



Incoming **Exchange** Handbook



Gustavson
School of Business
University of Victoria



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PLEASE NOTE: All dollar values in this document are listed in Canadian (CAD) currency.

Introduction

Welcome to Victoria

The Gustavson School of Business (GSB) International office welcomes you to the University of Victoria, 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 900 full-time faculty, 4851 full and part-time staff, and over 21,800 students, of which close to 3000 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 grounds, or stroll down to sandy beaches and pleasant shopping villages a short distance away.

Gustavson School of Business

The 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 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.

RECOMMENDED: If you wish to work on or off-campus while studying (if eligible) and you want to open a bank account in Canada.

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. A multiple entry visa will allow 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 \$7.00 and is valid for five years or the duration of your passport, whichever comes first. In order to find out whether you need a TRV or eTA to enter Canada, please visit the following website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta.html>

Check the Immigration, Refugees and Citizenship Canada (IRCC) website for more information about applying for a study permit: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>

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:

<https://travel.gc.ca/assistance/embassies-consulates>

US Entry VISA

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

Health Insurance

The University of Victoria has a mandatory medical insurance plan which will cover exchange students, for one semester while studying at UVic. If you are staying for two semesters, you would need to apply for BC Medical Service Plan (MSP) as soon as you arrive. The cost of this mandatory plan is \$265.00 for the semester and must be purchased once you are in Victoria.

Accommodation

Homestay

Due to COVID-19, the UVic Homestay Program is closed until further notice. Homestay will only be offered once face to face classes resume and the Canadian government has lifted the two week quarantine period for travellers entering the country.

Homestay website: <https://continuingstudies.uvic.ca/elc/where-to-stay/uvic-homestay>

Residence

Others may prefer on-campus residence (room & access to cafeteria). Rooms will be assigned on a waitlist basis for students who are only here in the fall and on a lottery basis for students who are here for two terms. The residence location is convenient; 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; as a result, the likelihood of securing a spot on-campus is very low. The process is less competitive during the spring term.

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 Incoming International Student (Business 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 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/>

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 \$60.00 to \$70.00. If you are traveling with two more people, this may be a good option.

Fall Arrival: Orientation is scheduled to commence on the Friday and Saturday 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 hote or hostell until the official check-in date.

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.



Upon Arrival

Orientation

Orientation is a MANDATORY event that is held for international exchange students coming to the University of Victoria through the 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 successful one.

ONECard

When you arrive at UVic, please make sure to obtain your student card, or commonly called a ONECard, 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 services on campus. By presenting the card, you are also eligible for a student discount at museums, art galleries, theatres, and some restaurants. Most importantly, your student card will act as a bus and athletics pass during your exchange term, in the event you opt-in to the plan.

Once you have your NetlinkID, you can upload your ONECard photo online: <https://www.uvic.ca/onecard/get-card/index.php>. When you arrive in Victoria you can pick up your ONECard directly from the ONECard kiosk. Please be sure to bring a piece of government-issued photo identification as well as your UVic student number with you in order to obtain your OneCard.

ONECard ID Centre: <https://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 or 778.

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.

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 international 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 international 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; it is a good idea to explore each carefully to determine which will work best for your situation.

The past international 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:

GSB International Office
Gustavson School of Business
University of Victoria
P.O. Box 1700 STN CSC
Victoria, BC, V8W 2Y2
Canada

Courier Address:

GSB International Office
Gustavson School of Business
University of Victoria
Business & Economics Building, Room 280
3800 Finnerty Drive
Victoria, BC, V8P 5C2
Canada

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 \$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. Kindly note, in order to open a bank account, you would need to have a valid study permit. 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; however, 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.

Residence Accommodation	\$869.25/month (<i>cluster</i>) or \$1428(<i>dorm with starter meal plan</i>)
Independent Accommodation (meals not included)	\$900/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; 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: <https://bctransit.com/victoria/home>

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. Violation of these rules can result in penalties and fees. It is important to make sure you are visible to drivers at all times while you are biking. Not following these rules can result in penalties and fines.

*Bikes are subject to availability

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 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. Exchange students must take a minimum of 3 Business courses, and must obtain departmental approval if taking courses outside of Business.

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

COM 206: Business English and Communication (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

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 Centre for Academic Communication (CAC) - <https://www.uvic.ca/learningandteaching/cac/>

Free help is offered to students writing essays and papers. The trained staff in the Centre for Academic Communication (CAC) can help you examine past essays and papers, or help you with papers that you are in the process of writing. Please visit the CAC 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 and Tuesday from 9:30 am to 4:00 pm. Appointments are not normally necessary. 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; therefore, these times are better avoided if possible. You must bring proof of medical insurance with you.

The Centre for Accessible Learning (CAL) - <https://www.uvic.ca/services/cal/>

Support students with learning disabilities, ADHD, mental health issue or long-term recurring physical or sensory disability. They work with faculty and students to promote educational equity and accessibility for students with disabilities. If you want to be part of this program, you need to register with CAL.

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
- 2 weight rooms
- dance studio
- locker rooms
- jogging trails
- 3000 seat stadium
- Elk Lake Rowing Centre
- apparatus gym

Campus Security - <https://www.uvic.ca/security/>

Campus Security is located in the Campus Security Building (near the Bookstore) and is open 24 hours a day, 7 days a week. They provide services such as SafeWalk, where a Security Officer will escort a student building to building, building to bus stop and vice versa within the campus boundaries. Please visit the Campus Security website for more information about their services.

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 Help Desk - <https://www.uvic.ca/systems/about/academic/helpdesk/index.php>

All students registered at the Faculty of Business have access to the BEC Computing Facility for information or technical issues, 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!

Contact Info

GSB International Office

The GSB International office is a resource for all students in the 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: 1-250-853-3748

Email: gsbwelcome@uvic.ca

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

Other University Contact Lists

Residence

Phone: 1-250-721-8395

Email: resadmin@uvic.ca

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

Appendix I - Checklist

- Submit your online application at the following link: <https://gsbipincoming.uvic.ca/> and ensure you have uploaded all the requested documents.
- Receive your official letter of acceptance to the Gustavson School of Business, University of Victoria.
- Apply for your Canadian study permit or entry document.

Confirm accommodation arrangements.

- 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.

- Verify all course choices indicated on your course preference list have been approved by your home institution.
- Obtain a passport and made sure that it is valid for at least six months beyond my return date.
- Obtain the appropriate VISA, eTA and/or study permit to study in Canada.
- Obtain the appropriate VISA if planning a trip as a visitor to the United States.
- Please check updates on COVID-19 measures at [Government of Canada](#)

Check your e-mail account for a message from Guard.me, which includes your policy number. If staying for two semesters, you must also apply for BC Medical Services Plan (MSP) upon arrival as there is a waiting period.

- Have UVic address and contact numbers with particulars of arrival plans.
- Have home university address and contact numbers (e-mail, fax, phone).
- Photocopy all important information (visa/passport/birth certificate), leaving a second copy at home.
- Obtain a small amount of Canadian currency for use upon arrival and emergency.
- Arrange appropriate transfer of funds (i.e. travellers cheques, etc.).

Appendix II - Embassies

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

Estonia

260 Dalhousie Street
Ottawa, ON K1N 7E4
Tel: 1 613 789 4222

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

Iceland

Icelandic Honorary Consulate General in Vancouver
Office 308 Moyne Drive
West Vancouver, BC V7S 1J5

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

Lithuania

1088 Salsbury Dr.
Vancouver, Bc V5L4A7
Tel: 1 604 999 1904 Fax: 1 604 874 4180

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

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

Slovakia

8691 Allison Street
Richmond, BC V6Y3H9
Tel: 1 604 277 5774

Slovenia

150 Metcalfe Street
Ottawa, ON K2P 1P1
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