

1) ADDRESS/TELEPHONE

- If you change your home address &/or telephone number, please remember to change it on ROSI (www.rosi.utoronto.ca)
- You must maintain a current and valid postal address as well as the address for a University issued electronic mail account on the Student Web Service (ROSI).

2) FEES

- **A STUDENT IS CONSIDERED TO BE REGISTERED AS SOON AS HE/SHE HAS PAID TUITION AND INCIDENTAL FEES, OR HAS MADE APPROPRIATE ARRANGEMENTS FOR DEFERRAL OF PAYMENT. STUDENTS MUST PAY OR DEFER FEES BY **AUGUST 30.****
- **The Student Accounts Office will NOT mail fees invoices and information sheets as they did in previous years. Students must now check (and print if desired) their invoice from ROSI.**
- Fee schedules can be viewed at: www.fees.utoronto.ca.

Domestic Tuition	\$7,160.00
International Tuition	\$17,730.00
Incidental fees	\$1,301 (St.G.); \$1,270 (UTSC); \$1,520 (UTM)
UHIP	\$684
- **MA to PhD 4 students – you can register without payment on the Student Web service or bring me your Request to Register without payment form so I can register you.** The Request to Register without payment form is available on the SGS web site <http://www.sgs.utoronto.ca/current/studentforms/>. Deferred fees must be paid in full by the end of April. ***Fees cannot be deferred if you have outstanding fees from 2012/13.***

3) GRADUATE AWARDS

- The payment schedule for NSERC, SSHRC and OGS fellowships is September, February and late May. All award installments (including Sept.) will be deposited directly into your bank account if you have signed up on ROSI for direct bank deposit. You need to be registered in order to receive the September installment.
- **DIRECT DEPOSIT:** Please sign up on ROSI for direct deposit of award payments. This is separate from direct deposit for supervisor stipends and TA payments. Your mailing address on ROSI must be up-to-date for ROSI direct deposits to work.
- **PAYMENTS:** SGS will no longer be producing cheques for pick-up and instead will encourage graduate students to receive payment via direct deposit. **January and May installments will be posted to student's fees account and automatically put towards tuition and/or any outstanding charges.**

4) STUDENT CARDS / EMAIL ACCOUNTS

- All students are required to have a T-Card, which serves as a student and library card. For St. G. students, the cards will be issued at Robarts Library, Rm 2054A (north lobby, second floor). At UTM cards are issued at the UTM Card Office, South building. Tcards for UTSc students are issued at the UTSc library.
- For further information, please visit www.utoronto.ca/tcard
- You will be asked to show two pieces of identification – one with photo ID (e.g., driver's license) and with your student number (i.e. Offer of Admission letter or fee invoice). Students need not produce proof of tuition payment.
- In September, 2006, the University approved the Policy on Official Correspondence with Students. Only University-issued email accounts (utoronto.ca) will be accepted by the Student Web Service. Please provide me with your University-issued email account asap and record the University email address in ROSI.
- Access to the University's student portal and learning management system requires the UTORID username and password provided when the T-Card is created. Students must activate the UTORID in order to access the services and course information hosted on the portal.
- For information on how to create your email account please refer to: <https://www.utorid.utoronto.ca>

5) OSAP AND OTHER PROVINCIAL LOANS

- Students with outstanding OSAP loans who will not be registering as a full time student in September 2012 should be advised to complete the Schedule 2 (by completing the form, repayment of the student loan is delayed by 6 months after the end of school).

6) FEES FOR DOCTORAL STUDENTS IN THE FINAL YEAR OF PROGRAM

- Academic fees for doctoral students in the final year of their program are pro-rated and based on the 12-month academic year. Incidental fees are charged on a sessional (term) basis.
- Fees are based on the date the student submits the final thesis to SGS, not the date of thesis defence.
- Doctoral candidates, who complete all degree requirements, (i.e. defend and submit a final thesis with all corrections and modifications approved by SGS), by September 17 do not pay fees for the September session.
- After September 16, a monthly fee will be charged for each month in which all degree requirements are not completed by the 15th day of the month.
- Doctoral students finishing between September 16 and January 13 will pay the one-session incidental fee and those finishing between January 15 and August 31 will pay the two-session incidental fee.
- Doctoral students will be billed for the annual fee but may choose to pay 1) the full fee, 2) the minimum first payment or 3) the fee based on the expected month of completion. If a student chooses to pay LESS THAN THE FULL-YEAR FEE, please note that starting November 15 a monthly service charge will be applied to any outstanding balance. When degree requirements are complete, the Student Accounts Office will adjust the fees accordingly, including service charges to outstanding balances that have accrued since November 15. A table of monthly academic charges plus incidental charges will be posted in mid July at www.fees.utoronto.ca.

7) REGISTRATION DEADLINE SEPT. 9***OBLIGATIONS OF REGISTERED STUDENTS***

A student is considered to be registered as soon as he or she has paid tuition and incidental fees, or has made appropriate arrangements for deferral of payment. By virtue of being registered, a student thereby agrees to abide by all of the academic and non-academic policies, rules and regulations of the University and his or her academic division as set out in the divisional calendar, and to ensure that the accuracy of personal information such as the current mailing address and telephone number is maintained

- The Graduate Students Information Booklet will be mailed to all new students in early July but will not be mailed to continuing students. The booklet can be reviewed on the SGS website: www.sgs.utoronto.ca
- Continuing master's students who have also been admitted to a PhD program may be permitted by their departments to be dually registered in both programs for one session only. Students who are dually registered in the September session must be recommended to graduate by the January 24 deadline.

8) LATE REGISTRATION FEE

- A late registration fee of \$44 plus \$5 per day to a maximum of \$94 will be charged for students registering after the September 9 deadline. Students must go to SGS with their fees receipt for registration after Sept. 13.
- **PLEASE NOTE:** Students who do not register by the deadline will not receive T2202A tuition credit for the month of September.

9) UNIVERSITY HEALTH INSURANCE PLAN (UHIP)

- The University Health Insurance Plan (UHIP) is compulsory for all international students. UHIP provides coverage from the date of arrival until August 31. Uhip.information@utoronto.ca
- Dependents must enrol within 30 days of their arrival.
- The Centre for International Experience is responsible for administering UHIP, distributing cards, processing exemptions and refunds, as well as answering questions. www.cie.utoronto.ca

10) SGS CALENDAR

- A copy of the SGS calendar is posted at www.sgs.utoronto.ca. The full calendar can be purchased using the online order form on the SGS website or in person at 63 St. George Street.

11) UTM and UTSc CAMPUS AFFILIATION

- Graduate students may apply for affiliation with one of the UTM and UTSc campuses if they meet specific criteria. Suburban campus students are eligible for reduced non-academic incidental fees. Retroactive rebates are not allowed.
- The form is available at www.sgs.utoronto.ca/current/studentforms

12) GO TRANSIT/TTC DISCOUNTS

- Students discounted travel privileges may be available for registered full-time students requiring transportation to and from campus on the GO Transit System. Go Transit Student ID cards are available at all Campus TCard Offices..
- For information about TTC Discounts, please refer to the University of Toronto Students' Union (UTSU) at 12 Hart House Circle. <http://utsu.ca>

13) ENROLMENT IN ACADEMIC ACTIVITIES

- Psychology Graduate Students can sign up on ROSI for Psychology graduate courses using the SWS as of September 1. Students must adhere to the deadlines found in the SGS Calendar for adding and dropping of courses. See Important Deadlines at the end.

14) IMMIGRATION STATUS

- Immigration status changes have fee implications. If you are claiming exemptions, take original documents to substantiate the claim as soon as possible to SGS.
- Retroactive changes to fee status are not permitted
- Deadline to change immigration status or claim exemption from international student fees is November 1 for the Fall session and February 1 for the Winter session

15) STUDENT SERVICES ON-LINE

Many student services at U of T are provided on-line. Many of these services are offered through the Student Web Service (SWS) while others are offered through Portal and Blackboard. The Portal is accessed by clicking the Portal link on the main U of T website (www.utoronto.ca).

The Portal connects you to the services and information you want, while making it easier to interact with your friends, instructors and the University. Log in to Portal with your UTORid, and you will discover that it is a convenient way to instantly connect to the SWS, the U of T Libraries catalogue, your utoronto webmail and Blackboard.

Blackboard is a tool which connects students to their classroom, co-curricular and extra-curricular experiences. Your instructor may post important class announcements on Blackboard. You can also use Blackboard to communicate with your instructors and classmates through a discussion board.

Other important student services that are offered through the SWS (www.rosi.utoronto.ca) include:

- Income Tax Receipts (T2202A) which are issued in February and may be downloaded and printed
- Transcripts which can be ordered through the SWS (or in person at the University of Toronto Transcript Centre, Sidney Smith Hall, 100 St. George Street, Room 1006).
- Display your academic record
- Update address, phone numbers, contact information, direct deposit details and view other personal information
- Update and Reactivate SWS PIN
- View fees invoice
- Request to register without payment (i.e. fee deferral) for students receiving OSAP or other provincial government loans
- View list of transactions conducted through the SWS
- View your timetable
- Search and view course and building locations at any of the U of T campuses (including those from your own timetable) using Google Maps
- Vote in University related elections

IMPORTANT SGS DEADLINES

Aug 30 Deadline to defer or pay fees.

Sept 13 Final date for **registration**. After this date you must go to SGS with a receipt of payment and pay the late registration fee to be registered. Unregistered students will be removed from courses (and will have to re-enroll by the appropriate deadline), denied access to university facilities and will not receive tuition credit for September on the T2202A for the academic year.

Sept. 13 Deadline to request UTM/UTSc campus affiliation rebates for the Fall session.

Sept. 16: Final date to submit final doctoral theses to SGS to avoid fee charges for 2013/2014.

Sept. 22 Final date to **add** a September session or full-year course.

Oct. 4 Final date to be recommended for **Fall Convocation**.

Oct. 28 Final date to **drop** September session half and full-courses without academic penalty. Please note: deadlines for tuition fee refunds are different.

Nov 1 Deadline to change immigration status or claim exemption from international student fees for the September session

Jan. 7 Deadline to request UTM/UTSc campus affiliation rebates for the Winter session.

Jan. 15 Final date to submit PhD theses without fee payment for January session

Jan. 19 Final date to **add** January session courses.

Jan 24 Final date to be recommended for **March (in absentia) degree conferral**.

Feb 1 Deadline to change immigration status or claim exemption from international student fees for the January session

Feb 24 Final date to **drop** full-year courses or January session courses without academic penalty. Final date to withdraw from a program without academic penalty.

Apr 17 Final date to be recommended for **Spring Convocation**.