

WHAT TO DO TO START

TCard

Website: <http://www.utoronto.ca/tcard/>

This is your permanent UofT identification card, with your photo and signature, which provides you access to many facilities, services, and libraries on campus. You have the option to carry up to \$100 cash value in the computer chip for small purchases at designated locations around the campus.

When you go to apply for a TCard, bring with you an official identification with your photo, and the letter of acceptance from the College. Go earlier in the summer to avoid line-ups. TCards are issued free, but replacement will cost \$12. Report to the Library if you lost or damaged the TCard, as it is still valid until you report a lost.

TCard Offices:

St. George Campus: Robarts Research Library, Rm. 2054A, 2nd floor (St. George/Harbord)

Office hours: 9 am – 5 pm (Mon., Wed, Thu, Fr.), and 9 am – 7 pm (Tue)

Mississauga Campus: South Building

Office hours: 9 am – 4 pm (Mon, Tue, Thu, Fri), and 10 am – 4 pm (Wed)

New students entering in the January or Summer session please note that the TCard Office requires that fees be received in your student account before a TCard is issued.

UTORid

Website: http://www.utorauth.utoronto.ca/?page=get_utorid

The UTORid is an authentication to validate your status in the University. When you get your TCard, you will get a UTORid on your card; and a SAK (Secret Activation Key), which is a one-time password to set up your UTORmail account. Your UTORid will be used also to access other services such as libraries, and computer services such as ROSI and Blackboard (see below).

UTORmail

Website: <http://www.utorid.utoronto.ca/>

This is the UofT institutional email service. According to the Policy on Official Correspondence with Students (<http://www.utoronto.ca/govcncl/pap/policies/studentemail.html>), all students are required to communicate with the University via 'utoronto.ca' email. You can activate your email at www.utorid.utoronto.ca. You will be asked to enter your UTORid (which is one the lower left hand corner of your TCard) and SAK (Secret Activation Key).

Once you have your utoronto.ca, update it on your ROSI record immediately, and inform the College Registrar (regis.registrar@utoronto.ca) and Regis Library (regis.library@utoronto.ca). Forwarding utoronto.ca email to your own email address is possible but not recommended as this may delay your receiving communications.

Admission Condition(s)

If you are entering the program with condition(s), you should contact the Registrar's Office latest by August 31 to make sure that all the conditions have been cleared.

Regis Registrar's Office Website

Website: <http://www.regiscollege.ca/current/registrar>

(or, www.regiscollege.ca → Current Students → Registrar's Office)

Please visit this website regularly as it will help you throughout the academic year. Essential information will be updated as soon as required. We will try our best to post all important information in the classroom building as well.

Students are encouraged to download forms from the website. However, hard copies are also available with the Student Services Assistants.

ROSI

Website: <http://www.rosi.utoronto.ca>

ROSI = Repository of Student Information = UofT student record system

Student records are protected in accordance with the Freedom of Information and Protection of Privacy Act (<http://www.fippa.utoronto.ca/site3.aspx>). Students are to be aware of the responsible use of the student web services (SWS) (<http://www.rosi.utoronto.ca/about.html#use>).

ROSI is usually accessible almost the whole day. Hours of operation is available at <http://www.rosi.utoronto.ca/hours.html>. Hours may slightly vary owing to holidays or system maintenance.

First time user guide is at <http://www.rosi.utoronto.ca/hours.html>. From time to time upgrades or new features will be available in ROSI. The below information on ROSI only serves as a general basic guide.

Accessing ROSI

- Enter your student number (it is on the front of your TCard)
- Enter your Personal Identification Number (PIN) – for first time user, your PIN default is your date of birth, in the sequence of YYMMDD. Prepare a six-digit, numbers only PIN that you will need to remember as you will be required to change your PIN during your first attempt.
- You will be asked to choose and answer three questions in order to help to identify you in the future in case you forgot your PIN.

Tips:

Your PIN should be kept as confidential.

If you entered an incorrect PIN(s) three times, ROSI will refuse your access. You can click on “Forgot your PIN?” on the sign in screen and reset your PIN. This is where you will be asked to answer the three questions again to identify yourself. If this process still does not work, contact the Student Services Assistant.

Functions in ROSI

What else can students do in ROSI, or, what functions in ROSI is applicable to Regis students? Once you have accessed ROSI, you will see the following functions on the left hand side of the screen:

- *Home* (you will see your name, current mailing address and email address on the screen)
- *Course Enrolment* (where you enrol your courses)
- *Personal Timetable* (your courses will be posted on a time sheet)
- *Subject POSTs* (not applicable)
- *Elections* (not applicable)
- *Transcripts, Acad.Hist.* (your courses taken and grades will be posted)
- *Graduation* (not applicable)
- *Financial Accounts* (you can see the format of your invoice, or detailed transactions)
- *Tax Forms* (around March, you will be able to printout your last year’s T2202A)
- *Personal Information* (all students should verify and update their information)
- *Activity Log* (this is a log of your access and activities done in ROSI)
- *Logout* (make sure you click this one every time you complete your tasks in ROSI)
- *Maintain your PIN* (if you wish to change your PIN)
- *Feedback*

Verify and/or Update Addresses/Email/Phone in ROSI

- Click on “Personal Information”
- Click on the appropriate choice (e.g. addresses and home phone number, phone numbers not associated with addresses, email address, contact information, Other Personal Information)
- Follow the instructions
- Remember to Logout upon completion of tasks

Tips:

If you are updating your address, always “add” instead of “edit”. ROSI will ask you for valid dates of the new address. Unless indicated by you, your current address will be assigned automatically with an infinite valid date.

Enrol Courses in ROSI

- Regis timetable is posted at the Registrar's Office website <http://www.regiscollege.ca/current/registrar>. All courses offered by TST Colleges are at the TST website <http://www.tst.edu/courses/index.asp>
Contact your Program Director and filled in the Academic Activities Approval form with courses you wish to take
- Starting August 1: Enrolment in September session and January session courses open
Starting April 1: Enrolment in Summer (May – August) session courses open
- Access ROSI (with you student number and PIN)
- Important: for students who are in two programs, click on the correct program where you want to apply the course(s) you are going to enrol
- Click on “Course Enrolment”
- Select a session (usually the default is the current session)
- Enter the course codes, one at a time (for example, RGP1111H in the first box, F in the second box). Use the exact course codes as indicated on the Regis (<http://www.regiscollege.ca/current/courses-2007-2008>) and/or TST (<http://www.tst.edu/courses/index.asp>) Timetables, or according to the listing of other TST Colleges. Unless otherwise indicated on the Timetable, the meeting section for courses is usually LEC0101. Click on “submit” to confirm enrolment
- Continue until you finish enrolling in all the courses
- Click on “List Courses” to verify that you have properly enrolled the courses.
- You can click on “Personal Timetable” to view your courses on the time sheet
- Forward the Academic Activities Approval form to the Registrar's Office
- Remember to Logout upon completion of tasks
- Go to “Blackboard” to check if course material is posted prior to coming for classes

Tips:

If ROSI says “course not available”: check that the last digit of the course code (e.g. F, S, Y) should be entered into the second, smaller box on the ROSI screen.

Some courses will have enrolment limit. Some courses may allow Waitlist. You can request for being waitlisted for a course. ROSI will automatically put your request in sequence with others who asked for being waitlisted. Check ROSI regularly to see if you have been allowed into the course.

The following courses are to be enrolled in ROSI through the administration:

Through the Regis College Registrar's Office:

- Reading and Research course
- Research or Theses (advanced degree students)
- Comprehensives
- TSP courses (these are courses of the Toronto Institute for Pastoral Education, and students should apply to TIPE (www.tipe.ca) directly for admission to any of their programs if they so wish.

Some courses may allow you to request to be ‘waitlisted’ when the enrolment is full. Enrolment will then be done automatically by ROSI according to the sequence of each request. Note that you will be responsible for all additional fees assessed once ROSI has moved your request into an activity. Check your ROSI record regularly as no invoice will be sent to you, and remove any waitlist request if you do not need the course.

Note for Basic Degree students:

If you have taken all required courses for the program but have not completed your course work; or you are still working on the closure paper for your program which you have enrolled in previous session (e.g. RGT3790YY Master of Sacred Theology Synthesis Paper), you are required to enrol in TSZ3333HF (for September session) or TSZ3333HS (for January session) and pay a continuation of program fee equal to one course credit.

Tips: Try to complete all course work on time to avoid extra time and payment.

Students who enrol in the Integration for Ministry Seminars (RGP3687H/RGP3688H) are advised to budget about \$360 to \$400 for ten to twelve sessions in spiritual direction during the core year of the program when they enrol in these courses.

The actual costs are negotiated directly with the spiritual director and may vary. Given the formative spirit of the programs, students may wish to consider continuing in spiritual direction beyond the core year.

Students in the MDiv Program are also advised to budget about \$360 to \$400 for ten to twelve sessions in spiritual direction for each year of their program. MDiv students can consult the Director of Theological Field Education for advice on the selection of a spiritual director.

Students in IFM/STM or STM Programs are required to complete three advanced level courses, and therefore will be invoiced an adjustment fee directly by the College, which is the difference between advanced level and basic level fees for the three courses. This adjustment is not a new fee.

Note for Advanced Degree students:

When you have no other academic activity during the session, or when you reach the research/thesis stage, you should enrol in an academic activity in ROSI, either to maintain registration, or to reflect the research/thesis work that you are engaged in. Check with the Registrar for the appropriate academic activity code that applies to you at that time, have it approved by the AD Director by using the Academic Activities Approval Form, and forward the form before the last course add date to the Registrar's Office for enrolment on ROSI.

Add/Drop Courses in ROSI

- You should have met with your Program Director again and filled in the Academic Activities Approval form with courses you wish to change
- Access ROSI (with you student number and PIN)
- Make sure you are in the correct program
- Click on "Manage Courses" to add or drop
- Enter the course codes (remember to separate the last digit into the second box)
- Click on "add" or "delete". A confirmation box with details will appear above "Manage Courses"
- "List Courses" again to verify
- Remember to Logout upon completion of tasks
- Go to "Blackboard" to check if course material is posted prior to coming for classes

Tips:

Registration as a student depends on at least having one academic activity (= one course). If you have enrolled in only one course (as many part-timers do), and wish to change it to another, it is always better to add your course first before deleting the one already in the system. This way you can avoid, apart from deleting your previously enrolled course, cancelling your registration as well.

Note the last day to add/drop dates in the Calendar of Events. You will not be able to perform any of these functions in ROSI after the specific dates. Be sure therefore to add the courses you need, and/or cancel all unwanted courses in ROSI within the stipulated dates to avoid future problems in registration and fees.

Understanding Course Codes

TST course codes are made up of three alphabets + four numbers + two alphabets.

Three alphabets: the first two indicate the college offering the course, the third one indicates the department. For example,

- RGB = Regis College, Biblical,
- SMH = St. Michael's College, History
- EMP = Emmanuel College, Pastoral
- SAT = St. Augustine's Seminary, Theology

Four numbers: the first number indicates the level of the course. Course numbers that start with 1, 2 or 3 are basic degree level courses. Course numbers that start with 4 to 8 are advanced degree level courses. Basic degree level students are not allowed to take advanced degree level courses except when required by the program (e.g. Master of Sacred Theology Program), or by written permission and approval by authorities of the College under special circumstances.

Two alphabets: The first one, either Y or H, denotes the weight of the course:

Y = full course (2 credits as recognized by TST)

H = half course (1 credit as recognized by TST)

The second alphabet, can be F, S, or Y, shows when the course is offered:

F = course runs from September to December

S = course runs from January to April

Y = course runs from September to next April

For the Summer session:

F = course starts in May or June

S = course starts in July or August

Tips:

Some courses may be offered at different sessions each year to allow ample opportunities for students to take the course. Make sure that you check the course code in the timetable so that you are enrolling in the right session when you enter the course code in ROSI.

Financial Accounts

After you have enrolled in courses and you want to know how much you need to pay:

- Click on “Financial Accounts”, you will immediately see “Your current balance is \$xxx.xx”
- You will be given the choice “Click here for Invoice Format” and “Click here for Detailed Report”
- “Invoice Format” is not an invoice. It is how your invoice will look like. Detailed Report will give you more details of your accounts.
- Remember to Logout upon completion of tasks

Tips:

Bank tellers will not accept printout of “Invoice Format” for payment as it is not an invoice (see ‘Fees’ below for details).

Transcripts, Academic History

- Access ROSI as usual
- Click on “Transcripts, Acad. Hist.”
- Your courses and grades are shown
- You can print your record
- Remember to Logout upon completion of tasks

Tips:

Courses with “Y” as the last alphabet means a full year course, and will have IPR (in progress) shown in the September session. Grade of such a course will only be given upon the completion of the course after the January session.

Different Colleges will assign grades to courses at different times. Regis course grades for each session will usually be available starting from a certain date. Please see the Calendar of Events for dates when grades are available to be viewed by students.

T2202A

Around late February/March every year, T2202A (Tuition and Education Amounts Certificate) will be available on ROSI for download by students. The availability date will be posted on the Student Accounts website

<http://www.fees.utoronto.ca>.

To print your T2202A:

- Access ROSI as usual
- Click on “Tax Forms”
- Click on “Continue to T2202A form”
- Select the year by using the down arrow in the “Year” box
- Click “view”, and you can “print”
- Remember to Logout upon completion of tasks

Blackboard

Website: http://www.portalinfo.utoronto.ca/Student_Help.htm
http://www.portalinfo.utoronto.ca/Student_Help/Student_Self_Help.htm
(self-help)

This is the computer learning system employed by the University of Toronto. Online courses will be provided through Blackboard throughout the University environment.

Instructors of seminar courses may choose to use Blackboard as well as support to the normal classes. Students who have enrolled in such a course in ROSI will be identified by Blackboard as one of the class participants. Access to Blackboard by students is by your name and your utoronto.ca email address.

Please see the Academic Orientation Day program is at http://regiscollege.ca/files/Acad_Orientation_Day.pdf

Fees

Website: <http://www.fees.utoronto.ca>

How Fees are Generated

After August 1, you will be able to enrol courses in ROSI. Fees will be generated after you have enrolled in course(s). You can see immediately view how much you need to pay by going to the “Financial Accounts” section (see above). If you make any changes, ROSI will automatically adjust the payment according to the fee schedule.

Payment usually includes:

- Tuition fees (either by course or by program, depending on the program you are enrolled in)
- ROSI access fee
- Regis College incidental fee
- University of Toronto incidental fess (may include supplementary health care depending on program and full-time/part-time status – see Fee schedule below)
- University Health Insurance Plan (UHIP) for all students with study permit
- School of Graduate Studies (SGS) writing support fee for Advanced Degree students
- Advanced Degree Student Association fee

Tips:

You can enrol in September and January sessions courses starting August 1 each year. ROSI will charge the tuition and other related fees. If you choose to enrol in January courses in ROSI later in the year, it is advisable that you pay immediately after you have done so to avoid service charges, which will be levied monthly on and after November 15.

Special Note

Students are advised to budget about \$360.00 to \$400.00 for ten to twelve sessions during the core year of the program when they enroll in the Integration for Ministry Seminars (RGP3687HF/RGP3688HS) taught by Professor Kathleen McAlpin. The actual costs are negotiated directly with the spiritual director and may vary. Given the formative spirit of the MA in MS Program, students may wish to consider continuing in spiritual direction beyond the core year. Professor McAlpin will provide further information about the spiritual direction process in September. DSD students are expected to be in ongoing spiritual direction.

Students in the MDiv Program are also advised to budget about \$360 to \$400 for ten to twelve sessions in spiritual direction for each year of their program. MDiv students can consult the Director of Theological Field Education for advice on the selection of a spiritual director.

Methods of Payment

- Telephone or Online Banking. Check with your financial institution to set this function for you. Give them the recipient’s name “University of Toronto”,. Your account number has the first five characters of your surname in capital letters and ten numbers which is your student number with leading zeros. Make sure you differentiate the letter “O” and the number “0”.
- At a bank teller - you will need to bring an invoice format which can be printed by yourself from ROSI (www.rosi.utoronto.ca – Financial Accounting – Invoice Format”

Any branch in Canada of CIBC, Bank of Montreal, HSBC Canada, National Bank of Canada, Royal Bank, Scotiabank, TD Canada Trust, or most credit unions.

Tips:

Check ROSI after a couple of days after you have made your payment to see if the transactions has gone through to clear your balance.

Check ROSI regularly at the beginning of the session to see if you have any outstanding balance.

If you are only enrolling in TIPE courses in one session, you will pay the tuition fee to TIPE directly, but you will need to pay for incidentals and ROSI fees to the University.

Things to Note About Fees

- All student MUST read carefully the Student Account Information . The information will be posted at the Registrar’s Office website when it arrives from the Student Accounts Office. It usually includes details on:

Refund Schedules: Note that the last day to cancel a course is NOT the last day of refund. If there is a refund, a cheque will be mailed to you from the Student Accounts Office.

Minimum Charge: For students who cancel their registration in a program on or after the published date each year
Registration checklist
Fees payable
Course changes and cancelled registration
After registration

- Pay your fees as soon as possible. University of Toronto will set FINCA (financial cancellation) dates each session. On those dates, ROSI will automatically cancel all course enrolment and student registration of those students whose account is showing as no payment.
- Note that financial transactions, especially those that went through bank tellers, usually needs at least five business days for the payment to be processed from the bank to your University student account. Therefore, FINCA date is not the last day to pay. Always count back at least five business dates to be your last payment date.
- Students who registered late, or being FINCA will need to come in person to the Registrar’s Office immediately with an official proof of payment and request for re-registration by filling in a request form for late and re-registration. Students will be charged \$25 for such application.
- If you make the minimum payment in the Winter Session, service charge to the outstanding balance will start to incur monthly beginning November 15, until you have paid in full.
- Payments made are applied first to any outstanding balances. So make sure that you pay enough to cover the full outstanding payment from a previous session as well as the minimum for the current session.
- Your account must be paid in full by the end April, which is the end of the Winter Session. Outstanding payments may cause your registration or request of transcript being blocked. Students who have outstanding payments may eventually have their names forwarded to a collection agency by the University.
- You may ask to defer fees by completing a request form (available in the Finance Office) if you are receiving a major government loan/award, or Regis College financial support, e.g. OSAP, OGS, Regis bursary. However, please read the Student Account Information sent to you by the Student Accounts Office, as you may be charged interest even if you have a fees deferral after a stipulated date set for each year.

Fee Schedule

Website: <http://regiscollege.ca/current/registrar> - see Fees

Summer Fees

- Courses may have different last day to add or withdraw.
- A substantial Minimum Charge will be charged to students who cancel their registration in a program on or after the published date for the first day of classes for the Summer Session.
- Since courses in the Summer Session will have different start and end dates, the last date to add the course will be the last day for a 100% refund of tuition.
- For refund of Summer incidental fees, refer to the University of Toronto Summer Refund Schedule.

Registration

Registration is only in effect when a student has paid and fees received by the University of Toronto. If you do not register for at least one academic activity in a session, you will not be regarded as having student status during the session, and you will not be able to access the library system and/or other University services.

Incoming students who do not show up, or withdraw from all academic activities during the session that were accepted; or current students who withdraw from a program may need to re-apply in the future if they wish to attend the College again.

By August 31 every year, all Advanced Degree students in the program must complete and forward the “**Declaration of Full-Time/Part-Time Status**” form (available at the ‘Forms’ section) to the Registrar’s Office.

Tips:

Unless owing to health issues, leave of absence is not recommended. Students who cannot register for the next session should complete the Leave of Absence form and forward it to the Program Director for approval two months prior to beginning of the session. The duration of leave of absence granted is not counted to the students’ time limit to complete the program. Normally, a maximum of up to one calendar year of parental, health, or compassionate leave may be granted by the College to students during the course of his/her program.

Students wishing to transfer from their current program to another program of the College are required to follow the normal application procedures required by the new program. Transfer of credits, program residency and outstanding program requirements will be assessed on a case-by-case basis by the appropriate Admission Committee(s).

Important Dates 2008-2009

Please check the dates regularly as posted on the Registrar’s Office website for any updates (http://www.regiscollege.ca/files/Important_Dates_2008_0530.pdf).

Regis College Orientation 2008-2009

Wednesday September 3, 2008

Elliott MacGuigan Hall, 67 St. Nicholas Street

The Orientation Day program is available at http://www.regiscollege.ca/files/Regis_Orientation_2008.pdf

TST Orientation for AD Students

All new Advanced Degree students (MA, ThM, ThD, and PhD) are invited.
Lunch will be provided.

Friday, September 5, 2008

Toronto School of Theology, 47 Queen’s Park Crescent East

The TST AD Orientation Day program is available at http://www.regiscollege.ca/files/TST_AD_Orientation_2008.pdf

Regis College Academic Orientation Day 2008

Thursday, September 4, 2008

Elliott MacGuigan Hall, 67 St. Nicholas Street

This is **mandatory for all new incoming students**. All returning students are recommended to participate.
The Academic Orientation Day program is at http://www.regiscollege.ca/files/Acad_Orientation_Day.pdf

Welcome Barbeque

All Regis students are welcome.
Saturday, September 20, 2008
567 Huron Street
4:30 – 8:30 pm

Regis Pub Event

For all Regis students: **Wednesday, September 24, 2008**, 4 – 6 pm

For Other Pub Events, see section on “Beyond Coursework”

Study Permit

Website: <http://www.isc.utoronto.ca>

(ask: isc.information@utoronto.ca, or 416-978-2564)

International Student Centre, 33 St. George Street (Tel. 416-978-2564)

Website: <http://www.cic.gc.ca/english/study/index.html> (Citizenship & Immigration Canada)

International students are recommended to visit the International Student Centre for information and services, which includes:

- Visa and immigration
- Health Insurance (see below)
- Cross-cultural counselling
- Conversational English Program
- Working in Toronto (<http://www.cic.gc.ca/english/study/work-opps.html>)

All who are neither permanent resident of Canadian nor Canadian citizen are required to obtain a Study Permit from Citizenship and Immigration Canada (<http://www.cic.gc.ca/english/study/index.html>).

Tips:

All international students are invited to attend the **Information Session for International Students** on Monday, September 8, 2008, 2 – 4 pm in the Student Lounge at Regis College.

Make sure that your passport always maintains a validity term of at least 6 months.

An “Entry Visa” is different from a “Study Permit”. The former is to allow you to enter Canada (requirement of an entry visa to Canada depends on the country where you are from). The latter is to allow you to study in Canada.

If you need to continue your studies with the College beyond the expiry of your study permit, at least three months before the expiry date, complete a request form for a letter from the Registrar’s Office in order to apply for an extension of your study permit (http://www.regiscollege.ca/files/Request_For_Letter.pdf). Check the Citizenship and Immigration Canada for requirements for renewing your study permit (<http://www.cic.gc.ca/english/study/change-renew.html>). You will be required to show proof that you have sufficient funds for your continuous study and stay in Canada.

Canada requires visitors from some countries to enter with an entry permit (<http://www.cic.gc.ca/english/visit/visas.html>). If you are from one of those countries, and during the course of your study you need to leave Canada, make sure you check with the Citizenship and Immigration Canada about regulations for you to come back to Canada. You may also, three months before you leave, complete a request form for a letter to prove that you are a student at Regis College (http://www.regiscollege.ca/files/Request_For_Letter.pdf). However, please note that issuing a letter is dependent upon your valid registration with the College.

University Health Insurance Plan (UHIP)

Website: <http://www.isc.utoronto.ca/uhip.html>
(ask: <http://www.isc.utoronto.ca/uhip.html>, or 416-978-0290)

UHIP (University Health Insurance Plan) is compulsory for all international students and their families. International students will see from their invoice that they are charged UHIP fees once every year. Contact the UHIP Office for picking up your UHIP cards.

All eligible dependents of international students must also immediately enrol in UHIP. A late application fee will be charged in addition to the UHIP charge for dependents who complete UHIP application after 30 days of their arrival date in Canada and/or the eligibility date.

Please note that you will need to be continuously registered. Otherwise, once you ceased to register in a certain academic session, you may not be insured (even though you have paid UHIP fees)

Preferred Provider Network (PPN)

Websites: <http://www.uhip.ca/bin/library/preferredHospitals.cfm>
<http://www.utoronto.ca/health/programs/hip.htm>

Please note that under UHIP, you will be covered for inpatient/outpatient services only at hospitals that belong to the Preferred Provider Network (PPN). You may only be covered with limits, and/or for partial services if you go to a non-PPN hospitals.

Check the UHIP websites for list of hospitals under PPN.

Register with International Student Centre (ISC)

Address: 33 St. George Street, Cumberland House

International students are strongly encouraged to go in person and register with the ISC so that you will be contacted weekly by emails about various information and activities, both in the university and in the City of Toronto.

Work Permit

International students may apply to work off-campus and eligibility depends on various conditions, including:

- valid study permit
- full-time student for at least six of the twelve months prior to application
- with satisfactory academic standing
- apply to <http://www.cic.gc.ca/english/study/work-opps.html> with documentation required by the government.

Please check www.cic.gc.ca/english/e-services/index.asp if you wish to submit your work permit application online.

Applications for Work Permit are to be processed by the Registrar, Toronto School of Theology.

Student Housing

Websites: <http://link.library.utoronto.ca/StudentHousing/>
<http://www.chestnutresidence.utoronto.ca/>

UofT residences are open for application by prospective students.

Regis College student has priority to a number of rooms on the graduate floors of the 89 Chestnut Residence (so named because it is located at 89 Chestnut Street). Allocation is on a first-come first-served basis. Residence fees include a meal plan. Applicants should select TST (Toronto School of Theology) as their faculty, and REGIS (Regis College) as their college in order to be identified as Regis College students. Apply online.