



# **Pre-Arrival Guide for Visiting Faculty Members and Researchers**

**Schulich School of Medicine & Dentistry**

**Western University**

**London, Ontario, Canada**

Dear visiting faculty member or researcher,

Welcome! We are glad that you have decided to spend a part of your professional career with us. At Western University, our heritage of excellence continues to draw exceptional faculty, staff and students from around the world. International faculty members often choose to teach or do research at Western due to our world-class research facilities and infrastructure, and the high calibre of our academic programs.

As a Western faculty member, you are part of a diverse community on campus. The University is committed to providing culturally sensitive and inclusive services to all students, faculty and staff, while embracing the multiculturalism which defines our campus body.

The Schulich School of Medicine & Dentistry has a long tradition of excellence, beginning with founding of the medical school in 1881 and continuing with the formation of the dental school in 1964. Our reputation has been built by dedicated teachers, breakthrough discoveries, our commitment to social responsibility and our affinity for strategic partnerships. Today, Schulich Medicine & Dentistry is a leading Canadian centre of outstanding education and research shaping health care for the next generation.

This Guide is intended to assist you in planning your trip to Canada and settling in to the city of London and the campus. If you have other questions, please feel free to contact us:

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Web: [www.schulich.uwo.ca/international](http://www.schulich.uwo.ca/international)

We look forward to welcoming you and hope you enjoy your stay!

## **Contents**

Planning your travel .....	6
Flying into London.....	6
Getting to London by bus or train .....	7
From downtown London to Western University .....	8
Getting to Western University from Toronto by car.....	9
What to bring .....	9
Essential documents.....	9
Other important documents.....	10
Personal items .....	10
Money .....	10
Before you leave.....	10
Health Care/Insurance .....	10
Foreign academics.....	11
Academic Physicians .....	12
Spouses/Partners and accompanying children .....	12
Social Insurance Number.....	12
Required Documentation .....	13
Permanent Residence .....	13
Arriving in Canada .....	14
What can I expect at the port of entry?.....	14
Cell phones and alternative communications .....	14
Driving in Ontario .....	14
Visas.....	15
Taxes.....	15
Welcome to London .....	15
Getting around London .....	16
LTC Bus routes .....	16
Where to get food .....	16
Things to do in London .....	18

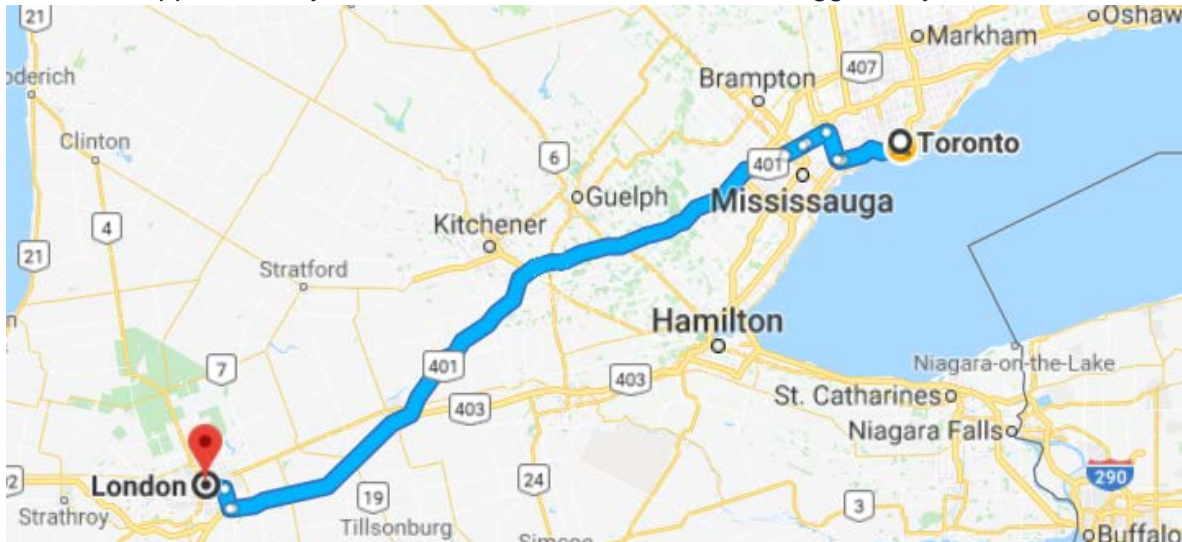
Tourism Ontario .....	19
Pets .....	19
Bicycle Paths .....	19
Financial Information.....	19
Western University.....	20
Western International.....	20
Medical Sciences Building .....	20
University Community Centre (UCC).....	20
Western Student Rec Centre .....	21
Campus Meal Plan.....	21
Intercollegiate Athletics .....	21
Music Western .....	21
Western Film.....	21
Health and Safety .....	21
Administrative Resources .....	22
Faculty Relations .....	22
University of Western Ontario Faculty Association (UWOFA).....	22
Western Clinical Teachers Association (CTA).....	22
University Resources .....	22
Equity and Human Rights Services (EHRS).....	22
Research Western .....	23
Western Libraries .....	23
Purchasing .....	23
Teaching and Class Resources .....	23
London Hospitals .....	24
How to get to University Hospital .....	24
How to get to St. Joseph's Hospital.....	24
How to get to Victoria Hospital or Parkwood Institute .....	25
Walk-in Medical Clinics .....	25
Accommodations .....	25
On campus .....	25

Off campus .....	26
Culture .....	26
Cultural Centre.....	26
Childcare .....	26
On campus childcare .....	26
Schooling.....	28
Languages.....	28
Enrollment .....	28
Private Schools.....	28
Public School Board.....	29
Vocation and Adult Education .....	29
Other .....	29

## Planning your travel

### Where is London located?

London is approximately a 2-hour drive west of Toronto, the biggest city in Canada.



### Getting to London from Abroad

Individuals travelling to Canada by air should make their destination *Toronto Pearson International Airport (YYZ)*. There are a variety of options to get to London from Toronto, including airplane, bus, train, and car.

### I) Flying into London

You can catch a connecting flight from Toronto Pearson International Airport (YYZ) to *London International Airport (YXU)*. The flight takes approximately 40 minutes.

From London International Airport, you can get to the university by taxi or rental car.

**Taxi:** The average rate for a taxi from London International Airport to Western university campus is about \$40 + tip (in Canada, it is customary to tip 10-15%).

**Rental car:** If driving by rental car, follow Oxford Street (the main street exiting from the airport) going west. Turn right (north) on Richmond Street. Turn left (west) on University Drive at Western's main gates.



## **II) Getting to London by Bus or Train**

### **From Toronto Pearson International Airport:**

A cheaper alternative to flying into London is to take the airport bus service *RobertQ*. A one-way ticket from Toronto to London costs approximately \$76.00 for students (you must show proof of student status, e.g. letter of acceptance or student card). While reservations are not required, they are recommended.

At Toronto Pearson International Airport, RobertQ can be found in terminals 1 and 3 at the ground transportation desk. In terminal 1, report to the RobertQ check in counter located on Ground Level, one level below arrivals level, at Post P. In terminal 3, report to the Out of Town Services Desk, inside to the right of door "C" on the arrivals level. Passengers must arrive at least 15 minutes prior to departure.

#### **RobertQ Airbus & Courier**

105 Wharncliffe Road South, London, Ontario

Telephone (reservations information): 519-673-6804

Telephone (toll free from Canada & USA): 1-800-265-4948

<https://www.robertq.com/>

E-mail: [airbus@robertq.com](mailto:airbus@robertq.com)

If you would like to visit downtown Toronto before coming to London, you can take the *UP Express*, a shuttle that travels between Toronto Pearson Airport and downtown Toronto Union Station in 25 minutes. A one-way ticket on the UP Express costs \$12.35. Tickets can be bought online at <https://www.upexpress.com/Tickets/BuyTickets> or at UP Express Ticket Vending Machines or service counters at the airport. From Union Station, you can explore downtown Toronto by foot or *TTC* subway/bus system. Alternatively, once downtown, you may take the *VIA Rail* train from Union Station to London. Details about VIA Rail can be found in the transportation options listed below.

**From downtown Toronto** (NOT recommended if you are at Toronto Pearson Airport):  
If you are INSIDE the city of Toronto, you can get to London by bus or train.

**Bus:** A one way *Megabus* bus ticket from downtown Toronto to London (Western University) costs approximately \$25.00. Megabus buses also depart from many other cities in Canada and the United States. No reservations are needed. Tickets must be purchased in advance at <https://ca.megabus.com/>. This will take 2.5 to 4 hours, depending on the bus.

**Megabus**

customerservice@megabus.com

<https://ca.megabus.com/contact-usm>

London Bus Terminal  
1999 University Drive  
London, Ontario

Toronto Bus Terminal  
64 Front Street (Union Station Bus Terminal)  
Toronto, ON

**Train:** A one-way ticket from downtown Toronto Union Station to London costs \$60.00-\$170. VIA Rail trains also depart from many other cities in Canada. It is recommended to buy tickets ahead of time either online, by phone, or at a VIA Rail station. The train takes 2 to 3.5 hours to arrive in London.

**VIA Rail Trains**

1-888-842-7245

<http://www.viarail.ca/>

**III) From downtown London to Western University:**

If you are arriving to downtown London (VIA Rail terminal), you can get to campus by car, public bus, or taxi.

**By car:** Follow Richmond Street (the main street east of the bus station) going north. Turn left (west) at Western's main gates on University Drive.

**By London Transit Commission (LTC) public bus:** There are three bus routes from downtown London to Western University, each about a 15-20 minute bus ride.

- From Richmond Street/York Street, take the #6 Richmond Bus (going North)
- From Richmond Street/Dundas Street, take the #2(A/B) Dundas Bus (going West)
- From Wellington Street/York Street, take the #13 Richmond Bus (going North)

One-way bus fare is \$3.00 (exact change required). You can also buy SuperSaver Bus Tickets (5 for \$11.25) from the LTC office, UCC InfoSource, and many convenience stores.

**By taxi:** A taxi ride from downtown to campus usually costs \$15-20.

- Yellow London Taxi: 519-657-1111
- U Need a Cab: 519-438-2121
- London Green Taxi: 519-777-8888
- Blue & White: 519-432-8294



#### **IV) Getting to Western University from Toronto by Car**

From the East or South on Highway 401 (Downtown Route):

- Follow Highway 401 to Wellington Road/Exeter Road Exit (# 186).
- Take the Wellington Road branch and head north passing through downtown to Pall Mall Street.
- Turn west (left) onto Pall Mall and proceed one block to Richmond Street.
- Turn north (right) onto Richmond Street.
- Turn left onto University Drive at the University Gates.

From the East or South on Highway 401 (Peripheral Route):

- Follow Highway 401 and exit on Highbury Avenue (Exit #189) north to Oxford St.
- Turn west (left) on Oxford Street and proceed to Richmond Street.
- Turn north (right) onto Richmond Street.
- Turn left onto University Drive at the University Gates.

From the West:

- Follow Wharnccliffe Road north past Oxford Street, merge onto Western Road.
- Follow Western Road past Sarnia Road to the University Gates at Lambton Drive.
- Turn east (right) onto campus.

From the North:

- Follow Highway 4 south to the Richmond Gates on University Drive.

### **What to Bring**

#### **Essential Documents**

Carry these documents with you and be prepared to show them to immigration officials at the Canadian Port of Entry (e.g. the airport). Do *not* pack these documents into checked luggage. Make photocopies and take pictures keep with you and to leave with family or friends at home.

- Valid passport (or proof of U.S. citizens)
- Valid Canadian Temporary Resident Visa (if applicable)
- Letter of Introduction issued by the Canadian Visa Office that approved your Permit application (if applicable)
- Original Letter of Acceptance from Western University
- Proof of funds available for your stay in Canada (money transfer, letter of credit or other proof) (if applicable)

- Any other documents recommended by the Canadian Visa Office where you applied for your Permit

### **Other Important Documents**

- A list of any items you are sending separately or which you do not clear through customs when you arrive. Have the list stamped by immigration, if possible.
- Medical and Immunization (vaccination) Records, translated if possible
- Medical Insurance Policy (if applicable)
- Driver's license or International Driver's license, driving insurance records, and Vehicle Registration and Insurance Papers if you plan to drive in Canada
- List of important phone numbers

### **Personal Items**

- Medications and prescriptions
- Business casual clothing and close-toed professional shoes for the clinic/hospital
- Weather-appropriate clothing; in the summer, temperatures are usually 20-30°C
- Stethoscope
- Plug adapter/transformer
- Laptop, phone, etc.

Keep in mind that there are restrictions on bringing items like plants, food products, and herbal remedies. Regulations are available at the [Canada Border Services Agency](https://www.cbsa.gc.ca/travel-travellers).

### **Money**

When you arrive in Canada, you should have access to at least enough money for immediate needs (e.g. food and accommodation for your first week). Ask for Canadian dollars in denominations of less than \$50. Major credit cards are widely accepted. If you have a debit card with a PLUS, Cirrus, or Maestro symbol, you can use any ATM with the same symbol (with a transaction fee).

Ask your bank at home about the best way to transfer money to Canada. Options include bank draft or international wire transfers.

## **Before you leave**

### **Health Care/Insurance**

International faculty and their dependents are covered under a health care package called University Health Insurance Plan (UHIP). UHIP provides affordable insurance to pay the cost of the hospital and medical services that international faculty in Ontario and their families might need to maintain their health while in Canada. The plan provides coverage

comparable to that of OHIP for Ontario residents. Rates for one person for 2021-2022 are \$252.00 per term (4 months) or \$63 for one month. Visiting faculty must apply for UHIP for their families within 30 days of arriving in Canada to avoid a late penalty fee of \$500. UHIP is mandatory for visiting faculty members who are staying for 3 weeks or more, and optional if staying for less than 3 weeks. For additional information visit <http://uhip.ca/>.

A visiting faculty member can apply for UHIP exemption if they have an alternative health plan that is at least equal to UHIP. To apply for exemption, please email the following to human resources([dostia@uwo.ca](mailto:dostia@uwo.ca)):

1. Proof of coverage stating your name, name of insurance plan and company, start and end dates of coverage.
2. Specific plan policy details that includes what is covered, deductibles, exclusions.

These must be in English as their plan will be reviewed against UHIP. Exemption applications must be submitted no more than 45 days after joining UHIP.

You should ensure that you have adequate private health insurance to cover your time traveling before you reach Western University, as the UHIP insurance is only valid once you arrive on campus.

### **Foreign Academics**

All Foreign Nationals who accept a probationary and tenured appointment at Western University must possess a work permit issued by Citizenship and Immigration Canada (CIC) before the start of employment. Western University cannot legally employ foreign nationals who do not possess a valid work permit.

- **Work Permit Application Process** - The Office of Faculty Recruitment and Retention (OFRR) will initiate the process of obtaining a work permit for you to legally work in Canada. OFRR will submit an application to ESDC/Service Canada for a positive Labour Market Impact Assessment (LMIA). Upon a successful application to Service Canada, this LMIA will be sent to the Foreign National with further instructions on how to obtain a work permit. This LMO is required by CIC to issue the temporary work permit at either the port of entry or through an application made to the appropriate Canadian Consulate/Embassy. LMIAs are required for probationary and tenured academic positions and are not required for post-doctoral fellows, visiting professors, and other specialized circumstances. Please contact OFRR to ensure that the immigration guidelines in your specific situation are properly satisfied.

The validity of the work permit will vary and it is dependent on a number of factors including the duration of the LMIA, validity of passport and length of job offer.

The cost of a work permit is \$155.00.

### **Academic Physicians**

- Physicians who require licensure through the Canadian College of Physicians and Surgeons (CPSO) will be required to apply for a work permit through the appropriate Canadian Consulate in order to facilitate the process of obtaining the medical exam required for the health care field.
- All physicians must have a medical completed by a Canadian Medical Practitioner.
- Once the medical results have been received by IRCC, a confirmation letter will be issued by the Consulate and application for the work permit may be made at the Canadian port of entry.
- Once you have your work permit, please provide a copy of your academic unit at your earliest convenience.

### **Spouses/Partners and Accompanying Children**

Non-Canadian spouses/partners of Skilled Workers may qualify for an open work permit in Canada without the need of a LMIA from Service Canada. More information can be found at the Citizenship and Immigration Canada website ([IRCC](#)).

The spouse/partner of the academic may apply for an "open" work permit that will allow him/her to work in a non-restricted occupation for any employer. A privilege fee of \$100.00 has been introduced by IRCC to offset administrative and compliance costs.

The work permit of the spouse/partner will be valid for the same period as the primary work permit holder's authorization to work in Canada (as long as it does not surpass the validity of the passport). Open work permits for foreign nationals who do not require a visitor visa for entry into Canada may be obtained at the port of entry at the same time as the primary applicant. If the open work permit was not issued at the point of entry with the Skilled Worker, an application may be submitted through the Case Processing Centre in Vegreville, Alberta using an [extended stay application](#).

If applicable, visitor records and/or study permits for accompanying dependent children will be issued at the port of entry. It is important for accompanying family members to have the appropriate immigration documentation for benefits coverage.

### **Social Insurance Number**

Upon receipt of the work permit, all foreign nationals must apply for a Social Insurance Number (SIN) at the local Service Canada Office. This number must be provided to Human Resources for employment purposes and the validity of this SIN will be linked to

the expiration of the work permit. Social Insurance Number (SIN) is a nine-digit identification number that is unique, personal and confidential.

[www.servicecanada.gc.ca/eng/sc/sin/index.shtml](http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml)

### **Required Documentation**

Please ensure that you review the CIC website beforehand to ensure that all necessary information has been included in your application to extend your work permit. The following documents will need to be included in your electronic submission:

- Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM 5710)
- Photocopy of your marriage certificate
- Photocopy of all marked pages of your passport
- Photocopy of your current work permit
- Photocopy of the letter of appointment from Western
- Photocopy of your Valid Labour Market Opinion

Please remember to renew your Social Insurance Number (SIN) and Ontario Health Insurance Plan (OHIP) when you receive a copy of your new work permit.

### **Permanent Residence**

Foreign Nationals who have been hired into probationary or tenured positions at Western must apply for permanent residency if they plan on staying and living in Canada. Work permits are issued by Citizenship and Immigration Canada and are intended to be temporary. Work permits are not issued indefinitely. Citizenship & Immigration Canada has a number of different immigration streams to which foreign Nationals may apply through for permanent residence. Each stream has different eligibility criteria that must be met by the principal applicant; therefore, please review the CIC website for more information. Extensive documentation is required in preparation for filing a complete permanent residence application. Some of the major documents that are required for submission include, but not limited to, the following:

- **Police Clearance Certificates**

Clearances will be required for all applicants over the age of 18 for all countries where you have lived for six months or longer since the age of 18. Police clearances must be issued within three months preceding the date that you send in your application.

- **Identity Documents**

All applicants (primary applicant and dependent children) will need to include photocopies of birth, marriage, separation, and/or divorce certificates in the application. In cases where there are dependent children who will be accompanying the principal applicant to Canada, custody papers or notarized letters from ex-spouses will need to be included to confirm the custody arrangement.

- **Work Experience**

Notarized employment contracts from your current and previous employers.

- **Proof of Language Proficiency**

The principal applicant must register for one of the following English Proficiency exams:

- **Celpip General:** Please ensure that you register for the GENERAL exam
- **IELTS General Training:** Please ensure that you register for the GENERAL TRAINING exam

## **Arriving in Canada**

### **What can I expect at the port of entry?**

When you arrive in Canada, you will be greeted by a port of entry official. He or she will ask to see the documents listed below, so be sure to carry them with you. Do not pack them in your checked luggage. You could be refused entry into Canada if any of these documents are missing or if any of the information on them is incorrect:

- Valid passport or travel document (with a valid temporary resident visa, if required), valid study or work permit for the duration of your stay
- Copy of all documents in your visa application
- List of items you are bringing into Canada, including any items sent separately

### **Cell phones and alternative communications**

Unfortunately, your cell phone may not work in Canada. Phones from other countries must be a tri-band or quad-band GSM phone or 3G phone supporting 1900Mhz to be compatible—these phones are not usually sold outside North America. If your phone is compatible, it must be unlocked to use a local SIM card. You can buy a pay-as-you-go SIM card from most major phone carriers (e.g. Rogers, Bell, Virgin, Telus, Fido). In London, these cell phone carriers can be found at Masonville Place, a shopping centre near campus. Alternatively, it may be worthwhile to buy a cheap phone for the duration of your stay.

If you have an iPad or other easily portable devices with Internet access, this may be a better mode of communication. Wireless Internet (uwosecure and eduroam) is available throughout campus with your faculty login. Free Wi-Fi is also available at many public establishments, including McDonald's, Tim Horton's and Starbucks.

### **Driving in Ontario**

Ontario currently has 12 driver's license classes. Each class qualifies you to drive a different type of vehicle; however, the "G" license is the most common allowing the driver a full license to operate any car, van or small truck. The Ministry of Transportation Driving



Licensing website is located at: <http://www.mto.gov.on.ca/english/dandv/driver/>

Please note that if you have a valid driver's license from another province or country, you can use that license for 60 days in Ontario. At the end of two months, you will be required to apply for an Ontario driver's license. For more information on exchanging an Out-of-Province Driver's License, please visit the following website for more information:

<http://www.drivetest.ca/en/license/ExchangeOutProv.aspx>

If it is determined that you need to take a knowledge and road test, please call the Driver

Exam Center, 220 Exeter Rd, 873-4300, Monday to Friday, 8:30 a.m. to 5 p.m. If you do not need to take the exams, you can obtain a license from any of several issuing offices.

Office locations can be found at: <http://www.drivetest.ca/en/loc/Dec.aspx>

### **Visas**

Depending on where you are from, a visitor's visa will be required to enter Canada. To figure out whether or not you need the visa, please visit at:

<http://www.cic.gc.ca/english/visit/visas.as>

### **Taxes**

The Harmonized Sales Tax (HST) is 13% in Ontario. Ontario provides relief on the 8% provincial portion of the HST on specific items through a point of sale exemption



## **Welcome to London**

London is a mid-sized Canadian city with a population of over 400,000. It is located 2 hours away from Toronto and 2 hours away from Detroit, Michigan at the United States border.

### Getting around London

- **London transit (LTC):** The public bus regularly services most areas of London. Fares can be paid in cash (\$3.00 in exact change), tickets (5 for \$11.25), or monthly pass (\$95.00). For more information and schedules, visit <http://www.ltconline.ca/>
- **Cycling:** In the spring, summer, and fall, you can cycle around London, especially on the bike paths along the Thames River.

### LTC Bus Routes

The public bus will be your primary mode of transportation around London. Many routes go through campus.

- **#2/102 Dundas:** Goes south on Western/Wharncliffe Road to downtown.
- **#6/106 Richmond:** Goes south on Richmond Street to downtown and Victoria Hospital/Parkwood Institute.
- **#10 Wonderland:** Goes north of campus to Masonville Place (shopping centre and movie theatre) or south of campus to Westmount Mall and White Oaks Mall.
- **#13 Wellington:** Goes north of campus to Masonville Place or south of campus to White Oaks Mall.
- **#33 Proudfoot:** Goes southwest of campus to Cherryhill Mall and Fleetway.

### Where to get food

There are many grocery stores around London that are accessible by bus. It is recommended that you bring reusable bags to carry your groceries.

- **Grocery Checkout:** Grocery store located on campus, in the lower level of the UCC. It is the most convenient option, but has a small selection and higher prices.
- **Food Island:** Asian grocery store located at 530 Oxford St. W.
  - From Alumni Hall, take the #10 bus (southbound to White Oaks Mall) and get off at Wonderland/Oxford
- **United Supermarket:** Asian grocery store located at 1062 Adelaide Street.
  - To get here by public transit, walk to Richmond/Huron and take the #1 bus (eastbound to Kipps & Adelaide) and get off at Huron/Adelaide.
- **Superking Market:** Asian grocery store located at 85 Wonderland Road South.

Fast food is plentiful on and around campus. Tim Horton's is a popular Canadian fast food place for coffee and quick meals. Outside of campus, there are many restaurants serving a variety of foods from around the world, especially on downtown Richmond Street.

There are many different kinds of supermarkets to choose from in London, offering a wide variety of food and household products

- **Costco Wholesale**  
693 Wonderland Rd N                      4313 Wellington Rd S  
(519) 474-5301                              (519) 680-1027
  
- **Food Basics**  
1299 Oxford St E Rd N    1200 Commissioners Rd E    1225 Wonderland Rd N  
(519) 453-8510                      (519) 649-0099                      (519) 472-5601
  
- **Loblaws**  
1740 Richmond St North  
(519) 673-6111
  
- **Metro**  
1030 Adelaide St N                      301 Oxford St W                      395 Wellington  
(519) 672-8994                      (519) 433-1708                      (519) 680-2317
  
- **No Frills**  
599 Fanshawe Park Rd W  
1-866-987-6453
  
- **Real Canadian Superstore**  
1205 Oxford St W,                      825 Oxford St E,  
(519) 641-3653                      (519) 434-4662
  
- **Sobeys**  
661 Wonderland Rd N  
(519) 471-3560
  
- **Value-Mart**  
234 Oxford St E  
(519) 432-1127



### Things to do in London

Check out <http://www.londontourism.ca/> for recommendations on places to visit. Here are some suggestions, mostly located downtown (accessible by #6/106, #13 or #2/102 bus):

- **Sunfest:** Music, arts, dance, and culture festival in Victoria Park, which is located downtown at Richmond/Central. Occurs in early July.
- **London Ribfest:** Festival in Victoria Park with music, entertainment, and delicious food (especially ribs). Occurs annually at the end of July.
- **Covent Garden Market:** Indoor marketplace of food and crafts vendors, with outdoor farmer's market on Thursdays and Saturdays. Located at King/Talbot.
- **Budweiser Gardens:** Venue for concerts, shows, and London Knights hockey games, located just beside Covent Garden Market.
- **Richmond Row:** There are many restaurants and bars along downtown Richmond Street. One highlight in the summer is Barney's patio for drinks.
- **London Music Hall:** Concert venue located at Queen/Richmond.
- **Fleetway:** Bowling, glow-in-the-dark mini golf, and rock climbing venue located at 720 Proudfoot Lane. Take the #33 bus westbound to Oxford/Beaverbrook.
- **The Junction Climbing Centre:** Indoor rock climbing at 1030 Elias Street. Get there by taking the #2 bus eastbound to Dundas/Kellogg and walk 5 minutes up Dorinda Street to the climbing gym.
- **Boler Mountain** is the home of the London Ski Club in London, Ontario. The mountain is located in the western suburban neighbourhood of Byron and is used for skiing, snowboarding and snow tubing in the winter and for mountain biking in the summer. Also includes their Tree Top Adventure.



### Tourism Ontario

There are many places to visit in Ontario outside of London, accessible by Greyhound bus, VIA Rail train, or car.

- **Toronto:** There is plenty to see and do in the most populous city in Canada, including climbing the CN Tower, visiting the Royal Ontario Museum, shopping at the Eaton Centre, or attending one of the many festivals downtown.
- **Niagara Falls:** Visit the beautiful, iconic waterfalls at the Canada/US border. There are also many casinos, restaurants, and rides and attractions.
- **Port Stanley or Grand Bend:** If you have access to a car, spend a day in the sun at one of the nearby beaches.
- **Algonquin Provincial Park or Bruce Peninsula National Park:** Explore the natural beauty of what Ontario has to offer.

### Pets

Your cat and/or dog must be licensed within the City of London. For more details on the licenses required, please visit the following website: <https://www.accpets.ca/#>

London has several off-leash dog parks located throughout the city:

- *Greenway Off Leash Dog Park (Springbank Drive and Greenway Ave)*
- *Pottersburg Dog Park (Hamilton Road and Gore Road)*
- *Stoney Creek Creak Off Leash Dog Park (Windermere Road at Adelaide Street)*

### Bicycle Paths

The City of London supports bicycling as an active way to enjoy the many special features London has to offer either as a recreational pastime or as an alternative means of transportation. <https://london.ca/cycling>

### Financial Information

*Banks:*

- |  |   |
|--|---|
| • Bank of Canada<br><a href="http://www.bankofcanada.ca/en">http://www.bankofcanada.ca/en</a>              | • Royal Bank of Canada<br><a href="http://www.rbc.com/">http://www.rbc.com/</a>       |
| • Laurentian Bank of Canada<br><a href="http://www.laurentianbank.com/">http://www.laurentianbank.com/</a> | • HSBC Canada<br><a href="http://www.hsbc.ca/hsbc">http://www.hsbc.ca/hsbc</a>        |
| • Bank of Montreal<br><a href="http://www4.bmo.com/">http://www4.bmo.com/</a>                              | • Scotiabank<br><a href="http://www.scotiabank.com/">http://www.scotiabank.com/</a>   |
| • National Bank of Canada<br><a href="http://www.nbc.ca/">http://www.nbc.ca/</a>                           | • ING Financial Services<br><a href="http://www.ing.com/us">http://www.ing.com/us</a> |
| • CIBC<br><a href="http://www.cibc.com/ca/personal.html">http://www.cibc.com/ca/personal.html</a>          | • TD CanadaTrust<br><a href="http://www.td.com/">http://www.td.com/</a>               |

*Credit Unions:*

- Libro Financial <http://www.libro.ca>
- Ukrainian Credit Union <http://www.ukrainiancu.com/>
- Credit Union Central of Ontario <http://www.ontariocreditunions.com>
- Credit Union Central of Canada <http://www.cucentral.ca/>

## **Western University**

Western's campus is a hub of student activity for over 24,000 students during September to April.

**Western International:** The faculty and staff at Western International coordinate the university's international student relationships, including exchange students, international students studying at Western, and study abroad programs for Canadian students. As a part of Western University, Schulich School of Medicine and Dentistry works closely with Western International. If you have any questions about studying in Canada that cannot be addressed by the Schulich Internationalization team, you can contact Western International. They also have resources on networking with other students and useful services such as language lessons. Western International is located in the International and Graduate Affairs Building on the east side of campus and can be contacted at [international@uwo.ca](mailto:international@uwo.ca).

**Medical Sciences Building:** The Schulich School of Medicine & Dentistry is located at the north side of campus, in the Medical Sciences Building (MSB) and the connected Clinical Skills Building (CSB) and Health Sciences Addition (HSA). The Internationalization Office is located on the 3<sup>rd</sup> floor of the Clinical Skills Building.

**University Community Centre (UCC):** The UCC is a central building that houses many student shops and services, including ATMs, food outlets, and others such as:

- **Western Connections:** Information centre for inquiries about student services and the Student Health Plan, Greyhound and LTC ticket purchases, event tickets
- **Campus Bookstore:** Textbooks, school supplies, and Western gear
- **Pharmacy:** Student pharmacy that accepts the Student Health Plan
- **Student Health Services:** Appointment-based student clinic including services like counseling, allergy injections, immunizations, and STI testing. To book an appointment, stop by the clinic at Thames Hall room 2170 or call 519-661-3030.
- **Travel Cuts:** Student travel specialist
- **The Spoke or The Wave:** On-campus restaurants/bars.



**Western Student Rec Centre:** The campus recreation centre is located at the south side of campus. You must be a member to use its facilities and services, which include a pool, gym, fitness centre, squash courts, and drop-in sports such as volleyball, basketball and badminton. You can purchase a monthly membership (\$30/month) or for one term(\$100.00/term). For more information, visit <https://uwo.ca/campusrec/memberships/index.html>

### **Campus Meal Plan**

Your UWO identification card can be used as a “debit” card at any of the food concessions on campus, and several off-campus uses. You “charge up” your card with cash at the Campus Meal Plan office located at the UCC or online, then just swipe the card when you purchase food. As well as being convenient, it saves you 5% on every purchase. <http://www.has.uwo.ca/hospitality/mealplan/>

### **Intercollegiate Athletics**

Support Western athletics by attending one of many team sports including football, hockey, swimming or volleyball. A full listing of activities can be found at <http://www.westernmustangs.ca/>.

### **Music Western**

With the Don Wright School of Music, Western has a rich music community on campus. Visit <http://www.music.uwo.ca/> for listings of upcoming performances.

### **Health and Safety**

The University strives to foster the development of a safety consciousness in all members of the University community for the purpose of minimizing the risk of injury to persons or damage to property or facilities. As safety standards change, the University is committed to keeping abreast of these changes, to communicating these standards within the campus, and to ensuring compliance on an ongoing basis. The Safety, Health and Wellness website contains extensive information on Occupational Health and Safety resources at Western. This website is found at: [https://uwo.ca/hr/safety/well\\_being/](https://uwo.ca/hr/safety/well_being/)

The site contains links to orientation seminars, university policies, manuals, training programs, first aid, personal protective equipment, etc. Please review the training requirements specific to your role. A number of health and safety seminars are mandatory for faculty and staff, which vary according to your role at Western. Please ensure that all necessary training programs are completed. The Health and Safety offices can be found in room 4159, Support Services Building.

## **Administrative Resources**

The following contacts provide services to full-time and part-time academic staff in conjunction to academic roles and responsibilities.

### **Faculty Relations**

The Office of Faculty Relations has responsibility for negotiation and administration of the Collective Agreements between the University and the University of Western Ontario Faculty Association (UWOFA) and the University of Western Ontario Faculty Association – Librarians and Archivists (UWOFA-LA), which represent Faculty members and Librarians and Archivists. In addition, the Office is responsible for the agreements on Conditions of Appointment of Physicians, the Senate document providing Conditions for Basic Scientists in Affiliated Institutions and the Senate document providing arrangements for Casual Academic Appointments in Affiliated Institutions. [www.uwo.ca/facultyrelations](http://www.uwo.ca/facultyrelations)

Full-time tenured and probationary faculty members at Western are covered by a Collective Agreement; please see the following link for terms and conditions of this agreement:

[https://www.uwo.ca/facultyrelations/pdf/collective\\_agreements/faculty.pdf](https://www.uwo.ca/facultyrelations/pdf/collective_agreements/faculty.pdf)

### **University of Western Ontario Faculty Association (UWOFA)**

The University of Western Ontario Faculty Association represents faculty members and librarians at Western. For information on UWOFA activities and the UWOFA collective agreements, please refer to <http://www.uwofa.ca/>

### **Western Clinical Teachers Association (CTA) Main website:**

<https://ctauwo.ca/>

## **University Resources**

### **Equity and Human Rights Services (EHRS)**

EHRS provides Western's faculty members with information on the University's discrimination and harassment policies, employment equity, and other human rights related issues. EHRS supports the University in providing an equitable, safe, and supportive environment for all members of our community. Full information on the support

services provided to faculty members can be found at: <http://www.uwo.ca/equity/>

### **Research Western**

With annual research expenditures of more than \$221 million and an international

reputation for success, Western University ranks as one of the top ten research-intensive universities in Canada. Ultimately, Research Western's goal is to firmly establish an entrepreneurial research culture and to encourage the practice of innovation in all units at Western.

Research Western provides support for research program development, compliance, human resources, purchasing, technology transfer, financial, and general grant administration. Full information on Research Western can be found at:

<https://www.uwo.ca/research/index.html>

### **Western Libraries**

Western Libraries is dedicated to the support of research, teaching and learning at Western. With 7 service locations located throughout campus, Western libraries have substantial electronic and print resources designed to serve faculty, staff and students. Access to faculty services at the Western Libraries can be found at:

<https://www.lib.uwo.ca/>

Map of Library locations: <https://www.lib.uwo.ca/maps/index.html>

### **Purchasing**

The University has preferred suppliers for many common items. Information can be obtained at [https://www.uwo.ca/finance/procurement/preferred\\_vendors/index.html](https://www.uwo.ca/finance/procurement/preferred_vendors/index.html). You can also purchase materials from the Campus Book Store, the Computer Store, and Canadian Tire (Hyde Park) using a speed code.

### **Teaching and Class Resources**

- *Teaching Support Centre* - The Teaching Support Centre works with Faculty, students and staff to advance teaching and learning in the classroom. Workshops and learning opportunities are presented throughout the year to assist in continual academic growth. More information can be found at:  
<http://www.uwo.ca/tsc/index.html>.
- *Information Technology Services (ITS)* - ITS provides a wide range of technology related services and support for the Western community. The main website is located at: <https://www.uwo.ca/its/>.
- *Some services include:*
  - Personal Websites: Your computer account includes space on the UWO Publish server for personal web sites. For instructions, consult the ITS How do I... file at [https://wts.uwo.ca/services/hosting\\_options.html](https://wts.uwo.ca/services/hosting_options.html)
- *For your course work:*
  - Marks Management System - <http://ssnds.uwo.ca/softwaredownloads.html>
  - Turn It In - <http://turnitin.uwo.ca/>
  - Web CT - <https://webct.uwo.ca/>

Instructions to set up a website for your course: <http://instruct.uwo.ca/>

- *Ordering Books* - Textbooks can be ordered online through <http://www.bookstore.uwo.ca/>.



## London's Hospitals

London is home to many health services, including major teaching centres at University Hospital, Victoria Hospital, St. Joseph's Hospital, and Parkwood Institute. You may be learning at any of these sites. It is expected that you dress professionally when in hospital/clinic, i.e. business casual clothing. If you will be in the operating room, scrubs will be provided for you.

### **How to get to University Hospital**

University Hospital is located at the north end of campus and is easily accessible by foot. UH is even connected to the Medical Sciences Building via the UWO Link. Buses #6 and #13 also stop at the hospital.

### **How to get to St. Joseph's Hospital**

St. Joseph's Hospital is located at Richmond Street and Grosvenor Street.

- **#6 bus southbound:** Get on the bus outside Alumni Hall, Natural Science, or University Hospital (across the street outside the parking complex). The bus ride takes about 15 minutes. Get off at Richmond/Cheapside.
- **#13 bus southbound:** Get on the bus outside Delaware Hall or University Hospital. The bus ride takes about 15 minutes. Get off at Richmond/Cheapside.
- **Walking:** In nice weather, you can walk south on Richmond to St. Joseph's Hospital. The walk takes about 30 minutes.

### **How to get to Victoria Hospital or Parkwood Institute**

Victoria Hospital is located at Wellington Street and Baseline Road.

- **#6 bus southbound:** This bus goes directly to Victoria Hospital and Parkwood Institute. From campus, get on the bus outside Alumni Hall, Natural Science, or University Hospital (across the street outside the parking complex). The bus ride is about 40 minutes long. Get off at Victoria Hospital (there are several stops around the hospital) or Parkwood Institute.
- **#13 bus southbound:** Take the bus outside Delaware Hall. The bus ride takes about 30 minutes. Get off at Wellington/Commissioners.

### **Walk-in Medical Clinics**

Walk-in medical clinics provide immediate medical care to individuals who require medical attention and do not have a family doctor or are unable to reach their family doctor. Appointments are not necessary; however, clinic hours are variable and need to be confirmed prior to going to a specific clinic. These clinics are busy and wait times are variable. The following PDF contains most, if not all, walk in medical clinics in London along with contact information and hours of operation.

[http://thehealthline.ca/healthlibrary\\_docs/WalkinMedicalClinicsLM.pdf](http://thehealthline.ca/healthlibrary_docs/WalkinMedicalClinicsLM.pdf)

## **Accommodations**

### **On campus**

Western has residences available in the summer, located at the south end of campus at Western/Sarnia Road. Residences feature 24-hour front desk service, laundry, breakfast, exercise room, piano room, and mail service. Call 519 661-3476 or 1-888-661-3545 or visit <https://residence.uwo.ca/> for more information and/or to make a reservation.

- **Ontario Hall:** Private or semi-private bedroom (one or two single beds) and shared washroom with a guest of the same gender. Includes weekly cleaning service and continental breakfast. Cost is \$75/day + HST for the weekday and \$79/day + HST for the weekend.
- **London Hall:** Full suites with private bedroom (one double bed) and shared kitchen, bathroom, and common area. Includes bi-weekly cleaning service. Cost is \$695/month + HST.

### **Off campus**

If you would prefer to live in an apartment or house off campus, there are many rentals available near campus. Often the most affordable option is subletting a student's apartment/room, since many Western students who are away during the summer rent out their homes for a reduced price between May to August. Sublets usually range from \$300-\$500/month, though this option would require you to search for housing options and contact renters. Check out listings at:

<https://www.kijiji.ca/b-short-termrental/london/c4211700214>

## **Culture**

Living in Canada may be very different than what you are used to. Here are some quick tips about the culture.

- Canadians are generally very polite and frequently say “please”, “thank you”, and “sorry”.
- It is customary to tip restaurant servers and taxi drivers 15% of the bill.
- The drinking age in Ontario is 19. You cannot have open alcohol in public i.e. on the streets. Alcohol can be purchased at the LCBO, the Wine Rack, and the Beer Store. When purchasing alcohol, you must show valid ID (e.g. passport).
- The smoking age in Ontario is 19. Smoking is banned in indoor public spaces and workplaces, including restaurants and bars.
- Canada Day is July 1, the day of Canadian confederation. Festivities often occur downtown with fireworks at night.

### **Cultural Centre**

The London Cross Cultural Learner Centre has been operating in London since 1968. During the first 12 years, the CCLC was part of Western University and services focused primarily on providing education and information to the community on global and international development issues. The CCLC assists with settlement services, refugee support, languages & multiculturalism, community connections and intercultural services. More information can be found here: <http://www.lcclc.org/>

## **Childcare**

### **On Campus Childcare**

Childcare programs are licensed and monitored by the Ministry of Education under the Day Nurseries Act. The regulations of the Act are designed to ensure standards for the children's health, safety, development, and learning, in settings where more than five children of different parents are cared for, are met.

- **University Childcare**  
To accommodate the growing childcare needs of Western faculty members, Western offers access to an onsite childcare centre operated by the YMCA of Western Ontario. The University Childcare Centre offers full and part-time care for children 3 months to 5 years old. The University Childcare Centre is currently accepting children, so please arrange a tour. All children must be enrolled via the OneList. Once you have enrolled through the OneList, please contact OFRR with the name and age of your child(ren) to ensure that University Childcare Centre is



aware of UWOFA members on the waitlist.

*Contact Information:*

*1141 Western Road (next to Althouse College)*

*London, Ontario*

*519-858-5145*

*Monday to Friday, 7:30 a.m. - 6:00 p.m.*

*universitycc@ymcawo.ca*

- **UCC Flexible Childcare**

Operated by the YMCA of Western Ontario, Flexcare is located on the Western campus in the University Community Centre (UCC) in Room 40. They accept children 3 months to Preschool and priority is given to children of parents who are Western undergraduate students. Children of parents who are Western graduate students, post-docs, faculty and staff may also be accepted for care at the centre.

*Contact Information:*

*University Community Centre (UCC), Rm. 40*

*519-661-2111 extension 82672*

*Monday to Friday, 7:30 a.m. - 6:00 p.m.*

*ucc@ymcawo.ca*

- **University Laboratory Preschool**

The University Laboratory Preschool is administered by the Department of Psychology as a state-of-the-art preschool and as a research and demonstration facility. The lab school is open to families in the general London community from September through June of every year. Up to 100 children from 1 through 5 years attend one of four programs. All children are welcome to attend, including those with special needs.

*Contact Information:*

*Located with the Department of Psychology in Westminster Hall*

*519-661-3699*

*[uls@uwo.ca](mailto:uls@uwo.ca)*

## **Schooling**

The curriculum throughout the Ontario public school system is set by The Ministry of Education. Ontario has **two publicly funded school systems** at the primary and secondary school level:

1. Public (non-denominational)
2. Separate (Roman Catholic)

### **Languages**

- English is the primary language used within the school systems
- French Immersion programs are offered in the public and separate school systems. For children of francophone parents, there is a separate French Language school board.

### **Enrollment**

In most Ontario schools, the school year **begins in September and ends in June**. The grade a child enters is based on where the child's birthday falls within the January to December calendar year. The school that your child(ren) attends will depend on the **school zone determined by your home address**. Elementary school programs (primary) begin at the Junior Kindergarten and Senior Kindergarten level for children who are 4 years of age. The province of Ontario is currently implementing full day kindergarten.

### **Private Schools**

Please reference the Canadian Association of Independent Schools website for information on Ontario private schools.

- |  |  |
|--|--|
| • Byron Woods Montessori School        | School                                       |
| • Christian Academy of Western Ontario | • London District Christian Secondary School |
| • Faith Community Christian School     | • London Islamic School                      |
| • Gibbons Park Montessori School       | • London Waldorf School                      |
| • London Community Hebrew Day          | • Matthews Hall                              |
|  | • Montessori Academy of London               |

### **Public School Board**

- Thames Valley District School Board
- Catholic District Separate School Board
- French Public District School Board
- French Catholic District School Board

### **Vocational and Adult Education**

- Continuing Education at Fanshawe College
- Continuing Education at Western

### **Other**

Emergency Police, Fire, and/or Ambulance: call 911