REQUIRED TRAVEL DOCUMENTS

On arrival in Canada, a Canada Border Services Agency (CBSA) officer will ask to see your travel documents. Please be ready to show the following:

- a valid passport or travel document
- the letter of introduction from the visa office that you received when your study permit was approved
- a valid temporary resident visa (if required)
- a copy of the letter of acceptance from the University of Regina
- proof that you have enough money to support yourself during your stay in Canada
- letters of reference or any other documents recommended by the visa office where you applied

Carry these items and all other valuable papers, cash, and travellers cheques with you at all times. Do not put them in your checked baggage.

A copy of your study permit issued by Citizenship & Immigration Canada must be provided to the FGSR prior to start of classes.

IMPORTANT REMINDERS!

- Please submit your valid study permit to the Faculty of Graduate Studies & Research prior to attending any classes.
- If you have any conditions on your Acceptance Letter that require "official" documentation, please bring to the FGSR. A transcript is considered "official" only if it is in an envelope from the issuing university that is sealed and bears an official University stamp across the seal.
- Accommodations are available on campus and should be arranged prior to arriving in Canada. For a virtual tour, see www.campusdish.com/en-us/CA/Regina
- Academic Honesty:
  - All forms of cheating and plagiarism are unacceptable at the University of Regina.
  - Instructors evaluate a student’s work to ensure ideas and words are the student’s own.
  - Credit must be given for other people’s ideas or words.
  - All forms of academic misconduct are considered serious offences with the University community.

EMPLOYMENT OPPORTUNITIES

Employment in Canada is available, but there are restrictions for students on study permits.

- On-campus employment is defined as work available in facilities owned, leased, or rented by the University of Regina. As a student, you are eligible to work on-campus.
- International students in good standing (registered full time or minimally part-time in Spring/Summer) are eligible to work off campus immediately without a work permit for 20 hours a week during a regular academic session and full time during regularly scheduled breaks.
- A Social Insurance Number (SIN) is required if you are going to work in Canada. Refer to:
  www.uregina.ca/international/current/work/social-insurance-number.html

Contact Information:
Faculty of Graduate Studies & Research
Paskwaw Tower PT110.2
University of Regina
Regina, SK

Phone: (306) 585-4161
Fax: (306) 585-5082
Email: grad.studies@uregina.ca
Website: www.uregina.ca/gradstudies

FACULTY OF GRADUATE STUDIES AND RESEARCH

WEB SERVICE FOR STUDENTS
(UR Self-Service)

Our website is easy to use and a useful source of information. Please familiarize yourself with this site during your time here.

Follow these instructions to access UR Self-Service.

1. Open your internet browser.
2. Type: www.uregina.ca/compser/postcard
3. For course selection available at the University of Regina, select Course Catalog. For specific courses offered in the current semester select Class Schedule.
4. To login to your secure area select Login to UR Self-Service.
5. At the secure site, enter your UserID (your student number) and PIN (your birthdate - DDMMYY).
6. Click login.
7. UR Self-Service provides access to:
   a) Course offerings
   b) Add/Drop Courses online
   c) View Class Schedule
   d) Print/View Confirmation of Enrolment
   e) Pay Tuition online

Realize. Your Dream, Your Future

On behalf of the Faculty of Graduate Studies and Research (FGSR), it is a pleasure to extend to you an enthusiastic welcome to this campus. The University of Regina is committed to providing you with an outstanding educational experience at both the master’s and doctoral levels and in all categories of the graduate programs (thesis, project, practicum, and course based) offered at this university. The Faculty of Graduate Studies and Research is here to support your aspirations and the faculty and staff welcome your input on what we can do to ensure your time here will be a rich and rewarding experience. We recognize that investment in you and your education are investments for the future arising through your scholarly efforts and the new discoveries associated with your research accomplishments. It is you who will become the faculty and research leaders of tomorrow. Remember to seize the opportunities, academic, social and cultural that will come your way and enjoy all that there is to offer.

“Come with a dream, leave with a future.”
The official record of Policies & Procedures of FGSR is found at: www.uregina.ca/gradstudies/policies/index.html

**FGSR POLICIES & PROCEDURES**

- It is the student’s responsibility to be aware of the policies & procedures. If you have any concerns, please contact the FGSR office.

**REGISTRATION REQUIREMENTS**

All international students on visa study permits are required by Canada Immigration to be students in good standing which is defined at the University of Regina as full-time in the fall and winter semesters and minimally part-time in the spring/summer semester.

A student enrolled in a PhD/MPP degree program must be registered full-time in every semester.

Full-time registration in Graduate Studies is defined as:

- 6 or more credit hours per semester.
- Registered in the last program requirements (min. 3 credit hours). For confirmation, please contact the FGSR Admission/Registration office for your area of study.
- Registered in Work Placements/Co-op classes:
  - GRST 800, 802, 803
  - MBA 601, 602, 803
  - JSGS 810AA - ZZ
  - ENG 601 & 602
  - CJS 601 & 602
  - GST 600

- Full-time Maintenance of thesis intake, masters and PhD students who have completed the credit hour components of their program and have not completed all degree requirements (e.g., thesis).
- Part-time registration in Graduate Studies is:
  - Registration in five (5) credit hours or less.

- The Local Authority Freedom of Information and Protection of Privacy Act states that it is against the law to share information about a current or former student unless there is written consent of the student to do so.

**FOR YOUR EYES ONLY**

Your advisor will help you through the decision-making process for setting & achieving your goals.

The Students’ Union Housing Registry is a great place to start looking for off-campus accommodation. It includes places for rent, rooms wanted, and passwords can be found at: www.uregina.ca/gradstudies/current-students/housing/index.html

- Your student ID number will allow you to access computer terminals throughout the campus.
- You will be able to access your UrLife email account and your UrLife self-service.
- Take one piece of valid government-issued photo ID - your passport or the Registrar’s Office (OR) between 8:15 am and 4:00 pm Monday through Friday.

[FOR MORE INFORMATION PLEASE VISIT]:

- www.uregina.ca/gradstudies/current-students/housing/index.html

**COURSE CATALOG & COURSE SCHEDULE**

Prepare for advising by:

- Reviewing course descriptions for your program in the course catalog.

**STUDENT ID CARDS:**

- Once registered, you will need to get your student ID card which is mandatory for:
  - Access to library material, use of fitness facilities, student discounts, writing exams, etc.

**ADVISOR SERVICES:**

- Your program advisors will guide you through the decision-making process for setting & achieving academic goals.

**ONLINE REGISTRATION**

- Instructions for online registration can be viewed on the website at: www.uregina.ca/gradstudies/current-students/registration/index.html

- Log on to UrLife Self-Service (see Page 1).
- Know the course reference number (CRN).
- If you encounter problems trying to register online please contact your department office or the FGSR office for assistance.

**REGISTRATION**

- Submission of a valid study permit to the FGSR office is a requirement prior to the start of classes.

**ADMISSIONS**

- Graduate students should first register online or through the FGSR office regardless of whether they are registering in graduate or undergraduate courses.

- Graduate programs are subject to change without your written permission.