



A GUIDE FOR INTERNATIONAL STUDENTS

Seeking to Study at
St Stephen's College, Edmonton, Alberta, Canada

Welcome and warm greetings to you! This resource is intended to provide introductory information about the steps you need to take when applying to study at St Stephen's College (SSC) in Edmonton, Alberta, Canada. There are a number of programs offered:

- Master of Psychotherapy and Spirituality Degree [Art Therapy Specialization option available]
- Post-Master's Art Therapy Certificate
- Master of Theological Studies Degree
- Graduate Certificate in Theological Studies
- Doctor of Ministry Degree

Our website offers details about each of these degrees including degree requirements, admission requirements, and downloadable application materials. <http://ststephenscollege.ca/students>

It is the responsibility of all prospective international students to familiarize themselves with the Citizenship and Immigration Canada (CIC) website, <http://www.cic.gc.ca/english/index.asp>, especially with regard to information about timeline and time limits to studying in Canada. SSC will enroll only those international students who have study permits issued by CIC for Designated Learning Programs. The Designated Learning Institution (DLI) number for St. Stephen's College is O19391057115. Study permit applicants will need to record this DLI number on their study permit applications. International students will need to show proof of a valid study permit upon arrival at SSC.

Since most international students applying to study in Canada expect to stay in this country for several months, or even several years, information provided here seeks to answer frequently asked questions pertaining to our College, the City of Edmonton, and the Province of Alberta.

As an international student applicant it is important for you to **allow adequate time** in your application planning for...

- Completing our review and screening process,
- Securing a study permit if you are admitted,
- Locating housing if needed, and
- Acclimating to the local setting.

STEPS FOR APPLYING TO A ST. STEPHEN'S COLLEGE PROGRAM

	Steps	When?
1	<p>Carefully read both the Frequently Asked Questions document appended to this guide, and the Degree Application requirements detailed on the website: http://ststephenscollege.ca/students/apply-to-a-program</p> <p>Make special note of the tuition question (see Appendix A).</p>	When you become interested in the program.
2	Send a completed application for the degree program of your choice to St Stephen's College.	Deadline is November 1 st each year.
3	A file is opened in your name so that additional information can be added (e.g. transcripts, letters of reference, etc.).	After application form and fee (\$390.00Cdn) are received.
4	When your application file is complete it will be reviewed by the Chairperson of the degree program to which you are applying.	Within one month of complete application being received.
5	<p>If it is determined that a screening interview is to occur you will be notified, given information about how the interview can occur (telephone/Skype), and be part of negotiating a time for this interview. Be aware that:</p> <ol style="list-style-type: none"> a. Time differences between Canada and your home country will need to be factored into negotiating the timing of the interview. b. It is recommended that telephone calls be made from a landline if at all possible since cell phone reception is often unreliable. c. All costs associated with the interview (telephone or Skype) will be the responsibility of the applicant. 	Within two months of complete application being received.
6	Following the screening interview, you will receive a letter from the Academic Dean about whether or not you are admitted to the program.	Within two weeks of screening interview.
7	If you are selected, you will receive a "Letter of Acceptance" that includes details and expectations associated to your participation in your chosen degree program. Within the letter will be a condition of acceptance indicating that you must: (a) provide the College with a copy of valid Canadian Study Permit documentation for your study period, (b) formally accept the offer of admission to the degree program, and (c) submit a Criminal Records Check (sometimes called a Police Certificate) from your home country.	Within one month of screening interview.
8	It is expected that you will attend the Orientation Day scheduled in the year of your admission.	Normally last weekend of April.

FREQUENTLY ASKED QUESTIONS

Where do I get an application form for a degree program at St Stephen's College? Go to <http://ststephenscollege.ca/programs> for information. Details about program requirements, and application forms, can be downloaded.

Is there a Degree application fee? Yes, there is a non-refundable application fee of \$390CDN, due with submission of your application.

How much is Tuition? Degree and Post-Master's Certificate Program Fees range from \$20,320 to \$32,480 (CDN) depending on the program (**see Appendix A**). Course fees are in addition to this, and depending on how many courses are required in your program, will range from \$7,000 to \$14,000 (CDN). **The total cost for St. Stephen's College degree/certificate programs will be between \$32,000 and \$44,000 CDN.** Please check out the costs for the program you are applying for: <http://ststephenscollege.ca/students/tuition> Reading material costs also need to be considered when planning the program, and may be up to \$200 per course. Financial Policies are detailed in the Academic Calendar: <http://ststephenscollege.ca/publications/academic-calendar>. Students are responsible for their own accommodation arrangements, and living costs.

Does the College offer financial assistance to students? St Stephen's College offers bursaries and scholarships to students enrolled in St Stephen's College degree programs to help defray the cost of studies. Bursaries are granted based on financial need and the terms of the bursary. Scholarships are awarded according to the terms of the scholarship. Financial aid will be granted according to the following priorities: (1) Canadian students, (2) International students. Contact the College for details. As an International student, you will need to demonstrate adequate financial resources for your stay in Canada as a student.

How early do I need to apply to study at St Stephen's College? The annual application deadline to degree programs at the College is November 1st for international students planning to attend the intake the following April. For example, if you apply prior to November 2017, and you are accepted, you would start studies in April 2018. The normal timeline for processing international applications is as follows:

- (1) the College processes your application, within one month of receiving all application documents and the application fee
- (2) the College contacts you either to schedule a screening interview if your application is acceptable, or to tell you that you are not being invited to an interview
- (3) the College contacts you regarding the results, within two weeks of the interview, and provides a letter of acceptance if the decision is made to invite you into the program
- (4) you accept the offer of admission in writing
- (5) you apply for a study permit through Citizenship and Immigration Canada (CIC)

Do I need to provide an English proficiency score? Degree students must be able to express themselves verbally and in both reflective as well as scholarly writing. Possessing an adequate English vocabulary to communicate within both learning and clinical practicum/field placement contexts is essential. English Proficiency is demonstrated by:

1. Possession of a degree or its academic equivalent from an institution recognized by St Stephen's College where the language of instruction is English. Proof that the instruction for the degree was in English will be required; or
2. Demonstration of sufficient English language coursework at the secondary school level from select countries (eg. Belgium, Denmark, Finland, Germany, Iceland, Luxembourg, Netherlands, Norway, Sweden, Switzerland); or
3. A satisfactory score on one of the following approved English language examinations:
 - a) Test of English as a Foreign Language (TOEFL iBT): minimum score 600 (paper-based), or a total score of 88 with no less than 21 on each individual skill area (internet-based) [St. Stephen's College TOEFL Code is **B640**] Resources to help prepare applicants for the TOEFL test: www.ets.org/toefl/advisor_toolkit.
 - b) International English Language Testing System (IELTS): minimum overall band score of 6.5, with at least 5 on each band
 - c) Canadian Academic English Language Assessment (CAEL): overall minimum score of 70, with at least 60 on each subtest
 - d) Pearson Test of English Academic (PTE Academic): overall minimum score of 59
 - e) Michigan English Language Assessment Battery (MELAB): minimum score of 85

If you need to complete one of these English language examinations, you arrange for the results to be sent to the Registrar's Office at St Stephen's College. The examination results are considered to be part of your application to the degree program, and must be received prior to the application deadline. Scores more than two years old cannot be verified; therefore the applicant normally would be required to re-take the test.

Where do I find the requisite visa information needed to enter Canada? Information can be found on the Citizenship and Immigration Canada website, <http://www.cic.gc.ca/english/index.asp>; pay special attention to the Study link. This site is filled with detailed information and documents that you can download. Explore the site carefully and thoroughly so that specifics to your country and immigration circumstances are understood. Once the College issues you a letter of acceptance it is your responsibility to apply for and secure the requisite study permit. Find out if you need an Electronic Travel Authorization (eTA) or a visitor visa. Visa-exempt foreign nationals need an Electronic Travel Authorization (eTA) to fly to or transit through Canada. Apply for an eTA before you book your flight to Canada: <http://www.cic.gc.ca/english/visit/visas.asp>

Where do I find a Canadian visa office in my home country? A list of countries and corresponding Canadian visa offices can be found at the following website: <http://www.cic.gc.ca/english/information/offices/apply-where.asp>

Do I wait until I have a study permit before getting a Criminal Records Check/Police Certificate? While everything hinges on the study permit, it is usually a good idea to know how to secure your Criminal Records Check/Police Certificate and what amount of time it takes for a police document to be issued.

How far in advance must I return my response to the Letter of Acceptance? International students need to provide their response to the letter of acceptance by February 1 of the year in which you wish to start your degree program.

How soon before starting my studies at St Stephen's College do I need to arrive in Edmonton, Alberta, Canada? A number of courses at the College are offered online, others are offered in a one-week intensive format, and still others occur in a thirteen-week semester format. The annual Orientation Day for new students is normally the third week of April (check the College website for the applicable year's course schedule). It is recommended you arrive in Edmonton with sufficient time to settle into your living arrangements before class sessions commence.

Do I have to study full time, or can I study part-time? As of June 1, 2014, all study permit holders in Canada need to **actively pursue studies**. This means that if you hold a study permit, you must remain enrolled and make reasonable and timely progress towards completing your program; failing to do so could lead to your removal from Canada. St Stephen's College will report to CIC on your continued enrolment and academic status. You may also be asked by an immigration officer to provide evidence of your continued enrolment and academic status.

Reasonable and timely progress varies for each degree. MTS and MPS students are expected to finish courses and practicum work in the first three to four years and do thesis research and writing in the fifth year. Post-Master's Art Therapy Certificate students are expected to finish courses and practicum work within four years. DMin students are expected to finish coursework in the first three years and do dissertation research and writing in the fourth and fifth years.

NOTE: You must remain full time if you are planning to work in Canada during your schooling, or if you plan to start working in Canada immediately after earning your degree. St. Stephen's College defines full time as: being registered in a minimum of 2 credits/month (example: 9 credits/4-month period, 12 credits/6-month period, 18 credits/8-month period, or 24 credits/12-month period). Upon formal approval of the thesis/dissertation proposal, graduate and doctoral students in good standing at St Stephen's College are regarded as being in full-time attendance. Read the policy on the Citizenship and Immigration Canada website ('Working Off Campus'): <http://www.cic.gc.ca/english/study/study-changes.asp>

Can I work while I am studying at St. Stephen's College? If you plan to combine study and work while in Canada, familiarize yourself with the information available through Citizenship and Immigration, at <http://www.cic.gc.ca/english/study/work.asp> **Study permit holders** in Canada may gain work experience by working off campus while completing their studies. As of June 1, 2014, you may qualify to work off campus without a work permit. If you qualify, your study permit will allow you to:

- work up to 20 hours per week during regular academic sessions and
- work full-time during scheduled breaks.

To qualify, you must:

- have a valid study permit
- be a full-time student. St. Stephen's College defines full time as: being registered in a minimum of 2 credits/month (example: 9 credits/4-month period, 12 credits/6-month period, 18 credits/8-month period, or 24 credits/12-month period). Upon formal approval of the thesis/dissertation proposal, graduate and doctoral students in good standing at St. Stephen's College are regarded as being in full-time attendance.

For the MTS, MPS and PMATC programs, unpaid practicum work experience is part of the curriculum; practicum supervisors are approved and appointed by the College.

If I work while I'm studying, do I need to apply for a Social Insurance Number?

All students who wish to work in Canada need to obtain a Social Insurance Number (SIN). Full-time Degree or Certificate Students: If you have a valid study permit that states you "may accept employment" or "may work" in Canada, present your study permit to a [Service Canada office](#) to apply for a SIN. If you have a valid study permit, but it DOES NOT state that you "may accept employment" or "may work" in Canada, but you are eligible to work off-campus (i.e. you are studying full-time, in a degree or certificate program at St. Stephen's College) you must first [apply for an amendment to your study permit](#). After your amendment is approved, present your amended study permit to a [Service Canada office](#) to apply for a SIN.

My study permit states I may accept employment; where can I look for a job?

Some suggested websites:

<http://ca.indeed.com/jobs-in-Edmonton,-AB>

<http://www.albertahealthservices.ca/careers/page6.asp>

http://www.edmonton.ca/city_government/jobs.aspx

<http://www.wowjobs.ca/BrowseResults.aspx?q=&l=EDMONTON&s=d>

<http://www.jobsearch.ca/jobs-in-edmonton-ab>

<http://albertanorthwestconference.ca/vacancy-list>

Can I bring my family with me? Look carefully at details provided on the Citizenship and Immigration Canada website to see about this possibility.

How long can I stay in Canada after graduation from my degree program at St. Stephen's College? Your study permit will include entry and exit dates. There is information at the Citizenship and Immigration Canada website about applying to change the conditions of your permit or extend your stay in Canada: <http://www.cic.gc.ca/english/study/work-postgrad.asp>.

What if I want to travel outside of and then return to Canada while I have my visa? There is information at the Citizenship and Immigration Canada website about leaving and coming back to Canada.

Do I need health insurance coverage during the time I am in Canada? St. Stephen's College does not have a health plan available for students. The Government of Canada does not pay for the medical costs of international students. Health coverage for international students varies among the provinces of Canada. If you are residing in Canada for a prolonged period you can learn more about whether you will qualify for an Alberta Health Care Insurance Plan (AHCIP) at the following website <http://www.health.alberta.ca/AHCIP/temporary-residents.html>. We advise you to purchase Visitor to Canada Insurance, which is available from private insurance companies, if you are physically present in Canada but not eligible for AHCIP coverage.

How will I get around in Edmonton? Edmonton has an extensive, user-friendly public transit system: <https://www.edmonton.ca/edmonton-transit-system-ets.aspx>

How do I find a place to live in Edmonton? A list of temporary living accommodations located close to the College can be provided to you upon request. Additional information can be found here: <http://www.edmonton.ca>.

St. Stephen's students are able to apply for housing through University of Alberta Residence Services. This housing is normally for University of Alberta students, but Residence Services will accept applications from St. Stephen's students because the College is on campus. However, University of Alberta students get first priority, and space availability cannot be confirmed until the first week of September. St. Stephen's College students wishing to apply for accommodations will need a CCID; contact St. Stephen's Registrar's Office to obtain.

What kind of community is Edmonton? Edmonton is known for its multicultural and interfaith diversity. As part of your preparations for moving here you may want to see if there is a community of Canadians from your home country living here. Being in a supportive community environment and keeping in touch with persons from the same cultural tradition or spiritual family can strengthen the learning experience.

IF YOU HAVE FURTHER QUESTIONS: Please contact the Chair of the degree program at St Stephen's College in which you are interested: [FACULTY DIRECTORY](#) or Shelley Westermann, Director, Academic and Administrative Services. Phone: 780-439-7311, ex. 35; Email: st.stephens@ualberta.ca