



King's **INTERNATIONAL STUDENT GUIDEBOOK 2024-2025**



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King's University College

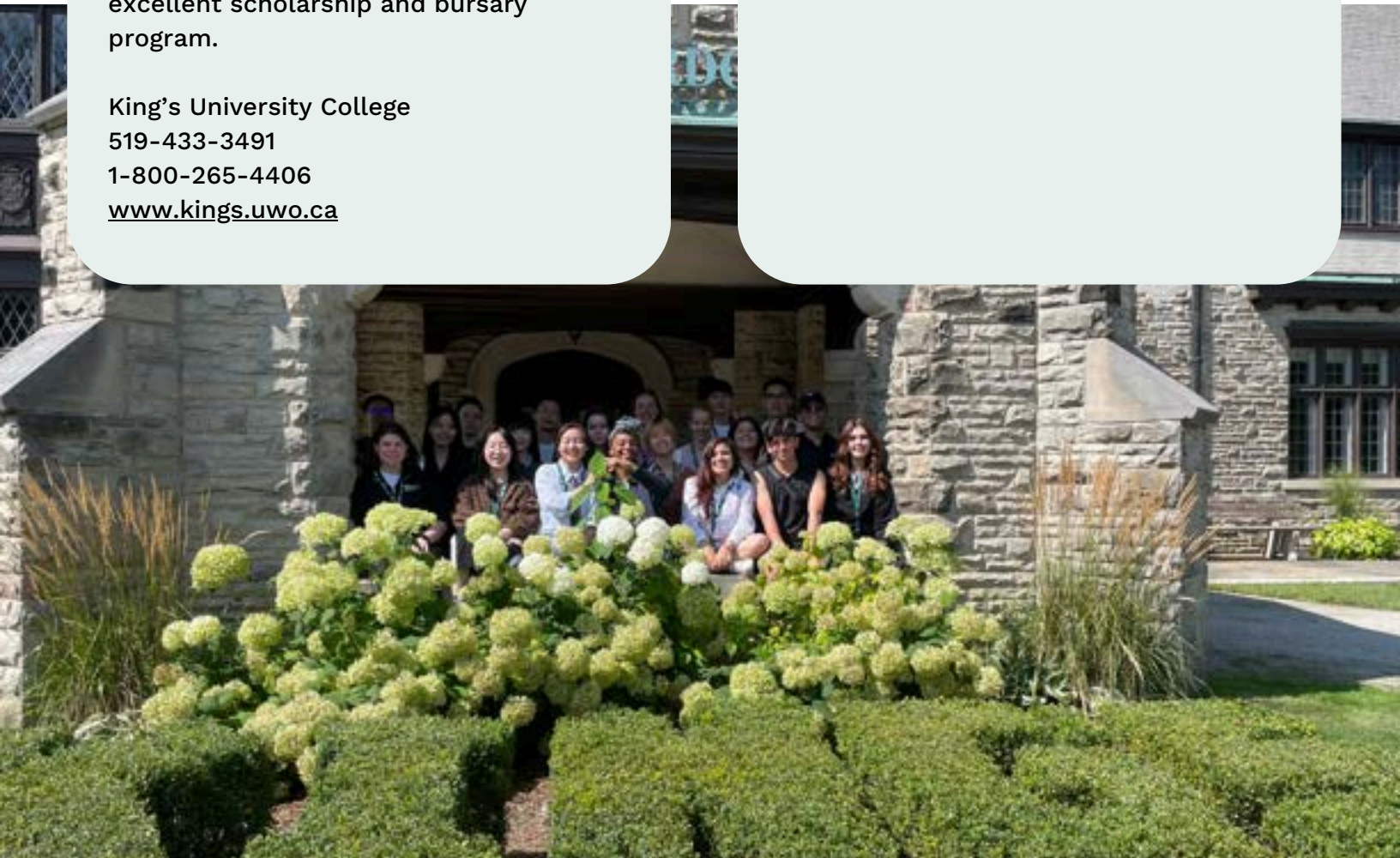
King's University College offers you a big experience on our small campus. King's students get the benefits offered through the college's affiliation with Western University and the advantages of a smaller community setting. King's stands second to none in the quality of our teaching faculty. A major advantage of King's is its small class size, with only 50-60 students in a first-year class. This allows you to engage in meaningful discussions with your professors and enables professors to be readily available to you. Students of all faiths are welcome at King's. Expression of various ideas and perspectives is strongly encouraged. In addition, King's offers many helpful student services and an excellent scholarship and bursary program.

King's University College
519-433-3491
1-800-265-4406
www.kings.uwo.ca

Western University

King's affiliation with Western University gives you access to the services offered at Western University. King's students graduate with a Western University degree. In addition, King's degree students can also take courses on the Western and Huron campuses. A shuttle bus offers a convenient commute between campuses. Western University was founded in 1878 and has grown to be one of the most respected universities in all of Canada. The beautiful campus is situated on 155 hectares of land along the banks of the Thames River.

Western University
519-661-2111
www.uwo.ca



WELCOME TO LONDON

London, often referred to as The Forest City, is the 11th largest city in Canada. Located close to Toronto, the nation's largest city, and the U.S. border, this region's position puts everything within easy reach.

London offers all the amenities of a big city, combined with a tight community feeling. It offers everything from festivals and conventions to great shopping and different kinds of cuisine. Opportunities are plentiful for newcomers. The city offers work opportunities, education, culture, dining, shopping, and fun for the family. Some of London's popular places to go to include Budweiser Gardens, Covent Garden Market, Centennial Hall, Richmond Row, and the Western Fair District. Come discover London!

- [London Immigration](#)
- [City of London](#)
- [London Tourism](#)



Getting To and Around London

Highway Access

London is conveniently located off Highway 401, just two hours from Windsor/Detroit and the Greater Toronto Area (GTA). Highway 402 also connects London to Sarnia. Additionally, London is easily accessible from Hamilton, St. Catharines, and Niagara Falls via Highway 403 and the Queen Elizabeth Parkway (QEW), which connects from Highway 401.

London International Airport (YXU)

People travelling by air can arrive at the London International Airport, a full-service passenger and freight facility located approximately 10 kms from downtown London. Taxis and vehicle rentals are available for transportation from the airport to anywhere in the city.

Via Rail

Trains arrive and depart daily in London, making it one of the busiest passenger train terminals in Canada. London's Via Rail station is located downtown, minutes from [RBC Place London](#), [Budweiser Gardens](#), [London Music Hall](#) and a number of hotels.

Public Transportation

The [London Transit Commission](#) (LTC) has over 40 routes that connect to various locations throughout London. Your King's 1Card, also known as the Western Student ONECard, functions as your bus pass. Check out the LTC website [here](#) for routes, schedules and more.

For more information, visit [getting-to-and-around-london](#).

Find out more about food options in London, Ontario: [food-and-drink/directory](#).



FIRST YEAR

Setting Up Your Account

What is your Western Identity and how do you get started?

Your Western Identity is your key to accessing services at Western and consists of your user ID and password. Your user ID or username is a unique name that identifies you as a member of the Western community. This identity is assigned to you upon application or appointment to Western. Your User ID cannot be changed.

Activate your Western Identity

1. Get your Western Access Code
 - You will need your student number and OUAC number.
 - Then go to Access Code Retrieval.
2. Activate your Western Identity
 - You will need your Student Number and your Western Access Code.
 - You will also need a Duo-supported device: mobile phone, tablet, landline or Security Key.
 - Then go the IDM Application Activation Page.
3. Set up Multi-Factor Authentication (MFA)
 - Browse to Western Identity Manager
 - Enter your Western user ID and password.
 - Click Login.
 - Select the Security tab, Manage My MFA.
 - Select the Launch Duo Manager.
 - To choose and enroll your authentication device, visit Duo.
 - *Please note that Western enrolment options are limited to Duo Mobile, Security Key, phone call or text.*
4. Access the Student Center
 - You will need your Western user ID and your own password.
 - Then go to the Student Center Login page.
 - For help with the Student Center, visit the How Do I... page.
5. Access your Western Email
 - You will need your Western user ID and your own password.
 - Then go to Western Web Mail.
 - Access your email using the Outlook Web app.
6. Log into OWL Brightspace
 - You will need your Western User ID and your own password.
 - Go to OWL Brightspace.
 - For more information, visit Navigating OWL Brightspace.



How to set up Wi-Fi

Access to Western Wireless is available to students, faculty, staff and visitors of the University who have a valid Western Identity. Faculty, staff and students will use uwosecure-v2 for connectivity. To learn more, visit [Western's Wireless page](#).

MONSIGNOR LESTER A. WEMPLE HALL

As an additional benefit, students have access to Office 365 Microsoft Student Advantage. This means that you can install Microsoft Suite (Word, Outlook, PowerPoint, Excel, Access, etc.) on up to 10 devices you own, including Macs and smartphones/tablets.

COMMUNICATIONS

How will professors communicate with you?

Email: Professors will regularly use your Western email address to send important updates, assignments, and feedback. Make sure to check your email frequently.

OWL Website: Important announcements, including class cancellations, changes in schedules, and general updates will be posted on the OWL website. Additionally, course-related discussions and additional instructions may be posted on the forums within the OWL website. It's essential to log in regularly to stay informed and to participate in these forums, which can be a great way to engage with your classmates and professors.

How to contact your professor?

Email: Sending an email is the primary way to contact your professors. You can find their email addresses on the OWL website or in the directory on the King's website. Make sure your email is clear and concise, and includes all necessary details to ensure a prompt response.

OWL Forum: For course-related questions and discussions, you can use the forums on the OWL website. This platform allows you to engage with both your professors and classmates, facilitating a collaborative learning environment.

Office Hours: Professors hold regular office hours, which are dedicated times when you can visit them to have one-on-one discussions, ask questions, and seek additional help with your coursework. Check the syllabus or the OWL website for specific office hours and location.

How will King's Contact you?

King's Messaging is an essential communication tool provided by our university to keep students informed about important updates, events, and announcements. All students are automatically subscribed to our communication emails upon enrollment. You will receive emails on your university email account covering a wide range of topics including:

- Academic deadlines and schedules
- Campus events and activities
- Student services and resources
- Administrative announcements

To ensure you stay updated, make sure to regularly check your UWO email account.

Emergency alerts

In the event of an emergency, the university uses an Emergency Alert system to quickly disseminate critical information to students, faculty, and staff. These alerts are sent directly to your university email and may include:

- Safety warnings and instructions
- Severe weather updates
- Campus closures or evacuations
- Health and safety advisories



What's Happening on Campus?

Stay connected and be in the know about our campus events and student activities by following us on Instagram: @kingsatwestern. Check our monthly newsletter, Things@King's for the latest news and to stay up to date on what's happening on campus.

LIVING IN RESIDENCE

King's provides an outstanding on-campus living experience for all students. [Living on Campus](#) is a fantastic way to make new friends and enjoy a vibrant living environment. It also offers a great chance to engage with the King's community. We warmly welcome students from all over the world and strive to make everyone feel at home. Each residence area has Residence Assistants (RAs) and student residence life staff available to offer guidance and support.

Living Off-Campus

Visit [Western Off-Campus Housing Services](#) or email off-campus.housing@uwo.ca for more information.

Move-in Experience

Some students, like varsity athletes and international students, find it necessary to move in a few days early. If you require this consideration, email Residence@kings.uwo.ca to request permission to move in early. Requests must be received by August 15. An additional daily rate is applicable. Food service is not available until the official move-in day. To know more about what to bring and what to leave at home, [download the Residence Move-in Checklist](#). Visit [Residence Moving In](#) to get tips for smooth move-in experience.

Mail

All residents are provided with a mailbox, located at Central Services, room W002 in Wemple Hall, beside the dining hall.

Housekeeping

Residence rooms are vacuumed by the cleaning staff once a week. Residence common areas (lounges, washrooms, halls) are cleaned daily on weekdays.

Residence Information Desk (RID)

Open 2PM – 7AM Daily

The RID is located at the entrance of Alumni Court Residence. The RID serves as a communication centre for residence staff and King's security. If you lose your key or are locked out, you can borrow a set of spare keys at the RID to access your room. The RID has DVD players, a variety of movies (including international titles), sports equipment, video games and consoles and board games all available to borrow free of charge for students living in Residence. If you have noise complaints, or require residence staff assistance, call the RID at 519-433-3491 ext. 4471. First aid assistance is also available.

FOOD SERVICES

Visit [Hours of Operation](#)



Thames Market, Wemple Hall

The Thames Market offers a wide variety of nutritious meals and snacks to help energize you throughout your busy day. Some offerings include all-day breakfast, a salad bar, Pizza Pizza, Subway, and a rotating menu station. We also have a **café in the Student Life Centre** serving a selection of fair-trade coffee and teas, baked goods, and a selection of homemade soups and sandwiches. You will also find **Ah-So Sushi in Labatt Hall** with fresh sushi made on site and bubble tea!

The Aramark Staff will work with students to accommodate their dietary needs including food allergies or intolerances (soy, eggs, nuts, dairy, seafood and wheat), and vegetarian, vegan, no-gluten, halal, and prescribed diets with the support of our on-site Chef.

HeyChef Mobile App

Skip the line and place an order through our HeyChef mobile app with the access code **KINGS**. Available in the App Store or Google Play Store. You can use credit, Apple Pay, Google Pay and your Meal Plan!

Learn more about our residence and off-campus student meal plans on our [Campus Dish Website](#).

Cooking in Residence

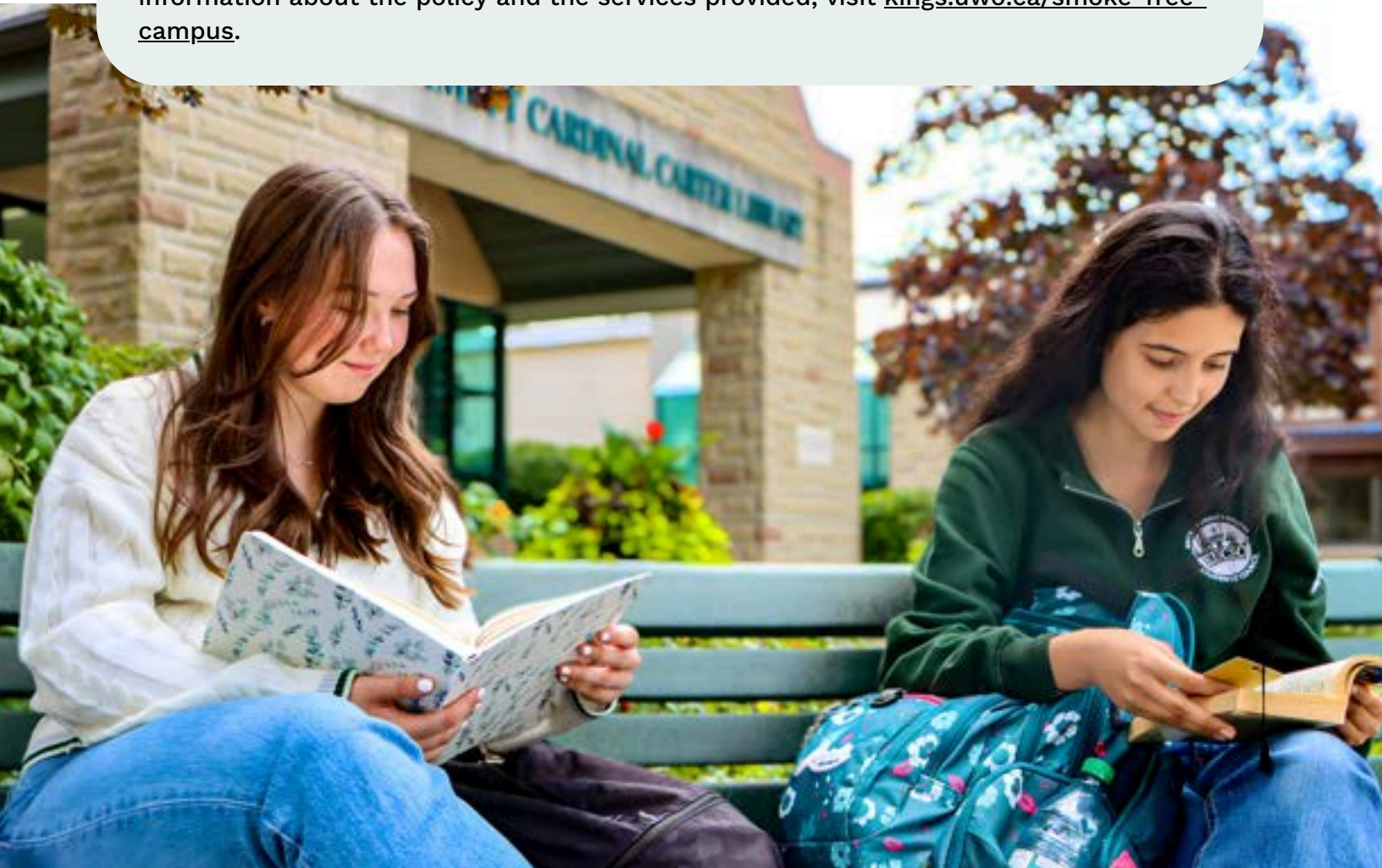
Student residences are equipped with refrigerators and stoves. North American supermarkets offer a wide range of food selections, including many international items. There are several North American and Asian grocery stores close to King's that are accessible by London Transit bus routes.

Western Food Services

For eateries at the Western University campus, check eateries.uwo.ca. King's meal cards are not accepted at Western eateries.

Smoke-Free Campus

King's and Western are completely smoke- and vape-free campuses. For more information about the policy and the services provided, visit kings.uwo.ca/smoke-free-campus.



GETTING YOUR KING'S 1CARD

(Also known as the Western Student ONECard)

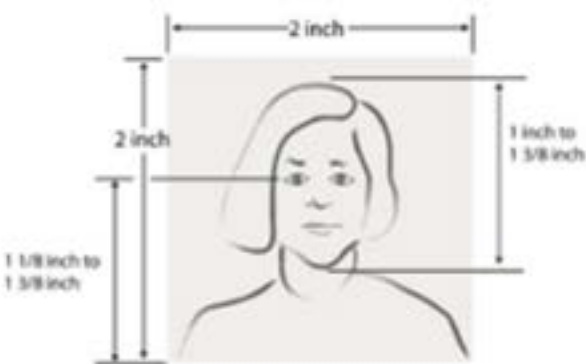
Upload your Snapshot

In order to have your university ID card ready upon your arrival, we ask that you submit a professional photo. You can submit a colour snapshot showing a full front view of your head and shoulders according to the requirements shown on this site.

Step 1: When taking your photo, please use the following as guidelines to ensure your photo is accepted:

- Think of it like a passport photo, but with a smile!
- Ensure the background is plain white or off-white
- Position your head directly facing the camera
- Aim for a natural expression with eyes open
- Capture from above hair to mid-chest (we'll crop as needed)
- No other objects or people in the frame
- Colour photo only
- No filters used in the photo
- No photo of a photo (example: don't take a photo of your health card or driver's license)
- A photo in .jpg format works best

Have your picture taken according to this diagram:



Step 2: Upload your photo using MyKing's 1Card snapshot to <https://mykings.ca/snapshot>

KING'S 1CARD USES

Access Residence + Meal Plan

Your 1Card is your key to access residence buildings, ensuring only residents and authorized personnel can enter, enhancing security. It also acts as your meal plan card, letting you conveniently pay for meals at campus dining facilities. Simply tap your card at the entrance of your residence and at dining hall checkouts to enjoy seamless access and dining.

Printing

With your 1Card, printing on campus is hassle-free. Load funds onto your card, and use it at any campus printer. Tap your 1Card at the printer station, select your document, and print. This system ensures that your printing expenses are easy to manage and keeps your printing access centralized and secure.

Bus Pass

Your 1Card also functions as your bus pass for London Transit. This benefit allows you to travel around the city without separate tickets or passes. Simply tap your 1Card on the card reader in the bus when boarding and enjoy unlimited rides within the transit system. This feature ensures you can easily commute to and from campus, as well as explore the city.

How to add funds

Adding money to your Papercut account is done using PayPal. The funds added can be used for print/copy services. This interface allows you to check your balance, review your transactions, and add funds. Once you log into Papercut, select the 'Add Credit' tab. If you want to add funds with cash or debit, you can do this at the Circulation Desk in the Cardinal Carter Library:

<https://kucprint01.kc.uwo.ca/user>.



FIRST-YEAR TRANSITION

O-Week

Our King's Head Soph Team creates a week of orientation events for new students. The week includes concerts, food, games, wellness activities, and academic support initiatives. This is an opportunity to create friendships and make your first memories at King's. You can follow [@kingsstudentexperience](#) for more information about dates and events.

International Orientation Week

This is a week-long orientation for international students new to King's! It includes a combination of academic workshops, social activities, and out-of-town excursions. This program provides new international students with an opportunity to become comfortable with King's, Western and London before the semester starts. You can sign up for Bridging Week at <https://www.kings.uwo.ca/future-students/be-become-belong/a-place-to-arrive/>. If you have any questions, email international@kings.uwo.ca.

Get Involved Week

Every year, the King's University College Students' Council (KUCSC) hosts a Get Involved Week to tell students about all the clubs available on King's campus. Clubs have booths set up in the Student Life Centre (SLC) every day during this week where you can visit the booths to chat with members of each club and sign up to join. Membership in any clubs at King's will go on your co-curricular record. You can contact the club coordinator at clubs@kucsc.com with any questions you have about joining or starting a KUCSC club. A full list of King's clubs is at <https://www.kucsc.ca/index.cfm/student-life/clubs/>.



KAMP (King's Academic Mentoring Program)

KAMP is a peer-to-peer mentoring initiative to help guide and inform incoming students through their transition to university. First-year students are paired with KAMP mentors who are academically successful upper-year students committed to helping their mentees navigate university life. These mentors can help with academic questions, health and wellness information, goal setting, extracurricular recommendations, resource connections, and more. Visit www.kings.uwo.ca/kamp for more information and email kingskamp@uwo.ca if you have any specific questions!

International Peer Guide Program

King's International Peer Guide Program is designed to assist newly arrived international students with adjusting to university culture and Canadian life. This voluntary program pairs new international students with returning King's students. International students and King's peer guides benefit from this opportunity by developing cross-cultural skills and diverse friendship networks. For more information, visit www.kings.uwo.ca/peer-guide.

King's Promise Program

King's Promise is a voluntary four-year co-curricular program at King's that complements your academic studies and offers a guarantee that you will find employment within six months of graduation. For students who do not gain employment after six months, King's will guarantee additional undergraduate courses and career support, tuition-free! Throughout your four years at King's, you will complete activities to support your career development, enhance pre-employment skills, and engage in experiential learning. If you are interested in participating, fill out the [registration form](#). For more information, visit www.kings.uwo.ca/kings-promise/ or email ThePromise@kings.uwo.ca.

Mature Student Transition Program

King's offers mature students the opportunity to connect with a current mature, experienced, caring, upper-year student. Mature Student Transition Assistants are available to all mature students to offer guidance and advice throughout the year. If you are interested in being paired with a Transition Assistant, [complete the application](#). For more information, email mature.student@kings.uwo.ca, or call 519-433-3491 ext. 4320.

ACADEMIC SUPPORT

The background of the page is a photograph of two female students wearing hijabs and light-colored sweaters, standing on a staircase and talking. The image is overlaid with a semi-transparent teal filter. The title 'ACADEMIC SUPPORT' is written in large, bold, yellow capital letters across the top half of the image.

Academic Advising Office

When should I go to Academic Advising?

The Academic Advising office (often referred to as the AAO) helps students plan their programs and courses, find degree information, develop strategies for success and resolve academic issues.

How can I book an appointment?

Academic advisors and counsellors offer drop-in sessions and appointments.

To meet with a counsellor for a drop-in session, you can use their Card services Check-in to check in for drop-in hours where you can choose between virtual or in-person appointments.

For questions that need longer time with a counsellor, you can request an appointment using this form: Advising Appointment Request. They will email back within two days to confirm the date and time of your appointment. For more information, visit

<https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/academic-deans-office/>.



The Write Place

The Write Place is a free and friendly service offered through the Department of English, French, and Writing at King's. They offer writing and citation assistance for students at any stage of the writing process through their team of tutors, writing consultants, and writing specialists. During your appointment, you can get feedback on your essay, creative piece, résumé, graduate school application, or other writing projects.

To see the schedule, and to book an appointment in any available time slot, go to <https://kings.mywconline.com/>. For more information visit: www.kings.uwo.ca/write-place.

Tutoring Help

The MEM (Management, Economics, and Mathematics) Help Centre offers assistance for a range of MEM courses. The Centre is in the Cram Family Gathering Place, on the second floor by the stairs in the SLC. You don't need to make an appointment, just drop in.

Western Bookstore

(Now the Dellelce Family Bookstore)

You can buy course textbooks and apparel at the Western Bookstore at Western on the lower level of the University Community Centre. To know what textbooks you need for the year, check your personal textbook list at <https://bookstore.uwo.ca/textbooks-and-course-materials>. You can also purchase physical and digital textbooks online through their website at <https://bookstore.uwo.ca/>.

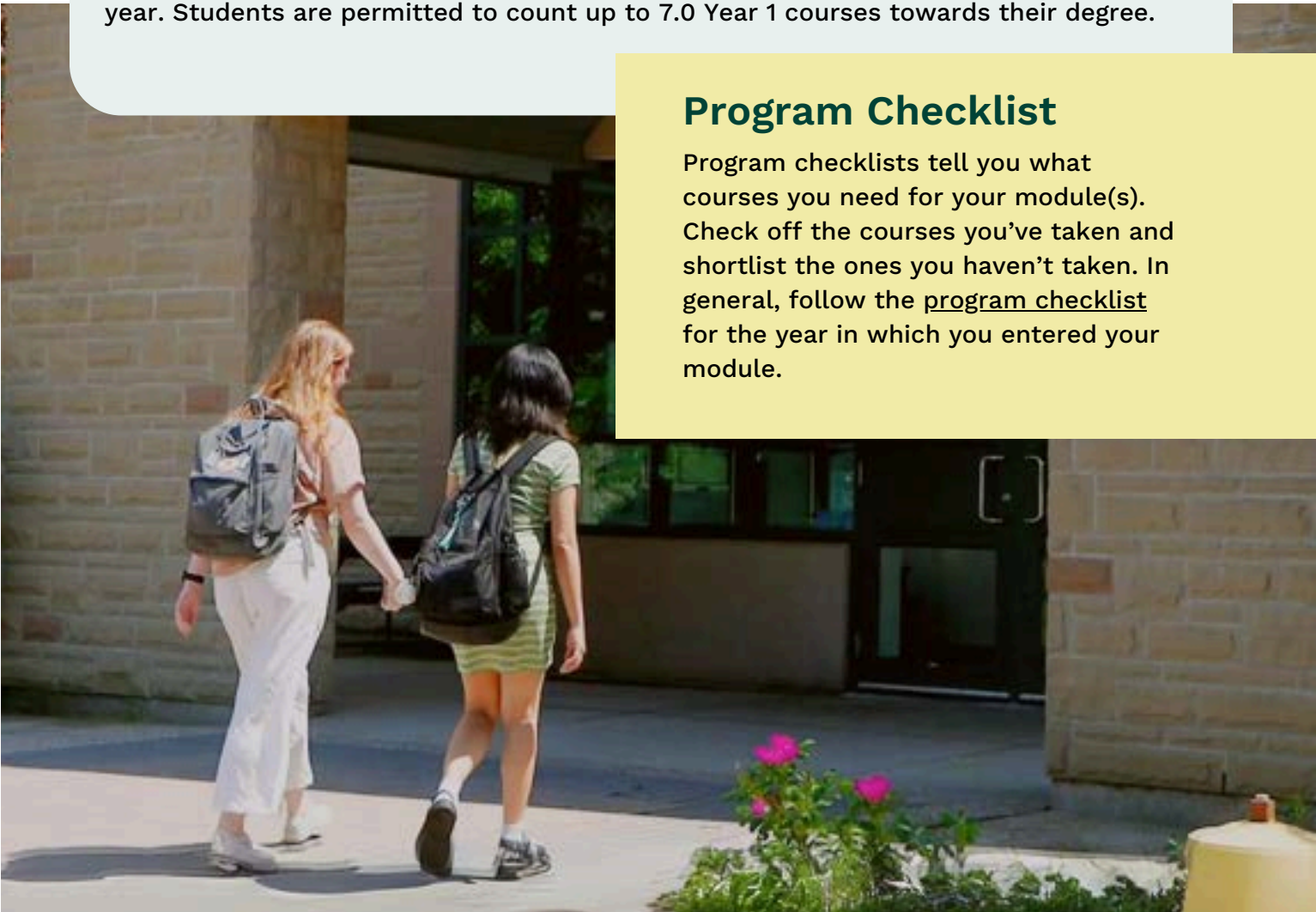
COURSE PROGRESSION

First-Year Requirements

Students are required to take 5.0 Year 1 courses consisting of at least four different subjects with no more than 2.0 credits in the same subject and 1.0 course from two of Categories A, B, or C. We also encourage you to take an essay course in your first year. Students are permitted to count up to 7.0 Year 1 courses towards their degree.

Program Checklist

Program checklists tell you what courses you need for your module(s). Check off the courses you've taken and shortlist the ones you haven't taken. In general, follow the [program checklist](#) for the year in which you entered your module.



OUTGOING EXCHANGE

King's University College is dedicated to internationalization and intercultural learning. We have exchange agreements with over 50 universities in 25 countries. Through these partnerships, students can study in many countries, including but not limited to Japan, France, Germany, South Korea, India, and Brazil. You can study abroad for a term or an academic year, earning credits towards your degree while paying tuition to King's. There are also summer programs available. Studying abroad offers significant academic, professional, and personal benefits.

To learn more, visit [King's Outgoing Exchange page](#).

If you have questions about going on exchange, please email international@kings.uwo.ca

Global and Intercultural Engagement Honour

Western International's certificate program recognizes students' global and intercultural experience in both academic and extracurricular activities at King's, Western, in the community, elsewhere in Canada, or in another country. Students accumulate points and attend an intercultural workshop. Once completed, the honour will appear on your official academic record and complement your Western degree with an added intercultural and global element. [Learn more](#).

Scholarships

You may be eligible for the International Study Award and other awards: visit [Exchange Program Financing](#) to learn more.

CAREER SUPPORT

Career Contact

Understand who you are to help find your direction. There's no better guide on your career path than having a true understanding of your own interests, skills, values, personalities and strengths. Learn why [self-assessment](#) is essential.

Learn About Career Options

Expand your ideas and get better informed. Whether you're selecting a major or planning your next step after graduation, it's essential to spend time exploring possibilities and reflecting on what you discover. Find out more about [what can you do with your degree](#).

Look for Employment

There are many resources available to help you learn the skills you will need to launch a successful job search. Whether you are looking for jobs while studying or after graduation, our [Look for Employment](#) page can help.

Devant

King's has partnered with Devant to offer specialized career support services for our domestic and international students, and provide the knowledge, tools, and connections to successfully engage with Canadian employers and get hired.

Sign up for free to access:

- “Get Hired” Master Class and official certification with 30+ video modules and downloadable templates
- Online resume tools including resume scanner and writing guidebook
- Live virtual hiring expos with 20+ employers
- Live webinars on LinkedIn, job posting analysis, industry research, and interview skills, hosted by career experts
- Live immigration Q&As with a Canadian immigration lawyer
- Professional networking events
- Supportive online community
- And more!

FINANCIAL SERVICES

Check your fee statement

Personal fee statements are available online at [MyKings SFS Portal](#). Log in using your UWO username and password.

Scholarships and Awards

King's offers many scholarships, awards, and bursaries to both new and returning King's students. Some awards and scholarships are automatically awarded, while others require time to review eligibility and complete applications. See the different scholarships offered and the eligibility criteria at [Scholarships, Awards, and Bursaries and Work Bursary Program](#).

Fees

There are different payment plans for domestic and international students.

Domestic Students: Payment plan A includes a one-time payment of the year's full tuition by August 15. Payment plan B has two installments payment dates: August 15 and January 12. These dates are OSAP-exempt.

International Students: Payment plan A requires a one-time payment of the full tuition by August 1st. Payment plan B has two installment payment dates: August 1 and November 1.



University Health Insurance Plan (UHIP): opt-out deadline

UHIP is basic health care insurance for non-resident students. UHIP's primary healthcare coverage is mandatory. Students who can show they have equivalent coverage are eligible to opt out. Get the details at [Opting out & Exemptions](#)

USC Health and Dental Plan (PurpleCARE): opt-out deadline

If you are already covered under an equivalent health plan, you can opt out of the PurpleCARE plan by visiting [PurpleCARE](#) and following the instructions under "Opt-Out." You must fill in the opt-out form by September 23. Get more info at [Health and Dental FAQ](#)

Scholarship Application

Award applications typically open August 1 and are due September 30. For further information, including eligibility criteria and applications, visit [Scholarships, Awards, and Bursaries](#)

How to pay your fees (debit, credit, cheque, online banking, wire transfers, etc.)

Telephone/Online Banking: Use King's University College as the bill/payee and your student number as the account number. [Get more information and applicable banks.](#)

International Bank Transfer – Convera: If you're an international student, you can pay your tuition by clicking the following link to the Convera for Students system: [International Bank Transfer.](#)

International Bank Transfer – PayMyTuition: Tuition and fee payments from outside of Canada are available through PayMyTuition, at <https://payment.paymytuition.com/paynow/kings>.

International Direct Wire Payment: Upon request, students can transfer money directly to King's University College's bank account. Send your request from your UWO email account to studentfinance@kings.uwo.ca and include your full name and student number.

VISA and MasterCard: These are accepted in person by the cardholder; you must present the card at our customer service counter.

• Students from China can now also pay by credit card, debit card or prepaid card through Western Union; [get more details.](#)

• Canadian students who want to make a payment using a VISA or Mastercard and cannot be present on campus can use [PayMyTuition](#). An additional fee is charged by the service provider.

Cheque/Draft Cheque/Money Order: Please make cheques payable to “King's University College.”

For more information on payment options, visit [Payment Methods](#)

Parking Pass

A limited number of guaranteed parking permits are available for purchase. Permits are sold for P2-East Lot, P5-Meadowdown/Residence Lot, P6-Broughdale Hall and P7-St. Thomas Aquinas House, on a first-come first-serve basis.

You can apply for parking by submitting an application at [Parking Payment](#)

STUDENT LIFE



King's Maps

You can find maps of King's campus and buildings at [Campus Maps](#)

Take a virtual tour of King's campus: [Campus Virtual Tour](#)

Practicing Your Faith

The [Campus Ministry](#) team is a resource for all students at King's University College. The team coordinates student programs and offers pastoral counselling and spiritual direction.

Students looking to practice their faith or take time to reflect and meditate can visit [Sacred Spaces](#) on Campus to see a list of spaces available on campus.

Accessibility, Counselling & Student Development (ACSD)

Personal Counselling (Mental Health and Wellness)

Personal counselling is offered to support students' personal growth and development. At King's, we are committed to helping you to find the support you need to accomplish your personal and academic aspirations. Counselling offers you the opportunity to explore, understand, and develop new skills for managing your personal and academic concerns.

Career Counselling

Working with a career counsellor can be helpful at any stage of your university experience. Career counselling can help you cope better with the transition into university, meet school and life challenges more effectively and feel confident about the direction you are going.

Accessibility Services

Accessibility accommodations are a way of preventing, removing or reducing barriers that impede students with accessibility needs from participating fully in the educational environment. For new students that have a diagnosed condition and require academic accommodations, you must meet with an Accessibility Counsellor.

Visit and learn more at [Accessibility Services](#).

DARTS (Developing Academic Resiliency, Tenacity & Skills)

This program provides structured and consistent communication and interactions with campus resources and personnel that can help facilitate a change in behaviour, attitude, and/or skills that will help you to reach your academic potential.

Book an appointment

To schedule an appointment, complete the registration form: [Accessibility, Counselling and Student Development \(ACSD\) Online Services](#)

Students can then make an initial appointment by calling the Intake Office at 519-433-3491 ext. 7800, stopping by Wemple Room 151 or completing an appointment request form online at [Student Affairs - Appointment Request Form](#).

For more information about ACSD and how to make an appointment, visit <https://www.kings.uwo.ca/current-students/student-affairs/acsd-student-supports>.

HEALTH SERVICES

Health & Wellness at Western

Western Health and Wellness Centre offers an appointment-based medical clinic for all registered part-time and full-time students at Western and affiliated colleges. You can visit them in Thames Hall room 2170 or book an appointment over the phone at 519-661-3030.

PurpleCARE

PurpleCARE provides students with essential programs and services including the health and dental plan, mental health support, and access to on-campus care to make sure students have affordable health and wellness coverage. This cost is automatically included in full-time students' tuition. To register for your account and get more information, visit [PurpleCARE](#)

Making a Claim

You will need to present proof of UHIP coverage (your UHIP card), when you seek medical attention. To make a request for reimbursement, you will need to complete a UHIP claim form. You'll find detailed instructions on how to complete and submit a UHIP claim, at [Submit a Claim](#)

Emergency Departments

University Hospital (located on Western's campus)
339 Windermere Rd.
Phone: 519-663-3197

Victoria Hospital
800 Commissioners Rd.
East Phone: 519-685-8141

In an emergency, always dial 911.

SECURITY



Western Foot Patrol

This is a volunteer-driven service that provides safe walks on the Western, Huron and King's college campuses, along with some off-campus locations.

You can chat online with a dispatcher using their app, which you can download at [Western Foot Patrol](#)

You can call them at **519-661-3650.**

Lost/Found - Central Services

The King's lost and found can be found in the security office, which is next to the Kenny Theatre in the SLC.

Security for King's is provided through a combination of GardaWorld personnel and Western Special Constable Service.

The security guards patrol the grounds and buildings regularly to ensure that all systems are functioning properly, buildings are secure, and there is no danger to personnel or buildings.

If you would like an escort, call King's University College Security at 519-521-6215.

IMMIGRATION

Contact King's International for matters pertaining to your immigration status.

To book an appointment, email international@kings.uwo.ca

Study Permit

International students who study at King's University College for more than six months must have a valid study permit, which will allow them to study at a post-secondary institution in Canada.

See the Government of Canada's [visas and permits](#) information.

All study permit holders in Canada need to actively pursue studies.

- 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.
- You must contact King's International if you are considering taking a leave from your studies.

Expiry Date

It is important to know the expiry date for your study permit. You must obtain an extension of your study permit before it expires. For information on extending your study permit see [immigration-refugees-citizenship](#).

Applying for a Social Insurance Number (SIN)

A Social Insurance Number (SIN) is a number the Government of Canada uses to administer various government programs and to keep track of income for tax purposes.

If you plan to work while in Canada you must have a SIN.

For more information, visit the [Canadian government's SIN application page](#).

Temporary Resident Visa (TRV)

If you are currently outside Canada, you can [apply for your visa online](#) or at a visa application centre. You'll find a list of visa offices at Visa Offices.

Passport

International students must have a valid passport at all times. If you need a new passport, it is recommended that you begin this process at least four months before your passport expiration date.

The length of your study permit cannot exceed the validity period of your passport. Therefore, you should ensure that your passport will be valid for at least the same amount of time as your study permit.

For full details about applying for a visa or study permit, visit [Immigration and Citizenship](#).

When you apply for a Study Permit or Temporary Resident Visa renewal with Immigration, Refugees and Citizenship Canada (IRCC) you will require an official letter that confirms your enrolment status from King's Enrolment Services.

You can request this letter online: [Enrolment-Forms](#).

Employment

While searching for a job in Canada, you need to be aware of all the rules and regulations that pertain to your employment. You can work as an international student in Canada if your study permit lists a condition that says you're allowed to work on or off campus.

Work on campus

"On campus" means you can work at all the buildings on your school campus. If your school has more than one campus, you can only work at the campus where you're studying.

You can work at other locations if

- you're working as a teaching or research assistant and
- your work is strictly related to a research grant

You can work as many hours as you want on campus, in addition to working off campus, if you continue to meet the eligibility requirements for working.

Work off campus

You can work off campus if

- you are a full-time student in a program that is longer than six months
- you have a valid study permit that includes a condition that says you can work off campus

For more information, check [Working off-campus as an international student](#).

For career opportunities, visit [King's Career Connect](#).

Post-Graduation Work Permit Program

This program allows students who have graduated from King's and participating Canadian post-secondary institutions to receive valuable experience in the Canadian workplace and launch their careers: [work-after-graduation](#).

For PGWP inquiries, contact King's International at [*international@kings.uwo.ca*](mailto:international@kings.uwo.ca).

Income Tax

Any money you earn in Canada as an international student, including income earned from employment, scholarships, bursaries, assistantships (TA or RA), research grants, or fellowships is subject to Canadian income tax.

The deadline to complete and mail your income tax forms is midnight on April 30 of each year.

International students are required to file an income tax return if:

- they receive any income from employment, scholarship/bursary, fellowship, assistantship, research grant, investments, etc.
- they want to claim a refund
- they want to apply for the Harmonized Sales Tax (HST), Ontario Trillium Benefit and other tax credits
- they or their spouse or common-law partner want to start or continue receiving Canada Child Tax Benefit payments

See more information about income taxes [here](#).

WORK OPPORTUNITIES

IWE Program

The International Work Experience (IWE) program offers an opportunity for international students to work on campus in jobs that accommodate their studies. The objectives of the IWE program are to offer students training and experience and to provide an opportunity to contribute to the well-being and success of King's. The program offers positions both through the school year and the summer. For more information on how to apply, visit [International Work Experience Program](#)

Residence Assistant (RA)

Residence Assistants provide students with support, advice and supervision. RAs earn a stipend that covers the cost of room accommodation, and they benefit from professional development opportunities through extensive staff training. For more information on how to apply, visit [Residence Staff Positions](#)

Student Library Assistant (SLA)

Cardinal Carter Library SLAs ensure the library's hours of opening are some of the best on the broader Western campus and that our library continues to be the research and collaborative study destination of choice for learners across our community. Applicants must be King's undergraduate students who possess excellent customer service skills. Shifts occur during all hours of opening and are usually 3½ to 4½ hours long.

To apply, visit [Student Library Assistant](#)





STUDENT LEADER VOLUNTEER OPPORTUNITIES

Bridging Assistant

International Bridging Assistants welcome and assist international and exchange students new to King's to adapt to university life and Canadian culture.

Those who do this receive recognition

on their Co-Curricular Record and the Global and Intercultural Engagement Honour.

To apply, visit [Bridging Assistant Application](#)

Peer Guide

Peer Guides assist international and exchange students new to King's with adjusting to university life and Canadian culture. Peer guides commit to spending one to two hours per week throughout the fall term to assist new students, and stay in touch during the winter term.

To apply, visit [Peer Guide Position](#)

Soph

Sophs are King's orientation leaders who welcome new students to campus every year. Sophs organize and participate in the week-long Orientation at the start of term, which includes many events to help students build connections and teach new students about King's and the Western community.

All incoming students are paired with a Soph who will remain in contact with them throughout the year, providing important information and updates on events planned by the team.

KAMP (King's Academic Mentoring Program)

KAMP mentors work directly with all first-year students, volunteer with initiatives on campus, participate actively in the King's community, as well as build a strong resume and co-curricular record. Students must be in their second, third, or fourth year at King's with a cumulative average of 75% or above to be considered for a mentor position. To apply to be a KAMP mentor, visit [apply-to-be-a-KAMP-mentor](#)

King's University College Students' Council (KUCSC)

The KUCSC is King's University College's official students' council. The members of this organization advocate for the students, organize programming, and ensure the voices of the students are represented. The Student Council office is in the Student Life Centre in KC 208. For more information, visit their website at <https://www.kucsc.ca/>.

Clubs

Get Involved Week is the third week of September and showcases the clubs at King's as well as other ways to get involved on campus. For a list of clubs to join at King's, visit <https://www.kucsc.ca/student-life/clubs/>.

You can contact the Club Coordinator at clubs@kucsc.com with any questions you have about joining or starting a KUCSC club.

Mature Student Transition Assistant

Mature Student Transition Assistants offer mature students' guidance and advice throughout the school year. If you are interested in helping your peers adjust to university life, fill out the [application form](#).



STUDENT CODE OF CONDUCT

The King's University College Code of Student Responsibilities and Conduct explains the importance of community, balanced with the concern for others, to learn and demonstrate respect, tolerance and appreciation of differences, and further develop the quality of the campus and the student experience.

To read the King's University's Code of Student Conduct and Responsibilities, you can visit [Code of Student Conduct](#)

ACADEMIC INTEGRITY AT KING'S

Developments in artificial intelligence (AI) tools, like ChatGPT, have sparked strong reactions—from fascination with their scientific, educational, and social potential to concerns about misinformation and academic dishonesty. At King's, we are navigating this new territory along with other universities and colleges. We acknowledge that AI can be a powerful tool in education and research, but we must also be mindful of its limitations.

Our instructors at King's may vary in their approach to AI use, depending on the skills and knowledge they want students to develop. We aim for AI to support, not hinder, creativity, originality, critical thinking, and self-expression.

Our stance on AI is grounded in our commitment to academic integrity, fostering a learning community that upholds honesty, fairness, and mutual respect. For more guidance, visit [King's scholastic discipline for undergrad students](#)

DIRECTORY

Campus Ministry

Monday - Friday
9 a.m.–4:30 p.m.
Wemple W139
519-433-3491 ext. 4422

- Pastoral counselling
- Mass schedule
- Volunteer programs

Cardinal Carter Library

519-433-3491 ext. 4505
The library is on the south side of Epworth Avenue. Hours are posted at the entrance to the building.

- Research facilities
Scholarly resources
- Study space
- Electronic Information

Central Services

Monday - Friday
9 a.m.–4:30 p.m.
Wemple W002
519-433-3491 ext. 4315

- Postage stamps
- Sending/receiving mail
- Lost and found

Computer Lab

Wemple W143; hours are posted on the door.

- Internet access
- Computer help
- Word processing
- Printing and photocopying

Enrolment Services

Monday - Friday
9 a.m.–4:30 p.m.
Wemple W104
519-433-3491 ext. 4999

- Admissions
- Registration transcripts
- Official letters

King's International

Monday - Friday
9 a.m. -4:30 p.m.
Alumni Court 220
- Reception and arrival services
- Programming and events throughout the year, including our Bridging Orientation and Peer Guide Program
- Immigration advising
- Supports for outgoing and incoming exchange

Information Technology Services

Wemple W047
519-433-3491 ext. 4441
helpdesk@kings.uwo.ca

- IT help
- AV equipment set-up

Food Services

Monday - Friday
9 a.m.–4:30 p.m.
Wemple W053
519-433-3491 ext. 4389

- Food quality
- Dietary needs

Office of the Academic Dean

Monday - Friday
9 a.m.–4:30 p.m.
Dante Lenardon Hall S105
519-433-3491 ext. 4406
academic.dean@uwo.ca

- Degree requirements
- Academic counselling

Residence Office

Monday - Friday
9 a.m.–4:30 p.m.
Alumni Court
Residences AC300
519-433-3491 ext. 4700
residence@kings.uwo.ca

- Residence questions/facilities

Student Affairs

Monday - Friday
9 a.m.–4:30 p.m.
Wemple W157
519-433-3491 ext. 4321
Accessibility, Counselling and Student Development (ACSD):

- Personal counselling
- International student services
- Career services
- Accessibility counselling

Student Financial Services

Monday - Friday
9 a.m.–4:30 p.m.
Wemple W144
519-433-3491 ext. 4319
Studentfinance@kings.uwo.ca

- Tuition and fee payments
- Health coverage
- Financial information and assistance