

UBC Vancouver Summer Program

July 15 – August 15, 2017



Next Steps Guide July 15–August 15, 2017

Contents

Overview	3
Sample Program Schedule	3
Program Structure	3
Courses	4
Certificate and Grades Letter.....	4
Accommodation.....	4
Medical Insurance	4
Step 1: Apply.....	5
Application Deadline: Friday, March 31, 2017	5
University Group Application	5
Registration Form	5
Individual Application	5
Selection	5
Selection and Credit	6
Selection of Course Package.....	6
Email Confirmation.....	6
Communications	6
Application Decisions.....	6
Letter of Acceptance (LOA).....	6
VSP Identification (ID) Number.....	7
Participant Profile.....	7
Minors.....	7
Chaperones.....	7
Student Leader	7

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

Step 2: Get Visas	8
Confirmation of Visa and eTA Deadline: Friday, July 7, 2017	8
If you need to apply for a Visitor Visa	8
If you need to apply for an Electronic Travel Authorization (eTA)	8
Step 3: Make Payment	9
Program Fee Payment Deadline: Monday, May 22, 2017	9
Wire Transfer	9
Step-by-step Guide for Wire Payment	9
Western Union	10
Late Arrivals	11
Refund Policy	11
No refund requests will be accepted after: Friday, July 7, 2017	11
Refund Processing Times.....	11
Step 4: Submit Flight Information and Accommodation Form	11
Flight Information and Accommodation Form Deadline: Wednesday, June 5, 2017	11
Roommate and Flight Information	11
The VSP Residences in Detail	12
Walter Gage Residence.....	12
Totem Park	12
Residence Check in and Check out.....	14
Participant and Campus Life Details	14
Early Arrivals / Late Departures	14
To Book July VSP: Walter Gage Early Arrival Accommodations	15
To Book July VSP: Walter Gage Late Departure Accommodations.....	15
Group Airport Transfers	15
Contacts	15
VSP Forms and Guides	16

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

Overview

Students from international universities are welcomed each summer to Vancouver, BC, Canada for four weeks to study two courses on the beautiful campus of the University of British Columbia (UBC). This year, the second of two VSP sessions will run from Saturday, July 15th to August 15th, 2017. Students may choose from 55 course packages offered in the areas of Applied Science (Chemical Engineering, Civil Engineering, and Electrical Engineering and Computer Science), Architecture, Arts, Business, Dentistry, Education, Forestry, Kinesiology, Land and Food Systems, Medicine, Pharmaceutical Sciences and Science.

Sample Program Schedule

July 2017 VSP Sample Class and Social Schedule							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						Jul-15	Jul-16
						Airport Pickup † Check-in 15:00	
	Jul-17	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22	Jul-23
9:00 - 12:00	Orientation and Faculty Welcome	City tour	Class A	Class A	Class A	Victoria Day Trip (optional)*	Whistler Day Trip (optional)*
13:30 - 16:30	Campus Tour	Class B	Class B	Class B	Sports Festival (13:00 - 16:00)		
Evening	UBC Welcome (16:30 - 18:00)		Optional tours ticket purchase at Merit Travel office (17:00 -19:30) and Wednesday only at Gage Residence (17:00 - 19:30)				
	Jul-24	Jul-25	Jul-26	Jul-27	Jul-28	Jul-29	Jul-30
9:00 - 12:00	Class A	Class A	Class A	Class A	Intercultural Communication Class	Victoria Day Trip (optional)*	Whistler Day Trip (optional)*
13:30 - 16:30	Class B	Class B	Class B	Class B			
Evening		Vancouver Art Gallery			Richmond Night Market		
	Jul-31	Aug-01	Aug-02	Aug-03	Aug-04	Aug-05	Aug-06
9:00 - 12:00	Class A	Class A	Class A	Class A		Whistler Day Trip (optional)*	Victoria Day Trip (optional)*
13:30 - 16:30	Class B	Class B	Class B	Class B			
Evening		Museum of Anthropology	Mini Grad Fair (17:00 - 19:00)	Students often use this time for sightseeing trips to Rocky Mountains or other destinations at their own cost			
	Aug-07	Aug-08	Aug-09	Aug-10	Aug-11	Aug-12	Aug-13
9:00 - 12:00	BC Day Statutory Holiday	Class A	Class A FINAL EXAM	Class B FINAL EXAM			
13:30 - 16:30		Class B	Evaluations	Farewell Luncheon (12:00 -14:00)			
Evening					Students often use this time for sightseeing trips to Rocky Mountains or other destinations at their own cost		

Legend

UBC Organized Event

Faculty Organized Event

*Trips arranged by non-UBC Travel Company at additional cost

Note: Schedules for each of the individual packages will be finalized closer to the program dates; schedule for the course packages will vary by faculty.

Airport Drop Off †
Check-out 11:00

Legend
UBC Organized Event
Faculty Organized Event
*Trips arranged by non-UBC Travel Company at additional cost

Note: Schedules for each of the individual packages will be finalized closer to the program dates; schedules for the course packages will vary by faculty.

†Individuals arriving/departing outside of group flights and regular hours will be expected to make their own way to UBC campus/YVR Airport.

Program Structure

The Vancouver Summer Program was developed for students from universities around the world. The program provides an opportunity for undergraduate students to learn about Canadian culture and life firsthand through social activities and classes. A few graduate students and junior faculty and administrative staff have joined the Vancouver Summer Program in previous years.

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

Vancouver Summer Program participants are supported by program staff. This makes the VSP an ideal first international educational experience or first trip abroad.

Courses

Each course package is comprised of two separate academic courses. Each course has 39 hours of class time and is equivalent to three UBC credits. The courses do not receive formal UBC credit, but credit may be awarded at the discretion of the home university. Classes are interactive and may include group work, class discussions, and guest lecturers.

Certificate and Grades Letter

Upon successful completion of the program, participants will be provided with a Certificate of Completion. As the courses do not receive UBC credit, a UBC transcript is not issued. However the faculties issue a grades letter, and the transfer of credits to the participant's program is at the discretion of the home university.

One month following the program, grades letters will be sent to individual students and to the home university by email in PDF format. A small processing fee applies for additional copies of grades letters.

Accommodation

Vancouver Summer Program participants will be housed in UBC residences on campus from Saturday, July 15 – Tuesday, August 15, 2017. The VSP residences this year will be in one of:

Walter Gage Residence

5959 Student Union Boulevard

Ritsumeikan-UBC House

6460 Agronomy Road

Totem Park Residence

2525 West Mall

Medical Insurance

iMED medical insurance for international students will be purchased for all students and will cover the program dates. To arrange this insurance, student information will be provided to David Cummings Insurance. This information includes a student's full name (according to passport), birthdate, and arrival and departure dates.

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

Step 1: Apply

Application Deadline: Friday, March 31, 2017

Please note that students are accepted as they apply so some packages may be full by the deadline. Early applications are encouraged.

University Group Application

University groups register using the **Registration Form**. If your university is new to UBC, please approach your University's International Office or Faculty Coordinator and have them connect directly with us.

Cooperating universities are encouraged to send in registrations as soon as they are complete. Additional registrations can follow on separate forms.

Registration Form

The following student information is required:

- Name of Home University
- Last name/Surname
- First name
- Gender
- Birth Date
- Citizenship
- Telephone Number
- Email
(Permanent Email Address)
- Alternate Email (Optional*)
- Year Level
- Degree Program
- Major
- Summer Program Session
- Program Package

Individual Application

Individual applicants must receive the approval of their home universities in order to participate. In the case where universities are not organizing their students, students from these universities can still apply to the VSP as individuals.

Students applying individually to the program contact the VSP for the **Registration Form** and the **Individual Applicant Form**. Details of a university contact person on the **Registration Form** must be provided. The **Individual Applicant Form** is to be stamped with the home university or faculty seal/chop to both verify student status and confirm suitability to do a short study program overseas.

Selection

Universities will be asked to nominate students based on a student's appropriate academic background, proficiency in English and suitability to take a short study program overseas. English proficiency test scores are not required. Some packages may be more suited for students in their upper years of studies. Students may be contacted with regards to their choice of package.

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

Selection and Credit

As credit for the program is given by the student's home university, students should meet their own university's system of application and eligibility requirements (if any) for studying abroad and possess the personal maturity to undertake an international experience.

Selection of Course Package

Students should choose their course packages carefully. **Students wishing to change their course package will be formally withdrawn before being considered as a new applicant in the new course package.**

Email Confirmation

When the **Registration Form** has been received, students will individually receive an email from noreply@fluidreview.com to confirm the registration information.

Students should carefully review their email confirmation against their passport information. Any errors should be reported immediately. The letter of acceptance is based on this information and it must match what is in the passport in order for students to apply for their visa or eTA.

Communications

The VSP uses email as the primary method of communication. The registered email should be permanent. This is the address used to confirm student information, provide updates, and request responses from students. The email address provided for each student must not block VSP emails and must not change. It will be the responsibility of students to ensure that the email address will work in Canada and that it is regularly checked.

Students wishing to provide an **Alternate Email** address* are welcome to do so. The **Alternate Email** will only receive alerts that messages are not going through or messages directing students to check their **Permanent Email Address**.

Please add @ubc.ca, @apro.ubc.ca, @fluidreview.com, and @david-cummings.com to your email safelists in order to receive all emails related to the Vancouver Summer Program.

Application Decisions

Applications received earlier will generally receive a decision by email between 3-5 business days from the date the confirmation email is sent. Applications received on the registration deadline date may take up to one week to be reviewed.

Letter of Acceptance (LOA)

Students who are accepted into a package will be informed by email. A printable digital Letter of Acceptance (LOA) will be attached to the email.

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

The LOA, also known as an invitation letter, confirms acceptance in the Vancouver Summer Program and is required supporting documentation for those participants needing a visitor visa.

VSP Identification (ID) Number

Each VSP student is assigned a VSP Identification (ID) Number. This number will be in your LOA. Please make special note of your VSP ID and use it in all program correspondence.

Participant Profile

Participants in the Vancouver Summer Program are typically students who have completed at least one year of university prior to joining the program. As the program will be taught in English, participants must be at the appropriate English language level in listening, reading, speaking and writing in order to be successful.

Minors

Students who have not reached the age of 19 prior to the first day of the program will require a chaperone (an older student participant over 21 years old can also fulfil this role) from their university in order to participate in the program. The chaperone (or older student) must stay with the students at the same residence building and be available at all times throughout the program. **Students who are below the age of 18 will not be accepted for the Vancouver Summer Program.**

Students who are over 18 but below 19 years of age during the program dates are required to submit the **Acknowledgment and Waiver of Liability Form** with their parent/legal guardian's signature and submit the form to Ms. Winty Cheung (winty.cheung@apro.ubc.ca).

Chaperones

Participants are well supported at UBC. Chaperones are not required unless participants are under 19 years of age. Universities are welcome to send a staff or faculty member to chaperone their group. Chaperones sent with 24 or more participants will be provided with medical insurance and accommodation shared with other chaperones in the same residence as participants. During the program, the chaperone is welcome to participate in any of the program activities provided the respective Faculty is able to make the arrangements.

As chaperones that require visas and eTAs will also need time to apply, please confirm chaperones before Monday, May 1st, 2017. An invitation letter in electronic form will be sent to the chaperone.

Student Leader

Universities will be asked to assign one or two students (depending on the size of the group), as student leaders. It is helpful to have a student leader to be the liaison between chaperones and participants and between VSP administrators and the group. Student leaders can also assist with organizational needs of the program administrators and course instructors and the group.

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

Step 2: Get Visas

Entry requirements to Canada are determined by your home country. Check to see if you need a visitor visa or an Electronic Travel Authorization (eTA): <http://www.cic.gc.ca/english/visit/visas.asp>

Countries whose citizens need a visa to travel to Canada can be found at:

<http://www.cic.gc.ca/english/visit/visas-all.asp#visa>

Countries and territories whose citizens need an eTA to travel to Canada:

<http://www.cic.gc.ca/english/visit/visas-all.asp#eta>

Please begin the application process as soon as you receive your letter of acceptance. The visa processing times can be four weeks or more for visitor visas. Check how long it will take in your area at: <http://www.cic.gc.ca/english/information/times/index.asp>

Confirmation of Visa and eTA Deadline: Friday, July 7, 2017

Students needing visas and eTAs must have their status confirmed by this date. Those without visas or eTAs by this time will be advised to withdraw from the Vancouver Summer Program.

If you need to apply for a Visitor Visa

Visitor visas can be done online at: <http://www.cic.gc.ca/english/e-services/account.asp>

Instructions for your country can be found through the dropdown menu at:

<http://www.cic.gc.ca/english/information/applications/visa.asp>

If you need help, you can contact your nearest visa application centre (VAC) at:

<http://www.cic.gc.ca/english/information/offices/vac.asp>

Use this Guide IMM5256 to apply for a Visitor Visa:

<http://www.cic.gc.ca/english/information/applications/guides/5256ETOC.asp>

If you need to apply for an Electronic Travel Authorization (eTA)

Learn about eTAs at: <http://www.cic.gc.ca/english/visit/eta-facts-en.asp>

Apply for your eTA online here: <http://www.cic.gc.ca/english/visit/eta-start.asp>

Go directly to the form here: <https://onlineservices->

[servicesenligne.cic.gc.ca/eta/welcome?lang=en&_ga=1.213763991.222890360.1478546846](https://onlineservices-servicesenligne.cic.gc.ca/eta/welcome?lang=en&_ga=1.213763991.222890360.1478546846)

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

Step 3: Make Payment

The VSP package program fee of \$4,750 CAD includes tuition, accommodation, course materials, medical insurance, and airport transfers for group arrivals. The program also includes a city tour, and welcome and farewell luncheons. Some socio-cultural activities are included in the program fee while others are subsidized or at full cost to the student. Activities differ according to package and are finalized closer to the program dates. Activities may include museum visits, outdoor activities such as hiking and cycling, and sporting events.

Please note:

- Airfare is not covered in the program fee
- Meals are not covered in the program fee unless where noted otherwise.
- Optional personal trips and personal expenses are not covered in the program fee

Program Fee Payment Deadline: Monday, May 22, 2017

We ask that if possible Universities or student leaders help organize payments from the participants and wire the payments together as a group wire transfer. Individual students have the option to pay for the Vancouver Summer Program fee by wire transfer or Western Union.

Wire Transfer

For both individual and group wire transfers, bank charges apply to each wire transaction so grouped payments will minimize the bank wire fees applicable. Please pay all local bank charges before wiring. Payment receipt will be confirmed by email. Please allow 3-5 days from date of wiring for confirmation.

Please instruct the bank that all bank charges for the wire transfer are to be paid by the remitter. The total to be wired should be C\$4,750 x # of students + C\$50 international bank charges.

Step-by-step Guide for Wire Payment

- a) Ensure that all the identifying information below is included in the bank paperwork.
We will not be able to find your payment without this information.

For [Group Wire Transfer Payment](#) please include in the Message to Beneficiary or in the Remittance Information sections:

- July VSP
- Name of home university
- VSP Identification (ID) Numbers of all students (found in the Letter Of Acceptance)

Eg. July VSP
 Example University
 VSP ID #s, 87654321, 12345678, 24681012, 12108642, 69121518, 18151296,

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

For **Individual Wire Transfer Payment** please include in the Message to Beneficiary or in the Remittance Information sections:

- July VSP & Name of Student
- VSP Identification (ID) Number (found in the Letter Of Acceptance)
- Name of home university
- Name of package

Eg. July VSP Robert CHEN
 VSP #87654321
 University of Sample
 Science Package B

The **Wire Transfer Information for UBC** is as follows:

Payee name:	University of British Columbia
Payee address:	University of British Columbia 6190 Agronomy Road, 5th Floor Vancouver, BC, Canada, V6T 1Z3
Account name:	University of British Columbia
Bank:	HSBC Bank Canada
Bank Address:	Suite 1100, 885 West Georgia Street Vancouver, BC V6C 3G1, Canada
Phone:	604-641-2603
Bank account:	020-437218-013
Swift code:	HKBCCATT
Swift tag:	020437218013
Transit number:	10020
Institution number:	016

b) Scan and forward a copy of the wire documents to mabel.chan@ubc.ca

Western Union

Individual students paying by Western Union can either use their local bank accounts to wire transfer or remit online (with cheaper local bank charges). Students pay only the local bank charges upon completing the transfer and do not need to add \$50 CAD for all bank charges using this method. Note, this method is only for individual students. **Group payments must be done as wire transfers.**

To use Western Union, please use the following link and to lock in your exchange rate and to receive further instructions to complete the payment: <https://student.globalpay.wu.com/geo-buyer/ubcsummer>.

Important: Western Union remittance is done in YOUR LOCAL CURRENCY. Please follow all instructions carefully. **Do not remit in Canadian dollars for this method of payment.**

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

Late Arrivals

Students who expect to arrive a few days late into the program must seek approval for late arrival. Deadline for late arrival requests is Monday, July 3rd, 2017.

The VSP is a short study program and so it will be difficult to catch up if too many days are missed. Students who obtain permission for late arrival are responsible for making up missed days.

Refund Policy

Refunds are granted only in the case when students are denied visas or have emergency situations which are confirmed by the home university.

A C\$100 administrative fee will be charged to all refunds. Additional administrative, program and materials charges may also be incurred if requesting close to the start date.

No refund requests will be accepted after: Friday, July 7, 2017

Refund Processing Times

Refunds will be processed only after classes are finished at the close of the program. Please note, it takes at least 2 months from then or after submitting refund request details for remittance, whichever is later, for the refund to reach the accounts where the wire originated.

Step 4: Submit Flight Information and Accommodation Form

The *Flight Information and Accommodation Form* will be sent following confirmation of program payment.

Flight Information and Accommodation Form Deadline: Wednesday, June 5, 2017

Students from the same university will be assigned to the same residence. Students will be of the same gender within each unit. Floors may have a mix of single gender units.

Roommate and Flight Information

Universities or student leaders will help submit the *Flight Information and Accommodation Form* for the group. Individuals can submit their form once completed.

It is not possible to change the room assignment after arrival so it is important that participants have the opportunity to choose roommates **prior** to the program start date.

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

While we will make all efforts to keep students in their preferred groups, please note that we may not be able to fulfill all requests. We reserve the right to assign some students to the next available unit at our discretion.

Note: If capacity in the six bedroom or connected single style semi-private units is exceeded, students will be assigned to traditional dormitory style accommodations. Traditional dormitory style accommodations are a mixture of single and twin bedrooms on a floor with a common area and shared single gender washroom facility on the floor. Neither the connected single style semi-private units nor the traditional dormitory rooms have cooking facilities.

The VSP Residences in Detail

The residences are secure and have a 24-hour reception desk. From all residences, students will be within walking distance of classes, libraries, sport facilities and transportation.

In all the residences, students have access to on site laundry machines (card, not coin, system) and wired high speed internet access in the bedrooms. There is basic cable television in the common lounges.

All students will be assigned a single, non-smoking, private bedroom which can be locked by a card key or hard key.

Walter Gage Residence

Most students will be in six-bedroom shared apartments with furnished beds (pillow, bed sheet, quilt, bath and hand towels, shampoo and soap) and desks, an equipped kitchen (fridge, microwave, stove and sink, tea kettle, toaster and coffee maker and supplied with kitchen ware, dishes and standard utensils such as forks, spoons, and knives), a living area with seating and a television set, and an ensuite bathroom. On a standard floor there will be 24 students.

Ritsumeikan Residence

Students assigned to Ritsumeikan Residence will be in four-bedroom shared apartments with furnished beds (pillow, bed sheet, quilt, bath and hand towels, shampoo and soap) and desks, an equipped kitchen (fridge, stove and sink, tea kettle, toaster and coffee maker, and supplied with kitchen ware, dishes and standard utensils such as forks, spoons, and knives), a living area with seating and a television set, and an ensuite bathroom. On a standard floor, there will be 56 students.

The reception desk for Ritsumeikan residence is the Totem Parks Residence Commonsblock.

Totem Park

Two students of the same gender will share one bathroom between them if they are assigned to the two single bedroom connected semi-private units. On a standard floor, 40 residents in 20 units will share a common area which has a television set, fridge, microwave and sink but no cooking equipment.

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

As there are no cooking facilities in the connected semi-private style units, breakfast will be provided Monday to Friday in the residence dining hall. In the event that Totem Park reaches capacity, students will be placed in an alternate facility with the same layout.

Should all semi-private style units reach capacity, students will be placed in traditional dormitories.

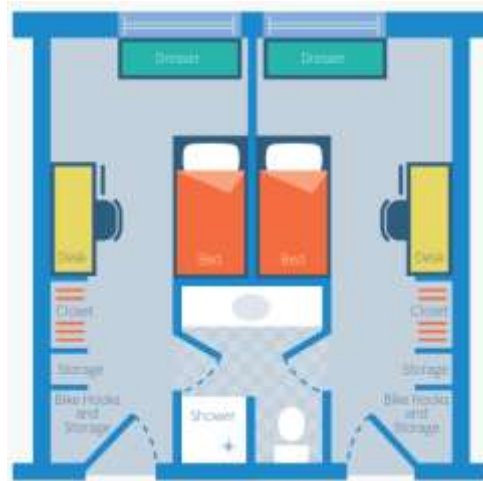


The general layout of an apartment with cooking facilities

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>



The general layout of a semi-private connected single unit without cooking facilities

Residence Check in and Check out

The check in time is 3 pm and the check out time is 11 am. Students arriving on earlier flights before the check in time or leaving on later flights after the check out time can store their luggage at the residence front desks.

Independent students can check in/out of their assigned residences from the Front Desks.

Participant and Campus Life Details

A **Participant Manual** and **Campus Life Guide** will be sent to Universities and students electronically prior to the program start date. These will include information on things such as arrival, health, safety, banking, UBC and Vancouver.

Early Arrivals / Late Departures

Check in at the residences is at 3:00 pm on Saturday July 15, 2017.

Check-out of the residences is at 11:00 am on Tuesday August 15, 2017

Students arriving earlier or staying later than the program dates are expected to make their own arrangements for accommodations on additional dates. Instructions on non-group arrivals will be detailed online and in the **Participant Manual**.

Early arrivals wishing to stay on campus will stay at Walter Gage Residence and move to their assigned residences on July 15th. The cost will be \$48 CAD plus 13% tax per night per room. The booking links follow.

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

To Book July VSP: Walter Gage Early Arrival Accommodations

<https://reserve.ubconferences.com/GROUP/availability.asp?hotelCode=UBC&sdl=Check+In&startDate=07%2F11%2F2017&edl=Check+Out&endDate=07%2F15%2F2017&adults=1&children=&rooms=1&requesttype=invBlockCode&code=G170712A>

To Book July VSP: Walter Gage Late Departure Accommodations

<https://reserve.ubconferences.com/GROUP/availability.asp?hotelCode=UBC&sdl=Check+In&startDate=08%2F15%2F2017&edl=Check+Out&endDate=08%2F18%2F2017&adults=1&children=&rooms=1&requesttype=invBlockCode&code=G170815A>

Students arriving earlier or staying later than the program dates are also responsible for and must purchase additional medical coverage for the extra days beyond the program dates.

Students can arrange extra coverage days with David Cummings Insurance directly by email at info@david-cummings.com

Group Airport Transfers

Participants arriving on Saturday, July 15th, 2017 and departing on Tuesday, August 15th, 2017 in a group will be picked up and dropped off by shuttle bus at the airport.

Students will receive residence orientations and or information upon arrival and can ask at the residence front desks if they have any accommodations questions. The shuttle schedules will be announced to students the week before the program start date.

Students not arriving or leaving on the program arrival and departure days or whom are arriving individually must make their own arrangements to and from campus and the airport.

Contacts

Students: Please remember to include your full name, VSP ID and university in all communications.

Asia:

Ms. Winty Cheung

Executive Director

UBC Asia Pacific Regional Office

winty.cheung@apro.ubc.ca

t. 852.2111.4401

South Asia and the Middle East:

Mr. Stephen Kumar

Executive Associate

UBC India Liaison Office

stephen.kumar@ubc.ca

t. 91.11.4606.1905

All other inquiries:

Ms. Marg Toronchuk

Program Coordinator

University of British Columbia

marg.toronchuk@ubc.ca

t. 1.604.822.0158

UBC Vancouver Summer Program

Next Steps Guide July 15–August 15, 2017

<http://vancouversummerprogram.ubc.ca>

VSP Forms and Guides

The following are the VSP forms and guides for 2017:

Step 1: Apply

- Registration Form
- Individual Applicant Form
- Minor Form
- Group Chaperone Form
- Next Steps Guide

Step 2: Get Visas

Step 3: Make Payment

- Flight Information and Accommodation Form

Step 4: Submit Flight Information and Accommodation Form

- Participant Manual
- Acknowledgment and Waiver of Liability Form
- Residence Code of Conduct Form
- Emergency Contact Information
- Photo and Video Waiver and Model Release Form
- Campus Life Guide
- Housing Welcome Guide