International Student
CHECKLIST

PRE-DEPARTURE

- ○ Accept Your Offer of Admission

- ○ Request for a Statement of Account from **admissions@keyano.ca**

- ○ Confirm that you have received your Letter of Acceptance from the Keyano College admissions department using **applyproof.com**

- ○ If you're interested in living on campus, apply for Student Housing, **keyano.ca/housing**

- ○ Apply for Study Permit and Visa should you require assistance, contact the International Education Office at **international@keyano.ca**

- ○ Attend Early Orientation online three months before the semester begins

- ○ Register for Courses – be on the lookout for an email from the Office of the Registrar advising that the registration is open

- ○ Book plane ticket after your application for study permit and visa has been approved by the IRCC

- ○ Submit your Airport Pickup request form at least one week prior to your flight arriving to Fort McMurray International Airport (YMM)

○ Set Up Username and Password for Moodle and student email

○ Complete the International Preparatory Course (IPC) via Moodle before the first day of classes

○ Remember Important Dates, refer to Academic Schedule at **keyano.ca/academicschedule**

○ Scan, photocopy, and prepare important documents to bring to Canada:
  - Valid Passport
  - Approval Letter from the Visa Office
  - Letter of Acceptance from Keyano College
  - Proof of Financial Funds
  - Medical Certificate you presented to Visa office
  - A valid Temporary Resident Visa approval (TRV) or Electronic Travel Authorization (ETA)
  - Proof of Insurance (medical+luggage+civil of liability)
  - Valid Driver's License or International Driver's License (if applicable)
  - Credit card (recommended), Debit card, cash (Cad $)
  - Health booklet (or vaccination booklet) if applicable
  - Download the ArriveCan mobile app to provide mandatory travel information required for entry into Canada

○ Arrange transportation from Fort McMurray Airport to your place of residence

○ Pay Your Tuition (10 business days before first day of school)

○ If circumstances change and you need to defer your acceptance, please contact **admissions@keyano.ca**

ITEMS TO PRESENT AT THE BORDER

- ○ Have a valid travel document, such as a passport, valid temporary resident visa (i.e. stamp in the passport), etc

- ○ Have the port of entry letter of introduction the visa office sent you when they approved your study permit. This letter has your permit reference number, which we use to issue your study permit

- ○ Have a copy of a valid letter of acceptance from your school

- ○ Have letters of reference or any other documents the visa office told you to bring

- ○ Have a Co-op work permit letter, if your program has a Co-op term

- ○ Have valid medical exam results if you require medical. Check with the immigration office if you are not sure. Medical results are generally valid for 12-months

- ○ Have enough money for your stay (the amount you will need can vary—it depends on things such as how long you will stay, and whether you will stay in a hotel, or with friends or relatives)

- ○ Be in good health

- ○ Have no criminal or immigration-related convictions

- ○ Convince an immigration officer that you have ties—such as a job, home, financial assets or family—that will take you back to your home country

- ○ Convince the officer that you will leave Canada at the end of your visit

- ○ Have proof of vaccination or test results for COVID-19

- ○ Note: A student has to convince the officer that they are still eligible for the permit. A letter of introduction is not a guarantee of entry and study permit

ARRIVAL AT THE BORDER

- ○ Memorize your Canadian residential address. You will need it all the time in filling out forms

  Keyano's address is: 8115 Franklin Avenue, Fort McMurray, AB, Canada T9H 2H7

- ○ Fill in travel information forms and declaration forms at the Immigration Office

- ○ Present the ArriveCan receipt or barcode to the airline staff if requested

- ○ Follow all required immigration processes upon arrival, for example, scan your passport at the Primary Inspection Kiosk and answer all the questions

- ○ Proceed to the Canada Border Services Officer. Have your ArriveCan receipt and travel documents ready along with proof of vaccination if required

- ○ Pick up your checked-in luggage (depending on your booking, you might pick them up at your final destination)

- ○ Proceed to Immigration and present your documents

- ○ Check your study permit and any other documents before you leave the officer's desk

- ○ If possible and should time permit, you may apply for your Social Insurance Number (SIN) at the airport once you've received your study permit

- ○ Board the next flight to Fort McMurray

ARRIVAL IN FORT MCMURRAY

○ If you had requested airport pickup, you will be greeted by a member of the Keyano College Student Life & International Education team upon arrival at the airport

○ Apply for Alberta Health Care insurance and Student Care Health & Dental (through Students' Association of Keyano College)

○ Open a bank account

○ Get a cellphone or a SIM card

○ Purchase bus tickets available at Keyano bookstore

○ If you are driving, download the Honk mobile app at **honkmobile.com**

○ Apply for an Alberta ID card or an Alberta driver's license should you intend to drive while in Fort McMurray

○ Apply for a Social Insurance Number (SIN) card

○ Submit the original copies of your education credentials to the Office of the Registrar, Keyano College

○ Download Google Maps app for live-tracking transit route. Refer to **rmwb.ca/pubictransit** on how to use the app.

Buy the monthly bus pass or single bus tickets. Alternatively, these can be purchased at the Keyano College bookstore

○ Advise the International Education Office of your arrival **780-215-4877** Whatsapp or **international@keyano.ca**

○ Sign up for Keyano SchoolMessenger at **keyano.ca/schoolmessenger**, for emergency alerts and updates

○ Apply for part-time jobs online or in-person

○ Attend the Fall or Winter Orientation. Fall Orientation: Aug. 29-30, 2022

○ Download Microsoft Office Suite at **keyano.ca/microsoftoffice**

○ Buy books from the Keynotes bookstore or online at **keyano.ca/bookstore**