

# Starting at Seneca task list for new international students

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Welcome to Seneca Polytechnic! Here you will find many tools and resources to assist you in becoming a successful student. Follow our task list for all that you can be doing to prepare for a smooth transition before arriving in Canada and when you get here.

## Before you arrive:

### Have you...

☐ [Confirmed your program choice and study permit status](#) update us about your study permit and Update your study permit and Provincial Attestation Letter requirements by following the [tip sheet](#).

You are responsible for updating your current study permit status as it changes and application information in Student Home and uploading your study permit documents.

☐ [Accepted your Offer of Admission?](#)

Your offer of admission will have an expiry date on it. You'll need to confirm your offer before the date in order to hold your seat in the program, otherwise your offer will expire and result in losing your seat.

☐ [Reviewed your Conditions of Acceptance?](#)

If you have any conditions of acceptance, please review them to make sure conditions are met. Your offer will be conditional until you complete the requirements listed in your Offer of Admission before the first day of scheduled classes.

☐ [Received a Provincial Attestation Letter \(PAL\)?](#)

A provincial attestation letter (PAL) is a document issued by the province of Ontario that must be included with your study permit application to Immigration, Refugees and Citizenship Canada (IRCC). The PAL confirms that you have a space to study at Seneca in Ontario. It will include your full name, date of birth and address. The PAL is a new

requirement by IRCC. Any study permit application received by IRCC on or after January 22, 2024, that does not include a PAL will be returned and refunded.

Seneca submits a Provincial Attestation Letter (PAL) request to Ontario on your behalf, if approved the Provincial Attestation Letter (PAL) and updated letter of acceptance will be emailed to you as soon as it is available.

More detailed information can be viewed [here](#)

#### ▮ Applied for a Study Permit?

Anyone who is planning to study in Canada for longer than six months is required to have a study permit. After you have paid your tuition fees, you must apply for a Canadian study permit. If your program includes co-op/work placement, you should apply for a co-op work permit together with your study permit application.

You are advised to plan ahead to apply for your study permit as the processing time varies for each country. Learn more about [how to apply for a study permit on MySeneca](#)

#### ▮ Paid your fees?

The fee payment deadline will be published in the fees information accompanying all acceptance letters. This will indicate the date on which your fees are due in full. If you fail to submit tuition fees within the stipulated time, you will forfeit your reserved position in the program.

If you require financial assistance- view these resources to see if you meet the requirements: <https://students.senecapolytechnic.ca/spaces/206/financial-aid/home>

#### ▮ Decided where you are going to live?

We have on-campus residences as well as listings for off-campus housing. Visit the [student housing website](#) for more information.

#### ▮ Decided how you will get to Seneca?

There are many options to travel to Seneca including public transit, campus shuttle bus service, and parking. Seneca students are eligible for discount cards for public transportation. [Learn about transportation options](#)

#### ▮ Booked your airport transportation from the airport?

Seneca provides complimentary transportation from the airport to your place of residence or accommodations by private taxi at no cost based on your travel plan submitted through the Seneca MOBILE App available for [Apple](#) and [Android](#). To confirm your pick up, your travel plan must be submitted at least 72 hours prior to arrival.

## At the Airport:

Make sure you have the following documents with you at the airport:

- Study Permit, or valid Letter of Introduction
- Passport with a valid student VISA or eTA (electronic Travel Authorization)
- Letter of Acceptance (LOA) and Provincial Attestation Letter (PAL)
- Proof that you have enough money to support yourself and any family members who come with you to Canada

**Note:** You will not pick up your checked luggage until after you visit Canadian Border Services. Don't pack any mandatory documents or important information in your checked luggage

## At Canadian Border Services:

- Make sure to review the airport issued study permit
- Ensure that your name and program of study is correct on the study permit
- Ensure that if you applied for a co-op study permit, you have received this notation on your study permit
- Advise the Canadian Border Services Officer if there are any concerns or errors on your study permit before leaving the Canadian Border Services Area and the airport.

## Before you begin your studies:

**Have you....**

### **Activated your Seneca email account?**

Your student e-mail account will be used for official communication between you and Seneca. Your username and a temporary password was sent to your personal email address after you applied to a program.

### **Entered your study permit information?**

Seneca requires all international students to enter the information found on their study permit into Student Home. Once completed, students are required to upload a copy of their study permit. Log into Student Home and select your "Tasks" tile to begin.

You will also need to update your local address and emergency contact information in Student Home under the "Tasks" tile.

**[Review instructions for entering your study permit information.](#)**

#### ▫ **Determined if you need a Skills Assessment appointment?**

As a new student, you may be required to take a mathematics Skills Assessment. This is separate from the test you may have completed as part of your program admission process and there is no additional fee for the assessment. Please book an appointment with the Test Centres as soon as possible to ensure you can self-enroll in the appropriate mathematics course for your program of study.

#### ▫ **Created your Schedule?**

On December 4, 2024, you can begin selecting a class schedule. Instructions can be found [online](#). When possible, select courses that have an in-class component (e.g. in-person, hybrid or flexible). If your courses are only available online, the time you spend studying in [Canada](#) will still count towards the length of your Post-Graduate Work Permit (PGWP) provided it accounts for no more than 50 per cent of your studies. Your student account must be in good standing in order to select your classes. You are responsible for selecting your class schedule and enrolling in courses by logging into Student Home.

#### ▫ **Registered to attend International Virtual Orientation and Virtual Orientation-All Students?**

During International Virtual Orientation, you will learn the key information you need to know right now, such as preparing to study at Seneca, travelling and arriving in Canada, services and supports available to you assist you in your studies, understanding learning online and opportunities to get involved in the Seneca community. Attend live sessions covering the most relevant topics before you begin classes, chat with Seneca experts from our service and support areas and connect with your peers in fun and interactive activities.

#### ▫ **Obtained your Virtual Student ID card ([Seneca OneCard](#))?**

The OneCard is the official Seneca identification card. You can use the OneCard to access the campus shuttle bus, Seneca Libraries services, or you can use funds on your OneCard for purchases from Seneca Dining Services, campus bookstores, meal plan and printing services.

#### ▫ **Explored your campus?**

Attend Campus Welcome Day. Connect with peer leaders, fellow students, Athletics & Recreation and the Seneca Student Federation on campus. Enjoy an International Student meet and greet, enrolment support, a campus tour, and much more to help welcome you to Seneca. Check back for registration details.

If you are unable to attend Campus Welcome Day, you can [book](#) an in-person campus tour or explore campus through a virtual tour.

#### ▫ **Determined if you require any Academic Accommodations?**

If needed make an appointment to meet with a counsellor from [Accessible Learning Services](#)

**and Counselling Services** if you have a disability, had an IEP/IPRC in high school or need to talk to someone about the learning challenges you may have.

▫ **Learned about your student health and dental insurance plan?**

If you are a full-time international student enrolled in professional programs, you have mandatory health insurance included with your tuition fees, provided by **Morcare**.

## Your First Week

### Have you...

▫ **Downloaded all the Apps you may need?**

Download Seneca's App Suite to stay connected on campus or on-the-go.

▫ **Accessed your most up-to-date schedule through the student portal **My.Seneca**?**

My.Seneca/Blackboard is a one-stop online resource providing access to your schedule, course materials, the option to look up resources and the tools to communicate with professors and other students

▫ **Obtained your Virtual Student ID card (**Seneca OneCard**)?**

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▫ **Purchased your **books**?**

You will receive your required text lists in each class that you take on your course outline. We recommend that you wait until after attending your first class to purchase your books.

The general exception is if you received a book list in advance from your program area (i.e. at orientation).

▫ **Entered the lottery for a locker rental?**

Lockers are assigned based on a random lottery system. Check back here for more details closer to the start of the semester.

For more detailed information regarding these steps and resources please visit [here](#)