots; a smooth sole can be very slippery on snow/ice and you could hurt yourself badly. Boots can be expensive and good quality boots for an adult might cost anywhere from C\$75 – \$200, for children, C\$30 – \$60, it is best to plan to buy these new in Manitoba.

**Style and Warmth:** On the coldest days of the winter, most people forget about fashion and choose warmth over style. You should not feel silly while bundled up in a warm winter coat, hat, gloves and boots. Some Canadians could learn from your example!

If you are well prepared, winter can be fun. The snow and ice make Manitoba beautiful, and you will find a variety of winter sports to enjoy. Go outside and explore the winter!

## Appliances

In Manitoba, electrical outlets have 110 volts and 60-cycle alternating current. Certain electronic equipment, such as laptop computers with built-in transformers, may simply require an adapter for the [electrical cord](#).

# PRE-DEPARTURE CHECKLIST

- A current passport
- Copies of all important documents. See [this link](#) and [this link](#).
- A valid Temporary Resident Visa or Electronic travel authorization (depending on what is required for your country).
- Your letter of introduction issued by Immigration, Refugees, and Citizenship Canada (confirming that your study permit application was approved)
- An original or copy of your Assiniboine Community College (ACC) acceptance letter
- Evidence of adequate funds for your stay in Canada
- Access to adequate funds during your travel to Canada and the first few days in Manitoba
- A record of immunization
- A list of the names of all medications you require (in English and your own language)
- A driver's license (if you hold one) with official English translation (as required)
- A list of personal items you are bringing with you to Canada or having shipped to Canada
- Paid required tuition fees and can show receipts
- Confirmed your arrival date, time, and flight number with friends/family meeting you at the airport (if applicable)
- Organized your place to live (paid damage deposit/residence fees, etc.)
- Informed your landlord/residence office about your arrival date
- Packed warm clothing in your hand luggage, in case your checked luggage does not arrive on the same flight, and depending on time of year
- Checked the baggage restrictions for each airline you will use







# Travelling to Canada

Your travel to Canada may include several flights and take more than a day to reach your final destination. The following tips can help you have a safe, comfortable, and hassle-free journey.

- › Make a copy of your airline reservation information and important documents in case the originals are lost or stolen. Keep the copies in a safe place, but not in the same place that you keep the originals. Never pack important documents in your checked baggage. Always keep your passport, airline tickets, documents you will need for Canadian immigration and customs officials, and your cash/credit cards stored safely on your person.
- › Keep emergency phone numbers with you at all times. The following phone numbers are recommended:
  - The phone number(s) for your country's embassy, consulate, or high commission, in each country you will travel through.
  - The phone number and address for Assiniboine (204-725- 8700) (1430 Victoria Ave East, Brandon, MB)
  - Emergency phone numbers
  - The phone number and address of your landlord or residence/friends and family
  - Numbers of a taxi company in Winnipeg and Brandon
- › Pack your own baggage and never leave your bags unattended.
- › Never accept parcels or letters from strangers.
- › Label all luggage clearly, but do not use your home address. Try to use luggage tags with flaps to hide your name and deter theft.
- › Contact the airline(s) or your travel agent to check your flight schedule(s) at least three days before you are scheduled to leave. Confirm the flight(s) again on the day of your flight to ensure there have not been any last-minute changes.
- › Confirm the time that you should arrive at the airport and make sure that you arrive in plenty of time. Many international flights require passengers to arrive two to three hours before the scheduled departure time for the flight.
- › Wear comfortable clothing and footwear. It can be helpful to bring a sweater or light jacket in your carry-on luggage in case the temperature inside the airplane or airport is cool. If you will arrive in Canada between October and April, bring a heavier jacket to wear upon arrival.
- › Keep a small amount of local currency so that you can pay departure taxes and purchase snacks during layovers.
- › Contact the airline(s) or your travel agency in advance to find out how much the airport tax will be and how you can pay it at each airport.
- › Carry a credit card or small amount of Canadian dollars so that you will be able to pay for a taxi, if necessary, upon your arrival.

# Say No to “Jet Lag”

Jet lag happens because rapid travel across time zones throws off our biological clock that helps control when we wake and fall asleep. Your body needs time to get on the rhythm of the new time zone.

Jet lag might be unavoidable, depending on the difference between your local time and Manitoba’s time. Here are some ways to decrease the effect of the jet lag. The less jet lag you have, the sooner you can be productive in your first days in Manitoba.

- › Simulate your new schedule before you leave. To determine the time difference between Manitoba and your city you can use the [Time Zone Converter](#) web site. Then, “If you’re traveling east, start moving your bedtime earlier,” says Avelino Verceles, MD. “Shift it a half-hour earlier each night for several nights before you leave.” If you’re traveling west, do the opposite— move your bedtime later. You can also try moving your mealtimes closer to mealtimes in Manitoba.
- › Adapt to your new schedule while in flight. Change your watch to the time for each airport you arrive at during your travel. Try to sleep on the plane if it’s nighttime at your destination, or stay awake if it’s daytime -- but do not force it. Be as relaxed as possible.
- › Stay hydrated. Drink water before, during, and after your flight. Avoid alcohol or caffeine a few hours before you plan to sleep. Alcohol and caffeine can disrupt sleep and may cause dehydration.
- › Move around. Get up and walk around, do some exercises in your seat, and stretch on the flight. Move around at any airport stopovers. However, after you land, avoid heavy exercise near bedtime, as it can delay sleep.



## Entering Canada

### Canada Border Services Agency (CBSA)

Avoid alcohol or sleep medication before arrival so your mind is clear. Wherever you first arrive in Canada, you will need to pass through border control. The process may be confusing, especially if you have not travelled often. We encourage you to be prepared. Detailed information about Canada's customs and immigration regulations is available from the Canadian embassy in your country or here: [Canada Border Services Agency \(CBSA\) website](#)

**Attention:** *You should allow at least three hours for customs and immigration clearance procedures at your first airport in Canada before catching your connecting flight to Winnipeg/Brandon.*

Occasionally, you may undergo a more thorough investigation after picking up your luggage. Agents may ask to inspect your bags to ensure that you have nothing restricted or illegal. To help speed up the process, have all items easily accessible and have receipts for any recently purchased expensive items, such as electronics. **ALWAYS** answer all questions truthfully, but wait for the customs officer to ask the questions.

### What to expect at the border

When you travel to Canada, you will pass through CBSA and speak to an officer at your "port of entry". Say that you are coming to Canada to study, and show your travel documents and letter that confirms your study permit approval, if requested. Also see [this link](#) and [this link](#).

The officer will examine your documents and may ask a number of questions about your purpose of travel.

Answer every question truthfully, consistently and calmly. If everything is in order, the immigration official will issue your study permit. If the officer seems to forget to print your study permit and/or co-op work permit, politely ask about this BEFORE leaving this area of the airport.

Although you will probably be tired, read your study permit (and co-op work permit if you receive one) carefully and ask the officer to explain anything you do not understand. It is **your** responsibility to understand and comply with immigration regulations while you are in Canada.

Carry the following documents with you, to show to an officer, as requested:

- A valid passport or travel document
- A valid Temporary Resident Visa or Electronic travel authorization, depending on what is required for your country.
- An original or copy of your Assiniboine Community College acceptance letter
- Evidence of adequate funds for your stay in Canada
- Your letter of introduction issued by Immigration, Refugees, and Citizenship Canada
- Any other documents recommended by the embassy that processed your study permit application
- Two copies of a list of all items you are bringing with you to Canada, including the approximate value of each item and serial numbers where applicable

If any of your documents are missing, or if any of the information on your application or documents is incorrect, you may not be allowed into Canada. For this reason, it is important that all of your documents are accurate before you leave home. Since you will be required to present your documents upon entry into Canada, carry these documents with you during your travels. Do not pack them in your checked baggage.

## **Travel to Brandon (from Winnipeg)**

### **Shuttle**

Brandon Air Shuttle offers routes between Winnipeg airport and Brandon in a comfortable van. See their [website](#) for schedules and reservations.

### **Rental Car**

If you have a valid driver's license from your country and an international credit card you can rent a car at one of the rental car companies right outside the Winnipeg at airport arrival area. This option will allow more independence, but remember that you will probably be arriving from long flights. The 2 ½ hour drive can be long and dangerous if you are tired. You might want to sleep overnight in an airport hotel.

The rental companies usually have GPS Navigation devices for an extra cost, this can help you find your way with no difficulties.

Generally, the minimum age to rent is 21 and you must hold a valid driver's license. Drivers between 21 and 25 years of age may have to pay an extra cost. Check with each rental company.

Also, remember to check with the company if it is possible to drop the car off at a Brandon location, and the costs for this service.

# First days in Manitoba

After you arrive, you will have many tasks before your program starts. Possibly, your first need will be to find stores to buy food and other items you couldn't bring with you. You can use Google Maps to find [grocery stores](#), [pharmacies](#), [clothing stores](#), [furniture stores](#), and others. Also see Brandon's [Relocation Guide](#) to learn more about location of facilities in Brandon.

Also, you can buy your groceries via [Instacart](#). It can deliver the groceries to your home, usually on the same day. It will charge some service and delivery fees.

Some apps can only be download into your cellphone or tablet in Canada. You may need to change the "Country" in your app store, so you can download the local apps.

## Assiniboine Orientation

Orientation is **required** for all international students. (See our website and emails we send you for dates and information).

## SIN Number

To work in Canada legally (and for an employer to pay you legally), you must apply for and get a nine-digit Social Insurance Number (SIN). A SIN number is also required for taxation purposes.

Take your passport and study permit documents with you. There is no fee.

You can apply for your SIN card online [here](#) or in person at a Service Canada Office:

- [Brandon Service Canada Centre](#)
- [Winnipeg Portage Place Service Canada Centre](#)
- [Winnipeg Taylor Service Canada Centre](#)
- [Winnipeg Crestview Service Canada Centre](#)
- [Winnipeg Rivergrove Service Canada Centre](#)
- [Dauphin Service Canada Centre](#)

## Health Insurance

Health insurance is **required** for all international students. The college will arrange this, and will collect the payment from you. See [FAQ](#) for frequently asked questions.

## Mobile Phone

A mobile ("cell" in Manitoba) phone may be useful, although that is your decision. Principal mobile companies in Manitoba are [Rogers](#), [Bell](#), [Telus](#).

You can usually get a pay-as-you-go contract with no Canadian documents required, but you'd require your own unlocked phone. "Pay as you go" plans may be only a quick temporary solution because it could cost considerably more than a fixed term contract, depending on how much you use a phone.

To get a fixed contract agreement, you must have a Canadian bank account and Assiniboine student card.

Some operators require a security deposit (about \$100) that can be returned to your account after a defined length of time.



## Bus travel in Brandon

In Brandon, the college's Students' Association in partnership with Brandon Transit offers students a UPass which will be added to your Student ID card. With both cards, students attending any Brandon campus are able to board Brandon Transit regular route bus at any time, at no cost. You may need to pay the bus fare for a few days, as you will receive your Student ID card *after* the start of the program. For bus fare, complete schedule and transit routes please visit <https://brandontransit.ca/>.



# Finances

Both paper and coin money is used in Canada. Canadian paper money comes in the following denominations: \$5, \$10, \$20, \$50, and \$100. Canadian coins come in the following denominations:

- 5¢ (\$0.05)- Five Cents (a “nickel”)
- 10¢ (\$0.10)- Ten Cents (a “dime”)
- 25¢ (\$0.25)- Twenty Five Cents (a “quarter”)
- \$1 (\$1.00) - One Dollar (a “loonie”)
- \$2 (\$2.00) - Two Dollars (a “toonie”)

Extra costs in the first month (such as rental, damage deposits and books) can amount to \$1000 - \$2000 CAD for a single student. Do not depend on an ATM/debit bank cards as your only source of cash. Sometimes banks will “hold” funds for a few weeks. So, when you arrive in Canada, have some Canadian or U.S. currency in cash for your rent and living expenses for a few weeks. Most large airports (not Brandon) have a currency exchange service, although hours will vary. In Brandon you can find a currency exchange service at Money Mart, 750B Victoria Avenue, Unit A. However, *these fees can be high*, so we recommend you contact banks/credit unions *first* about exchanging currency and/or exchange only the amount you will need before you can use an ATM/debit card. We also recommend that you carry travellers’ cheques, bank drafts or an internationally accepted credit card to help with your first month’s expenses.

## Canadian bank account

### CREDIT UNIONS

Credit unions offer the same services as banks but you must become a member to open an account. You become a member of a credit union by purchasing a small fee share, and then you will receive a small dividend each year as a share-holding member. Credit unions often offer a higher interest rate on your savings than banks.

### BANKS

The advantage of banks is that it may be easier to arrange international financial transactions. There are many banks to choose from. Some of them have a special account for students in general and for international students in particular; ask the bank staff (“teller”) about those programs

Some banks and credit unions will help you open an account before you come to Canada, so you can wire funds to it. Each bank has different procedures, so contact the bank of your choice for additional information.

In general, there are two types of bank accounts:

- chequing (pronounced “checking”) accounts
- savings accounts

A chequing account is useful for regular transactions such as paying bills or other expenses, and for withdrawing money.

A savings account will pay a little higher interest rate (than chequing accounts do), if you keep money in the account for a long period without withdrawals. You can also ask about an account for US dollars, if you want to keep some of your savings in that currency.

There are different kinds of chequing and savings accounts; each have different fees and interest rates. Always ask about the transaction fees for writing and cashing cheques and for using an ATM/debit card. Discuss your needs with the bank/credit union; review the written material carefully before making a decision.

### **Canadian credit card**

Having a credit card can be very convenient to pay for many online services and reservations (like a hotel or concert tickets). Another benefit of a Canadian credit card (generally MasterCard or Visa) is that you can start building your credit history without being a permanent resident or citizen of Canada. Credit history is an important pillar of financial credibility and can help with getting credit for major purchases in the future.

In general, credit cards are only available to permanent residents or citizens of Canada. However, some banks allow you to open a credit card account through a Guaranteed Investment Certificate (GIC) account. A Guaranteed Investment Certificate (GIC) is a secure investment that guarantees 100% of the original amount you invested. Your investment earns interest, at either a fixed or a variable rate, or based on a pre-determined formula. One of conditions of many GICs is that you cannot withdraw your investment until the end of the term (1 year minimum). The benefit is that the bank might consider the GIC as collateral and issue a credit card to the limit of the GIC. For example, if you put \$1000 in your GIC account, the bank might issue a credit card with a \$1000 purchase limit. If you fail to pay back your debt, the bank takes no risk because it could use your GIC investment to cover the debt.

To build your credit history: simply pay for your purchases with your credit card and then pay the full amount due each month by the due date. The more often you pay your full balance back by the due date, the better your credit history will be. The vast majority of banks offer a “grace period” on their credit cards. During this term, you will not be charged any interest. But, it is better to pay back the full amount as soon as possible, because it is easy to miss the due date and be faced with (big) interest charges.

To learn about the bank’s services: Make an appointment to open an account. You can arrange for an ATM/debit card, Internet banking, and telephone banking services when you open your account. Bring your passport and study permit, but when you make the appointment, ask the bank/credit union whether they will need any additional documents.

If, after a few months, you find that the bank/credit union's fees are too high, or you are not satisfied with the service, you can close your account and open one at a different bank/credit union. But, don’t close the first one before you open the second one—you don’t want to have no bank account, even for a few days.

### **Financial planning**

One of the most important aspects of studying abroad is financial planning. To assist you, here is some basic information regarding study and living costs in Manitoba.



## Tuition, fees, books and supplies

For *non-cohort* programs, tuition and other required fees must be paid by the start of each term (semester). Approximately half of the year's costs are payable in the first week of September (Fall term) and the other half in the first week of January (Winter term). Assiniboine offers a payment plan option of equal monthly payments per term. See [Payment Plan FAQs](#).

For cohort programs, see your letter of acceptance for fees and due dates. Also see the “helpful information” document for your program and/or “tools &supplies” on your program webpage for books/supplies costs.

*Estimated* program costs are available on our website. The *exact* amount for your courses will be available in your MyACC account after we register you in the courses.

The list of books for each course is available under Tools & Supplies section of your program on the website, one month prior to the beginning of classes. This list displays the course information, and the book title, author and estimated price. Your program may also require you to own some computer equipment. Look at your program name under [Technology Requirements](#) on the college website.

## Health insurance

The college will add the fees to your account: usually, about \$680 for basic health insurance and about \$250 for extended health insurance. The college collects these fees and sends the money to the insurance company on students' behalf. These fees are for 12 months and will be valid even if you stop being a student during this time. See [Health Insurance FAQ](#).

If your spouse is in Manitoba with a work permit valid for at least 12 months, he/she should apply as early as possible for [Manitoba Health](#) government insurance, and add your name (and children's) to the application. If your spouse receives this within the first month of college, this may allow you to “opt out” of the college plan.



## Living expenses

Students are responsible for their own living expenses. This amount is different for each person, depending on their lifestyle. It is impossible for us to predict how much money you will spend but we have some basic figures to help you:

### Estimated Cost of Living

Below is a sample budget to assist in your financial planning. The figures are averages taken from sources like the Brandon Rental Market Report. The monthly amount for rent is based on a single person living alone; if you share accommodations with another student, rent may be cheaper. If you enjoy an active social life, eating out or shopping, your costs will be higher. If you have a car or take taxis, costs will be higher. The following budget is merely an estimate of the funds needed for a basic lifestyle.

Expenses for single student	Month	Year
Application fee		\$200
Tuition		\$15,000 - \$22,000
Books and supplies		\$500 - \$3,000
Health insurance		\$1000
<b>Total: Study Expenses</b>		<b>\$16,700 - \$26,200</b>
Rent	\$500 - \$1,000	\$6,000 - \$12,000
Food	\$150 - \$250	\$1,800 - \$3,000
Transportation	Free bus pass (Brandon only)	
Utilities (electricity/gas/water)	variable	variable
Internet	\$30 - \$80	\$360 - \$960
Cellular phone	\$35 - \$90	\$420 - \$1080
Clothing	variable	variable
Furniture	variable	variable
Miscellaneous	\$100	\$1200
<b>Total: Living Expenses</b>	<b>\$850 - 1550</b>	<b>\$10,200 - \$18,600</b>
<b>OVERALL COSTS:</b>		<b>\$26,900 - \$44,800</b>

#### Pricing assumptions

**Rent** is the average price for a 1 bedroom apartment. Your costs will depend on your preferences and the available options.

**Utility** costs may be included in rent or may be separate (in addition to rent). Heating expenses will be the most expensive portion, more in the winter and less in the summer. Actual numbers could vary considerably.

**Clothing** will vary according to your preferences, but plan to buy winter clothing if you do not have it now.

**Initial Home Set-up:** Most apartments will *not* include furniture (bed, TV, couch, lamps, desk, dishes, sheets, towels, etc.). Also consider costs of moving large or heavy furniture from where you buy it to the apartment—this can increase costs.

**Cell phone plans** vary, from \$35 to \$90 depending on the provider and services you choose. If you will use your phone frequently, perhaps consider a contract plan. If you will rarely use your phone, perhaps consider a “pay-as-you-go” plan. Read the information you receive from the phone provider carefully and ask many questions before you choose. Some mobile service providers in Manitoba: MTS, Bell, Rogers, Virgin, Fido, Telus.

**Transportation:**

**Bus:** Your ACC student card will allow you to use Brandon Transit for free for the year (September to August). Before deciding on a place to live, confirm the bus route and schedule, so you know it will be manageable for you. Check Brandon Transit’s routes on its website [here](#).

**Car:** Cars can be very expensive. You would need to plan for 1) initial purchase price; 2) gas; 3) insurance (required by law in Manitoba); and 4) maintenance. Costs for gas and insurance are variable but estimate \$300 to \$400 monthly. You also must have a valid Manitoba driver’s license. You can use an out-of-province license for 3 months only. If you do *not* have a valid driver’s license in your home country or another Canadian province, getting a Manitoba license could take more than 9 months.

**Bicycle:** Brandon is a small city, so a bicycle can be a good transportation method in the warmer months.

**Taxi:** This is an easy transportation method as Brandon has a good number of taxis, but the cost can be quite high.

**Average cost of individual items in CAD\$**

Units (without taxes)	
Jeans	\$70.00
T-shirt	\$25.00
Winter sweater	\$55.00
Athletic shoes	\$100.00
Winter Coat/jacket	\$200.00
Winter boots	\$150.00
Winter hat	\$20.00
Winter scarf	\$15.00
Winter gloves/mittens	\$15.00
Movie	\$12.50
McDonalds Big Mac Meal	\$8.00
Litre of milk	\$2.00
1kg apples	\$5.00
Eggs 12 units	\$4.00
Chicken Breasts (boneless, skinless)1kg	\$17.00
Loaf of bread 500g	\$3.00
Water for drinking	Free, from tap!



## Earning Considerations

We strongly encourage you to plan your finances so you can focus only on studying and not have to worry about working.

Your study permit means your *primary purpose* in Canada is studying. Most students can legally work a maximum of 20 hours/week during college terms. But, if your working hours cause your grades to be low, or if you become a part-time student, you could lose your eligibility to work in Canada.

We encourage you to “settle in” to your college program for at least one month, so you understand the time commitment to achieve acceptable grades and manage your personal needs. Then, if you are able to manage some hours of work and studying, consider the following:

- Minimum wage in Manitoba is \$14.15 per hour, although some employers may pay more than this.
- Working hours will vary; you will not necessarily work 20 hours a week.
- Usually 12% to 15% of your salary will be deducted for taxes and other required government programs.
- There may be limited jobs available (although many students find work).
- Remember that you will have 4-6 hours of classes per day (Monday to Friday), plus homework and studying time. Even if you are allowed to work 20 hours/week on your study permit, it may be difficult to balance 20 hours of work with your studies. And, work hours *cannot* cause you to miss class or be late for class.
- Travel between college, home and a job can add up to an hour or more each day.

## Driver’s License

Check the “helpful information for international students” document on your college program’s webpage. For some programs, a driver’s license will be very important for success.

[Manitoba Public Insurance](#) (driver licensing and vehicle insurance in Manitoba) allows new residents to drive using a valid license from another country or Canadian province for up to three months only. Click [here](#) for more information. As soon as possible, apply for a Manitoba driver license. You also have three months to switch your registration on a vehicle.

Bring an international driver’s license (IDL) from your country, if possible. An IDL is a special license that allows motorists to drive internationally, when used with a valid driver’s license from their country of residence. You must have this license when you arrive in Canada; you cannot apply for one after you leave your country. Even with an IDL, be sure to contact Manitoba Public Insurance and provide proper documents as they request.



## Information for families

### School for your Children

Children will be able to attend public school (Kindergarten through Grade 12) at no cost. Children can enter kindergarten if they will be 5 years old before December 31 of that year.

You should also apply for study permits for any child 5 years or older, *at the same time as* you apply for a study permit for yourself. When you receive a letter of acceptance from our college, email us and we can connect you with the Brandon School Division. Based on your LOA from us, they will provide you with LOAs for your child(ren).

The hours of public school could be shorter than the hours of your college classes, so it's possible you would need "before, lunch and after school" care. The school year is September through June, so you will need full-time care for them in July and August. For children, there is a two week break at Christmas (which may or may not be the same as your college break) and a one week break at the end of March (which is definitely *not* a college break).

The Manitoba school system is made up of public schools, independent schools, and home schools.

## Public Schools

**Public schools** are operated by the Manitoba government. Public schools in Manitoba are free for children living in Manitoba with a parent with a valid study permit or work permit.

In Manitoba, your children have a choice between attending English or French language schools.

### *Brandon School Division*

Brandon School Division has schools in the city of Brandon, the town of Alexander, Canadian Forces Base Shilo and surrounding areas. The Administration Office is located in Brandon, Manitoba. See the [Brandon School Division](#) website.

Schools in Brandon follow the Early (K-4), Middle (5-8) and Senior Years (9-12) system.

For admission and registration, parents can go to [Admissions and Registration](#) for details.

Brandon School Division uses a neighborhood school concept. Students in elementary and middle years attend the school in their “catchment” area based on their residence address. The high schools use “open boundaries” concept; students can choose their high school depending on space. If a student wants a special program, i.e. vocational or French Immersion, catchment areas do not apply and they can enroll in the appropriate school.

### *Student Transportation*

All Kindergarten to Grade 8 students within the City of Brandon boundaries who would need to walk more than 1.6 kilometers to reach their designated school would receive school bus transportation.

For more information see the [Brandon School Division](#) website.

## Finding a School near you

You can find the addresses for [Brandon School Division Schools](#) or see [Google Maps](#) for the location.

*If you are studying in Winnipeg,*

<https://winnipegsdca.civicweb.net/portal/>

*If you are studying in Dauphin,*

<http://www.mvsd.ca/>

## Independent Schools

**Independent schools** are affiliated with specific religious beliefs and have their own councils. Independent schools are eligible for provincial funding if they teach the Manitoba curriculum and meet certain requirements. Non-funded independent schools may not follow provincial curricula but must deliver a similar standard of education as that provided in a public school.

Brandon has one private school – Christian Heritage School--view the school’s [website](#). Being a private school, Christian Heritage School charges tuition fees, which you can find by following the above link.



## Home Schooling

“Home Schooling” means you teach children at home, which is an option IF parents and/or legal guardians meet certain learning requirements. See link [here](#).

## Registering children to attend school

If your study permit is valid and you are enrolled at Assiniboine Community College, your minor children (18 years of age and younger) are eligible to attend elementary (early and middle) and secondary school, as if they were Canadian residents. You will need documentation like the following for each child to enroll them in an elementary, or secondary school:

- passport
- passport stamp, visitor record, or study permit indicating the day your child entered Canada
- immunization documents
- birth certificate
- copies of the last two years of school report cards/marks/evaluations (optional but desirable)
- copy of the parents' Study or Work Permits.

## Regular childcare (for children under 6 and for days with no school)

In Manitoba, the law is that children less than 12 years old must always be in the care of a responsible person over 12 years old. Bringing your children to your classes is *not* possible, for safety and learning reasons.

Manitoba Government regulations ensure that childcare in licensed centres and homes meets proper standards. Licensed childcares can be in large centres or in private homes. The government provides assistance with fees to licensed facilities for eligible families who choose licensed childcare; this is called a “subsidy”. Government licensing is not required for childcare home care with no more than four children under the age of 12. Use [this link](#) for more information and to add your child’s name to the registry.

Childcare services are expensive so it may be difficult for you to find a placement for your children in your first months because most facilities have a waitlist, especially for subsidized spots. You will need to have a second option planned, in case you cannot get your child(ren) enrolled immediately.

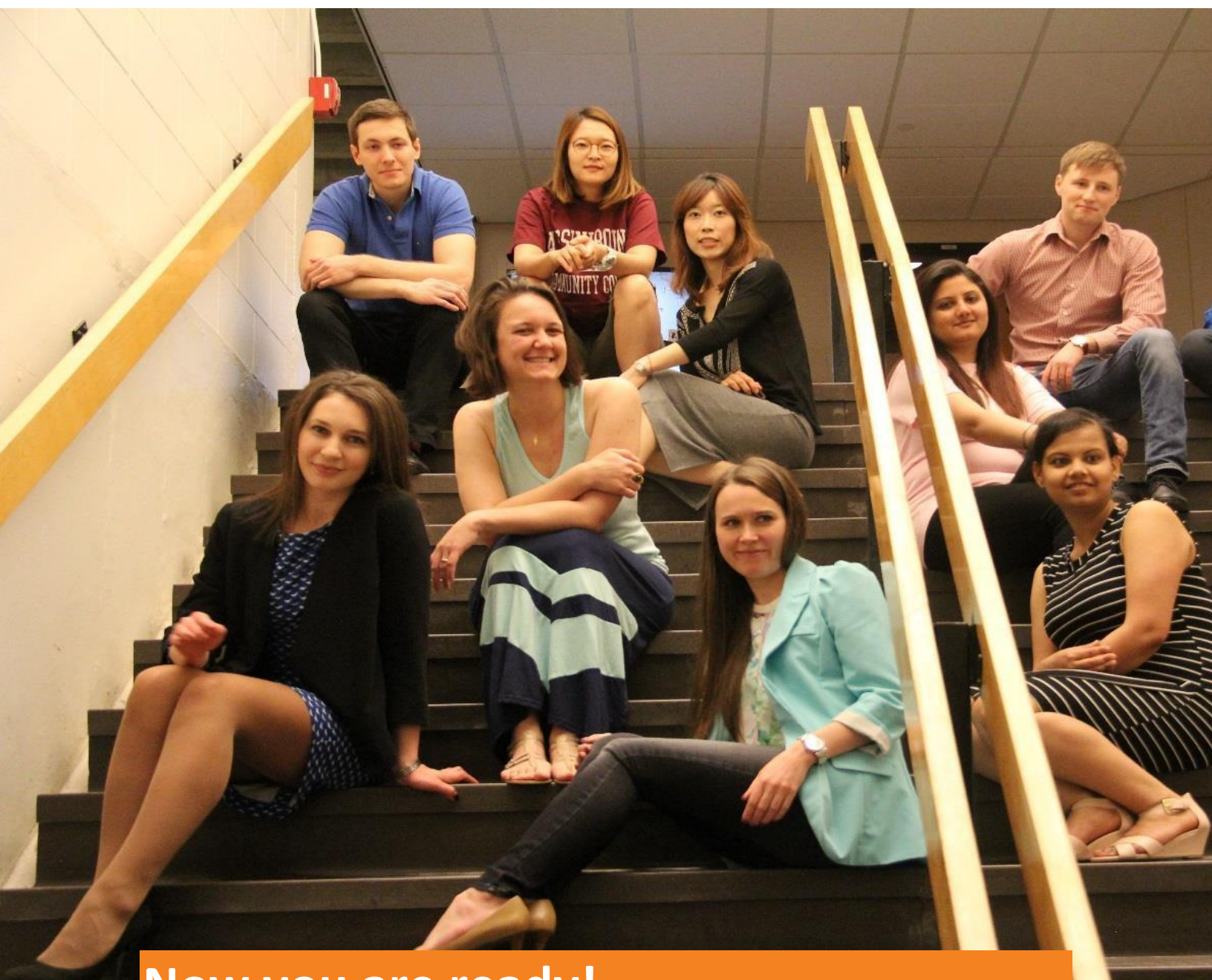
There are a number of government-licensed and private childcare centres in Brandon; start [here](#). These Google Map links show some of the major providers.

- [Brandon](#)
- [Winnipeg](#)
- [Dauphin](#)

You can also check for childcare and babysitting offers on the classified/discussion board website [www.eBrandon.ca](http://www.eBrandon.ca)

## Occasional Care – Babysitting

If you have young children, there are teenagers/adults in Brandon who are willing to babysit during evenings and weekends so they can earn some money. A “babysitter” (12 years of age or older) may take care of children for short periods of time. Most babysitters will tell you how much they want to be paid depending factors like age and the number of children. You have the responsibility to ensure the safe arrival and safe return of your babysitter to her/his own home.

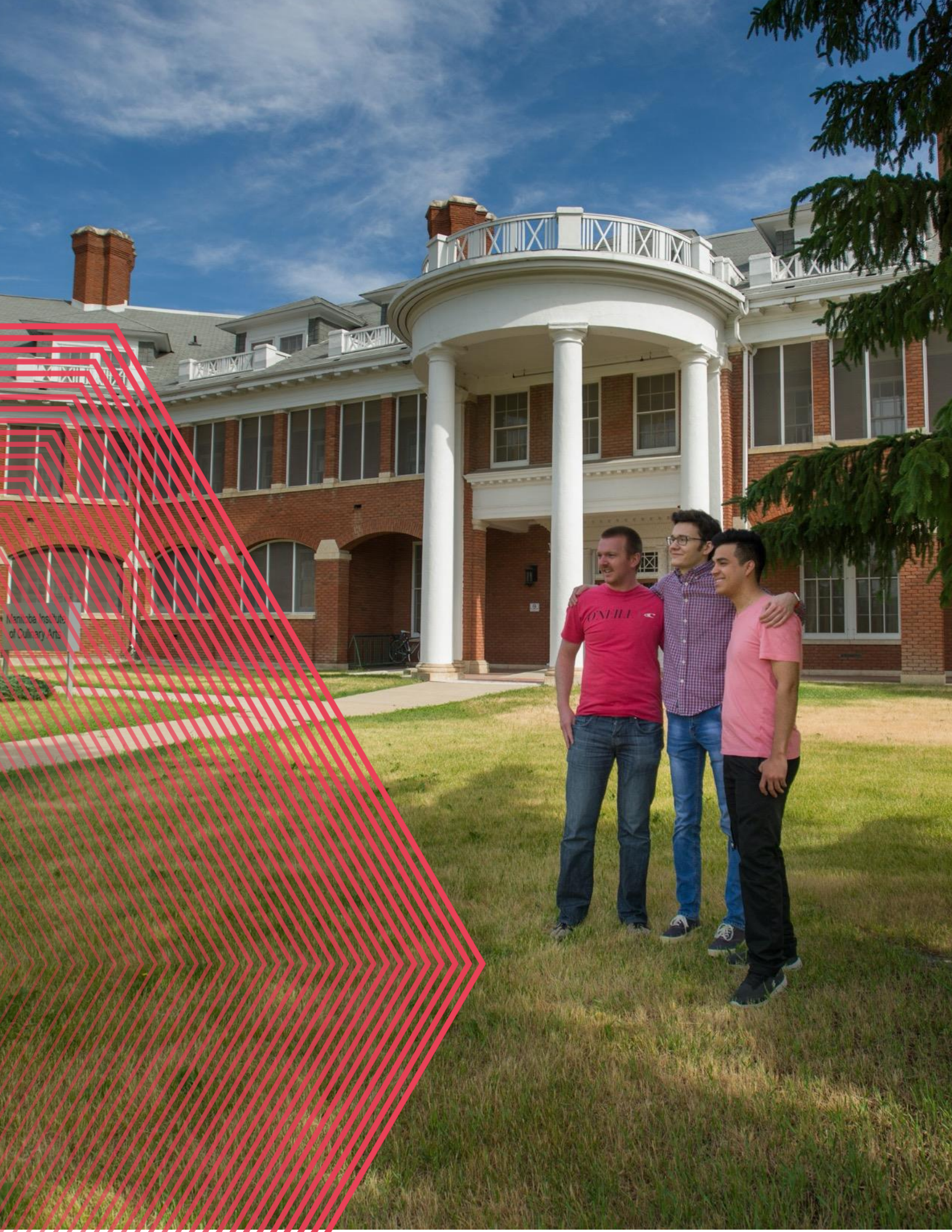


## Now you are ready!

After reading through this handbook, you have information to make your first days in Manitoba calmer and your adaptation easier.

Feel free to visit Assiniboine International at Victoria Avenue Campus (1430 Victoria Avenue East). You can also reach us at 204.725.8700, extension 6719 or [international@assiniboine.net](mailto:international@assiniboine.net).





Memorial Institute  
of Culinary Arts