



Academic Student Guidelines

Contents

Academic Student.....	1
Kindly note that items #1-3 should be completed before the beginning of each new semester.	2
1. Requesting Sponsorship Letters.....	2
2. Opting Out of University Health Insurance	2
3. Updating Courses and Grades.....	2
4. Full Time Enrollment.....	3
5. Scholarship End Dates	3
6. Nominated Decree & Program.....	3
7. Auditing Courses	3
8. Academic Transfers	3
9. Program Duration and Extensions	4
10. Book Allowance	4
11. Thesis Defense	5
12. Graduating Students.....	5
13. Close File.....	5
14. Travel	5
15. Immigration Documents.....	5
16. Academic Progress Report and Official Transcript.....	6
17. Conferences	6
18. Academic Excellence	6
19. LNASP on Social Media (Facebook, CBIE.ca, Twitter)	6



Kindly note that items #1-3 should be completed before the beginning of each new semester.

1. Requesting Sponsorship Letters

Approximately 2-4 weeks before the beginning of each new semester, **please be sure to request a Sponsorship Letter from your Academic Manager**, for the upcoming term's registration. In order for CBIE to issue the Sponsorship letter, students' academic files with CBIE must be up-to-date.

NOTE: CBIE does not issue sponsorship letters automatically for any session. Upon receiving the letter of sponsorship from your Academic Manager, it is your responsibility to forward a copy to the financial department at your institution. When an institution receives the sponsorship letter, CBIE is automatically invoiced for your tuition fees.

In addition, not forwarding your sponsorship letter to the registrar/finance office may result in your account being placed on hold and being deregistered with the university. CBIE is only invoiced once the institution receives your sponsorship letter.

2. Opting Out of University Health Insurance

All students must opt out of University Health Insurance before the University's deadline. All students, (primary or ESL/academic dependents) are covered by Manulife Health insurance and must opt out (i.e. cancel/ withdraw) of all health insurance provided to international students by the institutions.

Please contact the International Student Office and/or Student Financial Services and/or Student Union offices at your institution to inquire about deadlines as early as possible. Normally there are tight deadlines and you have to inquire before classes begin. **This process must be repeated at the beginning of every academic year.** You need to provide the university with the following proof of coverage;

- Manulife card and
- Sponsorship letter from CBIE

Please note that if you fail to opt out, your sponsor will not be covering these charges. You will be responsible to settle the amounts directly with Financial Services.

NOTE: The current student plan with Manulife is for **Health Insurance Coverage only** and **does not include any dental insurance.** Therefore, students who do not opt out of dental insurance will be responsible to settle these amounts directly with the institution.

3. Updating Courses and Grades

For students enrolled in courses, before the beginning of each term, please submit:

- An unofficial transcript (print out from your university account) to reflect all courses and grades as of the end of last term
- List of courses of enrollment



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For students who have completed coursework, please submit:

- Proof of enrollment in full time studies

Failure to provide the above documents may result in a temporary freeze of scholarship benefits.

Furthermore, students are expected to maintain good academic standing at all times. An Academic Report will be submitted to the Ministry for any student who repeatedly fails classes and/or is placed on academic probation or dismissed by the university.

4. Full Time Enrollment

Both academic and ESL students (primary and dependents) **must maintain full-time status at all times.**



If there are any reasons that may cause delays to your studies and affect your program completion date (medical issues, pregnancy or related issues) please contact your Academic Manager immediately.

NOTE: As indicated on all financial support letters issued by CBIE, on-line degree programs and courses are not covered by the scholarship.

5. Scholarship End Dates

It is very important that students be aware of their scholarship dates. If you do not know your scholarship start and end date, please email your Academic Manager for this information.

6. Nominated Decree & Program

All students are nominated for a specific degree program by the Libyan Ministry. Financial Support Letters are issued to align with the nominated degree and program. Any courses a student chooses to take outside the nominated degree program will not be covered by the scholarship and instead will be billed directly to the student.

7. Auditing Courses

Students must consult their Academic Manager prior to auditing any course which adds a cost to the tuition fees.

8. Academic Transfers

Students must contact Academic Manager before considering an academic transfer, as transferring mid-study is strongly discouraged. Transferring institutions without prior approval may result in a temporary disruption to your benefits.



9. Program Duration and Extensions

All extension requests must be submitted 3 months prior to your scholarship end date. **As of May 2016, CBIE is submitting extension requests to the Ministry of Higher Education on behalf of eligible students. However, a Financial Support Letter for the extension period cannot be issued until CBIE has received an extension approval decree from the Ministry. Once the decree has been received, the student will be eligible for reinstatement of benefits for the specified extension period, whenever possible.**

Please submit the following to your Academic Manager:

- [General Extension Form](#)
- **Supporting documents** as indicated on the General Extension form.

Extensions are not automatically approved and must be submitted to the Ministry for a decision. Kindly note the current policy regarding extensions.

CURRENT POLICY:

- *Undergraduate/Bachelor's students who have maintained full-time studies and are nearing graduation are eligible to apply for an extension if their original scholarship period is not sufficient, not to exceed 60 months total for ESL and undergraduate studies. Note, however, that extensions are subject to the Ministry's review and approval and are not guaranteed. Extension requests should be submitted 3-5 months prior to your scholarship end date using the Extension Form available on the CBIE website: www.cbie.ca/libya with all required documents mentioned in the form submitted to your CBIE Academic Manager.*
- *Master's and PhD students are typically not eligible to apply for extensions past the 36/72 month scholarship period, as per the Ministry's guidelines. If there are extenuating circumstances directly contributing to a delay in graduation, such as a documented serious medical illness, students are advised to consult with their CBIE Academic Manager regarding next steps.*

10. Book Allowance

Once tuition funding has been received from the Ministry of Higher Education, students who are enrolled in their full-time academic program are eligible for an annual book allowance. The amount received is based on the program of study, as determined by the Ministry.

- **PhD Students:** Eligible for a total of three (3) book allowances (one per year), payable in October or January only
- **Master's Students:** Eligible for a total of two (2) book allowances (one per year), payable in October or January only
- **Bachelor's Students:** Eligible for a total of four (4) book allowances (one per year), payable in October or January only
- **Specialized:** Eligible for a total of four (4) book allowances (2 while in pre-residency, 2 while in residency)



11. Thesis Defense

All students with a thesis requirement to their program must notify their Academic Manager of the scheduled thesis defense date.

12. Graduating Students

If you have completed the requirements for your program of study (excluding the actual graduation or convocation ceremonies), please contact your Academic Manager. You must make arrangements to close your file in Canada at this time.

NOTE: If you wish to stay in Canada to attend your graduation/convocation ceremony, kindly note that you will need to make your own arrangements for health insurance coverage.

Once the student has met degree requirements, and sends proof of graduation, CBIE will submit a Graduation Report to the Ministry. Students are then eligible to claim reimbursement for [thesis costs](#).

13. Close File

To close a file and request [final travel tickets](#), students must submit a [Close File](#) report to CBIE, along with supporting documents.

14. Travel

If you plan on travelling during the summer, please be sure to contact your CBIE Academic Manager to confirm any travel itinerary.

Any travel you take must not affect your studies. You should also always inform your supervisor(s) and CBIE Academic Manager of your plans to be absent from the university for any length of time.

Please note that CBIE has not yet received funds for mid-term travel, therefore we are not currently able to reimburse for mid-term tickets. If you plan on travelling at your own expense and will be seeking reimbursement in lieu of the midterm ticket, please ensure you hold onto your receipts, itineraries and boarding passes for you and your family members. Please monitor the benchmark messages for updates regarding midterm travel.

15. Immigration Documents

As recommended by IRCC, approximately 3 months prior to the expiry date of your immigration documents (study permit or re-entry visa), please submit a formal request, by email, to your Academic Manager requesting a sponsorship letter for renewal of your study permit and/or re-entry visa. Please specify which document you need to renew. After renewal, please provide a copy of this document to CBIE for your file.

Students in Quebec must also apply for CAQ in order to study, prior to applying for a Study Permit.



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البرنامج الليبي للبعثات الدراسية في أمريكا الشمالية

There have also been recent changes to the application procedure from within Canada. For more information, please visit the website of Citizenship and Immigration Canada:

[Study in Canada](#)

[Immigration, Refugees and Citizenship Canada](#) (formerly CIC)

16. Academic Progress Report and Official Transcript

Once per academic year, CBIE will request an annual progress report consisting of feedback from you and your university supervisor pertaining to your academic achievements and progress. You will also be asked to submit an official academic transcript at that time.

17. Conferences

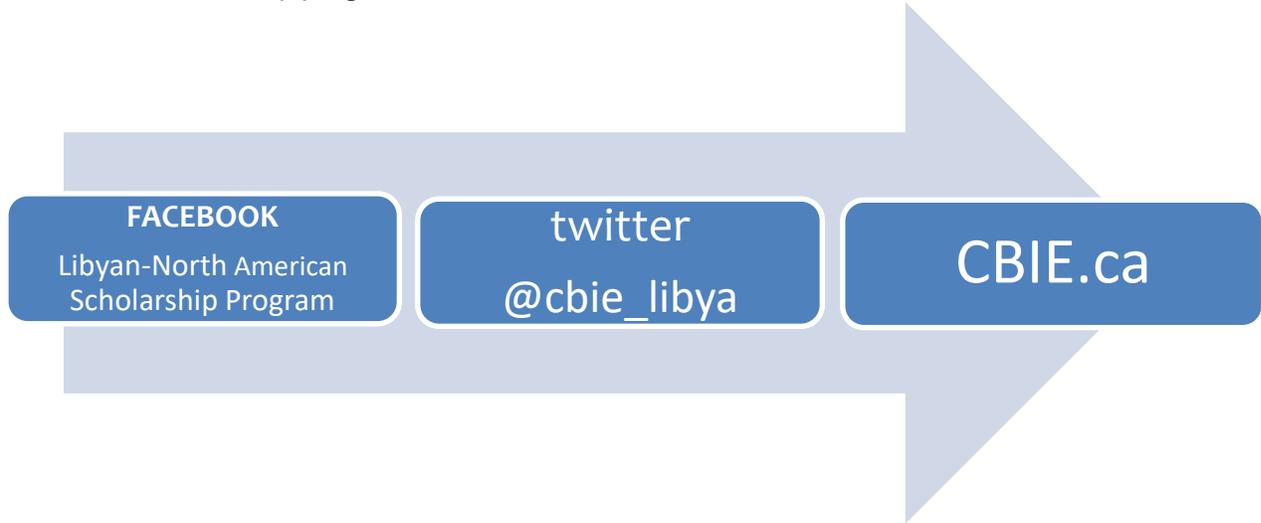
This benefit remains On Hold, however please notify your Academic Manager if you are travelling, either domestically or internationally.

18. Academic Excellence

We want to hear about your success! Please share with us your accomplishments, milestones or goals as a LNASP student.

19. LNASP on Social Media (Facebook, CBIE.ca, Twitter)

For regular CBIE updates on scholarship program policies, events, forms, and staff contact information please visit the scholarship program [website](#). We are also active on Facebook and Twitter!



CBIE Related Information:

[CBIE Updates and Announcements](#)

[CBIE-LNASP Forms](#)

[Contact Us](#)