

Welcome to

**HEC MONTRÉAL**





Services aux étudiants  
**HEC MONTRÉAL**

# First Arrival Tips

## Fall 2015



# INFORMATION

- ✓ HEC Montréal
- ✓ Settling down
- ✓ Getting around Montreal
- ✓ What to do in Montreal
- ✓ Contact information
- ✓ Security - On & Off campus
- ✓ Health insurance - Medical assistance
- ✓ Campus facilities
- ✓ Cultural tips
- ✓ Travel - Work - Volunteer
- ✓ Useful tips

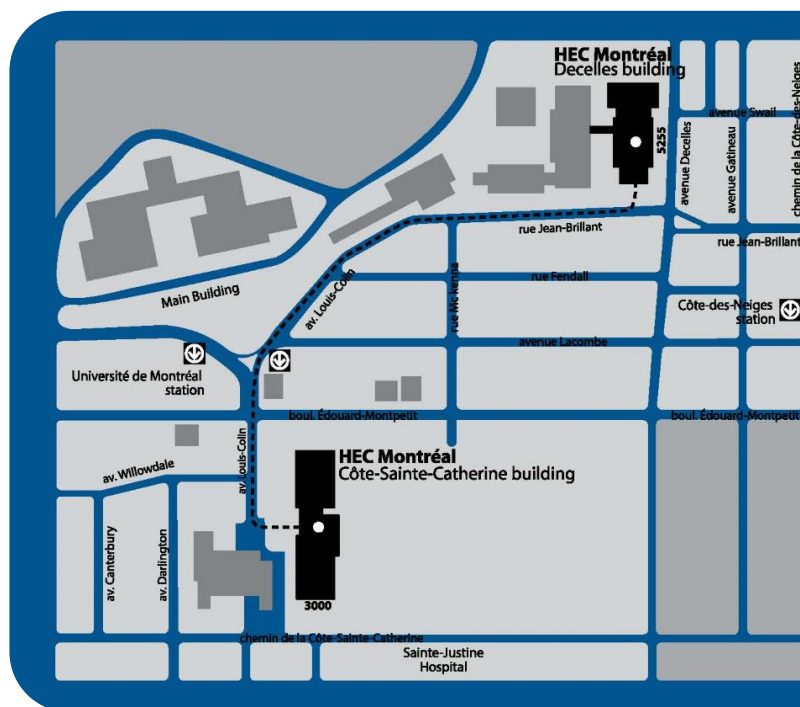
# HEC MONTRÉAL



Services aux étudiants  
**HEC MONTRÉAL**

# HEC MONTRÉAL

## Campus location



### HEC MONTRÉAL

#### Édifice Côte-Sainte-Catherine

3000, chemin de la Côte-Sainte-Catherine  
Montréal (Québec) Canada H3T 2A7

#### Édifice Decelles

5255, avenue Decelles  
Montréal (Québec) Canada H3T 2B1

514 340-6000

### PLAN D'ACCÈS

Bien ancrée dans son milieu, HEC Montréal est facilement accessible, notamment par le transport en commun.

L'édifice Côte-Sainte-Catherine est situé à quelques pas de la station de métro Université de Montréal.

L'édifice Decelles est situé à 5 minutes de marche de la station de métro Côte-des-Neiges.

### STATIONNEMENT

Un stationnement intérieur peut accueillir 475 véhicules et bon nombre de vélos. Les usagers qui adoptent le covoiturage, une pratique encouragée par HEC Montréal, bénéficient d'espaces réservés dans le stationnement.

## HEC MONTRÉAL – Key figures

- Affiliated with University of Montreal
- Canadian leader in research
- Largest bilingual business library
- Oldest business school
- Triple accreditation





## HEC MONTRÉAL – Key figures

- 13 000 students enrolled in 50 programs
- 35% of international students
- 147 countries represented
- 78 000 Alumni



# SETTLING DOWN





# HOUSING

## Housing assistance

**When :** August 27th (8:30am to 4:30pm)  
August 28th (8:30am to 4:00pm)

**Where :** Decelles Building  
Computer room LACED, 4th floor - South Section  
Computer room Lachute, 4th floor - South section

## Housing website


## Warnings

- Make sure to sign a rental contract or a sublet agreement
- Never pay cash deposit nor monthly rent without getting a receipt right away
- Be respectful and careful with the place you rent as you are liable for damage

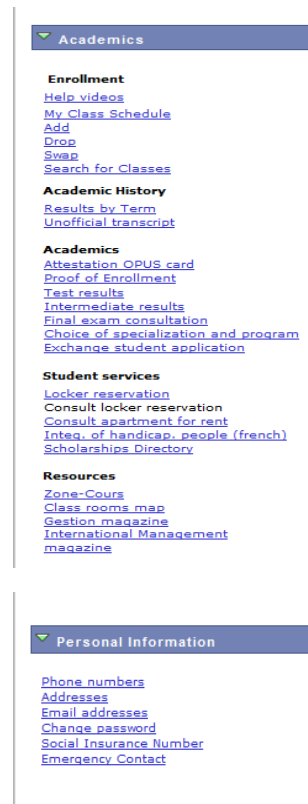
# BANK ACCOUNT

Opening a bank account  
-not always possible for one semester exchange student

Make an appointment with the bank and bring :

- Passport
  - A second ID with photo - such as driver's license
  - Proof of enrollment 
  - Admission letter from HEC Montréal
- OR
- HEC Montréal student ID card

Put your Montreal address  
in HEC en ligne 



The screenshot shows a navigation menu with the following sections:

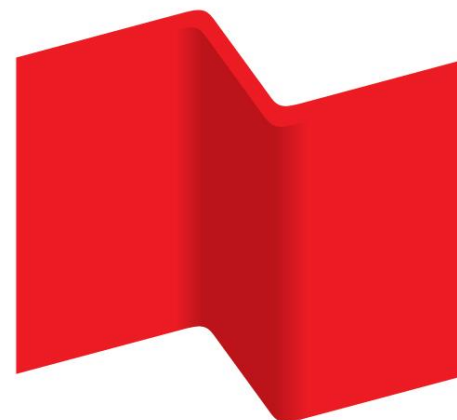
- Academics**
  - Enrollment**
    - [Help videos](#)
    - [My Class Schedule](#)
    - [Add](#)
    - [Drop](#)
    - [Swap](#)
    - [Search for Classes](#)
  - Academic History**
    - [Results by Term](#)
    - [Unofficial transcript](#)
  - Academics**
    - [Attestation OPUS card](#)
    - [Proof of Enrollment](#)
    - [Test results](#)
    - [Intermediate results](#)
    - [Final exam consultation](#)
    - [Choice of specialization and program](#)
    - [Exchange student application](#)
  - Student services**
    - [Locker reservation](#)
    - [Consult locker reservation](#)
    - [Consult apartment for rent](#)
    - [Inteq. of handicap people \(french\)](#)
    - [Scholarships Directory](#)
  - Resources**
    - [Zone-Cours](#)
    - [Class rooms map](#)
    - [Gestion magazine](#)
    - [International Management magazine](#)
- Personal Information**
  - [Phone numbers](#)
  - [Addresses](#)
  - [Email addresses](#)
  - [Change password](#)
  - [Social Insurance Number](#)
  - [Emergency Contact](#)

## BANKS NEARBY - Decelles Building



**Scotiabank**®

**5180, chemin de la Côte-des-Neiges  
Montreal  
Phone: 514-739-5508**



**BANQUE  
NATIONALE**

**5355, chemin de la Côte-des-Neiges  
Montreal  
Phone: 514-340-9550**

## TIPS ON BANKING



Do not keep a large amount of cash at home or on you



Beware of your home bank transaction fees



Avoid using private ATMs - Fees are high!



ATM machines in HEC Montréal buildings

# MOBILE PLANS

Only buy a plan that fits your needs

More expensive than Europe and USA

- Buy calling cards to call abroad or use Skype
- Phone call from Gmail - free from & towards Canada:  
[www.google.com/gizmo5/](http://www.google.com/gizmo5/)

Main providers have outlet at the downtown Eaton Centre

- **Koodo:** [koodomobile.com](http://koodomobile.com) (international SMS plan)
- **Fido:** [www.fido.ca](http://www.fido.ca) (international SMS plan)
- **Virgin:** [www.virginmobile.ca](http://www.virginmobile.ca)
- **Rogers:** [www.rogers.com](http://www.rogers.com)
- **Bell:** [www.bell.ca](http://www.bell.ca)
- **Telus:** [www.telusmobilite.com](http://www.telusmobilite.com)
- **Public:** [www.publicmobile.ca](http://www.publicmobile.ca)

Avoid any contract

# MOBILE PLANS

## What to know about contract



What are the contract terms and contract termination penalties



Unlimited incoming calls charge



How much is the monthly system access fee, 911 fee, voicemail service and call display charges



Incoming text messages charge

# GETTING AROUND MONTREAL





## BUS & METRO – OPUS CARD

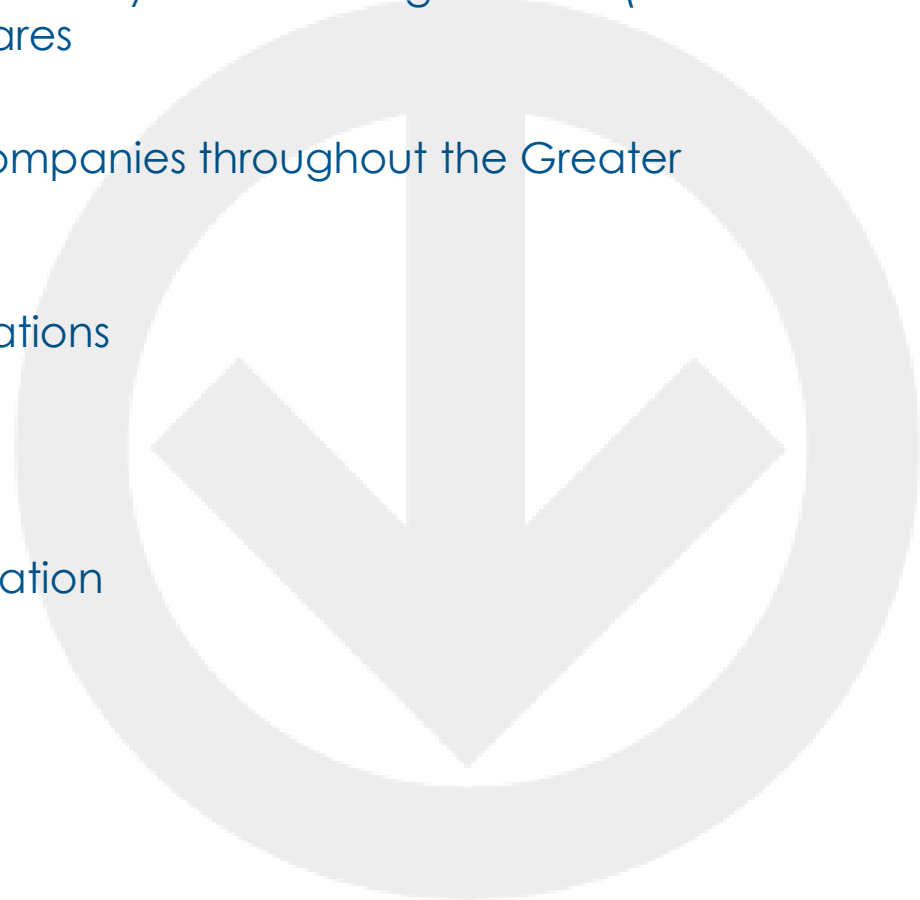
**The OPUS card is a smart card** on which you can charge all STM (Société de transport de Montréal) transit fares

**The OPUS card** is used by transit companies throughout the Greater Montreal area

**Rechargeable** in all the subway stations  
Several options available  
-daily, monthly, weekly, etc.

Go to [STM website](#) for more information

**Plan your trip with:**  
STM mobile application  
Google maps application



## REDUCED FARE OPUS CARD

### To be eligible for the reduced fare:

Students must be under 26 years old



### How to get reduced fare OPUS card:

Go to [STM](#) photo studio at Berri-UQAM metro station

You will need:

- Passport
- Attestation OPUS card - Only electronic attestation is accepted  
Do not print - You will have to access **HEC en ligne** on site  
If you don't have an electronic device, a tablet will be available on site
- \$15 cash payment only - exact amount

## BUS INFORMATION



Do not hesitate to ask the driver if you are going in the right direction and where to get off



If you don't have an OPUS card, you have to pay the exact amount of \$3.25



Use the night buses - cheaper than a taxi and safe



Plan your trip with:  
*STM mobile application and Google maps application*

## OTHER TRANSPORTATION



**TAXI**



**BIXI**

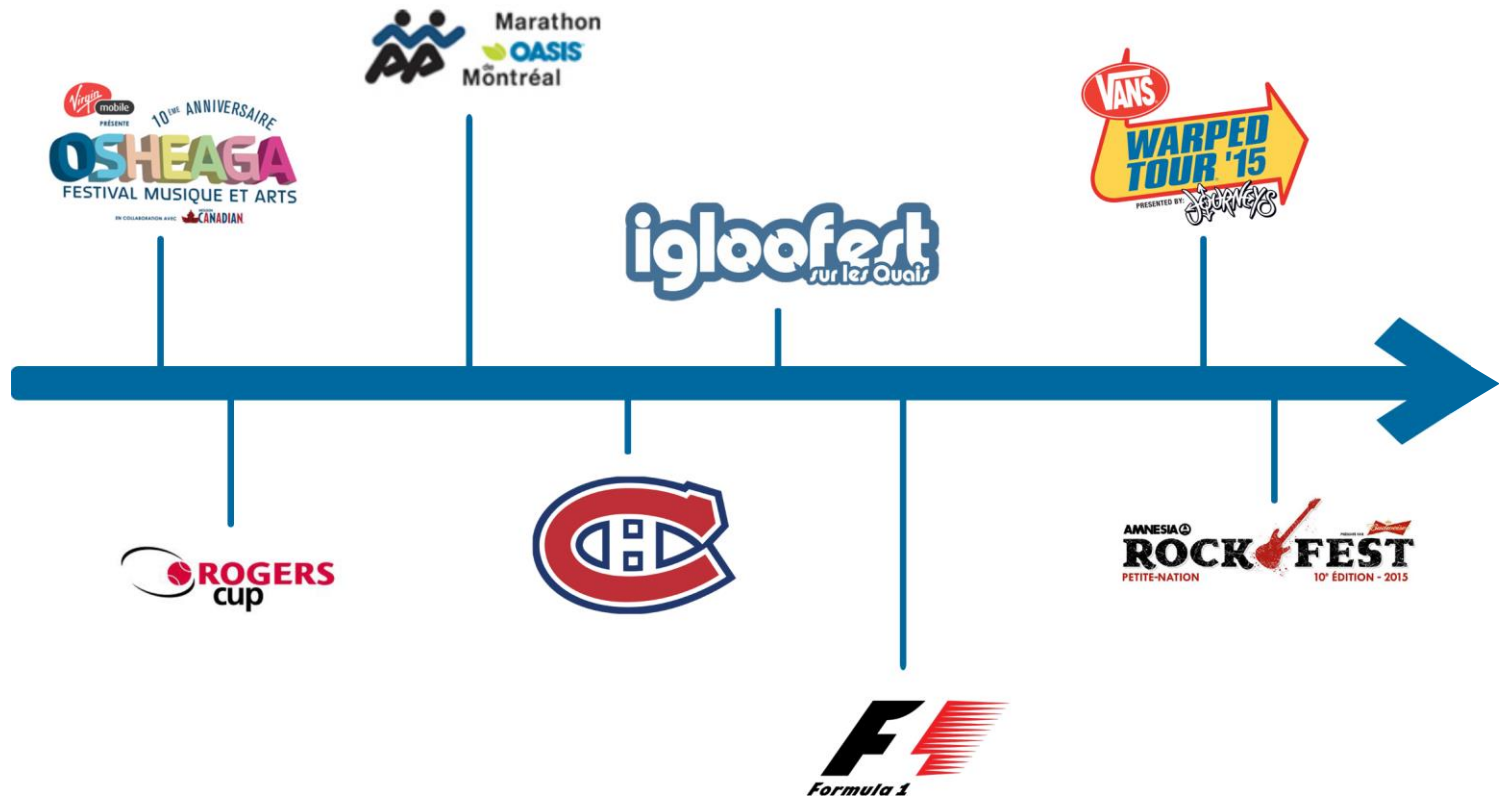


**RENTAL**

# WHAT TO DO IN MONTREAL



# A VERY DYNAMIC CITY



# MUCH MORE IN MONTREAL





# CONTACT INFORMATION



# PERSONAL INFORMATION UPDATE

Help us to help you



**Having a Montreal** postal address in HEC en ligne is highly recommended



# HEC EMAIL ADDRESS

Teachers and administrative staff will contact you through your HEC email account **ONLY**

Access your HEC email account through [courriel.hec.ca](http://courriel.hec.ca)

OR

Access through [www.hec.ca](http://www.hec.ca) home page,  
the link is on the right side of the screen



Username:

your email address in the following format:

[firstname.lastname@hec.ca](mailto:firstname.lastname@hec.ca)

Exemple: [john.smith@hec.ca](mailto:john.smith@hec.ca)

Password:

the same one you use for HEC en ligne

## Quick links

- All departments and Web sites
- Campus
- Course portal (directory)
- Faculty
- Inter-University transfers - CRÉPUQ
- Library (in French only)
- Make a gift online (in French)
- Online application
- Room reservation

## My HEC Montréal

- My profile (HEC en ligne)
- My courses (ZoneCours)
- My WebMail**
- My Web agenda
- My study room reservations
- My career

You can set up an automatic transfer from your HEC email to your personal email address

# SECURITY – ON & OFF CAMPUS



## STUDENT ID CARD

### Mandatory

Required for

- Exams
- Library
- Computer labs
- Access to sport complex CEPSUM
- Student activities
- COOP student discounts (\$) – books
- School access outside regular hours



# STUDENT ID CARD

## HOW TO GET IT

### Where:

Hall des Fondateurs  
Côte-Sainte-Catherine Building, Ground floor

### When:

**September 8 to 11** - 11 am to 7 pm

**September 12** - 11 am to 2 pm

**September 14 on**

Directly at the COOP store of both buildings  
- check opening hours

# LOCKERS

## Available from August 29 for 1 semester only

- 1 locker must be shared by 2 full-time students - Mandatory
- 1 shared compartment + 2 smaller individual compartments
- Students have to bring their own padlocks

**Reserve your locker via HEC en ligne with both students' ID numbers at the same time**

**Lockers are located in both buildings**  
– You cannot have lockers in both buildings



## TIPS ON SECURITY

### **Never carry your passport when you go out**

Keep it in a safe place at home

Take a photocopy with you if needed

### **When you go out in bar or club, your student ID card might not be accepted**

Bring also your home country's driver's license or another ID card with birth date

### **Do not leave your bag, computer or any other personal belongings unattended at all times!**

### **Do not walk around with too much cash money**

Keep it in a safe place

### **Warning**

Do not leave your drinks unattended in a bar or a club

Think safe!

# HEC MONTREAL SECURITY

**514-340-6611**

**OPEN 24/7**

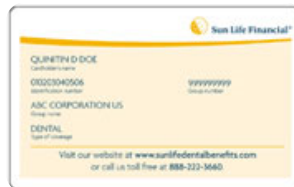
# HEALTH INSURANCE & MEDICAL ASSISTANCE



# HEALTH INSURANCE

## « Ministère de l'Éducation, du Loisir et du Sport du Québec » -Ministry of education

requires that international students obtain medical insurance that is valid in Quebec for the duration of their stay



HEC Montreal has an agreement with **Sun Life Financial** for all foreign students



**Nationals of certain countries** can be covered by Régie de l'Assurance maladie du Québec (RAMQ)

# HEALTH INSURANCE - MANDATORY



## All international students are automatically enrolled

- **No other insurance is accepted by HEC Montréal**
- Exception: [RAMQ bilateral exemption](#)
- Premium cost

### Coverage

- Access to health care clinics and hospitals
- Prescription drugs
- Do not cover: dental or eye care (unless accidental)
- Covered in USA - stay less than 60 days

**If any problem or misunderstanding of claim, FIRST,** contact your advisor at the International Exchange Office

**Sun Life Financial phone number** 1-800-361-6212

## HEALTH INSURANCE - EXEMPTIONS

Nationals of **Belgium, Denmark, Finland, France, Greece, Luxemburg, Norway, Portugal & Sweden**



Must register with the  
Régie de l'Assurance Maladie du Québec (RAMQ)



No cost



Coverage in Canada only

Access to health care clinics and hospitals

Do not cover: dental or eye care or specialist (unless accidental)

# HEALTH INSURANCE - RAMQ REGISTRATION

## STEP 1

### Students for 2 semesters - CAQ and Study Permit

[Online appointment scheduling service](#)

Appointment with  
the Régie de  
l'Assurance Maladie  
du Québec (RAMQ)

### Students for 1 semester

Phone appointment : 1 877-992-5233

## STEP 2

On site registration  
at the RAMQ

### Required documents :

1. Your passport
2. Your CAQ
3. Your attestation of full time studies
4. The form signed from your country
5. Your appointment confirmation
6. An address where you can receive your RAMQ card
7. Photo taken on the spot - \$ 9 + taxes

## STEP 3

Presentation  
proof of eligibility

### Deadline: September 17<sup>th</sup>, 2015

Proof of certification of eligibility from the RAMQ  
to be presented at the  
Admission Service of the Registrar – Decelles Building, 5.120

# MEDICAL ASSISTANCE - HOSPITAL VERSUS CLINIC

The waiting time can be long at the hospital  
**ONLY go there for an emergency!**

**If not an emergency GO to a clinic or refer to a pharmacist**

List of medical and dentist clinics around the campus  
is available at International Exchange Program Office.

**Clinic highly recommended:**

**La Clinique médicale de l'Université de Montréal -Campus Medical Clinic**



EDOUARD  
MONTPETIT

2101 Edouard-Montpetit - Room 110  
**Metro station** : Edouard-Montpetit

Phone number : 514-343-6452  
Opening hours : Monday to Friday - 9 am to 5 pm

**Be advised that doctors do not make house calls**



## MEDICAL ASSISTANCE - OTHERS

### Emergency: 911

Fire  
Police  
Ambulance

### Info-Santé: 811

Free medical advice (24/7)

### Drug Store (Pharmacy)

- If not severe, you can first consult a pharmacist when you are not feeling well
- You can find a large variety of prescription drugs off the counter - without prescription

# CAMPUS FACILITIES



# TECHNICAL RESOURCES

## WIFI access

**Username** = Student ID

**Password** = Same password as your HEC en ligne



## Printers & Photocopiers

**Manage your account** via HEC en ligne

**Where:**

Côte-Sainte-Catherine Building

- 1st floor, yellow section
- Library

Decelles Building

- 4th floor – at the intersection of Northern and Southern sections

# LIBRARY

Côte-Sainte-Catherine building, 2nd floor



## Opening hours

7 days a week - open until 10:00 pm on week-days

[Schedule](#)



## Documentation resources

324,303 books

1,427 periodical titles (printed)

42 computer terminals and wireless network



## Online Resources

292 databases

81,694 periodical titles

203,945 electronic books

# CEPSUM – CAMPUS SPORT COMPLEX

Cheap & Accessible



Special rates with your student ID card

[For more information](#)



**ÉDOUARD  
MONTPETIT**

**2100, boulevard Édouard-Montpetit**

Montreal, QC, H3T 1J4

[cepsum@umontreal.ca](mailto:cepsum@umontreal.ca)

Phone: 514 343-6150

# CULTURAL TIPS



## FOOD

### **Dépanneur** - equivalent of “7 Eleven”

- Corner store generally open until midnight
- Many handy products including alcohol (on sale until 11pm) and cigarettes

### **Grocery Stores - Supermarkets**

- Cheaper to buy food in a supermarket than at a “Dépanneur”
- The main supermarkets are Metro, IGA, Loblaws, Super C, Provigo
- Home delivery is possible!

# TAXES & TIPS

## Taxes

- **All prices are without taxes** except for basic food products
- Generally **add 15 %**

## Tips

- **Not included on the bill in restaurants, bars, night-club**
- **15% of the total bill is the norm**





# ALCOHOL & CIGARETTES

## Warning – Quebec strict laws

### It is forbidden:

To smoke within 9 meters of any public buildings

To smoke in restaurants, bars and night-clubs » **\$ 80 fine**

*Outside shelters are available most of the time*

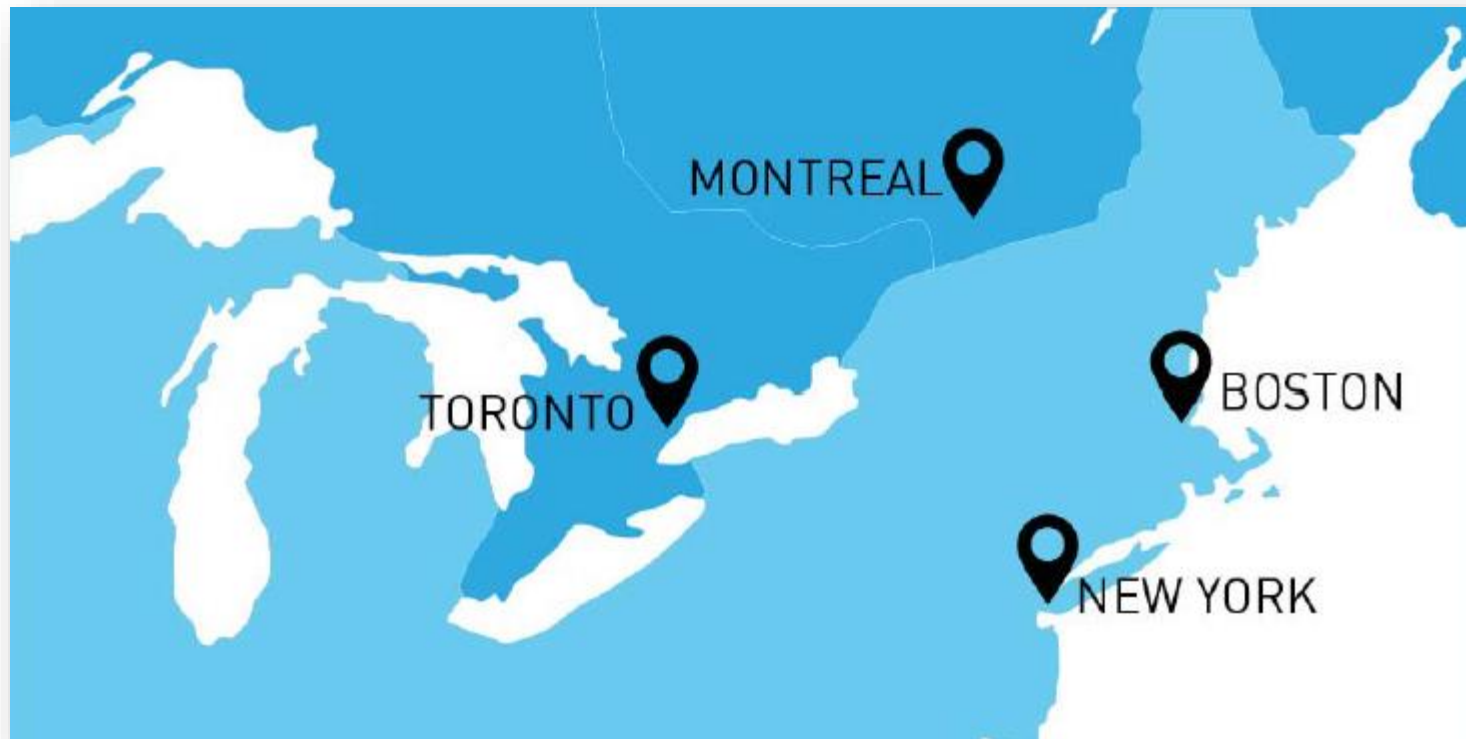
To drink in public areas » **\$ 140 fine**

**Keep in mind that HEC security guards are allowed to give fines!**

**TRAVEL.  
WORK.  
VOLUNTEER.**



# TRAVEL



## TRAVEL TO USA

### [Consulate General of the United States in Montreal](#)

Information on [visa](#)

Check requirements

Plan travelling and apply as early as possible



**Départs • Departures**

# WORK

## On campus

Extremely limited jobs available

Must absolutely be fluent in French

## Off campus and internships – Following the exchange ONLY

Possible internships - no assistance provided

The Government of Canada has [agreements](#) signed with some countries under IEC (International Experience Canada)

Applications are made through the embassy of your home country

## Warning

Working without authorization is illegal

Student will be send back in his country of origin without explanation

# VOLONTEER

## HEC Montréal Student Committees - Volunteering and social work

### **ABC (Action Bénévolat Communautaire)**

Social and Humanitarian action

### **HumanITERRE**

Fair Trade, Corporate, Social and Environmental Responsibility

### **Expression**

Arts and Culture

## For other opportunities - Apply at the Volunteer Bureau of Montreal

2015, Drummond Street, Suite 300, Montréal, H3G 1W7

Métro Peel, exit Stanley

[www.cabm.net/en](http://www.cabm.net/en)

Phone : 514.842.3351

# USEFUL TIPS



## USEFUL TIPS

- For matters of all kind, don't be shy to come to our office. We can help you!
- Give yourself the opportunity to meet locals and learn about our culture.
- Learn some French - It's worth it!
- Don't forget the main reason why you're here – Take time to study!
- Never forget that you are an ambassador of your home university
- Be respectful, kind and polite - It will make everything so much easier
- Above it all, don't forget: Make the most of your exchange!



# International Exchange Program Office

## Location

Decelles building, 5th floor, Room 5.260

## Opening hours

Monday to Thursday – 1:00 pm to 4:30 pm  
Friday: closed

## Advisors

**Carmen Brodeur** - [carmen.brodeur@hec.ca](mailto:carmen.brodeur@hec.ca)

**Caroline Therrien** - [caroline.3.therrien@hec.ca](mailto:caroline.3.therrien@hec.ca)

**Geneviève Benoit** - [genevieve.benoit@hec.ca](mailto:genevieve.benoit@hec.ca)



## ADDITIONAL INFORMATION

[Welcome guide](#)

[HEC Montreal website](#)

[HEChange Committee](#)

Facebook "HEChange Fall/Automne 2015"



# INVITATION – SPECIAL EVENT

## INTERNATIONAL STUDENT MOBILITY FAIR



**November 11<sup>th</sup>, 2015**

**We strongly invite you  
to take part in this great event!**

Great opportunity to promote  
your home university  
to future HEC Montreal exchange students.

Each university will have a stand



**QUESTIONS?**