FIRST ARRIVAL TIPS
WINTER 2017

International Activities and Student Mobility
CONTENT

✓ Location
✓ Personal information
✓ Security - On & Off campus
✓ Health insurance - Medical assistance
✓ Campus facilities
✓ Settling down
✓ Getting around Montreal
LOCATION

International Activities and Student Mobility
Decelles building – click here for map
Côte-Sainte-Catherine building – click here for map

Sport Complex
CEPSUM
PERSONAL INFORMATION
International Activities and Student Mobility

HEC MONTRÉAL
PERSONAL INFORMATION - MANDATORY

HEC en ligne
Put in your Montreal residence address

Emergency contact information
Complete the form previously sent by email
Teachers and administrative staff will contact you through your HEC email account ONLY

Access your HEC email account through courriel.hec.ca

OR

Access through www.hec.ca home page

Under MY HEC MONTRÉAL

Username: your HEC email address
To verify your email address
  Go to My profile (HEC en ligne) under “General Information”
  Look in the “Contact Information” box
Password: same as for HEC en ligne

Go directly in your HEC Webmail
Do not transfer to Gmail or Hotmail
<table>
<thead>
<tr>
<th>WHEN &amp; WHERE</th>
<th>MANDATORY TO ACCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Côte-Sainte-Catherine building, Hall des Fondateurs, RC-401</td>
<td></td>
</tr>
<tr>
<td>January 9 to January 13 (Monday to Friday) - 11 am to 7 pm</td>
<td></td>
</tr>
<tr>
<td>January 14 (Saturday) - 11 am to 2 pm</td>
<td></td>
</tr>
<tr>
<td>Côte-Sainte-Catherine building, COOP Store, RC-111</td>
<td></td>
</tr>
<tr>
<td>January 16 to January 20 (Monday to Friday) - 9 am to 7 pm</td>
<td></td>
</tr>
<tr>
<td>January 21 (Saturday) - 10 am to 3 pm</td>
<td></td>
</tr>
</tbody>
</table>

Exams  
Library  
Computer Labs  
Sport Complex CEPSUM  
Student activities  
School outside regular hours  
Campus medical clinic
HEALTH INSURANCE
MEDICAL ASSISTANCE

International Activities and Student Mobility
All international students are automatically enrolled
- Compulsory
- Premium cost
- Private health insurance plan are not accepted

Coverage
- Access to health care clinics and hospitals
- Prescription drugs
- Covered outside of Quebec less than 60 days
- Not covered: dental or eye care (unless accidental)

When and where can I get my Sun Life insurance cards - Member and Travel?
- A week after paying your insurance fees,
  you must print your card by referring to the guide
Exemption from the compulsory HEC Montréal health insurance plan
• Fee waived when covered by the Régie de l’Assurance Maladie du Québec (RAMQ)

Eligibility for the no fee Quebec Health Insurance Plan (RAMQ)
• Students must be nationals and residents of Belgium, Denmark, Finland, France, Greece, Luxemburg, Norway, Portugal, Romania or Sweden
• Must be covered by the health plan of their country of origin and have obtained the required official form

Coverage
• Access to health care clinics and hospitals (in Canada only)
• Prescription drugs: covered for Belgian and French students only
• Dental or eye care: not covered unless accidental
HEALTH INSURANCE – RAMQ REGISTRATION

Step 1

On site registration at the RAMQ

Required documents
1. Your passeport
2. Your CAQ and study permit
   (two semesters exchange students only)
3. Your attestation of full time studies
4. The form signed from your country

A Montreal postal address to receive your RAMQ card

Photo taken on the spot – 9 $ + taxes

Step 2

Presentation proof of eligibility

Proof of certification of eligibility from the RAMQ

RAMQ certification must be presented at the Information Desk, Decelles Building, room 2.260

No later than January 19, 2017

THEN - the mandatory health insurance fee will be waived
Students with RAMQ card
Present your RAMQ card (Common name “Carte Soleil”)

Students with Sun Life card
Inside Quebec
Present your Sun Life card
• If accepted – no upfront payment required
• If not accepted – upfront payment required
  To be reimbursed, you will need a medical certificate from the health professional
  OR the Medical Claim Form with the “Physician’s statement” section completed
  First month of arrival
  • If you need medical care, you will have to upfront the payment and be reimbursed afterwards
First claim
• Contact your Student Advisor

Outside Quebec
Refer to the Travel Card (Europ Assistance)
MEDICAL ASSISTANCE

Info-Santé - Free medical advice (24/7) - Dial 811

Emergency - Fire, Police, Ambulance - Dial 911

Hospital versus Clinic
• ONLY go to hospitals for emergencies - Waiting time can be long
• GO to a clinic or refer to a pharmacist if not an emergency
• Be advised that doctors do not make house calls
• Campus medical clinic highly recommended - Student ID card required

La Clinique médicale de l’Université de Montréal
Address: 2101 Edouard-Montpetit - Room 110
Metro station : Edouard-Montpetit
Phone number : 514-343-6452   Press 1 to skip French message
Opening hours : Monday to Friday - 9 am to 5 pm

For more information
SECURITY
ON & OFF
CAMPUS
International Activities and Student Mobility
ON CAMPUS SECURITY

OPEN 24/7
Security Desk at the main entrance of each building

A STORM IS COMING?
Get the latest info! Winter Storm

REFER TO
HEC Montréal Website main page
Think safe

Never carry your passport when you go out
  Keep it in a safe place at home
  Take a photocopy with you if needed

Never leave your bag, computer or any other personal belongings unattended

Do not keep a large amount of money at home nor on you
RESOURCES

WI-FI access

Username: Student ID
Password: same as for HEC en ligne

Library

Côte-Sainte-Catherine building, 2nd floor
7 days a week: Schedule

Printers

Côte-Sainte-Catherine building, 1st floor (yellow section) & Library
Decelles building, 4th floor – at the intersection of Northern and Southern sections
All instructions in French on location
• Refer to the document for instructions in English
• On location, use Google translate application (option camera)
Available from **January 9**, for 1 semester

- 1 locker must be shared by 2 full-time students
- 1 shared compartment + 2 smaller individual compartments
- Bring your own padlocks
- You cannot have lockers in both buildings

**Reserve your locker via HEC en ligne with both students’ ID numbers**
CEPSUM – CAMPUS SPORT COMPLEX

Access with your student ID card
Free membership
Special rates
• Training room: 92$ for 4 months
• Other activities: up to 40% reductions

For more information
2100, boulevard Édouard-Montpetit
Montreal, QC, H3T 1J4
cepsum@umontreal.ca
Phone: 514 343-6150
SETTLING DOWN

International Activities and Student Mobility
Assistance on arrival

**When:** January 9 (Noon to 5 pm)

**Where:** Côte-Sainte-Catherine building (Louis-Colin Entrance)
Student Services, RJ711

**Assistance throughout the semester:** logement@hec.ca

**Information:** 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
  - you are liable for damages
OPENING A BANK ACCOUNT

Not all banks will accept to open a bank account for less than 6 months

Make an appointment with the bank

Documents required

- Passport
- A second ID with photo - such as driver’s license
- Proof of enrollment with Montreal address – Available in HEC en ligne
- Admission letter from HEC Montréal or HEC Montréal student ID card

Student ID card required for reduced fees student account

Make sure to have your Montreal residence address in HEC en ligne
BANKING

Banks nearby

Scotiabank
180, chemin de la Côte-des-Neiges
Montréal
Phone: 514-739-5508

Banque Nationale
5355, chemin de la Côte-des-Neiges
Montréal
Phone: 514-340-9550

ATM machines in HEC Montréal buildings
GETTING AROUND MONTREAL

International Activities and Student Mobility
The OPUS card is a smart card on which you can charge transit fares

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

Plan your trip
- STM mobile application
- Google maps application

More information at the Montreal transit system website (STM)
To be eligible for the reduced fare
Students must be under 26 years old

How to get the rechargeable card
Go to STM photo studio at Berri-UQAM metro station
You will have to show
  • “Attestation OPUS card” on HEC en ligne from an electronic device
    (If you don’t have an electronic device, a tablet is available on site)
  • Your passport
You will have to pay $15 (cash only and exact amount)
If you don’t have an OPUS card, you have to pay the exact amount of $3.25 (one way)

Do not hesitate to ask the driver if you are going in the right direction

Use the night buses, they are safe

Taxis are safe and also recommended at night

International driver license required
Welcome guide

HEC Montreal website

Incoming Exchange Student website

HEChange Committee

Facebook ‘’HEChange Group Winter/Hiver 2017’’
For all enquiries, contact us FIRST
Signatures for Arrival form, Learning agreement, everything!

Decelles building, 5th floor, room 5.260

Opening hours
Monday to Thursday – 1 pm to 4:30 pm
Friday: closed

Contacts
Carmen Brodeur – carmen.brodeur@hec.ca
Caroline Therrien – caroline.3.therrien@hec.ca
Geneviève Benoit – genevieve.benoit@hec.ca