



International Student Guide

2025-2026

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Welcome to Carlton Trail College

Welcome to Carlton Trail College! We are thrilled to extend a warm and heartfelt welcome to all our international students. Your decision to join Carlton Trail College is a testament to your ambition and dedication to academic excellence, and we are honored to have you become a part of our learning community.



Carlton Trail College is one of six regional colleges in Saskatchewan. We are one of Saskatchewan's leading training and educational institutions. Whether you are starting a new chapter in your educational journey or seeking to enhance your skills, we are here to support and guide you every step of the way.

At Carlton Trail College, we understand that studying abroad can be both exciting and challenging. That's why we have dedicated resources and services to ensure your smooth transition and provide you with an enriching experience. Our college is committed to providing a welcoming and inclusive environment where you can thrive academically, personally, and culturally.

This **International Student Guide** is designed to be your companion throughout your journey at Carlton Trail College. Within its pages, you will find essential information about our programs, support services, facilities, and exciting extracurricular activities. Our aim is to ensure that you have all the tools and resources you need to succeed both academically and personally during your time with us.

We offer various support services tailored to meet your needs. From academic advising to career counselling, we are here to help you excel academically and prepare for your professional journey. We also understand the importance of feeling at home away from home, and our international student services team is here to provide general guidance on immigration matters, housing options, cultural adjustment, and more.



As an international student, you bring a unique perspective and cultural diversity to our campus, enriching the learning environment for all. We encourage you to engage with fellow students, participate in the community in which you study, and make the most of the opportunities available to you. Carlton Trail College is a place where you can build lifelong friendships, expand your horizons, and develop skills that will shape your future.

Make sure to explore the programs and courses we offer at Carlton Trail College. Our programs are designed to provide you with practical knowledge and skills that align with the demands of today's job market. Whether you are interested in trades, healthcare, or business, you will find a wide range of programs to suit your interests and aspirations.

Once again, a warm welcome to Carlton Trail College. We are delighted to have you join our community and look forward to supporting you as you pursue your dreams and create a bright future. Embrace the opportunities that await you, make lasting memories, and enjoy your time here at Carlton Trail College.



Saskatchewan Life

As you settle into Saskatchewan's beautiful prairie landscape, we encourage you to explore the natural wonders of the province, immerse yourself in local culture, and embrace the warmth and hospitality of the people around you. This region offers a unique blend of scenic beauty, outdoor activities, and opportunities for personal growth.

Saskatchewan became a province of Canada in 1905 and has approximately 1.1 million residents. Referred to as "The Land of Living Skies", Saskatchewan has a rich mix of history and culture, with a deep connection to its Indigenous peoples. The Indigenous heritage of Saskatchewan dates back thousands of years, and the land holds profound significance for the Indigenous communities that have inhabited it for generations.



Weather

Saskatchewan is a land of contrasting seasons, each offering its own distinct beauty. From the warmth of summer with its long days and clear skies, perfect for outdoor adventures and exploration, to the picturesque winter wonderland, where snow-covered landscapes create a magical atmosphere, you will experience the full spectrum of Canadian weather. Be prepared for varying temperatures throughout the year, and don't forget to enjoy the breathtaking sights that each season brings.

Tourism

Saskatchewan is a hidden gem for tourism, with an array of attractions that will capture your heart. The province's numerous lakes and rivers offer endless opportunities for fishing, boating, and other water-based activities. For outdoor enthusiasts, hiking, camping, and wildlife viewing in the many provincial parks are must-do experiences. You'll find rich Indigenous culture and history, showcased through museums, cultural centers, and events, offering a deeper understanding of the First Nations' heritage.

As you explore the City of Humboldt and Saskatchewan's vibrant communities and embrace the diverse offerings, you'll find a welcoming and inclusive atmosphere.

The people of Saskatchewan are renowned for their friendliness and hospitality, making it easy to connect and feel at home.



Industry

Saskatchewan's economy is deeply rooted in agriculture, mining, and energy industries. The vast prairies are not only stunning to behold but are also incredibly fertile, making agriculture a significant economic contributor. Additionally, the province is rich in natural resources, with a robust mining sector that includes potash, uranium, and other minerals. The energy industry, including oil and gas, plays a vital role in supporting both provincial and national economies. With these industries flourishing, Saskatchewan offers abundant job opportunities and a supportive environment for professional growth.



Studying at Carlton Trail College

Carlton Trail College is accepting international student applications for 2025-26 in our [Continuing Care Assistant](#) and [Office Administration](#) programs at our Humboldt campus.

Application Process

Carlton Trail College is a member of the Saskatchewan Colleges partnership. Saskatchewan Colleges manages international recruitment and admissions for all member Colleges. **All international students who wish to attend Carlton Trail College must apply through [Saskatchewan Colleges](#) using the following steps:**

Step 1: Application Fee Payment

Pay the \$150 non-refundable application fee at carltontrail.flywire.com

Be sure to select Carlton Trail College to avoid delays with the processing of your application.

Step 2: Complete the Carlton Trail College Application Form

Complete the Carlton Trail College international application form found at www.saskcolleges.ca/apply/

You must upload the application fee payment receipt with your application form. The application deadline for international students is **June 15** for the following academic year.

Step 3: Submit All Supporting Documents

Documents must be scanned and translated to English:

- Passport information pages
- All secondary and post-secondary transcripts
- Language assessment results
- Application fee receipt

Step 4: Offer and Acceptance

If you meet the program requirements, you will be sent the following:

- An email confirming your eligibility for a seat in the program
- A tuition deposit invoice (50% or 100% of the tuition, based on your selection on the application form)
- A request for proof of funds for the cost-of-living amount of \$20,635

You will have 30 days to pay your deposit and provide proof of funds. Once this is received, you will be sent a tuition deposit receipt and confirmation of the date on which your Provincial Attestation Letter (PAL) will be requested from the government. PAL's will be delivered through the My Creds system to the email address provided on the application form.

Step 5: Study Permit

International students can access information regarding study permits at: <http://www.cic.gc.ca/english/study/study.asp>

Proof of student permit application submission must be sent to international@saskcolleges.ca within 60 days of receiving the Provincial Attestation Letter.

Step 6: Visa Approval

Once your visa approval letter has been sent to international@saskcolleges.ca, you will be registered for the program and connected to a student advisor.

Language Proficiency Requirements

Carlton Trail College accepts the following language assessments. The requirements for English Language Proficiency are as follows:

Assessment	Required Score
Duolingo Online Language Assessment	A minimum score of 115.
International English Language Testing System (IELTS)	A minimum overall band score of 6.5, no bands less than 5.0 (no bands less than 6.0 for Office Admin).
Pearson Test of English Academic (PTEA)	A minimum score of 63 with minimum component scores of 50.
Test of English as a Foreign Language – Paper Based Test (TOEFL)	A minimum test score of 550 with a minimum TWE of 3.5 and minimum TSE of 50.
Test of English as a Foreign Language – Internet Based Test (TOEFL iBT)	An overall minimum score of 81 with a minimum score of 19 in each of reading, speaking, listening and writing.

Foreign Credential Recognition

International post-secondary students taking Carlton Trail College programs will require foreign credential recognition of their transcripts. Foreign transcripts are submitted as part of the application process and assessed through Saskatchewan Colleges.

Work Permits

The following website will provide you with information regarding permits and eligibility towards working off campus <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work.html>.

If you are interested in working post-graduation, information can be found on the following website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/about.html>

Academics

Carlton Trail College International Programs 2025-26

Program	Application Fees	Intake available	Cost	Included in Cost
Continuing Care Assistant	\$150 CAD	August 2025	\$ 19,800 CAD	All tuition, books, student fees, other mandatory fees.
Office Administration	\$150 CAD	September 2025	\$ 19,200 CAD	All tuition, books, student fees, other mandatory fees.

Tuition and fee payment and late fee policy

- 50% of tuition and all fees are due 30 days after the conditional acceptance letter is awarded.
- All tuition and fees are due by the end of the first day of the program.
- Late fees will be applied if full payment is not received by October 31 and students will be subject to discontinuation if full payment is not received by November 30.

Student Withdrawal Process

If you withdraw from a course or program, you must notify the College in writing of your intention to withdraw. If you withdraw prior to October 31, second semester tuition will be refunded, less a \$500 administrative fee.

It is your responsibility to update the status of your study permit with IRCC if you withdraw from a program.

International Student Tuition Refunds

Carlton Trail College does not issue refunds prior to study permit decisions being made. Only when the study permit is rejected is the applicable refund awarded. If your study permit is denied, tuition deposits are refundable, less a \$500 administrative fee.

If a student has paid their tuition and fees in full and withdraws before the start date of the program, they are eligible to receive a refund of funds paid minus the tuition deposit.

Second semester tuition will be refunded if a student withdraws prior to October 31. Eligible refunds are less a \$500 administrative fee.

Grading and Academic Standing

Student grading and academic standing at Carlton Trail College meets the credential-granting institution's requirements. Saskatchewan Polytechnic programs use a grading system that includes a percentage mark, pass/fail or complete/incomplete for credit courses.

Evaluation of Student Learning

Students will be evaluated using a variety of assessment methods which are based on objective criteria that are aligned to the learning outcomes for each course.



Student Rights and Responsibilities

Student Rights

All students have the right to:

- Be treated with dignity and respect
- Learn in an environment that is free from fear, harm, discrimination, harassment and intimidation,
- Confidentiality and privacy as outlined in our student rights, responsibilities, policies and provincial regulations
- Access Carlton Trail College's support services,
- Access reasonable accommodations if you have documented disability,
- Receive quality instruction,
- Be informed of the course content and methods of evaluation,
- Be evaluated in a fair, competent, professional and timely manner, and
- Appeal a decision regarding your academic progress or conduct.

Student Responsibilities

All students are expected to:

- Treat others and their property with dignity and respect,
- Contribute to creating a learning environment that is free from fear, harm, discrimination, harassment and intimidation,
- Conduct yourself in a responsible, honest and socially acceptable manner and assume responsibility for your behavior,
- Allow others to learn without interference and distraction,
- Familiarize yourself with Carlton Trail College Student Rights, Responsibilities, Policies and regulations and adhere to them,
- Become knowledgeable about the expectations of the program or class you are enrolled in,
- Be in class and be on time,
- Be prepared for and engaged in your learning,
- Demonstrate academic progress,
- Abstain from the use of alcohol, cannabis (marijuana) and illegal substances prior to and while attending class or participating in College activities, and
- Ask for support when you need it.
- Familiarize yourself with Carlton Trail College student rights, responsibilities, policies & regulations and adhere to them.

Student Policies and Procedures

Carlton Trail College's [Student Handbook](#) is a comprehensive resource that outlines key information across various areas critical to your success as a student. It includes detailed explanations of academic policies, campus procedures, student rights and responsibilities, available support services, and guidelines to help you navigate your college experience effectively.

It is the responsibility of all students to read and understand the information in the Student Handbook.

You will find a wealth of information in the [Student Handbook](#) about a variety of Carlton Trail College guidelines and procedures, including:

- Student awards and financial support
- Accommodations for students with disabilities
- Cell phone usage
- Smoking/vaping/cannabis use
- Internet and email
- Personal information, privacy and confidentiality
- Use of personal images, video, audio recordings and limited personal information
- Insurance
- Copyright
- Health and safety

Student Code of Conduct - Academic

As a post-secondary education student, you must satisfy minimum standards of academic performance and comply with the academic regulations, as set out by Carlton Trail College, instructors and academic partners, such as Saskatchewan Polytechnic. Academic misconduct is conduct which undermines academic integrity by using illegitimate or dishonest means to achieve academic success.

Academic honesty is extremely important and all forms of academic dishonesty, including cheating and plagiarism, are treated very seriously. Carlton Trail College views the unauthorized use of material or information by students during any evaluative procedure as a serious offence, incompatible with the high standards of personal integrity and responsibility expected by educational institutions and required by employers in the workplace.

Cheating includes, but is not limited to, dishonest or attempted dishonest conduct during tests or examinations by using books, notes, diagrams, or other aids not authorized by the examiner. It includes communicating with others for the purpose of getting information, copying from the work of others, and giving information to other students who are taking the test or examination.

Plagiarism includes, but is not limited to, the presentation or submission of the work of another person, without citation or credits, as your own work.

See [Policy 6.16](#) for more information and consequences of academic conduct.

Student Code of Conduct - Non-Academic

Carlton Trail College strives for a safe learning environment which supports student success and the safety and well-being of all community members. See [Policy 6.17](#).

Student conduct is based on common sense and courtesy. Good conduct infers personal safety, the maintenance of learning effectiveness for all, the protection of facilities, equipment and resources, intellectual honesty, and respect for the rights and privileges of students and staff.

Disruption of instructional activities is student conduct that makes it difficult or impossible to proceed with scheduled classes, laboratory sessions, discussion group meeting and related activities.

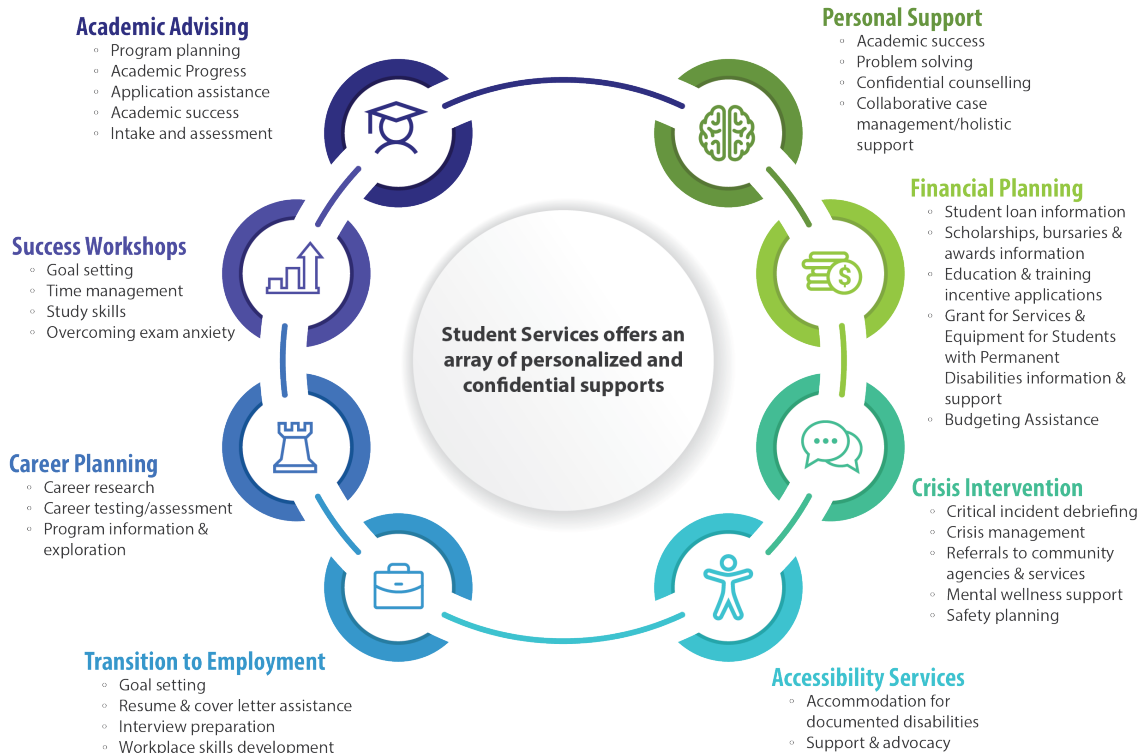
If you exhibit improper conduct or disrupt instructional activities in any way, you may be subject to

- disciplinary action, up to and including discontinuation from the program.

Student Services

If you are a prospective international student, please visit www.saskcolleges.ca or email international@saskcollege.ca with questions on matters regarding international admissions.

Student Services Circle of Support



International Student Advisors

Once you are accepted to a program, a Carlton Trail College student advisor will provide you with the support and assistance you need to be successful in your educational journey. You will receive information about the various programs and services available for students at an orientation/information session prior to the start of classes.

Our Student Services Circle of Support offers the following array of personalized, confidential services:

- Personal support
- Financial planning
- Crisis intervention
- Accessibility services
- Academic advising
- Success workshops
- Career Planning
- Transition to Employment

Complete information on student supports can be found on the [Carlton Trail College website](#).

To make an appointment with one of our advisors, please call 1-800-667-2623 or book online at [Student Advisor Online Booking](#).

Student Mentorship Program

It's important that you start off your experience at Carlton Trail College in a positive manner. Students will be connected with staff from [Prairie Gateway Settlement Services](#) for additional support and services.

Student Advocacy

If a student concern arises, a College student advisor will offer support and advocate on the student's behalf.



Financial Matters

Scholarships

Carlton Trail College offers scholarships, bursaries and awards to recognize academic excellence and assist students in financing their educational and living costs.

Visit our [website](#) or contact our [Student Advisors](#) for more information.

Income Tax

A T2202A tuition tax receipt indicates the tuition amount and eligible fees you paid to a particular post-secondary institution within a tax year.

Students should submit an income tax return to the Canada Revenue Agency once a year in order to claim a tuition credit. Information regarding taxes for international students studying in Canada can be found on the [Government of Canada website](#).

Housing

Once you are accepted as a student, you will be referred to a Carlton Trail College Student Advisor who will connect you with community resources for housing options. For more information about housing available in Humboldt and area, please visit the websites below.

Humboldt and Area Resources

- [Facebook Marketplace](#)
- [Kijiji](#)
- [Humboldt Housing Authority](#)

Humboldt Housing Authority
Box 3010, 942 - 7th Avenue
Humboldt, SK S0K 2A0
Tel: 1-306- 682-2705
glucas.humboldt@housingauthoritiesk.com



Extended stay options may be available at local hotels:

[Canalta Hotels - Humboldt](#)
2421 8th Ave
Humboldt, SK S0K 2A0
1-306-682-4731

[Bella Vista Inn – Humboldt](#)
1815 8th Ave
Humboldt, SK S0K 2A0
1-306-682-2686

[Pioneer Hotel - Humboldt](#)
627 9th Street
Humboldt, SK S0K 2A0
1-866-682-2638

Transportation

Transportation from Airport

The closest International Airport to Humboldt is located in Saskatoon. Once arriving in Saskatoon, transportation will need to be arranged from the airport to Humboldt. There is not a bus service between cities.

Transportation in Humboldt

Students will be reliant on taxis, walking, biking, or making personal arrangements to carpool. Humboldt Taxi information can be found at <https://www.facebook.com/people/Papas-TAXI/100069109402702/>. Student Advisors can support students in arranging carpooling options.

Driver's License

A valid driver's license is required to drive in Saskatchewan. For detailed information on driving requirements or how to obtain a Saskatchewan driver's license, please visit the [SGI \(Saskatchewan Government Insurance\) website](#).

Health and Wellness

Health Insurance

Once in Saskatchewan, international students can apply for temporary general health coverage through Saskatchewan Health. A student advisor can assist with the process of [applying for a Saskatchewan Health Card](#). More information on general health coverage in Saskatchewan can be found [here](#).

In addition, benefits will be provided to international students through Gallivan Student Health and Wellness, including:

- Travel benefits, starting 30 days prior to the program start date
- 60-day bridging benefit for general health coverage until Saskatchewan Health coverage begins
- Repatriation coverage
- Extended health and dental coverage

Complete details on extended health and dental coverage for international students can be found [here](#).

Emergency and Integrated Health Services

Humboldt District Health Complex

515 14th Avenue
Humboldt, SK S0K 2A0
Phone: 306-682-2603

Healthcare Providers

Humboldt Family Physicians

2305C 8th Avenue
Humboldt, SK S0K 2A0
Phone: 306-682-4377

Humboldt Medical Clinic

637 9th Street
Humboldt, SK S0K 2A0
Phone: 306-682-2618

General Services

Services for Newcomers to the Region

Prairie Gateway Settlement Services offers information and referral services to newcomers to Humboldt and communities in the area. Moving to a new community and new country can be exciting but also challenging at times. The staff at Prairie Gateway Settlement Services are available to make your transition to Canada, Saskatchewan and the community of Humboldt as smooth as possible.

Prairie Gateway Settlement Services

606 9th Street
P.O. Box 3430
Humboldt, Saskatchewan S0K 2A0

E-mail: admin@thehrnc.com
Telephone: 1-306-682-4277

Mental Health Supports

Carlton Trail College offers short-term confidential counselling and referrals for students who are struggling with difficult issues. To contact Student Services, please call 1-800-667-2623 or book online at [Student Advisor Online Booking](#). If longer therapeutic intervention is required, we will refer you to a community agency.

Other resources include:

Saskatchewan Emergency/Crisis Hotlines:
<https://sk.211.ca/emergency-crisis-hotlines/>

Mental Health Resources:
<https://sk.cmha.ca/our-services/finding-help/>

Immigration and Citizenship Canada

For all immigration information regarding study permits please visit the Immigration, Refugees and Citizenship Canada (IRCC) website at <http://www.cic.gc.ca/english/study/index.asp> or the French language IRCC website at <http://www.cic.gc.ca/francais/etudier/index.asp>.

The Saskatchewan Immigrant Nominee Program provides additional information for international students.

Community Information

To find out current information about the community of Humboldt, please visit the following website:
<https://humboldt.ca/>

Contact Numbers

Emergency (fire, police, accident, crime)	911
Carlton Trail College Humboldt Campus	1-800-667-2623
Carlton Trail College International Advisor	1-800-667-2623
Citizenship and Immigration Canada	1-888-242-2100
Saskatchewan Health Registration Branch (health cards)	1-800-667-7551
HealthLine (Health and Mental Health Support)	811





CarltonTrail **College.**

611 – 17th Street, PO Box 720
HUMBOLDT, SK S0K 2A0

Tel: (306) 682-2623

Toll Free: 1-800-667-2623

Email: information@carltontrailcollege.com

Visit us Online
CarltonTrailCollege.com

