

Canada-Brazil *Ciência sem Fronteiras* Scholarship Program

Undergraduate Student Handbook

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Introduction

The Canadian Bureau for International Education ([CBIE](#)) would like to congratulate you on your acceptance into the Canada-Brazil *Ciência sem Fronteiras* Scholarship Program (CsF)!

CBIE is a national, bilingual, not-for-profit, membership organization dedicated to the promotion of Canada's international relations through international education.

In collaboration with the Association of Universities and Colleges of Canada ([AUCC](#)) and [Languages Canada](#), CBIE has an agreement with [CNPq](#) (the National Council for Scientific and Technological Development) and [CAPES](#) (the Brazilian Federal Agency for Support and Evaluation of Graduate Education) to administer the majority of the *Ciência sem Fronteiras* scholarships in Canada. Dedicated staff at [CBIE](#) are managing these scholarships.

CBIE wishes each Brazilian CsF student academic success, as well as a fun, safe experience in Canada! Along with your Canadian university, we are here to assist you on this exciting academic and personal adventure. In order to help us facilitate your stay in Canada it is important that you submit requested documentation to CBIE when required. CBIE is confident that studying and living in Canada will exceed your expectations and that by the end of your scholarship program you will have memories to cherish for a lifetime!

This student manual contains important information that will be useful for the full duration of your scholarship, including prior to your departure from Brazil. Please review this document and keep it as a reference guide. To receive updates we also encourage you to check out the information on the [“Brazil” section of the CBIE website](#) and the [Canada-Brazil *Ciência sem Fronteiras* Scholarship Program Facebook Fan Page](#).

Scholarship Overview

Ciência sem Fronteiras (CsF) is an international scholarship program primarily funded by the Brazilian federal government with support from the private sector. The main goal of the initiative is to promote the consolidation and expansion of science, technology and innovation in Brazil by means of international exchange and mobility. In placing both undergraduate and graduate students as well as researchers from Brazil in international institutions of excellence around the world, and in inviting their counterparts to Brazil, the strategy aims to create a highly competitive and entrepreneurial environment. With over 100,000 scholarships to be awarded between 2012 and 2016, the program is a joint initiative of Brazil's Ministry of Education ([MEC](#)) and the Ministry of Science, Technology and Innovation ([MCTI](#)) through their respective funding agencies—[CAPES](#) and [CNPq](#).

CsF is global in scope and supports exchange and mobility between Brazil and 29 countries. The program focuses on building capacity in the fields of science, technology, engineering and mathematics. The priority areas of study that are offered to CsF students studying in Canada at the undergraduate level include:

- Engineering and Other Related Fields;
- Physical and Earth Sciences;
- Biology, Biomedical and Health Sciences;
- Computing and Information Technology;
- Aerospace Technology;
- Pharmaceuticals;
- Sustainable Agricultural Production;
- Oil, Gas and Mineral Coal;
- Renewable Energies;

- Minerals Technology;
- Biotechnology;
- Nanotechnology and New Materials;
- Technologies for Prevention and Mitigation of Natural Disasters;
- Biodiversity and Bioprospecting;
- Marine Sciences;
- Creative Industries, if focused on products and processes of technological development and innovation;
- New Technologies in Construction Engineering; and
- Training of Technologists.

In Canada, the Canadian Bureau for International Education ([CBIE](#)) has an agreement with [CAPES](#) and [CNPq](#) to administer the majority of the Canadian *Ciência sem Fronteiras* scholarships. However, there are a few other agreements in place between Canadian institutions and [CAPES](#) and [CNPq](#). [CALDO](#), a consortium of Canadian universities, administers a program specifically for University of Alberta, Dalhousie University, Université Laval, University of Ottawa, Western University and University of Saskatchewan. In addition, the [Association of Canadian Community Colleges](#) (ACCC) administers a parallel scholarship initiative for students in technological, technical or professional level programs and applied degrees.

The majority of CsF scholarships administered by CBIE are at the undergraduate level; however, CBIE also administers scholarships at the doctoral and post-doctoral level.

This manual is written specifically for undergraduate CsF students whose scholarship is administered by CBIE. The rules and regulations for students sponsored by CNPq and CAPES are largely the same. Where there are differences these are mentioned in the text.

Program Components and Duration

Selected CsF students come to Canada for a duration of 12–16 months. Students admitted with direct entry into academic studies will be in Canada for 12 months of study. Students requiring language training will study English as a Second Language (ESL) or French as a Second Language (FSL) for 2–4 months prior to beginning their academic studies. CsF undergraduate program options are as follows:

Length of Program	Components		
	Language Courses	Academic Courses	Research or Industry Internship
12 months	none	8 months	4 months
14 months (Fall intake only)	2 months	8 months	4 months
16 months	4 months	8 months	4 months

During their scholarship, CsF students complete three to four full terms. In Canadian universities the academic school year is typically divided into three terms: fall (September–December), winter (January–April), and spring/summer (May–Aug). In Canada, the academic year normally starts in September, so CBIE places the majority of CsF students to start in the fall term. Some universities also accept students beginning in January and

a smaller number of CsF students therefore start in the winter term.

The first term is either for language training (if required), or for direct admission into academic studies.

The Language Component

Students who require language training will usually complete one term (4 months) of ESL or FSL. In addition, the student may take one additional language course during their first academic term if required. The length of the language training required is determined by the host university.

Fall intake students, who need less language training than the usual 4 months may be placed in ESL/FSL for 2 months starting in July. This option is only available to students who indicate that they are available to start in July and are determined to require 2 months of language training by the Canadian university. This also depends on program availability at the Canadian university.

The Academic Component

Students who have completed their language training or who do not require any language training will enter directly into full-time academic studies. All CNPq sponsored students will complete two academic terms.

The Research or Industry Internship

- **CNPq students:** All CNPq sponsored students will complete a mandatory research or industry internship for one term. When possible, the research or industry internship will be identified by the university; otherwise it will be identified by CBIE or through a third party.
- **CAPES students:** All CAPES sponsored students are also encouraged to complete a research or industry internship for one term. In some cases, where possible, universities will assist students in finding an internship. In other cases, students will be able to find their own research or industry internship and submit it for approval by CAPES.

Institutional Roles and Responsibilities

There are various groups that are involved in the development and delivery of your scholarship.

The National Council for Scientific and Technological Development (CNPq) and the Brazilian Federal Agency for Support and Evaluation of Graduate Education (CAPES):

- Are the Brazilian granting agencies for the Canada-Brazil *Ciência sem Fronteiras* Scholarship Program and make final decisions in regards to policies and procedures.

The Canadian Bureau for International Education (CBIE):

- Oversees the administration of the Canada-Brazil *Ciência sem Fronteiras* Scholarship Program on behalf of CNPq and CAPES including student placement, orientation and academic monitoring.

The Canadian university:

- Provides guidance and support to students on academic matters, including course selection and on logistical matters such as accommodation, campus services and health insurance.

Expectations of Sponsored Students

Abide by Scholarship Terms

As a CsF student you must abide by the terms and conditions of your scholarship as determined by CNPq or CAPES.

Ethical Behaviour and Academic Performance

It is important to demonstrate ethical and appropriate behaviour and acceptable academic performance during your scholarship. CNPq and CAPES reserve the right to suspend or cancel the scholarship at any time due to inappropriate behaviour or poor academic performance. Universities may also have student codes of conduct. They can decide to expel or discontinue a student's studies, independently of CNPq and CAPES.

Maintain Contact with CBIE

It is important to maintain contact with CBIE during your stay in Canada. It is your responsibility to inform us of any changes that could affect your scholarship status in Canada.

Submit Reports and Requested Information

As a CsF student, you will be asked to submit various reports and pieces of information. The main requirements are listed below. These documents should be submitted in a timely manner.

Reporting Requirements

Upon Arrival in Canada

Upon your arrival in Canada, it is important that you provide CBIE with the following information:

- Contact information in Canada: your address, phone number and email address;
- Immigration information: your date of arrival in Canada and your study and work permit document numbers and validity dates, including any restrictions identified; and
- Program information: your Canadian university program start and end dates.

Note: should your contact information change during your stay in Canada, it is your responsibility to communicate these changes to your CBIE contact.

Transcripts

While in Canada you may be asked by your CBIE contact to provide a copy of your academic transcript for the courses you have completed at the Canadian university.

Research/Industry Internship Final Report

As a CsF student you are required to complete a report before the end of your internship. The Final Report includes two parts: Part A consists of an online survey for you to complete on your own, while Part B is an open-ended questionnaire that you and your internship host will need to download, complete and sign.

End of Scholarship Survey

The end of scholarship survey is the final document required by CBIE. A link to the online survey will be sent to you by email prior to your departure. The survey contains questions about each component of the program as well as your overall experience in Canada.

Suspension or Termination of Scholarship

All decisions regarding the suspension or termination of the scholarship are made by CNPq or CAPES. CNPq and CAPES reserve the right to suspend or terminate the scholarship at any time based on your academic performance or inappropriate behaviour; this may result in partial or total reimbursement of scholarship funds received.

Withdrawal from the Canada-Brazil *Ciência sem Fronteiras* (CsF) Scholarship Program without proper consent from CNPq/CAPES may result in partial or total reimbursement of scholarship funds received. Requests for scholarship suspension or withdrawal will only be considered by CNPq/CAPES when proper justification is provided. Such requests must be accompanied by sufficient supporting documentation. For early departure and scholarship termination the following documentation is required:

- Statement of agreement signed by the CsF coordinator at the Brazilian university;
- Statement of agreement signed by the CsF coordinator (or similar) at Canadian university; and
- Student justification and supporting documents (i.e. student or family member medical certificate).

If you would like to request suspension or termination of your scholarship please contact CNPq or CAPES directly by email: atendimento@cnpq.br or linhadireta@capes.br.

For further information on CNPq's regulations see *Informações de Apoio aos Estudantes no Exterior com bolsas do CNPq*: <http://www.cienciasemfronteiras.gov.br/documents/214072/9faad6eb-897a-430c-840c-8176214f375d>.

For further information on CAPES' regulations:

http://www.cienciasemfronteiras.gov.br/c/document_library/get_file?uuid=533778d5-c262-4d3d-9660-cefe388a040d&groupId=214072.

Financial Policies

Scholarship Benefits

The following scholarship benefits are paid directly to the student:

- A monthly stipend;
- An additional monthly allowance for cities designated as high cost;
- A monthly allowance to cover health insurance (CAPES sponsored students only);
- A settling in allowance;
- Round trip airfare; and
- A one-time payment for study materials.

Students are also provided with benefits that are paid directly by CBIE:

- Health Insurance (for CNPq sponsored students only); and
- University tuition fees.

Stipends & Allowances

Stipends and allowances are paid directly to each student by the Brazilian government. Funds are provided to each student through a dedicated bank card. Each student receives \$984 dollars per month while studying in Canada.

Both CNPq and CAPES require that students submit documents proving their arrival in Canada. Students must send the requested documents within 30 days of the beginning of activities in Canada (CNPq), or within 30 days of the date of arrival (CAPES). This is a condition for the implementation of payments while students are abroad. Please check the list of documents that are required and submit them to your Brazilian granting agency (either CNPq or CAPES) within the deadline to avoid payment delays.

CNPq Students—You can find this information on pages 13/14, under “Pagamentos no Exterior” at <http://www.cienciasemfronteiras.gov.br/documents/214072/9faad6eb-897a-430c-840c-8176214f375d>

CAPES Students—You can find this information on page 16, under “Comprovação de Chegada – Pagamentos no Exterior” at http://www.cienciasemfronteiras.gov.br/c/document_library/get_file?uuid=533778d5-c262-4d3d-9660-cefe388a040d&groupId=214072.

Quarterly Payments

While students are abroad, the payment of their scholarship is made every 3 months, according to the following timetable:

Monthly Stipends	Credit will be Available
May/June/July	April
August/September/October	July
November/December/January	October
February/March/April	January

High Cost Cities

CNPq and CAPES have created a list of high-cost cities, in which students will be offered a supplement to their monthly living allowance. There are 35 Canadian cities on this list (see [Appendix V](#)). Students studying in these municipalities receive an additional \$452 to the base monthly stipend of \$984 to cover their basic living costs.

Meals and Accommodation

CsF students are responsible for paying for their accommodation and meals from the monthly living allowance they receive from the Brazilian government. It is your choice whether to live off-campus or on-campus. On-campus housing or homestays are typically more expensive than off-campus housing and is likely to be beyond the budget of many students, but can be a convenient alternative for some as no cooking is required.

It is necessary to budget wisely to ensure that you have enough funds to cover your accommodation and meals.

For students who choose to live on-campus, some universities cannot provide accommodation and/or meals during the winter holidays or in the summer. If this is your case, please contact the international office to make sure you have alternate arrangements in place.

Tuition and Related University Fees

Tuition fees, mandatory ancillary fees, and research/industry internship placement fees are paid directly by CBIE to your Canadian host university. As a CsF student, you are not responsible for paying these fees.

Health Insurance

Health insurance is mandatory for all CsF students. Necessary steps to obtain coverage differ between cohorts. Review the information below and follow the steps that apply to your cohort:

- **CNPq students:** Your health insurance has been purchased by CNPq and is provided by [Guard.Me](#). A few weeks before you begin your program you will receive an email with your insurance identification card. Your Guard.Me health insurance is designed to offer coverage equivalent to the basic health insurance provided by universities. All regular and emergency visits to medical physicians, clinics and hospitals are covered under the CBIE CsF plan. However, keep in mind that drug therapies, off-campus psychology/counselling services, dental visits and paramedical services like chiropractors are not part of the health coverage provided through your scholarship. Some universities may require you to participate in their supplemental insurance plans which provide additional coverage for those things not included in the CBIE CsF plan. If you have a particular question regarding a medical condition and whether it will be covered, please contact the insurance company directly at admin@guard.me.
- **CAPES students:** CAPES sponsored students are not eligible for Guard.Me insurance and receive a \$100/month stipend from which to cover their health insurance costs (including any mandatory supplementary health/dental plan the university provides).

Before Your Scholarship Begins: What You Need to Know

Working with your University

The international office at the university where you will be studying may assist you with course registration, settling in, and orientation. Once you receive your international student coordinator's contact information, keep this information somewhere that is readily accessible.

- The Canadian university where you will be studying will decide if it is necessary for you to complete ESL/FSL training during your first term in Canada.
- The university will provide you with a letter of acceptance that is necessary for your visa application. This letter should outline the scholarship start and end dates and how much ESL/FSL, if any, is required.

If you have specific questions related to your program of study or the course selection process, please contact your university directly.

Corresponding with CBIE

When corresponding with CBIE it is very important that you always **put your six-digit CBIE student number in the subject line of the email**. Your CBIE student number will enable us to quickly access your file in our database. You will find your CBIE student number in an initial email from CBIE with the subject line "Invitation to Apply to Canadian Universities". Before you are accepted by a Canadian university, you are advised to send your CBIE communications to the following email address: csf@cbie.ca. **Once you gain acceptance**, your primary CBIE contact person will be the program officer responsible for all students at your host university. **To identify your contact person at CBIE see [Appendix I](#)**. If you have questions related to your scholarship you are encouraged to email or call your CBIE CsF contact.

CBIE Webinars

CBIE gives webinars to provide general information and support to both prospective students and those who are already in Canada. Attending CBIE webinars can help you become better informed and to move through the application processes with greater ease. Webinars have been designed to help guide you through the application and visa procurement processes. In addition, webinars are used to communicate important program

information. Webinars are provided on the following topics:

- An overview of Canadian institutions and Canada in general;
- Health insurance;
- The visa application process;
- Finding and choosing your Research/Industry Placement;
- What to Expect from a Research or Industry Placement;
- The Dos and Don'ts of CVs;
- The Dos and Don'ts of Cover Letters;
- Making a Good Impression: *the Interview*;
- What to Expect from Your Workplace, Colleagues and Your Placement;
- Making the Most of Your Research Placement;
- Student-Centred Learning;
- Leveraging Your Professional Network; and
- Any important program information (when necessary).

Course Selection and Registration

Given that the purpose of your scholarship is to contribute to Brazil's national knowledge base in science and technology, it is important that you optimize your learning in Canada within your identified field of study, in accordance with the expectations of the Government of Brazil. To ensure that the courses you select fit within the scope of the CsF program, courses must be approved by both your Brazilian university and CBIE.

The following guidelines will help you to select appropriate academic courses for your studies in Canada. These guidelines apply only to your academic terms. Please note the following requirements:

- All academic courses must be directly related to your field of study in Brazil. Exception: Where the Canadian university deems necessary, you may register in 1 ESL/FSL course during your first term of academic studies. In this case, you would take 1 ESL/FSL and 3 academic subjects;
- Language courses beyond the required ESL/FSL courses are not permitted;
- Courses in the humanities and social sciences are not permitted;
- Online or distance courses are not permitted; and
- In each academic term, you are expected to complete a minimum of 4 courses – or, in general, the equivalent of approximately 12 hours / week – and to maintain full-time status at the Canadian university.

As you select your courses it may be useful to consider these questions:

- Will the course be accepted as a credit towards your degree in Brazil?
- Does the course description correspond well with your discipline(s)?
- Will taking the course give you an edge when seeking professional opportunities in Brazil upon graduation?
- Is the course at an appropriate level for you, given the courses you have already taken in Brazil?
- Is it feasible for you to successfully complete the course without jeopardizing your grades in other courses?

Before starting your academic terms, follow these steps:

1. Select your courses as soon as the university course catalog is available. When the course catalog is available for two academic terms, where possible, you should select and register in your courses and have them approved by CBIE.
2. Register in the proposed courses using the university's course registration system. Contact the international office for course registration deadlines.
3. Promptly submit a list of the courses (including the course name and code number) by email to your CBIE contact for approval, at least 3 weeks prior to the deadline for dropping out of courses.
4. Obtain written approval from the coordinator at your Brazilian university to ensure that the proposed credits will be recognized by your Brazilian university.

Please note that any subsequent change in course load must be approved by CBIE. The Brazilian Government reserves the right to cancel the scholarship of students who do not take the appropriate courses and who do not maintain an acceptable academic standing while in Canada.

Preparing for your Departure from Brazil

Visas and Study/Work Permits

The process of obtaining a visa and study/work permits can take 6-8 weeks. It is important to apply early to provide sufficient time to complete the required medical examinations.

Once you have received both your letter of acceptance from your Canadian university and either the CBIE "confirmation of *Ciência sem Fronteiras* scholarship letter" or the "*Carta de Concessão*", you should begin the process of obtaining your Canadian visa. You can apply online or through a Canadian [Visa Application Centre \(VAC\)](#) in Rio de Janeiro, São Paulo or Brasília. You can submit your application to a VAC in person or through an agent. Please remember that if you applied with the CBIE "confirmation of *Ciência sem Fronteiras* scholarship letter", as soon as you receive your official sponsorship letter from CNPq or CAPES you will need to print and send a copy of this letter as well to the VAC.

Please carefully read through the following steps.

1. The São Paulo visa office website offers information on the documents required for obtaining a study/work permit: http://www.canadainternational.gc.ca/brazil-bresil/visas/index.aspx?lang=eng&menu_id=2&view=d.
2. CsF students **accepted to study in the Canadian province of Quebec** are advised that in order to obtain a study/work permit you will require a Quebec Acceptance Certificate (CAQ). To access this document please visit: <http://www.immigration-quebec.gouv.qc.ca/en/immigrate-settle/students/index.html>. **Do not wait for the CAQ to be issued before applying for your study permit.**
3. All students must apply for a study permit. You do not need to submit a separate work permit application. Your study permit application will be sufficient to secure your visa, your study permit and your work permit.

4. Ensure that the validity dates indicated on your study permit application cover the period starting from the date of your arrival in Canada until the end of your scholarship (including ESL/FSL, academic studies, and research/industry internship) as indicated in the letter of acceptance from your host university. Please give yourself a couple of days both before the start of the program to settle in, and after the completion of your program to prepare for your departure.

For more information on immigration please visit the CIC [website](#). Please note that CsF students are responsible for paying the fees associated with applying for their visa and study/work permit as well as any extensions required while in Canada. Fees for medical exams are not covered by the scholarship.

Information on how to pay the visa processing fee is available on the Government of Canada Citizenship and Immigration (CIC) [website](#).

Please do not forget to participate in the visa [webinar](#). CBIE’s certified immigration consultant will answer any questions that you might have. You will receive an invitation to participate by email.

Airline Tickets and Baggage Considerations

Once you have received your visa, you can purchase airline tickets for your trip from Brazil to Canada. In selecting your destination, it is advisable to choose the Canadian airport closest to the city where you will be studying. Please review the baggage limitations associated with your airline. Excess baggage can be costly and excess baggage fees are not covered by your scholarship.

Finding Accommodation

CBIE encourages you to arrange accommodation prior to leaving Brazil. Please consult with your university’s International office, which will be able to offer you assistance with finding accommodation.

Brazil Pre-departure Checklist

Pre-departure Checklist	
<input type="checkbox"/>	Consult your university’s course catalogue and register for courses
<input type="checkbox"/>	Ensure that your current passport’s validity extends to at least 6 months after your projected return to Brazil
<input type="checkbox"/>	Apply for a visa
<input type="checkbox"/>	Obtain information about a driver’s licence (if you will be driving in Canada)
<input type="checkbox"/>	Obtain an international credit card (this can be useful for emergency expenses)
<input type="checkbox"/>	Purchase airplane tickets (once visa is received)
<input type="checkbox"/>	Print your Guard.Me health insurance identification card (for CAPES students, please consult the international office at your Canadian institution)
<input type="checkbox"/>	Organize transportation from the airport to your Canadian university
<input type="checkbox"/>	Arrange accommodation
<input type="checkbox"/>	Exchange a small amount of currency for use during your trip
<input type="checkbox"/>	Create a key contact list including addresses and phone numbers
<input type="checkbox"/>	Photocopy important documents – bring a copy in your baggage and leave a copy at home

During your Scholarship

Academic Matters

Registration/Orientation

Upon your arrival in Canada, you must immediately visit your university's International Office and the Registrar's Office with your letter of acceptance and all immigration documents to complete any necessary registration procedures. At that time, you will receive details about orientation activities.

Academic Support

Canadian universities provide excellent resources to help you succeed academically. CBIE recommends that you ask your academic advisor or someone from your university's International Office about the following services:

- **Student mentorship/buddy systems:** The mentor (a senior student) helps to facilitate the mentee's (you, the new student) transition into university life by offering advice on how to deal with personal and academic difficulties, as well as to give strategies for academic success.
- **Writing centres:** These centres offer assistance with writing essays and reviewing past exams.
- **Study groups:** These are organized groups to help develop effective study skills that will increase the chance of success.
- **Online platforms:** These are used by university professors to upload lecture notes, presentations, practice exams, assignments and reading resources. These platforms may also have forums where students can post questions related to course material taught in class.
- **Drop-in centres:** These are centres where students can ask senior students for help with assignments, labs and class work.

Student Support

Canadian postsecondary institutions provide a series of services to students to help them navigate the complexities of their new social and academic environment. These services are there to assist students achieving success during their studies. Two postsecondary institutions have combined efforts to create a great website to explain the world of postsecondary institutions' student services. Here is the link to the website for your convenience: <http://www.blueprintsforstudentsuccess.com/>. Please feel free to consult it as you prepare to attend your Canadian university.

Health and Wellness

Insurance

For information on your health insurance plan see the Financial Policies section of this [document](#). For specific information on the types of services and medications are covered, please contact your insurance provider directly.

How to Find Medical Assistance

When seeking medical assistance, always remember to bring with you your health insurance card and personal identification documents. It is also advisable to bring a credit card in case the provider does not have a direct billing arrangement with your insurance provider.

In deciding where to seek medical care, please consider the urgency of your condition. See directives below.

1. If your situation is life threatening, always call 911 for immediate ambulance/parametric assistance. No regional code is required.
2. If you have a mild condition such as the common cold, you can seek advice from a pharmacist. Pharmacists receive training on pharmaceutical medications and can answer your questions and offer advice for simple health problems. The pharmacist might offer you some over-the-counter medication that is available without a prescription.
3. If you would like to see a doctor, and your situation is not urgent, please consult with the International Office on campus for information on the location and type of health services available to students. Normally there is a medical clinic available to students on campus.
4. If you would like to see a doctor and are not able to use the health services available on campus, some cities have general medical clinics that treat patients without an appointment. These walk-in clinics are useful for immediate attention to minor health problems and are usually open later than other clinics. For CNPq students, please check the Guard.Me website for a list of private providers with direct billing arrangements with Guard.Me. At these clinics you will not need to pay up front.
5. If you have a condition that requires urgent care you can go to a hospital emergency department. Hospital emergency departments are open 24 hours, but should only be used in a medical emergency. All other medical problems should be treated by Student Health Services on campus, or in a health centre or clinic off campus.

Contact Lenses, Glasses and Medical Prescriptions

If you have any contact lenses, glasses or medical prescriptions, we suggest that you have a doctor in Brazil give you a copy of your prescription in English or French to take with you to Canada. Please note that most pharmacies will not fill medical prescriptions if the doctor who has prescribed the medication does not hold a medical license in your host province. In this case, it will be necessary to take the prescription to a doctor in your new Canadian community to have him/her re-write the prescription for you.

Pharmacies

In Canada each pharmacy has a pharmacist who prepares and dispenses prescription medication.

Prescription medication: If your doctor gives you a prescription, take it to a pharmacy. The pharmacist will prepare the medicine according to the doctor's specifications, will sell the medication to you and will explain when and how it should be taken. Ask questions if you do not understand the instructions. Instructions on when to take the medicine will be written on the label. Read the label carefully. This medication must be taken by the patient only and not by other people. If you need more of the prescription/medication, the doctor must give the pharmacist permission to 'refill' the order.

Prescription medicines can be very expensive and are generally not covered under the Guard.Me plan. Sometimes the doctors may have free samples from pharmaceutical companies. You can ask your doctor if he or she has any free samples of the medication prescribed for you. Medications which you could easily purchase without seeing a doctor in Brazil may be classified as "prescription medications" in Canada.

Culture Shock

Culture shock describes the anxiety experienced when a person moves to a new country or culture. As a Brazilian in Canada, you may experience symptoms of cultural shock as you adapt to life here. You can deal with culture shock by: maintaining contact with others from your home culture to reduce feelings of loneliness; developing a hobby or including a regular form of physical activity in your routine; and seeking support from your family and friends. If you think that you are experiencing extreme culture shock, please refer to the international student coordinators at your university or counseling service. Further information on the stages of culture shock can be found on the Education in/au Canada [website](#).

Psychological Distress

If at any time during your stay in Canada you are experiencing psychological distress and/or difficulties in adapting to your life in Canada, please consult with your university's student health services. They have expertise in this area and will be able to guide you to the services that are available on campus for students. Please note that your Guard.Me health insurance plan only covers counselling and psychological support services that are provided on campus.

In addition to professional services, online apps are available that can be downloaded to your smart phone or tablet. The [HealthyMinds](#) app is a free Canadian application that has been created to help students cope with stress and achieve a work-life balance.

Consular Assistance

Please refer to [Appendix II](#) for contact information for the nearest Brazilian embassy or consulate in Canada.

Extracurricular Activities

Student Clubs

CBIE encourages all CsF students to take advantage of the many student clubs and activities offered on university campuses. This is a great way to meet new people, enhance your leadership skills, establish professional connections and develop your interests and hobbies. To learn more about your university's clubs and associations, please enquire at the International office. Extracurricular activities may also be available in the community in which you are living. [Meetup](#) is an online resource that might be of interest to you.

Volunteering

As a newly-arrived international student, you may be interested in volunteering as a way to gain some valuable experience and to meet new friends. If you have spare time and would like to engage with your immediate community, volunteering at a non-profit or a non-governmental organization could be an interesting option for you. For a list of external organizations that regularly accept volunteers in governance, leadership and direct community service, please visit the [Volunteer Canada site](#).

Banking

One of the first things that you will want to do when you reach your Canadian destination is to set up a bank account. There are many banks in Canada that you can choose from, but you may want to consider one that is conveniently located and that has an agreement with your bank in Brazil. Please [click here](#) to see a list of Canadian banks.

Travel

Local Transportation

Students in Canada living in urban areas sometimes have access to public transportation at a reduced cost. Talk to your international student coordinator about the types of transportation that are available.

Domestic Travel

Students are permitted to travel within Canada either for purposes related to their study or research/industry internship or for personal reasons. Please note that the scholarship does not provide funding for these types of trips. Airline, train and bus tickets are usually available to students at discounted rates.

International Travel

While on scholarship, students should seek prior approval for travel outside of Canada for purposes related to their study or for personal reasons. Please note that the scholarship does not provide funding for any types of trips.

CNPq and CAPES do not authorize trips to Brazil during the scholarship. Exceptional situations will be handled by CNPq or CAPES on a case by case basis. Students who are requesting authorization to return to Brazil during their scholarship must provide CNPq or CAPES with the following documentation:

- Statement of agreement signed by the CsF coordinator at the Brazilian university;
- Statement of agreement signed by the CsF coordinator (or similar) at Canadian university; and
- Student justification and supporting documents (e.g. student or family member medical certificate).

Students who receive authorization to travel to Brazil during their scholarship must also notify CNPq or CAPES as soon as they arrive back in Canada.

Final Departure from Canada

Final Reporting

CsF Students are required to complete an online end-of-scholarship survey for CBIE. In addition, CsF students finishing their scholarship are required to submit a final report directly to the government of Brazil.

Departure within the Grace Period

Following the end of the scholarship period, the student is permitted to stay in Canada for a pre-determined grace period after the last day of the study/work program before returning to Brazil. Scholarship funds, however, will only go until the last month of your program. The grace period is 30 days. CsF students are required to depart Canada at the end of the grace period OR by the date specified on the immigration documents, whichever comes first. Please ensure your passport and visa remain valid if staying longer.

Early Departure

CsF students requesting an early departure must provide CNPq or CAPES with the following documents: (1) a letter from the Canadian university; (2) a letter from the Brazilian university; and (3) a medical note from a doctor (if appropriate). These documents are necessary for CNPq's or CAPES' decision making process. CNPq or CAPES must authorize all early departures, and may request full or partial reimbursement of scholarship funds if



it rules that the departure was not justified. Departing Canada one term early in order to align with the Brazilian academic calendar and re-entry into your Brazilian university is not considered adequate justification.

Pre-return checklist

- Complete CBIE's online end of scholarship survey
 - Request funds from CNPq or CAPES for return airfare
 - Book your return flight OR reconfirm your return travel dates with the airline
 - Verify with your university that you have no outstanding fees unpaid
 - Obtain documentation (e.g. transcripts) required by your university in Brazil and have it verified and translated (if necessary)
 - Ensure that you do not overstay the period permitted in your visa
 - Depart Canada by the end of your pre-determined scholarship grace period
 - Provide your Brazilian university, CBIE and CNPq with all of the requested documents
-

Canadian Culture and Government

Introduction to Canada

Canada is globally recognized as a progressive multicultural nation and is consistently rated as one of the best countries in the world in which to live. The following facts provide a brief description of Canada:

Population: 34.5 million

Capital city: Ottawa, Ontario (pop: 1.3 million)

People: Canadians are [ethnoculturally diverse](#) with over 200 reported ethnic origins. In 2011 the most frequently reported ancestries were: Canadian, English, French, Scottish, Irish, and German. In addition, the following ethnic origins also exceeded 1 million people: Italian, Chinese, First Nations (North American Indian), Ukrainian,

East Indian, Dutch and Polish.

Immigration: In 2011, 20% of the Canadian population was [foreign-born](#). The majority of Canada's recent immigrants are from Asia and the Middle East, with slight increases in migration from Africa, the Caribbean, and Central and South America.

Languages: English and French are Canada's two official languages. Canadians are [linguistically diverse](#) with over 200 languages reported as mother tongue.

Religion: Many Canadians are Christian (67.3%) but almost a quarter of the population does not have a religious affiliation (23.9%). Most of the world's major religions are also represented.

Government: Parliamentary democracy.

Canadian holidays: [Click here](#) to see a list of federal public holidays. For provincial holidays, please inquire at your international office.

Provinces and territories of Canada: Canada's ten provinces and three territories combine to make up the world's second largest country after Russia with a landmass of 9,093,507 km².

Additional Canadian facts can be found [here](#).

Climate in Canada

The Canadian climate is varied, with four distinct seasons and fluctuating temperatures throughout. The weather varies greatly depending on the province and territory, with the east and west coasts having moderate winters and summers and more precipitation, the central provinces generally having hotter summers and cooler winters, and northern Canada being colder with short summers and longer winters. While it is best to consult weather conditions specific to the city/town where you will be based, you can expect the following average temperatures each season: fall ranges from -3 to +15 degrees Celsius; winter ranges from -10 to -25 degrees Celsius; spring ranges from +10 to +18 degrees Celsius; and summer ranges from +18 to +35 degrees Celsius.

Coming from Brazil, you will undoubtedly notice a big difference in temperature, especially in the winter season. The best way to prepare for the cold temperatures and snow is to wear layers of clothing, allowing you to add or remove clothing as the weather changes. Since you will experience all four Canadian seasons, we recommend that you bring a selection of long pants, shorts, skirts, long-sleeved and short-sleeved shirts, light and thick sweatshirts or sweaters, a light and a thick jacket, (waterproof) shoes, sandals, a hat, gloves, a scarf, a bathing suit, sunglasses and an umbrella. You will need to have a warm coat and waterproof footwear for the winter.

Laws in Canada

You should always be mindful of and follow Canadian laws, as failure to do so may have serious legal consequences.

Some important laws to keep in mind include:

- **Driving:** speed limits and road rules must be obeyed. When driving in Canada, you must always carry your international driver's license or have a Canadian provincial driver's license;
- **Alcohol:** in most provinces consuming alcohol is not permitted in public. It is also not permitted to have open alcohol in a car. Drinking and driving is a serious offense in Canada. Maximum blood alcohol levels are low across the country and several provinces (Quebec, Ontario, Manitoba, Nova Scotia, New Brunswick and Saskatchewan) have zero-alcohol rules for new drivers and drivers under 21 years old (under 19 years old in Saskatchewan);
- **Drugs:** illicit drugs such as marijuana, cocaine, ecstasy, heroin, LSD, methamphetamine, and psilocybin (magic mushrooms) are illegal in Canada. Prescription drugs must be prescribed by health professionals in controlled amounts for specific medical purposes; and
- **Noise levels:** must be reduced to moderate levels governed by local by-laws, and especially after 11pm.

Tourism in Canada

Canada is one of the most culturally diverse countries in the world since each province and territory has its own unique customs and way of life, and Canada welcomes people from all over the world. Canada's incredibly varied geography is a significant tourist attraction. Much of the country's tourism is centered on Canada's three largest cities: Toronto, Montreal and Vancouver, which are well known for their culture, diversity and historic sites. Canada offers everything from high-energy sports like surfing, skiing, and kayaking to cultural activities and festivals that promote art, music, cuisine, literature and dance from all over the world. Be sure to take the time to try something new and visit some of our world-renowned sights! [Click here](#) to learn more about tourism in Canada!

Canadian Higher Education System

Overview

Canada is characterized by a high standard of education for its almost 100 universities and degree-granting institutions. Canadian universities vary from the large, urban, research-intensive universities with over 50,000 students, to the small, intimate liberal arts colleges with only a few thousand students enrolled.

There are two main types of post-secondary institutions:

- Universities that offer degree programs at the undergraduate and graduate level;
- Colleges, institutes, polytechnics and cégeps that offer career-related diploma and certificate programs and in some cases also offer undergraduate and graduate programs.

Since Canada is a bilingual nation, students can expect to study in either of the official languages: English and French. Most French universities are located within Quebec, but options to study in French also exist in other provinces.

Academic Grades

Each university has a distinct grading system. Your marks may be reported in percentages, a letter grade or a value number. The scale below is an example only. Please find out about the grading scale associated with your university.

	Percentage	Letter Grade	Grade Point Average* (scale of 0 - 4)
Excellent	90 - 100	A+	4.0
	85 - 89	A	4.0
	80 - 84	A-	3.7
Good	77 - 79	B+	3.3
	73 - 76	B	3.0
	70 - 72	B-	2.7
Adequate	67 - 69	C+	2.3
	63 - 66	C	2.0
	60 - 62	C-	1.7
Marginal	57 - 59	D+	1.3
	53 - 56	D	1.0
	50 - 52	D-	0.7
Inadequate	0 - 49	F	0.0

*4 point Grade Point Average (GPA) scale commonly used in Canadian universities

Appendix I – CBIE Contact Information

Canadian Bureau for International Education
220 Laurier West, Suite 1550
Ottawa, ON, Canada, K1P 5Z9
tel. (613) 237-4820

Appendix II – Brazilian Embassy Contact Information

Embassy of Brazil

450 Wilbrod Street, Ottawa, ON, K1N 6M8
Phone (613) 237-1090 / Fax (613) 237-6144
consular.ottawa@itamaraty.gov.br

Consulate General of Brazil in Toronto

Website: www.consbrastoronto.org
Consular Jurisdiction: Ontario (except National Capital Region), Manitoba and Nunavut
77 Bloor Street West , Suite 1109
Toronto , Ontario, M5S 1M2
Phone: (416) 922-2503
Fax: (416) 922-1832

Consulate General of Brazil in Montreal

Website: www.consbrasmontreal.org
Consular Jurisdiction: Quebec (except National Capital Region), New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island
1 Westmount Square, suite 1700
Montreal, Quebec, H3Z 2P9
Phone: (514) 499 0968/69/70 Fax: (514) 499 3963

Consulate General of Brazil in Vancouver

Website: <http://vancouver.itamaraty.gov.br/pt-br/>
Consular Jurisdiction: British Columbia, Alberta, Saskatchewan, Yukon and the Northwest Territories
666 Burrard Street – suite 2020
Vancouver, BC, V6C 2X8
Phone: (604) 696-5311
Fax: (604) 696-5366

Appendix III – Additional Resources

In addition to this student handbook produced by CBIE, a number of other resources exist.

For program updates visit:

- the “Brazil” section of the CBIE website <http://www.cbie-bcei.ca/what-we-do/student-portal/brazil/>;
- the Canada-Brazil *Ciência sem Fronteiras* Scholarship Program Facebook Fan Page <https://www.facebook.com/CanadaBrazilCienciasemFronteirasScholarshipProgram>; and
- The [CsF group](#) on LinkedIn.

For further information on Canada and the Canadian education system visit:

- the Government of Canada Education Au/In website <http://www.educationau-incanada.ca/>.

For information specific to your Canadian university:

- contact your international student coordinator. Many Canadian universities also have their own student handbook.

Appendix IV – High Cost Cities

APPENDIX IV

Canadian High-Cost Cities

City	Province
Abbotsford	British Columbia
Burnaby	British Columbia
Calgary	Alberta
Chicoutimi	Quebec
Edmonton	Alberta
Fredericton	New Brunswick
Guelph	Ontario
Halifax	Nova Scotia
Hamilton	Ontario
Kamloops	British Columbia
Kingston	Ontario
Langley	British Columbia
Lethbridge	Alberta
London	Ontario
Montreal	Quebec
Nanaimo	British Columbia
Oshawa	Ontario
Ottawa	Ontario
Peterborough	Ontario
Quebec	Quebec
Regina	Saskatchewan
Richmond	British Columbia
Saskatoon	Saskatchewan
St. Catharines	Ontario
St. Johns	Newfoundland
Sudbury	Ontario
Surrey	British Columbia
Thunder Bay	Ontario
Toronto	Ontario
Vancouver	British Columbia
Victoria	British Columbia
Waterloo	Ontario
Windsor	Ontario
Winnipeg	Manitoba
Wolfville	Nova Scotia