



# **INTERNATIONAL STUDENT GUIDE 2024-2025**

# Contents

## General Information

[What makes SBC the right place for you?](#) | 1

[Connect Online](#) | 1

[2021-2022 Program List and Links](#) | 2

[SBC Connect](#) | 3

[Contact an advisor](#) | 3

[Useful Links](#) | 3

## How to Apply

[Application Checklist](#) | 4

[Language Proficiency Requirement](#) | 5

[Foreign Credentials Recognition](#) | 5

[How to Pay](#) | 6

[Course Discontinuation, Transfer, or Completion Refund Policy](#) | 7

## Student Services

[Saskatoon Transit](#) | 8

[Saskatoon Open Door Society](#) | 8

[Accommodation and Getting Settled](#) | 8

[Search for Rentals Online](#) | 8

[Homestay Information](#) | 8

[Temporary Accommodation](#) | 8

[Saskatoon Recreation](#) | 9

[Map of Saskatoon](#) | 9

[Saskatoon Business College International Student Centre](#) | 9

# Contents

**Community Connections | 9**

**Saskatoon Open Door Society | 9**

**Transportation | 10**

**Health and Mental Health Supports | 10**

**Academic and Life Skills Counselling | 10**

**Finances | 11**

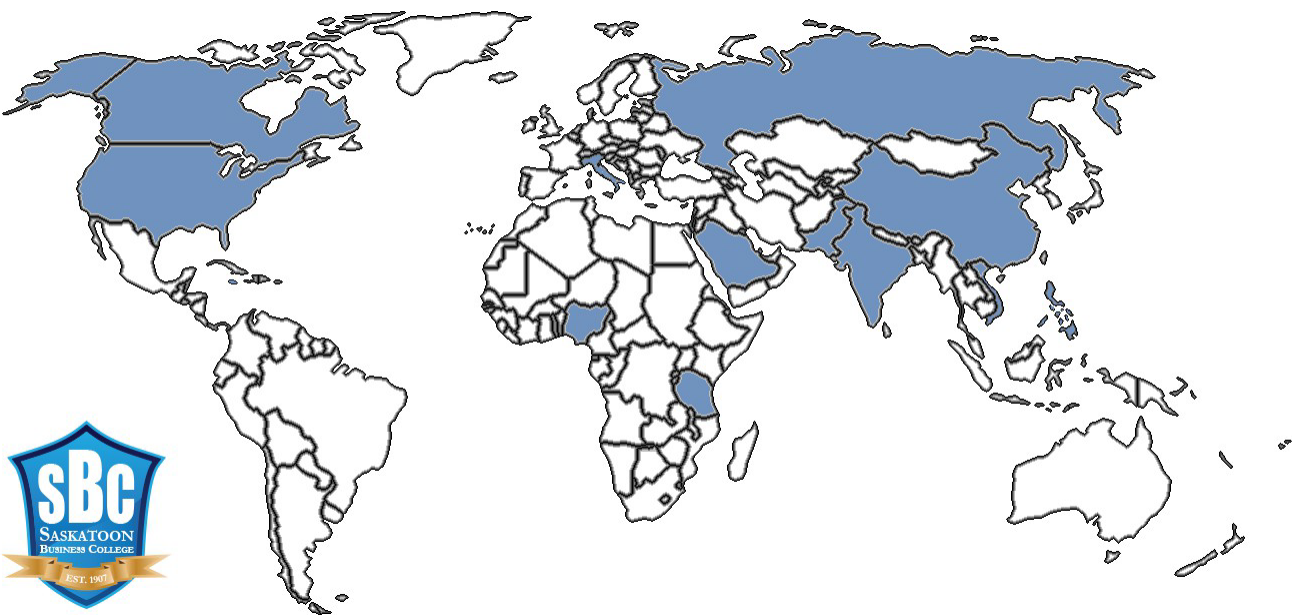
**Harassment, Discrimination Prevention and Conflict Resolution Services | 11**

**Immigration, Refugees, and Citizenship Canada | 12**

**What to expect on Registration Day | 12**

**Frequently Asked Questions (FAQ) | 13**

**Application Form | 14**



## General Information

### What makes Saskatoon Business College (SBC) the right place for you?

- ◆ Flexible programs with optional practicums.
- ◆ Practical experience and knowledge for direct entry in your chosen career
- ◆ Career Strategies for finding a job in Canada.
- ◆ Small, friendly and welcoming learning environment.
- ◆ Ideal location – downtown Saskatoon, near the transit loop, the public library, City Hall, shopping, and the Newcomer Information Centre.
- ◆ Saskatchewan has the fastest growing economy in Canada

#### Did you know?

Current metro area population of Saskatoon in 2024 is **347,000**, a **1.46% increase** from 2023

**67% between 15-64 years.**

**Annual hours of sunshine:**

**2268**

## Connect Online



**SBC Facebook** [facebook.com/saskatoonbusinesscollege](https://facebook.com/saskatoonbusinesscollege)

**International Student Facebook**  
[facebook.com/SBCInternationalStudents](https://facebook.com/SBCInternationalStudents)



**Instagram** [@sbcollege](https://www.instagram.com/sbcollege)



**Twitter** [@sbcollege](https://twitter.com/sbcollege)

# Programs 2021-2022

Check out [sbcollege.ca](http://sbcollege.ca) for the different programs we offer in:

## **BUSINESS AND MINING | [website](#)**

Business Administration

Accounting

Mining Industry Business Specialist

## **ADMINISTRATIVE AND LEGAL | [website](#)**

Administrative Assistant

Administrative Assistant, Accelerated

Executive Assistant

Mining Administrative Assistant

Legal Assistant

Legal Administrative Assistant

Administrative Assistant, Accelerated—Legal Major

**\*Optional practicums  
available at additional  
fee.**

## **HEALTHCARE | [website](#)**

Medical Administrative Assistant

Medical Administrative/Clinical Assistant

Administrative Assistant, Accelerated—Medical Major

Personal Care Aide – Practicum Required

## **COMPUTER | [website](#)**

Graphic Design Specialist—practicum required

IT Network Administrator—practicum required.



# **SBC CONNECT**

## **SBC International Student Centre**

The International Student Centre Advisor is available to you from your very first question, throughout the application process, as well as before and after your arrival in Saskatoon.

The **SBC Connect Program** is designed to assist you in making the transition into SBC school life and into the Saskatoon community.

**Remember we are here to help. No question is too small**

Contact the SBC International Student Centre

Dr. Marcia Whittaker, Principal | [sbcprincipal@sbccollege.ca](mailto:sbcprincipal@sbccollege.ca)

Mackenzie Bjornerud, Registrar | [sbcregistrar@sbccollege.ca](mailto:sbcregistrar@sbccollege.ca)

**1-306 244-6333 | 1-800 679-7711 (within Canada only)**

### **Mailing Address:**

**Saskatoon Business College**

**International Admissions**

**221 Third Avenue North**

**Saskatoon, Saskatchewan S7K 2H7**

### **Useful Links**

**SBC International Students | [website](#)**

**Study Permit Information | [website](#)**

**Government of Saskatchewan website for Newcomers | [website](#)**

**Tourism Saskatoon | [website](#)**

## How to Apply

Saskatoon Business College is available for questions,  
Monday to Friday, 8:30a.m. — 4:30p.m., and Fridays 9:00a.m — 3:00p.m. CST.

**SBC requires 5 – 10 business days to process complete applications.**

E-mails and information requests through the SBC website will be answered within 48 hours.

### Application Checklist

- ☐ Research your program: [www.sbccollege.ca/international-students](http://www.sbccollege.ca/international-students)
- ☐ Contact an advisor with any questions — call 1-306-244-6333 or email [admissions@sbccollege.ca](mailto:admissions@sbccollege.ca)
- ☐ Apply online [application](#), along with the [registration fee \(\\$100\)](#).

Scan the following documents and email them to [sbcregistrar@sbccollege.ca](mailto:sbcregistrar@sbccollege.ca):

- ☐ ♦ **Official high school diplomas/transcripts or post-secondary transcripts** (*originals must be provided on Registration Day*).
- ☐ ♦ **Proof of English Proficiency if English is not your first language.** (*originals must be provided on Registration Day—see [Language Proficiency Requirement](#)*).
- ☐ ♦ **Notarized copy or legible colour photocopy of government-issued passport** and valid study permit if you have one (*originals must be provided on Registration Day*).

### Important Note for Applicants

- ♦ An email will be sent to the applicant once he/she meets the entrance requirements to move forward with additional registration fees.
- ♦ An acceptance letter will be provided once the required conditions are met and the appropriate fees are paid. When you receive your study permit, contact SBC to confirm your enrollment.
- ♦ The remainder of your tuition as well as your books/supplies fees must be paid on or before the registration date. Contact SBC to discuss tuition payments.



## Language Proficiency Requirement

English is the language of instruction at Saskatoon Business College. Applicants whose first language is not English must present evidence of English. Speak with your International Student Advisor if you are not sure.

The following table outlines language proficiency requirements to attend Saskatoon Business College:

Organization	SBC Requirement
IELTS (International English Language Testing System)	Minimum 6.0
TOEFL (Test of English as a Foreign Language)	Minimum 80 (internet) Minimum 550 (paper based)
CanTest (Canadian Test of English for Scholars and Trainees)	Minimum 4.0
CAEL (Canadian Academic English Language Assessment)	Minimum 60
MELAB (Michigan English Language Assessment Battery)	Minimum 85
CPE (Cambridge Proficiency in English)	Grade C
CELT (Comprehensive English Language Test)	Minimum 60
PTE (Pearson Test of English)	Minimum 50
*Other language proficiency testing may be considered—speak to your advisor at <a href="mailto:sbcinternational@sbccollege.ca">sbcinternational@sbccollege.ca</a>	

## Foreign Credentials Recognition

Saskatoon Business College uses the International Qualifications Assessment Service (IQAS) to evaluate educational credentials of students whose education is not from Canada. For further information, visit the IQAS website <http://employment.alberta.ca/immigration/4512.html> or call 1-800-999-3965.

Documentation from other educational assessment organizations may be considered.

**Note:** SBC will inform you if you are required to have your prior education assessed by IQAS. Speak to the International Student Advisor for details.



## How to Pay

**Visa or MasterCard**—Click the link—[Make a payment](#) . If you pay with a credit card an additional 2% fee credit card fee is charged.

**International drafts** in Canadian dollars made payable to Saskatoon Business College.

**Wire transfers** Bank wire instructions can be sent to you upon request.

**Cheque** or international money order in Canadian dollars made payable to Saskatoon Business College.

**Debit** You may pay with your Canadian debit card but be sure to speak to your bank.

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### Tuition and textbook supply fees

Registration Fee (\$100.00) submitted with your application  
Tuition and textbook fees paid as indicated in your acceptance letter.

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## COURSE DISCONTINUATION, TRANSFER OR COMPLETION AND REFUND POLICY

In accordance with Regulation 5-4(1) of The Private Vocational Schools Regulations, 2022, written notice to the college of intent to cease taking the program is required. Upon receipt of written notice, refunds are calculated according to the following criteria.

Registration fee – nonrefundable

75% of tuition refunded if 20% or less of the hours of instruction delivered

40% of tuition refunded if more 20%, but less than 50% of instruction delivered

0% of tuition refunded if more than 50% of hours of instruction delivered.

If a student is absent from a course or program for 21 consecutive calendar days, the student is deemed to have discontinued from the course of program and the college shall immediately provide written notice to the student that the operator will retain the applicable portion.

**Books paid for but not received are refunded.**

# SBC STUDENT SERVICES

## Saskatoon Transit

The main bus terminal for Saskatoon public transit is located half a block from SBC. SBC students can purchase a discount bus pass for unlimited rides each semester.

## Saskatoon Open Door Society

Gain assistance on settling, finding work off-campus, making friends, and getting around town. A two minute walk away from SBC.

**129 3rd Avenue North #100**

**306-653-4464**

<https://www.sods.sk.ca/>

**Search for Rentals Online**

[Kijiji Saskatoon](#)

[Padmapper Saskatoon](#)

[RentFaster Saskatoon](#)

[Facebook Marketplace](#)

## Accommodation and Getting Settled

SBC does not offer housing accommodations or on-campus residency. In Saskatoon, typical rental costs range from \$500 to \$2,000 per month, depending on your budget and preference. Consider additional costs such as electricity, water, phone, internet, and transportation. Remember that you will also require furniture if you rent an unfurnished suite.

## Homestay

This option is your opportunity to live in the home of a Canadian family. You are able to become immersed in Canadian culture and make new friends quickly.

The minimum stay with Homestay is eight weeks and should be confirmed six weeks before arriving.

Website: [www.canadahomestaynetwork.ca](http://www.canadahomestaynetwork.ca) | [www.reseauhomestaycanada.com](http://www.reseauhomestaycanada.com)

You can also speak directly with your SBC international student contact, who can assist you in finding sustainable living accommodation. Final selection of housing will depend on your preference and budget.

[sbcregistrar@sbccollege.ca](mailto:sbcregistrar@sbccollege.ca)

## Temporary Accommodation

To give yourself time to find long-term accommodation, you may need to stay in a hotel. Upon request, Saskatoon Business College will provide a free taxi trip from the airport upon your arrival and the first two nights' accommodation at no charge. To access this service, please contact:

[sbcregistrar@sbccollege.ca](mailto:sbcregistrar@sbccollege.ca)

## Saskatoon Recreation

These websites provide a wealth of information about what Saskatoon has available for extracurricular activities. Check these websites:

[www.saskatoon.ca/go/immigration](http://www.saskatoon.ca/go/immigration)

[www.saskatoon.ca/go/leisure](http://www.saskatoon.ca/go/leisure)

[www.saskatoon.ca/go/leisureguide](http://www.saskatoon.ca/go/leisureguide)

[www.saskatoon.ca/go/leisureaccess](http://www.saskatoon.ca/go/leisureaccess)

[www.tourismsaskatoon.com](http://www.tourismsaskatoon.com)

## Map of Saskatoon

Visit [Tourism Saskatoon](#) for detailed maps of the city.

## Saskatoon Business College International Student Centre

It is located on-site at Saskatoon Business College and is open Monday to Friday, 8:30a.m. - 4:00 p.m. It has hard copies of many useful brochures and maps.

## Community Connections

Saskatchewan/Canada Immigration information for students can be found at [Studying in Saskatchewan](#). Remember your main connector points are also Saskatoon Business College International Student Centre and the **Newcomer Information Centre Saskatoon**.

Saskatoon Business College has developed a strong connection with the following organizations: The Saskatoon Open Door Society, City of Saskatoon, Saskatoon Police Services, Saskatoon Health Region, and the Saskatoon school systems.

## Saskatoon Open Door Society

This organization is an excellent first stop to gain assistance regarding settling efficiently and comfortably in Saskatoon. It is located within a two minute walking distance from SBC.

129 Third Avenue North #100

Saskatoon, SK S7K 2H4

306-653-4464

<https://www.sods.sk.ca/>

## Transportation

**Air** – Connecting flights can be arranged from major centers, such as Toronto, Vancouver, Calgary, Edmonton, Winnipeg, and Regina.

**Train** – VIA Rail Canada ([viarail.ca](http://viarail.ca))

**Saskatoon Transit:** The main bus terminal for city-wide bus transportation is located half a block from Saskatoon Business College. This is the most economical and efficient way to move around the city. A semester student bus pass can be purchased at the transit main office.

## Health and Mental Health Supports

Saskatchewan Health provides free health coverage to full-time international students who hold a valid study permit. Spouses and children on international students with a valid study permit are also covered.

Saskatchewan Health covers most doctor's fees and hospital bills (but not prescriptions). You have two months to apply after arriving in Canada and you can apply here: [Apply for a Health Services Card](#). Remember to provide a copy of your health card to the Registrar for your files as soon as you receive it.

The Saskatoon Health Region offers one of the most useful websites with information about a variety of health services including walk-in clinics (no appointment necessary), hospitals, and other health facilities. For a full list, visit: [Walk-In Medical Clinics in Saskatoon](#)

In addition, you can make an appointment to meet with the SBC Principal who will be able to assist in connecting you with mental health services including psychological counselling.

## Academic and Life Skills Counselling

Not only does the Saskatoon Business College International Student Centre offer one-on-one academic and life skills counselling as well as a tutorial and orientation session, but all of the Saskatoon Business College instructors are also committed to assisting you with your academic needs.

Off-campus professional counselling services are available. Speak with the SBC Registrar or the SBC Principal for contact details.

## Finances

To be eligible to study in Canada, you must provide Immigration, Refugees and Citizenship Canada (IRCC) with proof that you have enough money to pay tuition and living expenses for the length of your program.

## Harassment, Discrimination

Should you encounter issues with harassment, discrimination or other issues, an appointment can be made with the SBC Principal (SBC Front Office) and/or the International Student Centre (located in the lower main of SBC). To connect with these individuals you can:

- Phone to arrange an appointment: 306 244-6333
- E-mail: [sbcregistrar@sbccollege.ca](mailto:sbcregistrar@sbccollege.ca) or [sbcprincipal@sbccollege.ca](mailto:sbcprincipal@sbccollege.ca)

Either of these individuals will assist in resolving the situation.

Harassment and Discrimination Prevention is addressed in the Saskatoon Business College Student Day Planner & Procedures Guide in various areas. It is the role of each student and staff member to contribute to a respectful learning environment while recognizing that open-mindedness can increase each person's learning experience and bring richness to one's personal experience.

The Saskatoon Business College Internal Dispute Mechanism is found in the Saskatoon Business College Student Day Planner & Procedures Guide on page 31. It includes the following:

- Saskatoon Business College has zero toleration for harassment and/or discrimination. It is the goal of Saskatoon Business College to provide a comfortable learning environment for all students.
- Issues regarding harassment, discrimination and/or conflict are to be directed to the Saskatoon Business College Principal either in writing or in person.
- **Community and Translation Services:** When necessary, a translator and/or a member of the appropriate ethnic community will be utilized to confirm understanding by all parties involved.
- **Internal Mediation:** The manner in which each complaint is received and its resolution will be addressed as required to bring about a satisfactory resolution. The appropriate student(s), applicable staff members and administrations will handle, if possible, the issue internally.
- **External Mediation:** The external mediator is as follows:  
Saskatchewan Government  
Universities and Private Vocational Schools Branch  
Ministry of Advanced Education  
12<sup>th</sup> Floor – 2010 12<sup>th</sup> Avenue  
Regina, SK S4P 0M3

# Immigration, Refugees, & Citizenship Canada

Upon receipt of your acceptance letter, apply for your study permit.

Immigration, Refugees and Citizenship Canada (IRCC) has approved SBC as a designated Learning Institution (DLI). The college is not eligible for the Post-Graduate Work

Permit Program (PGWPP).

Information regarding the federal requirements for studying in Canada, including information on visa processes, post-graduate work permits, and other immigration related issues may be found below:

[Applying for a Study Permit](#)

[Eligibility for Post-Graduate Work Permits](#)

[IRCC Online Help Center of Students](#)



## Original Documents Required on or Registration / Orientation Day

The Registrar will provide details regarding registration/ orientation day.

You are required to provide the following original documents:

**1) Your passport ([Original](#))**

**2) Study permit ([Original](#))**

**3) Transcripts/diplomas/certificates ([Original](#))**

**4) English Proficiency results (Original)**

**3) The remaining tuition and 100% of your books or supplies must be paid on or before your start date unless you make formal arrangements to pay in installments.**



# Frequently Asked Questions

## Where is the SBC International Student Centre?

It is located at Saskatoon Business College. Contact [sbcregistrar@sbccollege.ca](mailto:sbcregistrar@sbccollege.ca)

## What are the different start dates?

September, October, January, and March. For the next start date for your program of choice, visit <http://www.sbccollege.ca/international-students>

## What is the deadline for international students to apply?

If you are not already in Canada, it is wise to apply no later than **five** months before your intended start date. This will give you plenty of time to complete all the required documentation and make travel and accommodation arrangements.

## Do my transcripts have to be translated into English?

Yes. This is a requirement for submission to both Saskatoon Business College and the International Qualifications Assessment Service (IQAS). Both the original and notarized translation is required.

## Does Saskatoon Business College have a student residence?

No. We do not have a student residence. Please refer to the Student Services section of the guide for more information.

## Can I work while I am a student?

Yes. 20 hours/ week during full-time study, as much as you like during scheduled breaks. Refer to [www.cic.gc.ca](http://www.cic.gc.ca) for details on your eligibility to work as a students.

## Is SBC a designated learning institution (DLI)?

Yes. SBC is a designated learning institution. Note however, that SBC is not on the Post-Graduate Work Permit (PGWP) Program.

## Can I apply to become a Permanent Resident or a Canadian Citizen?

If you are considering becoming a Permanent Resident or a Canadian Citizen, visit [www.cic.gc.ca](http://www.cic.gc.ca)

## Who will help me if I have questions or issues settling into Canadian life?

- **SBC International Student Centre**
- **Saskatoon Open Door Society**



## Where do I go to get assistance if I am struggling with my classes?

You will have several options:

- Come to the SBC International Student Centre located in the lower main of the college.
- Make an appointment to work with your instructor after classes. Instructors are available to assist Monday to Thursday from 3:30 p.m. to 4:00 p.m. and later by appointment.
- You can also request a tutor (cost is applicable).

## Is health insurance available and how much will it cost?

For information regarding Healthcare coverage, please see Health and Mental Health Supports in the Student Services section of this guide.

## How much does it cost to live in Saskatchewan?

Depending on your budget, you can expect your expenses for accommodation, food, clothing, and transportation to be approximately \$1,500—\$2,000 each month.

## What kind of clothing will I need?

As Saskatoon experiences a wide range of temperatures, you will require a variety of clothing.

In the summer, very lightweight clothing and sandals are common, but in the spring and fall, a light jacket with closed shoes is a good idea.

Winter will bring snow (sometimes lots of it) and ice with temperatures that drop into the -20s and -30s. During this time, you will want to bundle up with warm hats, warm winter jackets, boots and mitts.

