



# STUDENT GUIDE

2023

[WWW.RUBIKA-EDU.CA](http://WWW.RUBIKA-EDU.CA)

**RUBIKA**  
MONTRÉAL



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**ANIMATION**

**TECH-ART**

**PREPARATORY YEAR IN  
DIGITAL ARTS**



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PLUNGE AND  
COME STUDY  
IN CANADA!**

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# BEFORE THE START OF THE COURSE

## MEET ADMINISTRATIVE REQUIREMENTS

If you have received a conditional offer of admission, make sure you meet the conditions of the offer before the course starts. You must submit the required documents (high school diploma or equivalent, passport photo, passport or ID card, ...) as indicated in your educational contract.

## PROVING YOUR STATUS IN QUEBEC

It is essential to prove your status in Quebec. Before the course begins, you must be able to present the following documents: Your **Certificat d'Acceptation du Québec (CAQ)** and your **Study Permit**.

## HAVING HEALTH INSURANCE AS A FOREIGN STUDENT

Anyone who stays in Quebec, regardless of the length of time, is required to have health care insurance. Foreign students from certain countries that have a reciprocal agreement with Québec can benefit from health insurance from the Régie d'assurance maladie du Québec (RAMQ) like France. If you are eligible, get the appropriate form before you leave for Canada.

## PAY SCHOOL FEES

Please pay your tuition fees before the deadline in accordance with the conditions set out in the service contract or the admission letter sent.

## OPENING A BANK ACCOUNT

### Step 1: Choose a financial institution

Services offered: Compare the services offered and check student tariffs.

Banks usually charge for every routine transaction (withdrawal, deposit, direct payment in shops).

Proximity: Choose a bank that is accessible to you, with a large network, because using an ATM from a network other than your bank's can be very expensive.

**Having a Canadian bank account is highly recommended in everyday life, but also if you have a paid job or internship.**

# BEFORE THE START OF THE COURSE

**Step 2 : Make an appointment with a financial institution** *(some banks offer online account opening)*

Here are some examples of banking institutions :

- [Desjardins](#)
- [Banque Nationale](#)
- [Banque Scotia](#)
- [Banque de Montréal](#)
- [Banque Royale](#)
- [HSBC](#)
- [TD Canada Trust](#)

**Step 3 : Documents to bring when opening an account**

- Identity documents
- Study permit
- Admission letter
- Proof of permanent address (lease, bills Hydro Quebec, ...)

**Information on the banking system in Canada :**

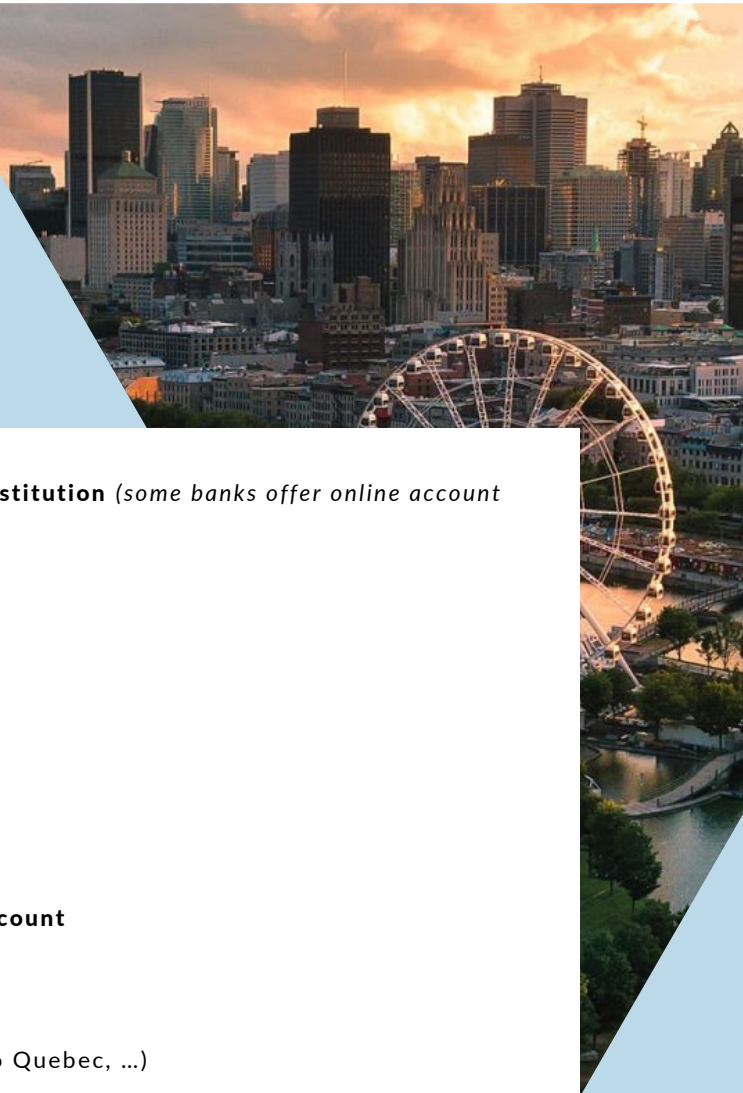
- Possibility to pay your bills on your bank's website.
- Except for the payment of rent, cheques are very rarely used.
- Receiving a transfer from abroad is subject to costs.
- Attention: The processing time of a check can be between 5 and 30 days !
- Possibility of making transfers between Canadian accounts with low fees.

## GET A SIN

**The SIN (Social Insurance Number) is mandatory, whether you want to go to school, work, or do an internship.** It is also essential for your tax returns. This does not mean that you will have to pay taxes, on the contrary, you will be able to accumulate credits and significantly reduce the taxes to be paid on your future Quebec and Canadian income.

## MOVING TO MONTREAL

Montreal is ranked among the most attractive cities for students because of the many activities offered throughout the year and the affordable cost of living. It's a safe place to live !



# BEFORE THE START OF THE COURSE

## LOOKING FOR A PLACE TO LIVE

When you arrive, you will probably have to find temporary accommodation before settling into permanent housing. Montreal has a network of accommodations to suit all tastes and budgets. The choice is vast: hotels, bed and breakfasts, youth hostels. It is advisable to make reservations before leaving your country and for a few days.

To learn more about accommodation options in Montreal, visit :

[www.mtl.org/fr/hebergement](http://www.mtl.org/fr/hebergement)

Temporary accommodation on arrival, here are some useful references:

- EVO student residence, multi-campus : [www.evomontreal.com](http://www.evomontreal.com)
- Airbnb platform : [www.airbnb.ca](http://www.airbnb.ca)

To understand the housing system in Montreal, here is a well-known resource for students : [www.lappart.info](http://www.lappart.info)

To discover the different districts : [www.montreal.ca](http://www.montreal.ca)

To learn about housing laws : [www.educaloi.qc.ca/categories/logement/](http://www.educaloi.qc.ca/categories/logement/)

## ACCOMMODATION OPTIONS

### Living in a shared apartment

This is the most common option for students. The roommates get together to sign the lease and everyone shares the expenses and the housework!

To find a roommate, visit the following websites :

- [www.kijiji.ca](http://www.kijiji.ca), (housing, furniture etc...).
- [www.montreal.craigslist.org](http://www.montreal.craigslist.org)
- [www.kangalou.com/fr/](http://www.kangalou.com/fr/)
- various Facebook groups (*Montréal colocations, Montreal Apartments, Roommates, Rooms for Rent and Sublets, ...*)

### Why is sharing a house a good option??

- To save on monthly fees
- To share the installation costs
- To meet new people and facilitate your integration

# BEFORE THE START OF THE COURSE

## Rent an apartment

Signing a lease alone is the most expensive option and commits you to a landlord.

For more information : [www.tal.gouv.qc.ca](http://www.tal.gouv.qc.ca)

## Rent a room

You can rent a closed room. Usually it is furnished and you have to share the bathroom and kitchen with the other roommates.

[fr-ca.roomlala.com/location/CA-Canada/montreal](http://fr-ca.roomlala.com/location/CA-Canada/montreal)

## CHARACTERISTICS OF A DWELLING

### Furnished or not?

A furnished apartment usually includes a refrigerator, a stove, a table and chairs, and in each bedroom a bed and a desk. Bedding and dishes are usually not included. The semi-furnished apartment contains at least a refrigerator and a stove.

### How many rooms? 1 1/2, 2 1/2, ou + ?

The 1/2 corresponds to the bathroom. In other words, the number refers to the number of closed rooms. Beware of double rooms: a 4 1/2 can be composed of two double rooms and a bathroom.

For example, a 3 ½ includes a living room, a kitchen, a bedroom and the "half", which is the complete bathroom (toilet, sink, bath-shower), whether it is small or large!

### Heated or not? Who will pay for the heating? Your landlord or you?

This should be noted in your lease. To get an idea of the heating costs to be expected and to find out about the proposed payment methods (e.g., equal instalments), contact [Hydro Québec](#) (electricity) or [Energir](#) (gas).

## RIGHTS AND OBLIGATIONS OF TENANTS IN QUEBEC

The lease is an important contract that legally binds you. If you have any questions or problems, the [Tribunal Administratif de Logement](#) is the place to go. Check out their website to learn about your rights and obligations as a tenant in Quebec.



# BEFORE THE START OF THE COURSE



## FURNITURE

Buying used furniture is a good way to save money, but watch out for bedbugs on used mattresses and sofas! Check out the City of Montreal's bedbug [guidelines](#).

## REDUCED FARE TICKET

The STM (Société de transport de Montréal) offers a network of buses and subways covering the island of Montreal.

If you are a full-time student and live in Montreal, you can benefit from a reduced rate on public transportation.

The School is recognized as a Quebec college, so you will benefit from the annual student rate.

At the beginning of the school year, we will give you a form that will allow you to obtain the OPUS card at a reduced rate.

The OPUS card is a smart card that can be reloaded in metro stations, but also in many pharmacies and convenience stores.

It costs \$56,50 per month to access Montreal's buses and subways.

For more information, go to : [www.stm.info](http://www.stm.info)

Montreal's metro is just like it, clean and safe..

Some useful applications to get around Montreal :

- [Transit](#)
- [Chrono](#)



# BEFORE THE START OF THE COURSE



MAP OF THE MONTREAL METRO (Société de Transport de Montréal)



# BEFORE THE START OF THE COURSE

## BIKE

With its huge network of bike paths, Montreal is a great city to pedal. You can subscribe to [Bixi](#) for bike sharing, or buy a new or used bike. The Highway Traffic Act also applies to cyclists and you could be ticketed if the rules are broken. Wearing a helmet is strongly recommended.

Beware of theft! Protect your bike with a good lock (U-lock). Only use bike racks and avoid parking your bike near a metro station.

## ESTIMATE OF A MONTHLY BUDGET

Count on about 1200\$ per month

- approximately \$600/month rent (*roommate*)
- about 30\$/every 2 months for electricity
- approximately \$250/month in food expenses
- \$53/month of transportation costs
- approximately \$65/month in telephone charges
- approximately \$70/month in Internet fees
- \$150/month of recreation

Please note that additional costs will be incurred during installation.

- Full winter outfit: approximately \$500
- Plane ticket to return to the family



# HEALTH AND WELLNESS

## HEALTH INSURANCE, AN OBLIGATION

Anyone staying in Quebec, regardless of the length of time, must have health care insurance. Quebec students are covered by the Régie de l'assurance maladie du Québec (RAMQ).

## THE RAMQ'S HEALTH INSURANCE

Quebec has reciprocal agreements with certain countries. Thanks to these agreements, the students concerned can benefit from the RAMQ. If you are eligible, you must obtain the appropriate form before you leave for Canada. Once you have obtained proof of your RAMQ insurance, you must present it to the school before classes begin.

**If you are still waiting for your RAMQ and the start of the school year is approaching, you will need to purchase temporary private insurance to get on campus (Croix Bleue, Chapka Assurances,...).**

### RAMQ coverage

RAMQ health insurance covers only medical and hospital expenses and, in some cases, prescription drugs. **The RAMQ does not cover dental or optical care and it does not cover you outside Quebec.**

To learn more about the insurance plan, consult the [RAMQ website](#).

## RESPONSABILITY

It is your responsibility to understand what your health insurance plan covers (or does not cover), to properly assess your needs and, if necessary, to obtain additional insurance.

## PRIVATE INSURANCE

If you come from a country that does not have an agreement with the RAMQ, you will need to purchase private insurance.

Some examples of private insurance :

- [Croix Bleue](#)
- [Desjardins Assurance](#)
- [SunLife](#)
- [Manuvie](#)
- [Chapka Assurances](#) (for students from European Union countries)

# HEALTH AND WELLNESS

## IN CASE OF ILLNESS, WHAT SHOULD I DO?

Consult the [Portail Santé Montréal](#) site, updated by the Government of Quebec, to find out what resources are available in Montreal.

First, call Info-Santé at 811. This professional consultation service is available 24 hours a day, seven days a week. It answers common health questions and will direct you to the right resource in the health and social services system. For a minor health problem or if you need advice on an over-the-counter medication or information on a prescription drug, ask your pharmacist!

**Pharmacy open 24 hours a day, seven days a week, in Montreal :**  
**Pharmaprix : 5122 Chemin de la Côte-des-Neiges / 514 737-4415**

To find another pharmacy in Montreal, consult the [Portail Santé Montréal](#) directory.

You can also go to a medical clinic (check the protocol during the Covid period). It is essential to contact the clinic before going there to find out the opening hours and check availability. To find a clinic, visit the [Bonjour Santé](#) and [Portail Santé Montréal](#) websites.

Is the situation urgent? Your life or the life of a loved one is in danger? You need to be treated quickly?

Go to the emergency room of the nearest hospital or call an ambulance by dialing 911. Consult the list of hospitals with emergencies on [Portail Santé Montréal](#).

## HOW DO WE PAY FOR THE SERVICES?

To receive medical care in clinics or hospitals, you must present your health insurance card. With the RAMQ, the insured student does not, in principle, have to pay anything upon presentation of the card.

With your own mutual insurance company, you often have to pay the costs and then apply to your insurance company for reimbursement.

# LIVING IN MONTREAL

## MANAGE THE DISTANCE

Whether you come from another country or from a distant region, or whether you are studying in Montreal for the first time, all these experiences can create a cultural shock and, consequently, a certain amount of stress in daily life.

**Recognizing culture shock** : Decreased motivation, concentration problems, boredom, isolation, stomach aches, insomnia or, on the contrary, a strong need to sleep. All these symptoms are normal reactions.

**Adapting to cultural differences** : The key to experiencing culture shock is to make a conscious effort to adapt and not judge the host culture. Be curious, try to familiarize yourself with the new lifestyle. Talk, share, discover: the most important thing is not to isolate yourself.

**In case of discouragement** : it is recommended to talk to a friend or a member of the team. Don't be alone, come see us!

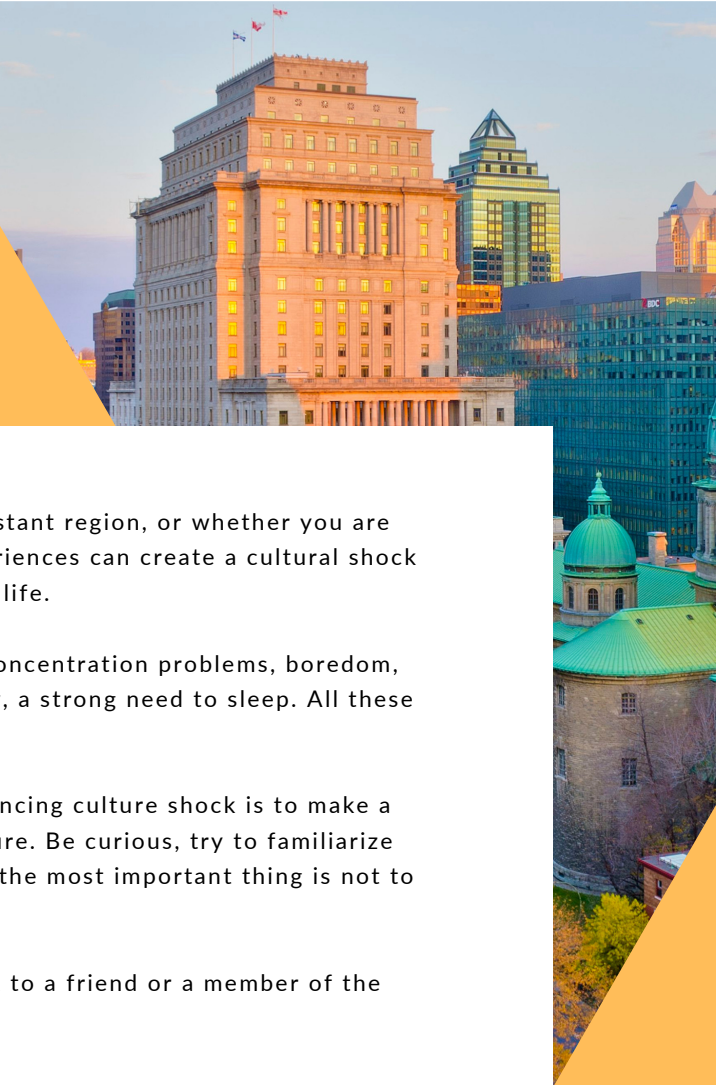
## ENJOY THE WINTER !

Winter attracts, winter repels, winter worries, winter enchants. Whatever the case, winter arouses emotions, even in Quebecers! Let yourself be carried away by the magic of winter. Despite the cold, Montreal remains a very festive city during the winter season with parties, festivals and events of all kinds.

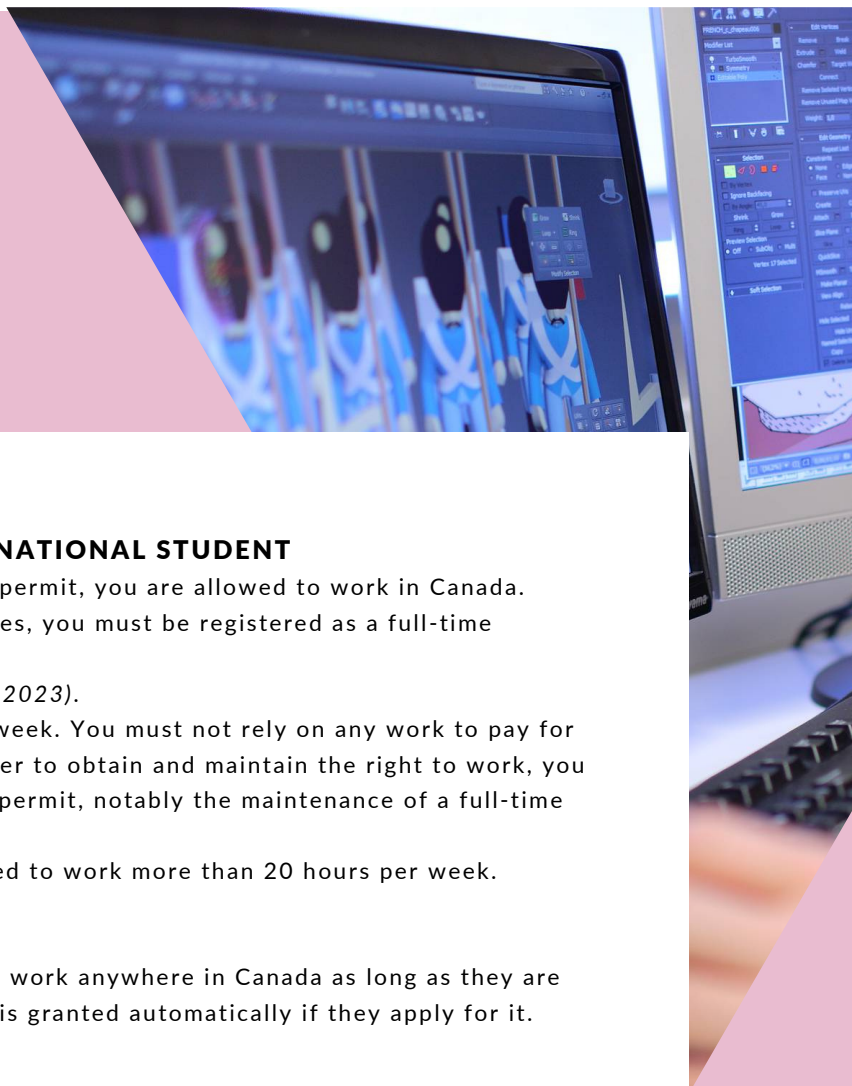
The best way to enjoy it is to be informed and prepared! Check the weather regularly on Météo Média or Environment Canada.

## DRIVER'S LICENSE

As an international student, your driver's license is valid as long as you remain a student in Canada. More information here: [saaq.gouv.qc.ca](http://saaq.gouv.qc.ca)



# WORK



## **WORKING IN CANADA AS AN INTERNATIONAL STUDENT**

While in Canada, if you have a valid study permit, you are allowed to work in Canada. Even if this job is not related to your studies, you must be registered as a full-time student.

The minimum wage is \$15.25 (*as of May 1, 2023*).

However, you are limited to 20 hours per week. You must not rely on any work to pay for your studies or your stay in Canada. In order to obtain and maintain the right to work, you must respect the conditions of your study permit, notably the maintenance of a full-time registration status for each semester.

During vacation periods, you will be allowed to work more than 20 hours per week.

Spouses of foreign students are allowed to work anywhere in Canada as long as they are not studying themselves. The work permit is granted automatically if they apply for it.

Info : [cic.gc.ca](http://cic.gc.ca)

# FOREIGN STUDENTS, PERMITS AND VISAS

## TO KNOW

Canada is a federation of 10 provinces and 3 territories.

The central or federal government (hereafter referred to as the Government of Canada) has some exclusive powers and shares some with the provincial and territorial governments.

**Immigration is an area of shared jurisdiction between the two levels of government. Therefore, if you wish to study in Quebec, you must meet certain requirements of the Quebec government in addition to the formalities imposed by the Canadian government.**

You must first obtain a Certificat d'Acceptation du Québec (CAQ), then a study permit and, in some cases, an entry visa from the Canadian government. To do this, after receiving the official notice of admission to the Rubika school, you must apply to the Quebec authorities. You must demonstrate that you are admitted to the school on a full-time basis and have sufficient financial resources.

**It is imperative to obtain these entry and residence permits before arriving in Canada. (See detailed guide to immigration)**

## MAINTAIN A LEGAL STATUS

Your Certificat d'Acceptation du Québec (CAQ) and your study permit must be valid from the first to the last day of the semester for each course year.

If not, Rubika may cancel the registration for the courses of the semester concerned.

It is your responsibility to make sure that you have valid papers throughout your stay in Canada and to familiarize yourself with your immigration documents.

Pay particular attention to expiry dates. Also, be aware of any changes in immigration regulations, etc.

It is important to inform the school of any immigration-related changes.

## RENEWING IMMIGRATION PAPERS

Your CAQ and your study permit are valid for a given period and cycle of study.

In addition, these documents must be valid for the duration of your study program.

You must therefore make sure to renew them if your stay for studies is extended, if you change your course of study or your educational institution.

**It is strongly recommended that you start the process 3 months before your documents expire to avoid hassles and unforeseen events beyond your control!**

**RUBIKA  
MONTRÉAL**

## SUMMARY OF THE STEPS IN IMMIGRATION

### RUBIKA admission letter

Requirements to enter Rubika:  
High school diploma (+ 1 year),  
BAC or equivalent

124\$

### CAQ

Obtain the following  
documents for the  
application: passport, letter  
of admission, proof of  
financial capacity, ...

20 working days

150 \$

### Study Permit

Obtain the following  
application documents: CAQ,  
passport, admission letter,  
proof of financial capacity,  
IMM 1294, IMM 5707, ...

2 months and a half depending on  
the country

85 \$

### Realise your biometric data

Biometric data to be provided to  
complete the online application  
for a study permit.  
Perform the data collection at a  
visa application centre.

For more information, see the immigration guide

The RUBIKA Montreal team is here to help you.  
We hope this guide will help you in your new adventure.  
Do not hesitate to contact a member of our team if you have any questions.  
We care about your well-being and your success.

**We look forward to  
welcoming you!  
The RUBIKA Montreal team**