



UNB

***UNIVERSITY OF
NEW BRUNSWICK***

***Handbook for Incoming
Exchange Students***

WELCOME! We are excited to have you join us at the University of New Brunswick as a participant in our Student Exchange Program. This will undoubtedly prove to be a challenging, fun and hopefully rewarding life experience for you. We think New Brunswick is a pretty great place to be for a variety of reasons. Here's what a few previous exchange students have said about their time here with us:

"Apart from receiving an excellent education from the University of New Brunswick, I have learned much about the Canadian culture, as well as the customs of students coming from all parts of the world. These experiences have all enriched my student life".

"Being at the University of New Brunswick will allow you to share your experiences with others and to get an education that will serve you throughout your life. While at the university I would encourage you to share your experiences with others and get involved in student activities".

"Why UNB? The combination of medium size learning environment and the high quality of graduates that had been produced throughout past years are the two major reasons".

In order to help you get off to a good start at UNB, we want to make sure you have the right information about what to expect when you get here. Read through the following pages and if you still have questions, or need something clarified further, please feel free to contact us at: iro@unb.ca or go to our website at www.unbf.ca/international.

Remember this handbook applies only to exchange student participants. All other students coming to UNB as visiting students or regular degree-seeking international students need to contact the UNB International Admissions Office at regstrar@unb.ca.



Table of Contents

Applying to UNB	1
Arrival and Adjustments	1
Student Fees	2
Exchange Office Contact Information	2
UNB Student Residence and other Housing Options	3
UNB Course registration	4
Program activities for exchange students throughout the year	4
Ordering transcripts	5

Applying to UNB

If you have been selected to participate in the Exchange Program by your home institution, you are asked to complete the Exchange Student Application form, which you can download from the web site: www.unbf.ca/international.

Please fill out this form completely, along with all the other required documents. Your home institution's Exchange Officer must sign this form, nominating you for the exchange. Your Exchange Officer will then send the application to UNB. Students are not able to send this application to us directly. The International Relations Office will fax a copy of your Acceptance Letter to your home institution's Exchange Officer and will send the original in the mail to your home address. You will need this letter when applying for your student visa to come to Canada.



Arrival and Adjustments

Feel free to consult our “Pre-arrival Guide” before your departure at <http://www.unb.ca/isao/handbook.htm>. It gives helpful information about the campus and the city of Fredericton. We hope you have a safe and enjoyable trip to New Brunswick. Once you arrive at the Fredericton Airport, it is a 15 minutes drive by taxi to downtown Fredericton. The taxi fare from the airport to the campus is about \$20.

Information on Orientations for newly arrived international exchange students to the University of New Brunswick can be found on our web site: <http://www.unb.ca/international/handbook/orientation.html>.

Student Fees

Under the terms of most student exchange agreements that UNB has with international partner institutions around the world, exchange students are required to pay tuition fees to their home institution. Because your application for admission to the UNB has been processed through the student exchange office, and not through the regular admission procedure, you have received a special distinction as an exchange student at UNB. Consequently, you will not be charged tuition fees or application fees at UNB. As soon as you are able, after arriving at UNB, you should go to the South Gym where UNB Identity Cards are validated during registration week in September (allowing access to UNB facilities), ID cards are also issued throughout the year at the Registrar's Office. Your fee statement is available through "My UNB e-Services". Click on the "Financial tab" and then on your fee statement. Your UNB fees consist of your residence fee (if you are staying on campus), your meal plan (optional) and the student health and dentist plan (optional). Fees are payable to the Financial Services Office within the first week of classes.

Health Insurance: International students coming to UNB, including exchange students, are required to purchase health insurance upon registration. The only way you will not be required to purchase the UNB health insurance is by showing proof upon arrival at UNB that you have purchased health insurance elsewhere and that it will be valid for the duration of your stay at UNB. The current UNB health insurance fee (2005-06) for one year (12 months) is \$573.00 CDN, for 8 months is \$382.00 CDN and for 4 months is \$191.00 CDN. The UNB health insurance plan is also payable at the Financial Services Office.

Exchange Office Contact Information

During any time of your exchange experience, please feel free to contact your UNB Exchange Coordinator for help and assistance. Visit the office any time in Room 05 in Sir Howard Douglas Hall or send an email to iro@unb.ca. The International Relations Office coordinates all "university-wide" student exchanges (i.e. open to students from multiple faculties) for UNB, as well as several faculty-specific agreements. Incoming exchange students receive help and assistance (e.g. applications, pre-arrival assistance, course registration, etc.) from Silke Klenk (sklenk@unb.ca). Contact Silke if you have questions about your application or specific arrangements at UNB. Please also see Silke Klenk when you first arrive on campus for assistance getting settled. She is located in the International Relations Office (see map at the end of this handbook).

Faculty-specific Exchanges: Several faculties at UNB administer student exchanges directly through their own offices. These exchange programs are open only to students within that particular faculty. Contact the faculties directly for further information.

UNB Student Residence and other Housing Options

If you wish to stay in UNB student residence housing, it is best to apply early! Student residences generally fill to maximum capacity several months in advance of the start of the study semester. You may submit your application for residence housing along with your admission application through your home institution's Exchange Officer or you may send it directly to the Residential Life & Conference Center. Several rooms are reserved each term for exchange students, but (again) you must apply early or these rooms could be filled. Applications for residence housing and contact information for the Housing office can be found at: <https://www.unb.ca/application/residence.html> and <http://www.unb.ca/housing>.

Off-campus housing: Renting an apartment on your own can be a difficult option for exchange students, particularly if you plan to stay in Fredericton for less than one year. This is because standard rental practice requires you to sign a one-year lease when renting an apartment. When you leave prior to the expiration of your lease, you are still responsible for making monthly rental payments for the duration of the lease, unless you are able to find someone to sublet the apartment for you. Other alternatives are to find a roommate who is prepared to accept responsibility for the lease and who will let you live together with them in the apartment/house. There are also a number of private homes located near to UNB that offer room and board accommodations to university students. For more information go to: www.frederictonstudenthousing.com.



UNB Course registration

When you receive your acceptance letter package from UNB, you should receive instructions on how to register for the courses you wish to take here while on exchange. If you have not received this letter package, check with Silke Klenk (sklenk@unb.ca).

As a general rule, a Student Advisor in the faculty to which you have been admitted will be responsible for manually registering you into your courses prior to your arrival at UNB. It is important for you to have the name and contact information of this person so that you can communicate with them prior to your arrival about the courses you wish to take. It is common for changes to be made to the original course list you submitted with your application. This is due to a variety of reasons (e.g. timetable conflicts, course cancellations, etc.). So please arrive with alternative choices for your courses. Upon arrival it is extremely important that you go to see this Student Advisor in person to confirm the courses you will be taking.



Program activities for exchange students throughout the year

The International Relations Office website has information on program activities specifically suited for exchange students throughout the academic year. Go to <http://www.unb.ca/international> for more information.

Ordering transcripts

Your home institution will require an official academic record or transcript of the courses you have taken at the UNB while on exchange. UNB does not issue these automatically to your home institution. Due to privacy regulations, you must sign a “Request for Transcript” form and request a transcript to be sent directly to your home institution. It is a good idea to also order a transcript for your own records at the same time. You must submit transcript orders to the Registrar’s Office in Sir Howard Douglas Hall and you can do this at any point during your stay at UNB. It is recommended that you take care of this well before your departure, to ensure you so not forget to do it!



UNIVERSITY OF NEW BRUNSWICK - FREDERICTON CAMPUS

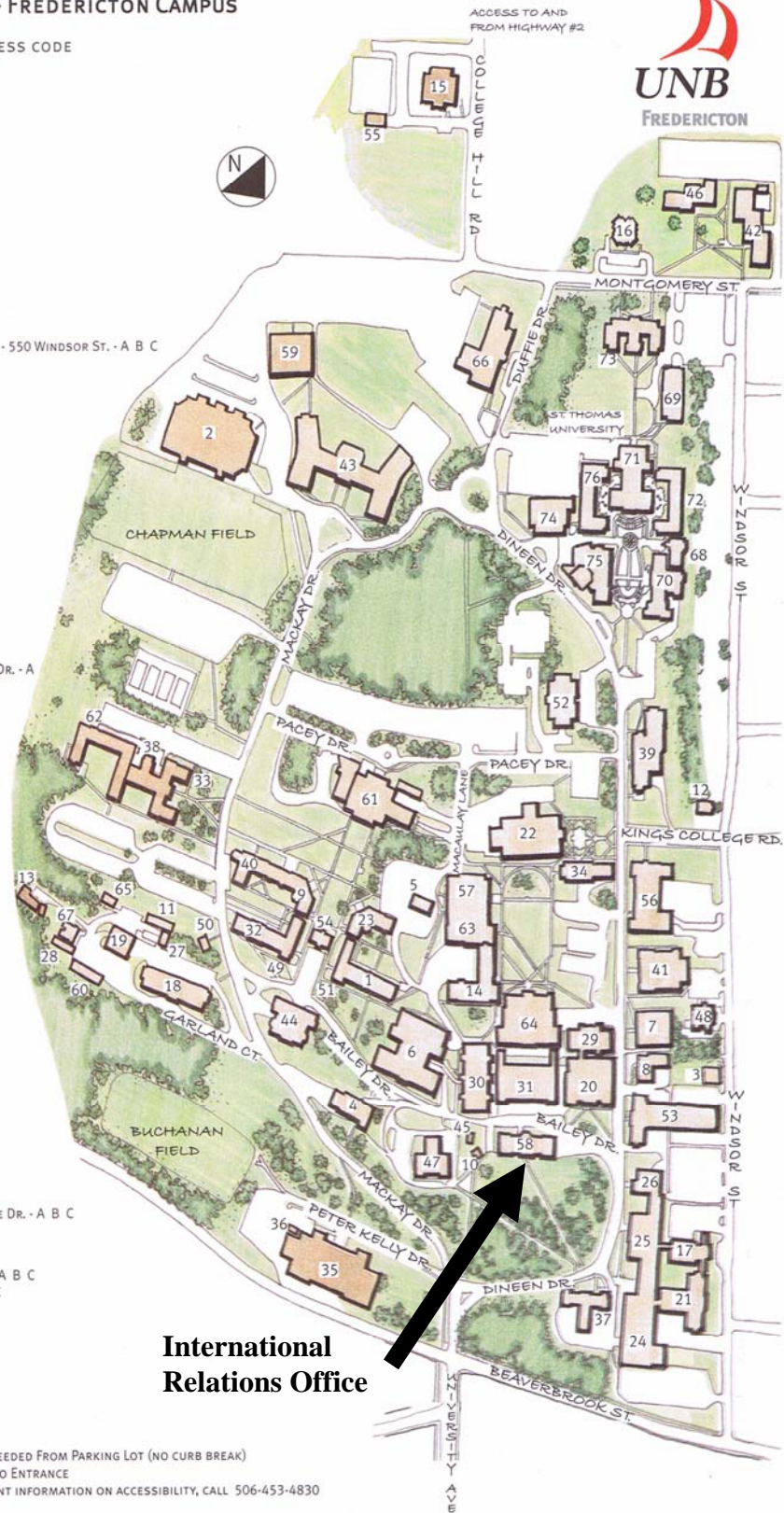


BUILDING NAME — 911 ADDRESS — ACCESS CODE

1. AITKEN HOUSE - 14 BAILEY DR.
 2. AITKEN UNIVERSITY CENTRE - 20 MACKAY DR. - A C
 3. ALDEN NOWLAN HOUSE - 676 WINDSOR ST. - C
 4. ALUMNI MEMORIAL BUILDING - 13 BAILEY DR. - A C
 5. ANNEX C - 13 MACAULAY LANE - A C
 6. BAILEY HALL - 10 BAILEY DR. - B D
 7. BANK/BOOKSTORE BUILDING - 29 DINEEN DR. - B E
 8. BIOMEDICAL ENGINEERING - 25 DINEEN DR. - A B C
 9. BRIDGES HOUSE - 45 MACKAY DR. - A
 10. BRYDONE JACK OBSERVATORY - 5 BAILEY DR.
 11. BUILDING #7 - 6 GARLAND CT.
 12. BURDEN ACADEMY - WINDSOR ST.
 13. CAMPUS HOUSE - 11 GARLAND CT.
 14. CARLETON HALL - 19 MACAULAY LANE
 15. CENTRAL HEATING PLANT - 950 COLLEGE HILL RD.
 16. COLLEGE HILL DAYCARE - 850 MONTGOMERY ST. - A C
 17. COMPUTER SCIENCE INFORMATION TECHNOLOGY CENTRE - 550 WINDSOR ST. - A B C
 18. ENTERPRISE UNB BUILDING #1 - 2 GARLAND CT. - A B
 19. ENTERPRISE UNB BUILDING #2 - 8 GARLAND CT.
 20. FORESTRY & GEOLOGY BUILDING - 2 BAILEY DR.
 21. GILLIN HALL - 540 WINDSOR ST. - A B C
 22. HARRIET IRVING LIBRARY - 5 MACAULAY LANE - A B C
 23. HARRISON HOUSE - 12 MACAULAY LANE - A
 24. HEAD HALL - 15 DINEEN DR. - A B
 25. HEAD HALL/OLD CIVIL ENGINEERING - 17 DINEEN DR.
 26. HEAD HALL/ELECTRICAL ENGINEERING - 19 DINEEN DR.
 27. HEADER HOUSE - 4 GARLAND CT.
 28. HUT #5 - 5 GARLAND CT.
 29. I.U.C. FORESTRY - 28 DINEEN DR. - B
 30. I.U.C. PHYSICS & ADMIN. - 8 BAILEY DR. - A B D
 31. I.U.C. SCIENCE LIBRARY - 4 BAILEY DR. - A C
 32. JONES HOUSE - 26 BAILEY DR.
 33. JOY W. KIDD HOUSE - 42 MACKAY DR. - A B C
 34. KEIRSTEAD HALL - 38 DINEEN DR. - A B C
 35. LADY BEAVERBROOK GYM - 2 PETER KELLY DR. - A
 36. LADY BEAVERBROOK GYM MOBILE UNIT - 4 PETER KELLY DR. - A
 37. LADY BEAVERBROOK RESIDENCE - 9 DINEEN DR. - A
 38. LADY DUNN HALL - 40 MACKAY DR. - A B C
 39. LUDLOW HALL - 41 DINEEN DR. - A B C
 40. MACKENZIE HOUSE - 43 MACKAY DR. - A E
 41. MACLAGGAN HALL - 33 DINEEN DR. - A B C D
 42. MAGEE HOUSE - 780 MONTGOMERY ST. - A B C
 43. MARSHALL D'AVRAY HALL - 10 MACKAY DR. - A B C
 44. MCCONNELL HALL - 19 BAILEY DR. - A
 45. MCCORD HALL - 7 BAILEY DR.
 46. MCLEOD HOUSE - 810 MONTGOMERY ST. - A B
 47. MEMORIAL HALL - 9 BAILEY DR. - A C
 48. MURIEL McQUEEN FERGUSON CENTRE - 678 WINDSOR ST. - A B C
 49. NEILL HOUSE - 22 BAILEY DR. - A C
 50. NEVILLE HOMESTEAD - 58 MACKAY DR.
 51. NEVILLE HOUSE - 16 BAILEY DR. - A C
 52. NRC INSTITUTE FOR INFORMATION TECHNOLOGY — E-BUSINESS - 46 DINEEN DR. - A B C
 53. PROVINCIAL ARCHIVES - 23 DINEEN DR. - A B C
 54. RESIDENCE ADMINISTRATION - 20 BAILEY DR. - E
 55. SALT STORAGE BLDG. - 948 COLLEGE HILL RD.
 56. SERVICES BUILDING - 767 KINGS COLLEGE RD. - E
 57. SINGER HALL - 7 MACAULAY LANE - A C
 58. SIR HOWARD DOUGLAS HALL - 3 BAILEY DR.
 59. SOUTH GYM - 16 MACKAY DR. - A
 60. STORAGE SHED - 3 GARLAND CT.
 61. STUDENT UNION BUILDING - 21 PACEY DR. - A B C
 62. TIBBITS HALL - 40 MACKAY DR. - A B C
 63. TILLEY HALL - 9 MACAULAY LANE - A B C
 64. TOOLE HALL - 30 DINEEN DR. - A B E
 65. UNBEA BUILDING 10 - 10 GARLAND CT.
 66. WU CENTRE/COLLEGE OF EXTENDED LEARNING - 6 DUFFIE DR. - A B C
 67. YELLOW BUILDING - 7 GARLAND CT.
- ST. THOMAS UNIVERSITY**
68. ADMISSIONS AND RECEPTION CENTRE - 53 DINEEN DR. - A B C
 69. BRIAN MULRONEY HALL - 825 MONTGOMERY ST. - A B C
 70. EDMUND CASEY HALL - 51 DINEEN DR. - A B
 71. GEORGE MARTIN HALL - 59 DINEEN DR. - A B C
 72. HARRINGTON HALL - 55 DINEEN DR. - A C
 73. HOLY CROSS HOUSE - 845 MONTGOMERY ST. - A B C
 74. J. B. O'KEEFE FITNESS CENTRE - 65 DINEEN DR. - A C
 75. SIR JAMES DUNN HALL - 67 DINEEN DR. - A B C
 76. VANIER HALL - 63 DINEEN DR. - A C

ACCESS KEY

A	LEVEL OR RAMP ENTRANCE	D	ASSISTANCE NEEDED FROM PARKING LOT (NO CURB BREAK)
B	ELEVATOR	E	ONE STEP UP TO ENTRANCE
C	ACCESSIBLE RESTROOM		FOR THE MOST CURRENT INFORMATION ON ACCESSIBILITY, CALL 506-453-4830



International Relations Office