



iMED Fee Shift Request Form

ELIGIBILITY

New-to-UBC international students enrolled in at least one on-campus course as part of a UBC program that lasts two terms or longer, who will study online from outside Canada during their **first term** of studies, and will start on-campus study in the subsequent term.

Example: A new-to-UBC international student assessed the iMED fee for Winter Term 1 (September to December) but will not be in Canada at all during Winter Term 1 and plans to come to Canada for Winter Term 2 (January to April).

PERSONAL INFORMATION

First Name:	Last Name:
UBC Student ID Number:	Date of Birth: (mm/dd/yyyy)
Start Date of UBC Program: (mm/dd/yyyy)	Program Type: (degree, exchange, other)
Telephone Number:	Email Address:

REQUEST TO SHIFT IMED FEES AND THE ASSOCIATED COVERAGE PERIOD

I hereby confirm that I have started or will start my UBC program online while being physically outside Canada due to unforeseeable circumstances. While I have **not** been in and do not plan to travel to Canada at any time during my **first term** of studies, I will be arriving in Canada to study in the next academic term.

I request that the iMED fees and the iMED coverage period be shifted to my subsequent term at UBC when I plan to engage in in-person studies inside Canada. If my travel plans change, I must inform the iMED Coordinator immediately by [webform](#).

Student's signature: _____ Date: _____ (mm/dd/yyyy)

The term I expect to start studying in-person inside Canada: _____

IMPORTANT: The iMED Coordinator may reach out as a follow-up to the processing of this request when it gets closer to the term you will be studying in Canada.

This form must be submitted by [webform](#) to the UBC iMED Coordinator by the add/drop deadline (last day to drop courses without a W standing) as per the [UBC academic calendar](#).

Normal processing time is **2 to 8 weeks** once required documents are received. In periods of peak volume the processing time can be longer. If your request is approved, the iMED fees and coverage period will be shifted to the next academic term.

iMED Coordinator
International Student Advising
Tel: 604-822-5021
Webform: https://ubc.ca1.qualtrics.com/jfe/form/SV_0J8VRJgJQkuO2b4
Website: www.students.ubc.ca/international