



INTERNATIONAL STUDENT ON-ARRIVAL CHECKLIST

Welcome to **Cape Breton University!**

As you begin your journey at CBU, here are some tips to set you up for success.

For a digital version of this checklist and more information including quick links for each of the sections below, visit [CBU.ca/whatsnext](https://www.cbu.ca/whatsnext).

REVIEW THE CBU STUDENT HANDBOOK

At CBU, student success is our top priority. We offer a variety of services and programs to help you succeed, and the CBU Student Handbook will serve as a guide as you embark on your education journey. Inside you will find information on your responsibilities as a student, a summary of the many departments available to help you succeed and student services such as Campus Security, the Library and the Nancy Dingwall Health and Counselling Centre. Please ensure you familiarize yourself with the information found within it.

REQUEST STUDENT ID CARD (myCBUcard)

Your myCBUcard is your official student identification and will be very important throughout your university journey. You can find instructions to request your myCBUcard at [CBU.ca/mycbucard](https://www.cbu.ca/mycbucard).

REVIEW IMPORTANT DATES AND DEADLINES

Students are responsible to remain informed about important deadlines regarding registration, finances, Week of Welcome (WOW) and more. Visit [CBU.ca/important-dates](https://www.cbu.ca/important-dates) and [CBU.ca/academic-calendar](https://www.cbu.ca/academic-calendar) for details and check back regularly.

ACCESS YOUR STUDENT ACCOUNTS

Now that you have your CBU Network Account (ex: cbuabc123@cbu.ca), you will use it to login to your Official CBU Email, Compass Student Account, Moodle and more. Be sure to login to each of these accounts and familiarize yourself with their features. To access these accounts at any time, visit [CBU.ca](https://www.cbu.ca) and select Login in the upper right-hand corner.

CONFIRM REGISTRATION

CBU course registration is completed online using your Compass Student Account. If you need assistance registering for courses, visit [CBU.ca/registration](https://www.cbu.ca/registration) for steps, or refer to [CBU.ca/advising](https://www.cbu.ca/advising) for information on how to connect with an Academic Advisor.

Post-Baccalaureate students can also email PB@cbu.ca.

GET YOUR BUSS PASS

To purchase a bus pass, visit the CBU Students' Union front desk Monday - Friday from 8:30am - 4:30pm or CBRM Office (City Hall) at 320 Esplanade in Downtown Sydney. Individual bus tickets can also be purchased on-campus at Caper Convenience (near the cafeteria) or at your nearest Shoppers Drug Mart in Sydney, Sydney River and North Sydney. For more information, refer to [CBU.ca/transit](https://www.cbu.ca/transit).

OBTAIN A NOVA SCOTIA ID CARD

Anyone in Nova Scotia (including children) can request a Nova Scotia ID, you do not need to be a Permanent Resident of Canada.

To obtain a NS ID Card, visit:



Make sure you have a copy of your valid study permit and passport, myCBUcard and proof of current address.

□ APPLY FOR YOUR SOCIAL INSURANCE NUMBER (SIN)

You will need a Social Insurance Number (SIN) to work in Canada and to receive benefits and services from government programs. Ensure you are aware of the expiry date of your SIN.

More information can be found here:

SIN Expiry Date: _____



□ CONFIRM THE VALIDITY AND CONDITIONS OF YOUR STUDY PERMIT

You are responsible for understanding the conditions of your study permit, including authorized leave, employment restrictions and keeping track of the expiry date. Ensure you plan in advance if you need to apply for an extension. Your study permit is an important legal document, and it is crucial that you follow the required conditions.

More information can be found here:

Study Permit Expiry Date: _____



□ CONFIRM THE VALIDITY OF YOUR PASSPORT

Immigration-related documents will not be issued if your passport is expired.

Passport Expiry Date: _____

□ CONFIRM THE VALIDITY OF YOUR BIOMETRICS

Your biometrics must be valid when applying for immigration applications.

Biometrics Expiry Date: _____

□ APPLY FOR CO-OP WORK PERMIT (IF APPLICABLE)

Some study programs include work experience as part of their curriculum, in which case you will need to apply for a co-op work permit.

Apply online here:



□ REVIEW YOUR GUARD.ME HEALTH INSURANCE

You will receive your guard.me Healthcare Access Card to your CBU email shortly after classes begin. You will need this card when accessing medical card. For more information on guard.me International Health Insurance, visit [CBU.ca/guardme](https://cbu.ca/guardme).

□ ENROL IN THE ACADEMIC INTEGRITY MOODLE COURSE

Our goal is to support and encourage you as you become a successful academic citizen and strive to excel in your studies. Academic integrity describes the act of making ethical choices in your intellectual work. Academic integrity matters because it is the basis of academic work. Pursuing your studies with integrity ensures that your degree has meaning — in other words, that it accurately reflects your skills, knowledge, and abilities.

All CBU students should enrol in the Academic Integrity Moodle Course. To do so, use this link: <https://cbulms22.cbu.ca/enrol/index.php?id=1890>. You can also login to Moodle and scroll to the bottom of your home screen. Select the box that says “Search courses” and search for Academic Integrity Module. Click the green “ENROL ME” box to access the course.

□ CHECK OUT THE CBU SERVICE HUB

The CBU ServiceHub is your go-to digital resource to enhance your student experience and get everything done quickly, all in one place. Whether it's registering for a course, accessing your student account, submitting a transcript request or finding general CBU information, the CBU ServiceHub is the place to go. Many of our forms (i.e. Add/Drop, Letters of Completion, etc.) can also be accessed using this tool. Find it at [CBU.ca/servicehub](https://cbu.ca/servicehub).

□ START SMART AND STAY SMART

We encourage you to enroll in Start Smart through your Moodle Account! Start Smart holds quick videos, handbooks and direct links to important pages on our CBU website. Start Smart is an easy way to learn all of the ins and outs of being a CBU student. For information on how to register for this free course, visit [CBU.ca/startsmart](https://cbu.ca/startsmart).