



# Incoming **Exchange** Handbook



University  
of Victoria

**PETER B. GUSTAVSON**

School of Business

International Programs

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The world looks different from here.



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# Introduction

## Welcome to Victoria

The International Programs office welcomes you to the University of Victoria, Peter B. Gustavson School of Business Exchange program.

This manual will provide you with important information and general guidelines concerning your international experience. Please read this manual carefully as it addresses many questions commonly asked by students coming from overseas.

The University of Victoria, commonly called UVic, is one of Canada's top universities, committed to excellence in teaching, research, and community service. As a young university, UVic has had the opportunity to develop innovative programs in interdisciplinary research, professional schools, cooperative education, and many other areas. The university community consists of 790 full-time faculty, 2900 full and part-time staff, and over 20,000 students of which close to 1000 are international. Because of its size and diversity, the university is a very friendly and comfortable place to live and study.

UVic is favoured by its location; the harbour city of Victoria, on the southern tip of Vancouver Island, overlooks the Pacific Ocean and the snow-capped Olympic Mountains. The temperate climate, spectacular scenery and serene yet cosmopolitan atmosphere of the Victoria area are ideal for study, personal growth, recreation, and social exchange.

On campus you can jog year round on chip trails through the woods surrounding part of the 381 acre campus, or stroll down to sandy beaches and pleasant shopping villages a short distance away.

## Peter B. Gustavson School of Business

The Peter B. Gustavson School of Business is well known for its international expertise and entrepreneurial excellence. The School's primary innovation is the curriculum. In recognition of the need for leadership in business today, the curriculum emphasizes a broad-based education combined with practical business skills and "hands on" experience to support classroom learning. The School has adopted an international focus and concentrates on internationalizing its programs and student body in a variety of ways. In addition, students have the option of concentrating in one of three areas of specialization: Entrepreneurship, Service Management or International Business.

The Peter B. Gustavson School of Business has established one of the most extensive international exchange programs in North America. We have over 80 exchange agreements with universities from all over the world. Each year, we send over 150 students overseas for academic study.

# Prior to Arrival

## Study Permit and/or Entry VISA

### Study Permit

REQUIRED: if you will be staying for two terms and/or will participate in the Business Co-op program.

RECOMMENDED: for any students for greater flexibility.

### Entry VISA (Temporary Resident VISA)

Students from certain countries are required to obtain this VISA **in addition** to a study permit. Please ensure your visa is a “multiple-entry” one. This allows you to leave and enter Canada many times during your stay.

### Electronic Travel Authorization (eTA)

Students from visa-exempt countries may need an eTA to transit or fly through Canada. The cost of the document is CAD \$7.00 and is valid for five years or the duration of your passport, whichever comes first.

Check with the Canadian Embassy or High Commission in your home country to enquire if you need a VISA to study in Canada. If so, to apply, you will need to have the following:

- the admission letter sent to you by the University of Victoria
- proof of funds
- a return ticket
- a valid passport

Please also note that it may take a while to process your application documents at the immigration office. We encourage you to send your application in as soon as you receive your admission letter from us.

Some students may wish to contact their home country consulate during their stay in Canada. Often, if you register your passport and other important personal pieces of identification at the consulate, it is easier to have them replaced in the event of loss or theft. The consulate can also assist in providing information and will respond to any inquiries.

*Canadian Consulates and Embassies:*

<http://www.international.gc.ca/ciw-cdm/embassies-ambassades.aspx?lang=eng>

### US Entry VISA

If you are planning on visiting the United States, we recommend that you apply for a United States Tourist VISA **BEFORE** you leave your home country.

## Health Insurance

As per the terms of our exchange agreement with your home university, medical coverage is required to participate in an exchange term at our institution. What type of medical insurance is required? It depends on your length of stay. Please read the following section carefully.

If you are staying for ONE term (4 months), it is recommended that you purchase private health insurance in your own country. The coverage should be equivalent to the one offered by the British Columbia Medical Services Plan (refer to the BC MSP website). If you are unable to find an insurance plan equivalent to the BC MSP in your home country, you may apply to AON. AON is UVic's designated private insurance company and offers a special insurance plan for short-term international students. Please apply BEFORE your arrival in Canada.

It is important to make sure that you are covered by a medical insurance plan from the moment you enter Canada until the day you leave for home.

*AON UVic International Students Medical Insurance Program (PRIVATE): <http://extranet.aon.ca/uvic/>*

## Accommodation

### Homestay

Homestay is available to all students. Homestay (room & board) is an excellent way for students to improve their English and experience Canadian living. Should you choose homestay, you will be matched with a Canadian host who has been carefully selected for his/her ability to provide a safe, comfortable, and friendly home. The family will provide you with your own room and food for CDN \$850 per month. There is also a one time \$250 application fee. To apply, please visit Home Placement website.

*Homestay website: <http://continuingstudies.uvic.ca/elc/accommodation/>*

### Residence

Others may prefer on-campus residence (room & access to cafeteria). Peter B. Gustavson School of Business is allotted 40 single rooms in Residence. Rooms will be assigned on a lottery basis as the applications and deposits are received. The residence location is convenient and all campus facilities can be reached within ten minutes by foot. Please note, the process for on-campus housing is extremely competitive, especially in the fall term and as a result, the likelihood of securing a spot on-campus is very low. The process is less competitive during the spring term. Please note, students that only wish to stay one term are subject to paying an additional fee.

To apply and find out more information please visit the UVic Housing website. If you are assigned a room, you can make arrangements to move in prior to the Exchange Orientation (for the fall term only).

*UVic Housing website: <http://www.housing.uvic.ca>*

## Off-Campus Housing

Off-campus housing is the most common form of housing for UVic and exchange students.

Exchange students can also search for accommodation independently. In such instances, students are responsible for undertaking the search process and making food arrangements. Please check out the Off Campus Housing website for more information, as well as checking the local newspapers' websites (Exp: Times Colonist) and UVic bulletin boards. Most accommodation will be available the 1st of September, but some may be available immediately. Please do not hesitate to contact us for information regarding locations in Victoria.

*Off Campus Housing:* <http://housing.uvic.ca/offcampus/>

*Times Colonist Classifieds:* <http://apartments.victoriatimescolonist.oodle.com/for-rent>

## Travel Arrangements

It is important to note that Victoria is located on Vancouver Island, separate from Canada's mainland and the city of Vancouver. Most international flights arrive at the Vancouver International Airport in the city of Vancouver. From there, you need to take a plane or a ferry to Victoria. Since you may have a long flight to Vancouver, we strongly encourage you to take a plane, which takes only 20 minutes. (By bus and ferry, it takes more than four hours to travel)

There are TWO ways to get to the University of Victoria from the Victoria Airport.:

- Take the airport (YYJ Airport Shuttle ) shuttle bus. The bus leaves the airport frequently and takes you to major hotels downtown. You can also ask the driver to take you to the UVic Housing Office. The cost is approximately \$25.00 per person.
- Take a taxi to the University. The cost is approximately \$40.00 to \$50.00. If you are traveling with two more people, this may be a good option.

**Fall Arrival:** Orientation is scheduled to commence on the THURSDAY and FRIDAY before Canadian Labour Day (which is the first Monday in September).

## University Closure (December and January)

Each year, the University is closed from Christmas to New Year's Day. During the closure, all services on campus will not be available. Therefore, if you are arriving during the university closure, you may have to book a hotel until the official check-in date. The housing office may be able to offer an early check-in option, we recommend you contact the housing office in November to check.

## Climate and Clothing

Many foreigners include “polar bears” and “igloos” in their first pre-conceptions of Canada. This is only true if you travel to the far reaches of the North. In fact, Victoria boasts the mildest temperatures in all of Canada. But remember, it is Canada and not Australia!

Temperatures will range from -5 C to 10 C during the winter (December to February), and up to 30 C during the summer (June to August). The spring months (March to May) are especially pleasant with temperatures averaging about 20 C. Although Victoria is very warm early in the Fall (September to November), it still receives a fair amount of rain. It is a good idea to bring a raincoat.

Since there are many interesting mountains and trails nearby, you may also wish to bring clothing appropriate for hiking. If you like to ski or would like to try skiing, bring clothing suitable for skiing, as mountains only a few hours away from Victoria receive snow in the winter. You will also be able to purchase this type of clothing here if it is not available in your home country.

Students dress casually for school and when going out at night. This can mean wearing jeans and a sweatshirt or shorts and a nice t-shirt. It would be wise to bring at least one business outfit with you because students often need to make presentations as part of their course work. You are encouraged to bring a dressy outfit or native costume to wear to the year end banquet.





# Upon Arrival

## Orientation

Orientation is a MANDATORY event that is held for international exchange students coming to the University of Victoria through the Peter B. Gustavson School of Business. It gives the opportunity for exchange students to get to know one another, other UVic students, faculty, and staff on a personal basis. Exchange students have always found this orientation to be an invaluable experience which aids in their integration to UVic.

You will receive more specific information regarding the Orientation Program at a later date. Orientation is mandatory as it will provide you with all the information you need to make your exchange a successful one.

## One Card

Once you arrive at UVic, please make sure to obtain your student card, or commonly called a One Card, at your earliest convenience. The student card is the required form of identification and you may be requested to present the card on a number of occasions. Your student card will let you use the UVic Athletics Facility and library. By presenting the card, you are also eligible for student discount at museums, art galleries, theatres, and some restaurants. Most importantly, your student card will act as a bus pass during your exchange term.

Please go to the OneCard Centre located in the lobby of the University Centre. You will be asked to provide your student ID number, so please make sure to remember the number when you go there. We encourage you to obtain the card prior to the first day of classes because a long line-up is usually formed on that day.

*One Card ID Centre:* <http://www.uvic.ca/onecard/get-card/>

# Communications

Important Numbers to remember:

Telephone Operator	0
Emergency (fire, ambulance, police)	911
Directory Assistance	411 (cost \$.50 per number)
UVic's Emergency Number	250-721-7599

Here is how to dial an international number: 011 + country code + city routing code + local number

## *Collect Call*

1 800 646 0000 Follow the voice prompts and enter: +01+Country Code+City Routing Code+Local Number

When giving your Canadian number to family and friends in your home country, it is useful to know that the country code for Canada is 1 and the area code for Victoria is 250.

If you wish to dial internationally, be aware of the costs involved before making the call. International calls are expensive and simple to make. Look in the phone book for calling rates specific to the country to which you are dialing.

## *Pay Phones*

All pay telephones on campus and within Victoria can be used for local or international calls. All local calls cost \$0.25.

## *Calling Cards*

One of the cheapest way to make international calls is to buy a long distance phone card. These can be purchased at most convenience and grocery stores around Victoria.

## *Fixed Line Phones:*

[www.telus.ca](http://www.telus.ca) - Telus Phone Company website

Private telephone lines are quite inexpensive and convenient. The cost is approximately Cdn \$40 or less for installation, plus a basic monthly charge of approximately Cdn \$14. Any long distance charges or special service charges are added to this monthly fee. Please visit the Telus website for more information.

\*\*\*Most exchange students choose NOT to install a fixed line as their stay in Canada is less than a year.

## **Cell Phones**

If you choose to bring your cell phone from your home country, you must have a GSM tri-band phone and purchase a new SIM card in Canada in order for your phone to work.

Some exchange students found it too expensive to own a cell phone in Canada, however, they also found the benefit of having one as a way for your friends in Victoria to contact you for outings or group meetings. Fido and Rogers are the two service providers available in Victoria. Please visit their website and learn more about their packages.

*Fido Cellphone website:* <http://www.fido.ca>

*Rogers Wireless Services:* <http://www.rogers.com/consumer/wireless>

### Internet Phones

The majority of exchange students frequently made calls over the Internet and found it to be the least expensive way to contact family and friends in their home country. The below three internet phone providers offer a wide range of services, so it is a good idea to explore each carefully to determine which will work best for your situation.

The past exchange students also noted the importance of setting up an account PRIOR TO coming to Canada as the software must be downloaded to your home computer while your family members and friends need to learn how to use the software in order to receive a call on the computer.

*Skype:* <http://www.skype.ca>

*Voipbuster:* <http://www.voipbuster.com>

*Voipstunt:* <http://www.voipstunt.com>

### Mail

Your mailing address in Canada will be your homestay, campus residence, or independent accommodation address. Mail is delivered five days a week, Monday to Friday. You may have your mail forwarded to the address below until you get settled in.

#### **Mailing Address:**

International Programs Office  
Peter B. Gustavson School of Business  
University of Victoria  
P.O. Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2  
Canada

#### **Courier Address:**

International Programs Office  
Peter B. Gustavson School of Business  
University of Victoria  
2nd Floor, Business & Economics Building  
3800 Finnerty Drive  
Victoria, BC V8P 5C2  
Canada

### Fax

You can also have faxes forwarded to the International Programs Office at +1(250) 721-6457. If any faxes are to be sent to you, be sure the person sending the fax indicates your English name on the front and that the fax is addressed care of the International Programs Office. Faxes and mail can be picked up in the International Programs office.

## Money Matters

It is advisable that you have enough funds in cash or travellers cheques when you arrive to cover your first month's expenses. This will give you enough time to work out any difficulties that you may have when trying to transfer funds, convert currencies, or cash bank drafts. It is not, however, recommended that you carry more than CDN \$250 in cash with you at any one time. You may also want to carry some spare coins in your pocket before you arrive so that you can make any necessary phone calls.

### Bank Accounts

You are advised to open a bank account at a local bank, trust company, or credit union to safely handle your money. There are a variety of banks located near the campus. There are two main types of bank accounts available:

- **Personal Chequing Accounts:** these accounts offer you the convenience of cheques so that you can easily pay any rent fees and bills. Personal chequing accounts often have low interest rates and usually have a monthly service charge.
- **Savings Account:** though not as convenient as personal chequing accounts, saving accounts offer a higher interest rate. Funds can be withdrawn at any time.

To open an account, you typically need one piece of picture identification (e.g. passport) and one other piece of identification (i.e. international driver's licence or credit card), along with your UVic student card. It would also be nice to have some funds ready to deposit into the account at time of opening. For optimum convenience, keep the account in Canadian funds. Also, remember to return to the bank in person before leaving Canada to close your account and return your bank card if you were issued one.

### Bank Drafts

Money sent to you from abroad is probably best sent in the form of a bank draft. A bank draft can be sent directly from abroad to your Canadian bank account. Be sure to get a receipt from the bank as proof of the transfer of funds. Expect a bank draft to take two weeks to clear before you get your money. It is also possible to get the money wired into your account, but there will be a charge for this.

### Estimated Costs

Prior to your arrival in Canada, you should plan a budget of your probable costs and manage your funds accordingly.

The following is an estimated budget for students attending UVic. Dollar values are quoted in Canadian dollars:

Homestay Accommodation	\$850/month
Residence Accommodation	\$688/month ( <i>cluster</i> ) or \$1129 ( <i>dorm with starter meal plan</i> )
Independent Accommodation (meals not included)	\$500/month (minimum)
Food with independent accommodation	\$300/month
Tuition	Paid to home university
Entertainment	\$350/month
Transportation	\$40 /month

The cost of living in Victoria depends, of course, on your choice of lifestyle here. British Columbia has a Provincial Sales Tax (PST) that is 7% and a Goods and Services Tax (GST) that is 5% on most items. Tipping is customary in Canada. Waiters, waitresses, taxi drivers, and hairdressers are normally tipped 10% to 15% of the bill total for their service.

## Transportation

### Bus

The Victoria Transit System operates all of the public buses in town, and offers convenient transportation to most areas of the city. The main bus loop at UVic is beside the bookstore and Student Union Building (SUB) where all buses stop, so you can usually find a bus that will take you where you want to go. Buses usually run from 6:30 am to midnight.

*BC Transit Website:* <http://www.bctransit.com>

### Bicycles

Many students choose to reach their destination by bicycle because of Victoria's moderate size and pleasant weather. Bicycles can be purchased new or used at bicycle shops or through newspaper ads. To be safe, you can register your bicycle with the police and have a serial number stamped on it in case of theft. Lock your bicycle with a good quality lock, as it may be stolen on campus or in other areas around the city. The law requires that you use a rear reflector and a front light when cycling in the dark, and that you wear a helmet at all times.

You can also get a bike from our bike loan program at UVic called Spokes. The bike loan is \$40.00, half of which is a refundable deposit when the bike is returned in working condition with a lock and key. <https://www.uvic.ca/sustainability/involved/spokes/index.php>

### Cars

Few exchange students choose to purchase a car while in Canada. This is because of the major expenses involved in purchasing the car and maintaining it thereafter, considering the relatively short duration of your stay. You must also have a valid driver's license before operating a vehicle and you must purchase car insurance for your vehicle.

## Course and registration information

A normal course work load for Canadian students is five courses (7.5 units). Exchange students can take from three to five courses depending on their academic comfort level. Course outlines are sent to partner universities in February each year.

There are two courses specially designed for and offered to exchange students:

### COM 206: Business English (1.5 units)

Business English is designed to support the study of other course material and to enhance the transition to regular business courses offered by Peter B. Gustavson School of Business and UVic. Students in the course will be given opportunities to develop their speaking, listening, reading, and writing skills under the guidance of a highly trained instructor experienced in teaching English as a second language. Students with a TOEFL score of less than 575 are required to enroll in this course.

### COM 390/290: An Introduction to the Canadian Business Environment (1.5 Units)

The purpose of this course is to introduce exchange students to the practical realities of doing business in Canada, with Canadians. The course will cover a broad range of topics including an overview of the social, political, and economic environments of Canada.

Students with an excellent command of English will be permitted to enroll in the regular business courses offered by Peter B. Gustavson School of Business if they meet the prerequisites.

# UVic Services

As you move through the stages of cross-cultural adjustment to Canada, you may encounter stages of frustration and confusion. In North America, students are encouraged to ask for help whenever it is necessary. Feel free to ask questions when you cannot find the answer to something. There are a number of friendly professionals on campus to help students with their problems. These services are free and confidential. If you do not know who to talk to, see the staff in the International Programs office who are always happy to help.

## Counselling Services - [www.coun.uvic.ca](http://www.coun.uvic.ca)

Counselling Services offers a variety of services in personal counselling, career counselling, and learning or study skills. Visit the Counselling Services website or drop by their office. They are located on the 2nd floor of the University Centre. You can drop in or phone 250 721-8341 to make an appointment.

## The Learning and Teaching Centre - [www.ltc.uvic.ca/servicesprograms/twc/students.php](http://www.ltc.uvic.ca/servicesprograms/twc/students.php)

Free help is offered to students writing essays and papers. The trained staff in The Writing Centre can help you examine past essays and papers, or help you with papers that you are in the process of writing. Please visit the Writing Centre website for more information.

## Multifaith Services - <http://web.uvic.ca/multifaith>

The Multifaith Services Drop-In Centre provides the University community with leadership in a variety of religious traditions. Muslim, Lutheran, Buddhist, United, Roman Catholic, Pentecostal, and Anglican Chaplains make up the team. The Chaplaincy supports religious clubs on campus and offers a wide variety of resources for student use. To find out more information please visit the Multifaith Services website. Their office is located in the Campus Services building and can be contacted at 250 721-8338.

## Health Services - <http://health.uvic.ca/>

A health service walk-in clinic is located in a building at the end of Parking Lot #5, behind the student residences. It is open Monday, Wednesday, Thursday, and Friday from 8:30 am to 4:00 pm; Tuesday 9:30 am to 4:00 pm. Appointments are not normally necessary and assistance can be obtained outside of office hours by calling 250 721-8492. For more information visit the Health Services website.

Patients are seen on a first come, first served basis and usually do not have to wait longer than 20 minutes. The clinic is busiest at noon hour and after 3:30 pm on Mondays and Fridays, so these times are better avoided if possible. You must bring proof of medical insurance with you.

### Peter B. Gustavson School of Business Electronic Library

The Electronic Library allows students to have access to large amounts of information from magazines and other periodicals using the computer system ProQuest. The ProQuest database currently contains almost 500 full image business journals. The library also contains hard copies of the Globe and Mail, the Financial Post, and the Business Examiner. All Commerce students are welcome to use the Electronic Library, which comes in handy when writing papers or completing research-oriented assignments

### Computer Facility - <http://www.uvic.ca/systems/facilities/index.php>

All students registered at the Faculty of Business have access to the BEC Computing Facility, located on the bottom floor of the BEC building. The computer lab contains IBM and Macintosh computers, printers and a scanner. Students also have access to their own email account and a wide variety of computer programs.

Despite the large number of computers and relatively long hours of the BEC Computing Facility, the facility can become very crowded, especially during exam time. To avoid problems, do not leave your assignments to the last minute!

### Athletics and Recreation Facilities - <http://recplus.uvic.ca>

The Athletics and Recreation Program at UVic provides a large number of facilities and activities for students:

- several gymnasiums
- 14 squash courts
- indoor and outdoor tennis courts
- 2 racquetball courts
- athletic training and injury clinic
- fitness appraisal centre
- sailing compound in Cadboro Bay
- ice skating arena
- outdoor centre in Lake Cowichan
- 25 metre indoor pool
- 25 metre outdoor pool
- 2 weight rooms
- dance studio
- locker rooms
- jogging trails
- 3000 seat stadium
- Elk Lake Rowing Centre
- apparatus gym



# Contact Info

## International Programs Office

The International Programs office is a resource for all students in Peter B. Gustavson School of Business. Our aim is to help each student gain the maximum benefit from his or her international experience. The IP Office staff is happy to help you with any questions or concerns you may have while on exchange at UVic. If you have any concerns while on exchange, please feel free to email us.

Your primary contact person is:

### **International Student Advisor**

Phone: 1-250-472-4506

Fax: 1-250-721-6457

Email: [gswelcome@uvic.ca](mailto:gswelcome@uvic.ca)

Website: <http://www.uvic.ca/gustavson/international/index.php>

## Other University Contact Lists

### **Homestay**

Phone: 1-250-472-4268

Email: [homestay@uvcs.uvic.ca](mailto:homestay@uvcs.uvic.ca)

Website: <http://www.uvcs.uvic.ca/elc/homestay/>

### **Residence**

Phone: 1-250-721-8395

Email: [housing@uvic.ca](mailto:housing@uvic.ca)

Website: <http://housing.uvic.ca/>

### **Business Co-op Office:**

Phone: 1-250-721-6063

Fax: 1-250-721-6605

Email: [bccc@uvic.ca](mailto:bccc@uvic.ca)

Website: <http://www.uvic.ca/gustavson/coop/index.php>

# Appendix I - Checklist

- Sent one passport-sized photo to the International Programs Office in the Peter B. Gustavson School of Business (requested with application).
- Received official letter of acceptance to the University of Victoria.
- Confirmed accommodation arrangements.
  - If staying in homestay, have sent a letter of introduction and a photo.
  - If staying in residence, have received a room offer confirmation and arranged an early check-in.
  - If planning to find own accommodation, have arranged to arrive at least 10 days before orientation and booked a temporary place to stay.
- Verified with the appropriate personnel at home university all course choices and submitted the course preference list to the International Programs Office in the Peter B. Gustavson School of Business.
- Obtained a passport and made sure that it is valid for at least six months beyond my return date.
- Obtained the appropriate visa, eTA and or study permit to study in Canada.
- Obtained the appropriate VISA if planning a trip as a visitor to the United States.
- Arranged out-of-country supplementary health insurance or using plan available through UVic.
- Have UVic address and contact numbers with particulars of arrival plans.
- Have home university address and contact numbers (e-mail, fax, phone).
- Photocopied all important information (visa/passport/birth certificate), leaving a second copy at home.
- Obtained a small amount of Canadian currency for use upon arrival and emergency.
- Arranged appropriate transfer of funds (i.e. travellers cheques, etc.).

# Appendix II - Embassies

## **Argentina**

81 Metcalfe St., Sutie 700  
Ottawa, ON K1P 6K7  
Tel: 1 613 236 2351 Fax: 1 613 235 2659

## **Austria**

1160-595 Howe Street  
Vancouver, BC V6C 2T5  
Tel: 1 604 687 3338 Fax: 1 888 665 4615

## **Belgium**

Bd de Maisonneuve Ouest, 999, Suite 850  
Montreal, PQ H3A 3L4  
Tel: 1 514 849 7394 Fax: 1 514 844 3170

## **Brazil**

2020-666 Burrard St.  
Vancouver, BC V6C 2X8  
Tel: 1 604 696 5311 Fax: 1 604 696 5366

## **Chile**

1610-1185 West Georgia St.  
Vancouver, BC V6E 4E6  
Tel: 1 604 681 9162 Fax: 1 604 687 0624

## **China (including Hong Kong)**

3380 Granville Street  
Vancouver, BC V6H 3K3  
Tel: 1 604 734 7492 Fax: 1 604 737 0154

## **Costa Rica**

1611 Evelyn Street  
North Vancouver, BC V7M 1T9  
Tel: 1 604 983 2152

## **Czech Republic**

550 Burrard Street, 23rd Floor  
Vancouver, BC V6C 2K2  
Tel: 1 604 891-2296 Fax: 1 604 683-6498

## **Denmark**

755-777 Hornby Street  
Vancouver, BC V6Z 1S4  
Tel: 1 604 684 5171 Fax: 1 604 682 8054

## **Egypt**

454 Laurier Avenue East  
Ottawa, ON K1N 6R3  
Tel: 1 613 234 4931 Fax: 1 613 234 4958

## **Finland**

1480-1188 West Georgia Street  
Vancouver, BC V6E 4A2  
Tel: 1 604 688 4483 Fax: 1 604 687 8237

## **France**

#1100-1130 West Pender St.  
Vancouver, BC V6E 4A4  
Tel: 1 604 637 5300 Fax: 1 604 681 4287

## **Germany**

World Trade Centre Complex  
#704-999 Canada Place  
Vancouver, BC V6C 3E1  
Tel: 1 604 684 8377 Fax: 1 604 684 8334

## **Hungary**

412 - 1770 West 7th Avenue  
Vancouver, BC V6J 4Y6  
Tel: 1 604 730-7321 Fax: 1 604 730-7339

## **India**

2nd Floor, 325 Howe Street  
Vancouver, BC V6C 1Z7  
Tel: 1 604 662-8811 Fax: 1 604 682-3556

## **Indonesia**

1630 Alberni St.  
Vancouver, BC V6G 1A6  
Tel: 1 604 682 8855 Fax: 1 604 662 8396

## **Italy**

510 West Hastings Street, Suite 1100  
Vancouver, BC V6B 1L8  
Tel: 1 604 684 7288 Fax: 1 604 685 4263

## **Israel**

50 O'Connor Street  
Ottawa, ON K1P 6L2  
Tel: 1 613 750 7500 Fax: 1 613 750 7555

## **Japan**

#800-1177 West Hastings St.  
Vancouver, BC V6E 2K9  
Tel: 1 604 684 5868 Fax: 1 604 684 6939

## **Korea**

#1600-1090 West Georgia Street  
Vancouver, BC V6E 3V7  
Tel: 1 604 681 9581 Fax: 1 604 681 4864

**Malaysia**

#1805 – 1111 West Georgia St.  
Vancouver, BC V6E 4M3  
Tel: 1 604 685 9550 Fax: 1 604 685 9520

**Mexico**

#710 – 1177 West Hastings St.  
Vancouver, BC V6E 2K3  
Tel: 1 604 684 3547 or 1859 Fax: 1 604 684 2485

**Morocco**

38 Range Road  
Ottawa, ON K1N 8J4  
Tel: 1 613 236 7391 or 1859 Fax: 1 613 236 6164

**The Netherlands**

#883, Three Bentall Centre, 595 Burrard Street  
Vancouver, BC V7X 1C4  
Tel: 1 604 684 6448 Fax: 1 604 684 3549

**Norway**

Waterfront Centre	Victoria Office
1480-1188 West Georgia St.	2814 Arbutus Rd.
Vancouver, BC V6E 4A2	Victoria, BC V8N 5X3
Tel: 1 604 682 7977	Tel: 1 250 412 2828
Fax: 1 604 685 8434	Fax: 1 250 412 2829

**Panama**

407-1112 Pender St West  
Vancouver, BC V6E 2S1  
Tel: 1 604 682-6128 Fax: 1 604 682-0528

**Philippines**

700 West Pender Street, Suite 1405  
Vancouver, BC V6C 1G8  
Tel: 1 604 685-7645 Fax: 1 604 685-9945

**Poland**

1600 - 1177 West Hastings Street  
Vancouver, BC V6E 2K3  
Tel: 1 604 688-3458 Fax: 1 604 688-3537

**Portugal**

#920 - 925 West Georgia Street  
Vancouver, BC V6C 3L2  
Tel: 1 604 688 6514 Fax: 1 604 685 7042

**Singapore**

1095 West Pender St., Suite 1700  
Vancouver, BC V6E 2M6  
Tel: 1 604 622 5281 Fax: 1 604 685 2471

**Slovenia**

150 Metcalfe Street  
Ottawa, ON K2P 1P1  
Tel: 1 613 565 5781 Fax: 1 416 565 5783

**Spain**

2 Bloor St. East, Suite 1201  
Toronto, ON M4W 1A8  
Tel: 1 416 977 1661 Fax: 1 416 593 4949

**Sweden**

#1480-1188 West Georgia St.  
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Tel: 1 604 683 5838 Fax: 1 604 687 8237

**Switzerland**

#790 - 999 Canada Place  
Vancouver, BC V6C 3E1  
Tel: 1 604 684 2231 Fax: 1 604 684 2806

**Taiwan**

Taipei Economic & Cultural Office  
2088-925 West Georgia St.  
Vancouver, BC V6C 3L2  
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**Thailand**

1040 Burrard St.  
Vancouver, BC V6Z 2R9  
Tel: 1 604 687 1143 Fax: 1 604 687 4434

**Turkey**

3-7257 Kingsway  
Burnaby, BC V5E 1G5  
Tel: 1 604 526-1300 Fax: 1 604 526-6424

**United Arab Emirates**

125 Boteler Street  
Ottawa, ON K1N 0A4  
Tel: 1 613 565-7272 Fax: 1 613 565-8007

**Vietnam**

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Ottawa, ON K1M 2B2  
Tel: 1 613 236 0772 Fax: 1 613 236 2704