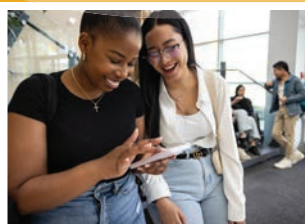
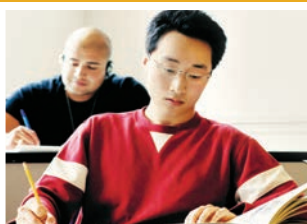
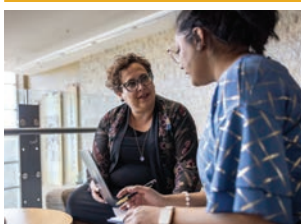


2025-2026 HANDBOOK



AMBROSE
UNIVERSITY



AMBROSE
**INTERNATIONAL
STUDENTS**

WELCOME TO AMBROSE UNIVERSITY

Ambrose University is located in the traditional territories of the Niitsitapi (Blackfoot) and the people of the Treaty 7 region in Southern Alberta, which includes the Siksika, the Piikuni, the Kainai, the Tsuut'ina, and the Iyârhe Nakoda. We are situated on land where the Bow River meets the Elbow River, and the traditional Blackfoot name of this place is Moh'kíns'tsis which we now call the city of Calgary. The city of Calgary is also home to Metis Nation of Alberta, Region III. At Ambrose University, we want to make every effort towards reconciliation with the Indigenous people of Canada, and land acknowledgments are a way to recognize those who were here before us.

About Ambrose University

Ambrose is a Christian University that offers Arts & Science, Business, Education, Ministry and Seminary programs. We have a unique and personal environment, and classes at Ambrose are small enough that professors know your name and welcome your questions and ideas both inside and outside of the classroom. Our professors become mentors who can lend you vital support as you learn and explore options for your future. We are committed to the integration of Christian faith with academic disciplines.



We are here for you!

We are so excited that you have chosen Ambrose University. This is an emotional time in your life and we are happy to welcome you as a family member of our Ambrose community. No matter what country you are from or how long you stay; one thing will be certain... you will have a memorable and wonderful time at Ambrose University.

Our International Student Services provides resources and support to prospective and current international students, guiding them from admission through graduation. These include:

- Social events and activities
- Assistance with academic progress
- International student advising
- Community engagement supports
- International student orientation program and much more

You can book an appointment with our International and Community Engagement Coordinator through the QR code.



FIRST THINGS FIRST

Prior to take-off checklist

- ☐ Register for classes
- ☐ Request and print out copies of a Confirmation of Enrolment (Available in your student portal)
- ☐ Register for Orientation (it is mandatory)
- ☐ Apply for Residence or have a place to stay
- ☐ Have a valid credit card and some Canadian cash. This will allow you to cover your initial expenses upon arrival.
- ☐ Have a valid passport
- ☐ Temporary Residence Visa (TRV) stamped in a passport or Electronic Travel Authorization (eTA) - if required
- ☐ Itinerary of your flight
- ☐ Study Permit or Letter of Introduction
- ☐ Admission/Visa Letter
- ☐ Tuition fees payment receipt
- ☐ Proof of funds available for your stay in Canada
- ☐ International power adapter (Canadian outlet may be different)
- ☐ Warm jacket (be prepared for any unexpected weather upon arrival)

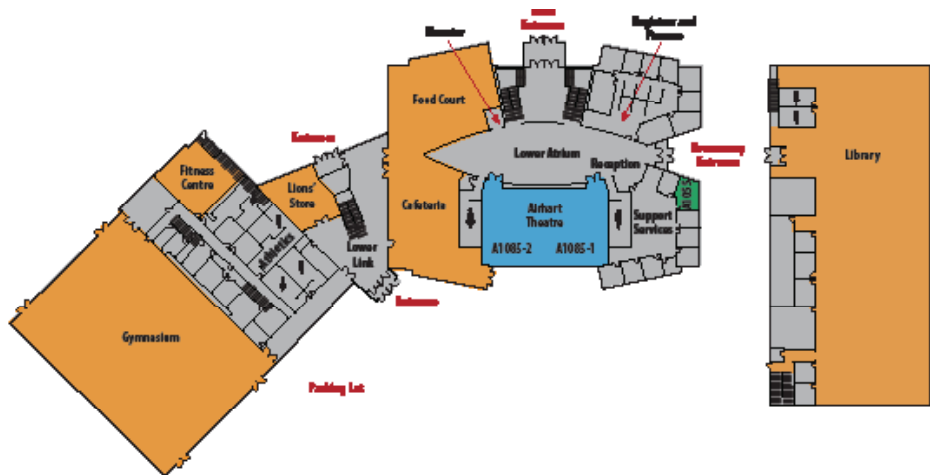


YOUR FIRST WEEK AT AMBROSE

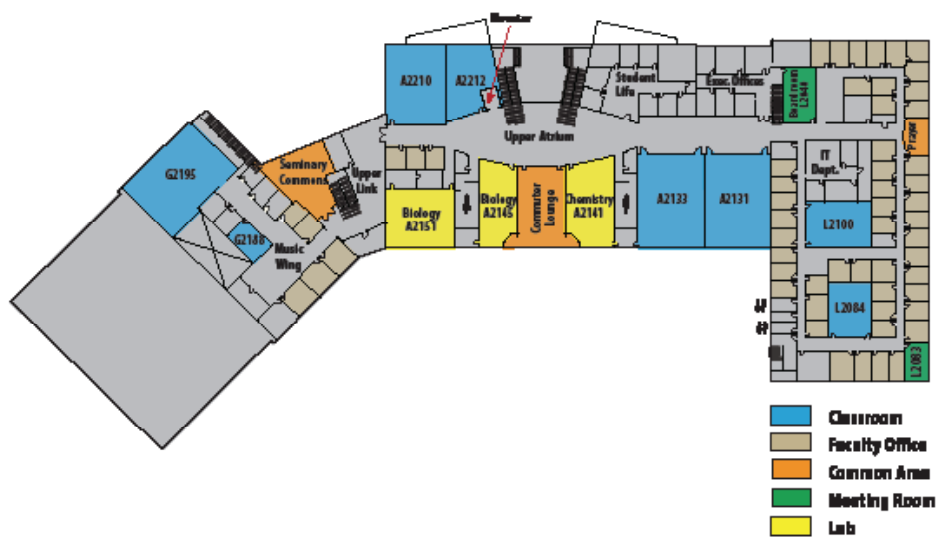
- ☐ Ensure that you have access to the student portal
- ☐ Get your student ID card
- ☐ Get your Ambrose Health Dental Plan Card
- ☐ Pay your tuition fees if you haven't done so
- ☐ Submit a scanned copy of your study permit to international@ambrose.edu
- ☐ Review your program's handbook
- ☐ Buy books from the Lions' bookstore
- ☐ Buy transit passes or parking pass
- ☐ Open a Canadian bank account
- ☐ Apply for a Social Insurance Number at Service Canada
- ☐ Apply for an Alberta Health Card at a Registry Office
- ☐ Get an Alberta ID card
- ☐ Set a time with the International Student Advisor AND your Academic Advisor
- ☐ Familiarize yourself with the Academic Calendar
- ☐ Get involved in clubs or activities



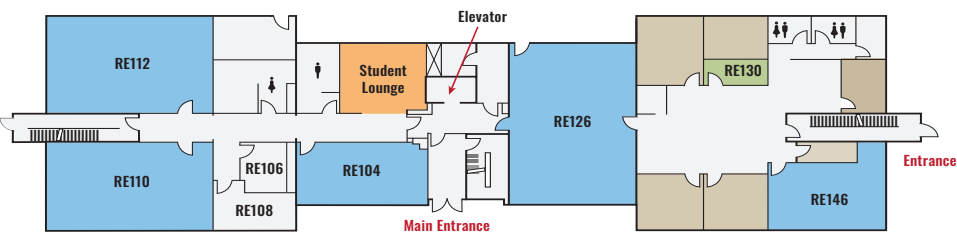
MAIN CAMPUS
FIRST FLOOR



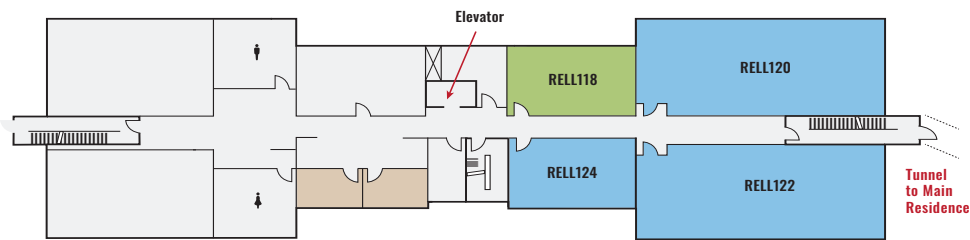
MAIN CAMPUS



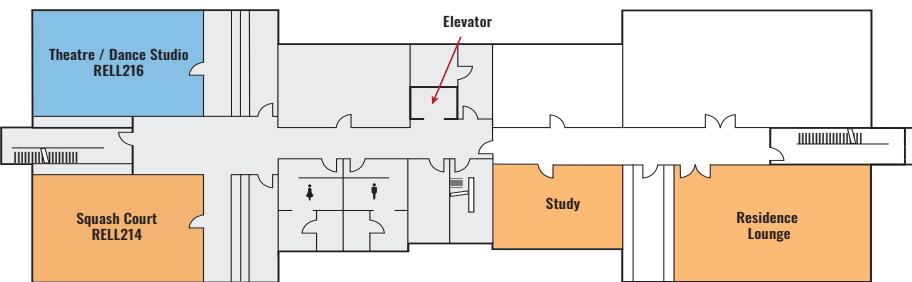
RESIDENCE BUILDING



Main Floor

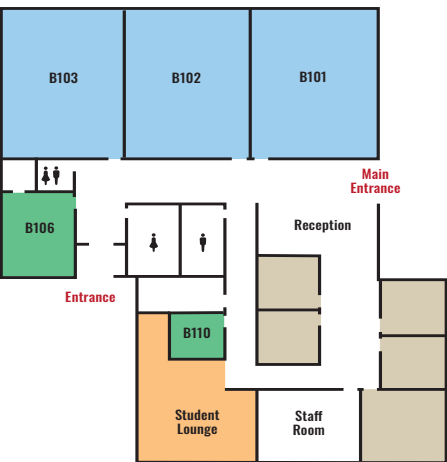


Lower Level 1



Lower Level 2

SCHOOL OF BUSINESS



- Classroom
- Faculty Office
- Common Area
- Meeting Room
- Audio Visual Studio

KNOW THE LAW!

Compliance with the Canadian Immigration Law

It is student's responsibility to ensure that their immigration and legal documents, such as passport, study permit and co-op work permit (for students in the work-integrated programs) are current and maintained.

DO NOT LET YOUR DOCUMENTS EXPIRE!

Your study permit's validity must cover your entire duration of study, including at least 30 extra days after the end of your last courses while you wait for the final grades to be posted in the system and for your student file to be audited for graduation.

If your study permit's expiry date does not cover your estimated duration of study, you must apply to Immigration, Refugees and Citizenship Canada (IRCC) to extend your study permit about 4 months prior to its expiry date.

For guidelines on the study permit extension process, please review our Study Permit Extension via the IRCC web. (<https://www.canada.ca/en/immigration-refugees-citizenship.html>)

Changing Designated Learning Institutions list (DLI)

Please visit the IRCC page about changing school or program. If you studied at some other DLI in Canada and then transitioned to Ambrose, you must let IRCC know about it.



PERSONAL SERVICES

Cell Phone and Internet Providers

Most major malls in Calgary have the cell phone and internet providers listed below. Electronic stores, such as Best Buy, and The Source, also have some of these cell phone carriers. Check out the cell phone stores in Calgary at <https://www.comparecellular.ca/store-locator/alberta/calgary/>.

www.bell.ca

www.rogers.com

www.telus.com

www.freedommobile.ca

www.fido.ca

www.chatrwireless.com

www.koodomobile.com

www.virginplus.ca

www.publicmobile.ca (for a cheap alternative)



Ask for student discounts!

Banking

You can open a personal bank account with a valid study permit and with a piece of ID (passport, Alberta ID, etc.). Some banks will have a monthly fee in order for your card to be active. Ask for waiver fees or student accounts to save you money.

www.scotiabank.com

www.rbcroyalbank.com

www.bmo.com

www.cibc.com

www.atb.com

www.tdcanadatrust.com

Sometimes there is a need to receive or send money from back home.

Here are three services that may be useful:

- **www.remitly.com**
This is a fast, easy, and reliable method for you to send money from Canada. There is no fee on the first transaction.
- **<https://location.westernunion.com/ca/ab/calgary>**
You can find Western Union in different locations, and you can send money through locations, as well as through mobile, telephone, or online options.
- **www.moneygram.com/intl/en/en-locator**

STRONGLY RECOMMENDED

Alberta Health

Getting your Alberta Health card is extremely important. You and your dependents should apply for the Alberta Health Care Insurance Plan (AHCIP) coverage as soon as you can. To apply for AHCIP Coverage visit www.alberta.ca/ahcip-apply or visit the registry location nearest to Ambrose University - Richmond Road Registry 5767, Signal Hill Centre Southwest, Calgary.

Social Insurance Number

As an international student, it is strongly recommended to apply for a Social Insurance Number (SIN). With the SIN number you will be able to work, file tax returns or to receive benefits and services from government programs.

You can apply online, by mail, or in person. Visit Government of Canada (scan the QR code) to apply and to see what scenario best fits you.



PLEASE NOTE: A SIN is issued to one person only and it cannot legally be used by anyone else. Please protect your SIN — do not disclose this number to anyone except Ambrose, the government authorities or employers when officially required. Store any document containing your SIN and personal information in a safe place.

Alberta ID Card

If you are an Alberta resident and do not have a valid driver's license, you can apply for an ID card through any authorized registry agent. You would not want to carry your passport around, so the ID card can replace it. You will need to provide a utility bill, bank statement, or credit card statement in order to prove that you are an Alberta resident. The document may be presented in paper or electronically.

Driver's License

You can continue using your license from your home country if you already have one. However, the offer remains for a year only. On the completion of one year, you must get your Alberta license. You have the option to exchange your license, but you must surrender your valid territorial driver's license to a registry agent. You can check if your country has signed a Reciprocal Licensing Agreement with Alberta. If your country is not part of the agreement, you would have to complete a Driving Knowledge Test, Vision Screening, and Advanced Road Test.

Scan the QR Code for more information about your driver's license.



GETTING AROUND CALGARY

Public Transportation

Ambrose is conveniently located on the C-Train line. The city of Calgary has a reliable public transit system to meet the needs of commuters on a daily basis.

Purchase your transit pass or tickets

- Online at calgarytransit.com/shop
- Many convenience and grocery stores sell our tickets and monthly passes; look for the sign on the front entrance indicating that they sell Calgary Transit fare products.
- Get Calgary Transit App: Plan your route on the go and get up-to-date schedules and arrival times. The CT app will alert you to any disruptions in service.



Low Income Transit Pass

- This program provides lower cost monthly passes for adults (18 and older), youth (7-17 years of age), and an annual pass for seniors (65+). You can also get a fare that meets your family's needs.
- For more information on how to sign up and determine if you or your household are eligible go to: calgarytransit.com/fares-passes/passes/low-income-monthly-pass.
- You can also request a letter from a social worker if you do not have proof of income. Students living in residence can also get a low income transit pass. Print out the billing statement that you get from Ambrose Finance (Student Registration System under billing) to show that you pay rent.

C-Train Map



Other Transportation Options

- *Taxi* • 25 minutes to downtown Calgary
- *Uber* • 30 minutes to downtown Calgary
- *Please Service* has a welcome plan for Ambrose Students.
They can pick you up at the airport, get groceries, and help you move.
Visit their website for more information - www.pleaseservice.ca

Driving

To be eligible to drive in the Province of Alberta you are required to have:

- A valid home jurisdiction driver's license and International Driver's Permit
- A valid Study Permit or Visa
- A current enrolment verification letter from Ambrose
- Working in Calgary
- SIN Job Search
- Safety/Emergency Driver's License Exchange



CHURCHES AND PLACES TO WORSHIP

Churches Within Walking Distance from Ambrose University

- RockPointe Church - Westhills
- Valleyview Community Church
- Westside King's Church

Other Churches

- Capstone Church
- Centre Street Church
- Cornerstone Church
- Experience Church
- First Alliance Church
- First Church of the Nazarene
- Foothills Alliance Church
- Kensington Commons Church
- St. Michael Catholic Community
- Westlife Church Chinese Churches
- Mid-Town Calgary Chinese Alliance Church
- South Gate Alliance
- Calgary Chinese Alliance Church
- Westside Calgary Chinese Alliance Church
- Calgary Chinese Baptist Church
- Calgary Chinese Evangelical Free Church
- Calgary Chinese Pentecostal Church
- South Calgary Chinese Evangelical Free Church (Church-based)
- Grace Anglican Church

ESL Programs

- AGAPE language center
- Centre Street Church
- Foothills Alliance Church
- RockPointe Church

Scan the QR Code for all ESL churches.



SHOPPING AND GROCERIES

Main Shopping Centers in Calgary

- Chinook Center
- Market Mall
- The Core
- South Center Mall

Closest Grocery Stores to Campus

- Superstore (great prices, large variety of items)
- Flashfood (an app that sells inexpensive produce from Superstore)
- Sobeys (good for already cooked meals)
- Safeway (closest to campus)
- Walmart (large supermarket, good prices)

Economic grocery stores (online app)



Flashfood



TooGoodtoGo

CRISIS SUPPORT

If you or a friend at Ambrose has experienced any form of gender-based violence or sexual violence reach out to an Ambrose Community Advocate. **Scan the QR code for more information.**



Director of Community Life
403-407-9100
elissa@ambrose.edu

Off Campus Crisis Supports

THE DISTRESS CENTRE

distresscentre.com

403-266-HELP (4357) Hearing Impaired – 403-543-1967

Online Crisis Chat (24/7)

TALK SUICIDE CANADA

talksuicide.ca

1-833-456-4566 (Toll Free 24/7)

Text 45645

CRISIS TEXT LINE

crisistextline.org

Text HOME to 741741 to connect with a Crisis Counselor
(Free 24/7 support)

KIDS HELP PHONE

kidshelpphone.ca

1-800-668-6868

Text or chat

For ages 25 & under

MENTAL HEALTH HELPLINE

1-877-303-2642 (Toll Free 24/7)

COMMUNITY CONNECT YYC

communityconnectyyc.ca

Affordable, barrier-free and rapid access counselling

KINDRED CONNECTIONS SOCIETY

kindred.ca

Counselling, education, coaching and outreach

YOUTHSPEACE.CA

Online crisis & emotional support chat

I.M. WELL LIVE CHAT

studentvip.ca/ambrose

Campus & community resources, and live counselling

Other Online Supports

TALK SUICIDE CANADA

talksuicide.ca

1-833-456-4566 (Toll Free 24/7) Text 45645

KIDS HELP PHONE

kidshelpphone.ca

1-800-668-6868 Text or chat

For ages 25 & under

MENTAL HEALTH HELPLINE

1-877-303-2642 (Toll Free 24/7)

COMMUNITY CONNECT YYC

Affordable, barrier-free and rapid access counselling

KINDRED CONNECTIONS SOCIETY

Counselling, education, coaching and outreach

YOUTHSPEACE.CA

Online crisis & emotional support chat

MEDICAL CLINICS

Walk-in Clinics near Ambrose

Westglen Medical Centre

30 Springborough Blvd SW #108,

Calgary, AB T3H 0N9

403-240-2221

<https://www.westglenmedical.ca/>

Aspen Medical Clinic

339 Aspen Glen Landing SW #221,

Calgary, AB T3H 0N6

403-263-7997

<https://aspenlanding.ca/stores/aspen-medical-mediderm-spa/>

Rockyview Strathcona Clinic

555 Strathcona Blvd SW #200,

Calgary, AB T3H 2Z9

403-686-3062

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

Rockyview Medical Clinic (Calgary Walk in and Family Practice)

Real Canadian Superstore, 5858 Signal Hill Centre SW,

Calgary, AB T3H 3P8

403-663-5974

<http://rockyviewmedical.ca/>

Medicare Walk-in Clinic Westhills

220 Stewart Green SW,

Calgary, AB T3H 3C8

587-391-0801

<https://www.medicareclinic.org/locations/westhills-location/>

Carewell Medical Clinic

6490 Old Banff Coach Rd SW Unit 103,

Calgary, AB T3H 5R8

403-930-5800

<https://carewellmedicalclinic.com/>

Medical Emergency Rooms

Foothills Medical Centre
403 29 Street NW
Calgary, AB
403-944-1110

Rockyview General Hospital

7007 14 Street SW
Calgary, AB
403-943-3000

Peter Lougheed Centre

3500 26 Avenue NE
Calgary, AB
403-943-4555

South Health Campus

4448 Front Street SE
Calgary, AB
403-956-1111

Medical Urgent Care

Sheldon Chumir

1213 4 Street SW
Calgary, AB
403-955-6200

South Calgary Health Centre

31 Sunpark Plaza SE
Calgary, AB
403-943-9300

Cochrane Community Health Centre

60 Grande Blvd,
Cochrane, AB
403-912-8500

Airdrie Community Health Centre

604 Main Street S,
Airdrie, AB
403-912-8500

Okotoks Health and Wellness Centre

11 Cimarron Common,
Okotoks, AB
403-995-2600

EMPLOYMENT OPPORTUNITIES

Work On-Campus

International students are responsible to see whether they meet the conditions of working on campus. To see if you can work on campus, without a work permit, please visit the QR code that will direct you to the IRCC page.

- <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-on-campus.html>
- There are work opportunities on-campus.

Please scan the QR code for details



Work Off-Campus

There are specific conditions to work off-campus for international students. Please check your eligibility with IRCC page.

Here are resources to find jobs outside:

- <https://www.canada.ca/en/services/jobs/opportunities.html>
- <https://ca.indeed.com/>
- <https://www.alberta.ca/government-of-alberta-jobs.aspx>
- <https://alis.alberta.ca/occinfo/occupations-in-alberta/>



Volunteer

Volunteer work is a fantastic way to be actively involved in the community. It allows students to gain valuable work experiences and strengthens their resume and enhances future employment opportunities.

Find out more at Volunteer Alberta's website:

<https://volunteeralberta.ab.ca/for-volunteers/find-a-volunteer-opportunity/>

Or check out calgary.ca/volunteer

- * Please note that in some cases volunteering may be considered work by IRCC. For more information, please visit the *What is Work?* webpage.

CULTURAL ADAPTATION

It is expected that in addition to the transition to university life, some international students will go through a process of acculturation stress (commonly known as culture shock). There may be many aspects to Canadian life, such as climate, relationships, food and the education system that are unfamiliar and difficult to understand.

Some things you may experience acculturation stress about are:

- Weather
- Food
- Communities
- Classroom
- University regulations
- Altitude sickness

Some signs that you may be experiencing acculturation stress are:

- Loss of appetite or overeating Inability to sleep or sleeping too much
- Tiredness and irritability
- Feeling alone and Isolated
- Substance abuse
- Feeling powerless

Here are some ideas on how to deal with acculturation stress:

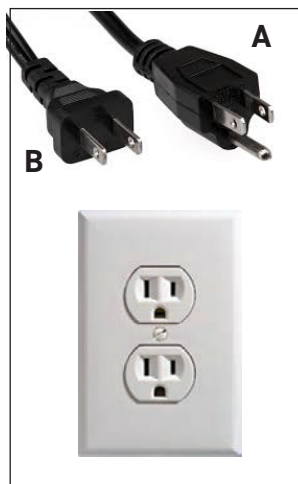
- Know that your reactions are normal and be patient; acculturation stress may not disappear within a few days, but it will pass.
- Get to know the people who work in Student Life areas and speak with them about your experiences. Some of these areas include Student Wellness support, Counselling, and the Peer Health Team.
- Try to attend activities organized specifically for international students.
- Stay in contact with family and friends back home, using WhatsApp, Instagram, or any other online platforms.
- Keep your habits from home. If you attend places of worship, find them around your area. If you observe holidays in your home country, celebrate them here.
- If you miss the food from back home, try to make it at home or order from a restaurant. There are also groceries stores from different places around the city. Become involved with sports or establish a routine of daily exercise. The fitness centre is free!
- Learn as much about your new environment and Canadian culture as you can.

SOME THINGS TO NOTE

Voltage and Electrical Outlets

In Canada, the power plugs and sockets are of type A and B. The standard voltage is 120 V and the standard frequency is 60 Hz. The power plugs and sockets are of type A and B. Check out the following pictures. When living in Canada you will not need a power plug adapter.

- Type A: This socket has no alternative plugs
- Type B: This socket also works with plug A
- However, we recommend you to pack a 3 to 2 prong adapter in case type B sockets are not available.



Getting Help Settling into Canada

Resources are offered by numerous nonprofit groups to aid newcomers. To find out more about their services and how to access them, get in touch with them directly.

- Home | Centre for Newcomers | Calgary
- Immigrant Services Calgary
- The Immigrant Education Society (TIES) (immigrant-education.ca)
- CCIS Alberta - Immigration Help | Resettlement & Training (ccisab.ca)
- Home - CIWA (ciwa-online.com)

REMEMBER TO BE AWARE!

Beware of Scams

There's a possibility you may be contacted by fraudsters posing as police officers or other government bodies attempting to obtain money from you. They may contact you in a variety of ways including over the phone, e-mail, text, or social media. These individuals may also speak your language and their calls may appear to come from legitimate police or government phone numbers.

It is important for you to know government bodies such as Immigration, Refugees and Citizenship Canada, Canada Revenue Agency (CRA), the Calgary Police Service, the Royal Canadian Mounted Police (RCMP) and other police agencies.



DO NOT threaten deportation or arrests of family members for non-payment.

DO NOT demand immediate payment of taxes or fines over the phone via e-mail or through social media.

DO NOT accept BitCoin, gift cards, e-mail or money transfer as a valid form of payment.

DO NOT provide any personal or banking information by phone, email, text, or social media. Providing this information to fraudsters could result in the loss of money and/or identity theft.

To file a police report call Calgary Police Service at 403-266-1234 or report online – <https://www.calgary.ca/cps/report-a-crime.html>

Identity Theft

Personal information can be misused for criminal purposes. Identity thieves generally target emails, SIN cards, passports, driver's license and other IDs, accounts, and passwords.

DO NOT provide any personal or banking information by phone, email, text or social media. You are responsible for protecting your SIN – do not disclose this number to anyone except the government authorities or employers when officially required. Store any document and personal information in a safe place.

DO YOU NEED TO FILE TAXES?

In Canada, income tax is administered by the Canada revenue agency (CRA). If you owe income tax, you must pay it by April 30 for the previous calendar year. Late submissions are accepted, but there may be a penalty. The tax forms listed on this page are issued by Ambrose University in April. At that time, you will receive your tax forms in the mail.

T4A If you have received a bursary, scholarship, or award, then you will be issued a T4A. The amount on your T4A shows the total funding you received in the tax year, which may not equal the total you received for the academic year.

T2202A The T2202 tax certificate is issued to students registered in eligible courses and programs used for filing income taxes. The certificate contains the amount of eligible tuition and/or fees paid for the tax year and the number of months a student was registered (full-time/part-time).

How to File Your Taxes

You will need a Social Insurance Number (SIN), T2202, T4 and T4A slips to file a tax return.

Online

You might be able to file your income tax directly to the Canada Revenue Agency (CRA) online through the electronic tax-filing software NETFILE. Scan the QR code for more information.



By Paper

If you are submitting your tax return by paper, find the forms you need by scanning the QR code.



By Mail

Check the Canadian government website for where you can submit your taxes by mail.



Apply for Tax Deductions

You may be eligible to deduct certain expenses from your tax payments. Moving expenses such as transportation and storage of personal effects, travel, and temporary accommodation may be considered eligible deductions. Save your receipts for the cost of relocating to Canada. However, you cannot deduct moving expenses if your income at the new location is scholarship, fellowship, or bursary income that is entirely exempt from tax under the current legislation. You may also deduct childcare expenses, Registered Retirement Saving Plan (RRSP) contributions, and union dues.

For more information, visit canada.ca/en/revenue-agency



AMBROSE
**INTERNATIONAL
STUDENTS**

[illegible]



150 Ambrose Circle SW
Calgary, Alberta
Canada

www.ambrose.edu
international@ambrose.edu