



VCC INTERNATIONAL EDUCATION APPLICATION FORM

Use of an Agency (if applicable – VCC designated agents only):

VCC International Education

250 West Pender Street, Room 100
Vancouver, BC V6B 1S9 Canada
Tel: 604-443-8600
Email: study@vcc.ca
Website: www.vcc.ca/international

Agency Name			
VCC Agent Code		Contact Person	
Phone Number			
Email Address			

NOTE: Admissions information will be sent to the above email address.

FOR OFFICE USE ONLY

Student ID: _____

IMPORTANT – READ BEFORE APPLYING

SEAT AVAILABILITY

- Before applying, check the program availability on our website at www.vcc.ca/IEAVAILABILITY.
- The program status may be open when an application is submitted, but the status may change during the application evaluation process.

COMPLETE APPLICATION PACKAGE

- Application Form – completed and signed
- Application fee(s) corresponding to the program(s) you are applying for. Include assessment fee(s) if applicable. Both fees are non-refundable.
- Official Transcripts and Certified English Translations (if applicable)
- Proof of English, such as IELTS or TOEFL scores (if applicable)
- Other documents for program-specific requirements
- Copy of your passport photo page
- Copy of your Study Permit, Work Permit or Visitor Record (If you are an international student applying within Canada)

ADMISSIONS PROCESS

- Application fees are non-refundable, and will be assessed upon receipt of application, regardless of students' eligibility or program seat status.
- Applications with **missing documents** or **invalid application fee payment information** may result in a delay in the application processing time.
- For the most updated application processing times, check www.vcc.ca/international/future-students/how-to-apply/application-processing-time/.
- Program seats will be available on a first-qualified, first-offered basis.
- Only qualified students will receive offer letters if seats are open. Tuition deposit amounts and payment deadlines are indicated on the offer letters.
- To accept the offer, students must pay the tuition deposit by the payment deadline (usually 2 weeks after offer letters are issued).
- Applications will be cancelled if tuition deposits are not received by the deadline. Students are required to pay application fees again to re-apply.

APPLICATION PERIODS www.vcc.ca/international/future-students/how-to-apply/when-to-apply/

Intake (Start Months)	Application Open	Early Application Deadline (For Applicants without Study Permit)	Final Application Deadline (For Applicants With Study Permit)
Spring/Summer 2020 (May - August)	June 1, 2019	4 months before program start date	1 month before program start date
Fall 2020 (September - December)	October 1, 2019		
Winter 2021 (January – April)	February 1, 2020		

Email a complete application package to study@vcc.ca when you are ready to apply.

PART 1: Program & Start Date

Program Name:	Intake (Month/Year):
<input type="checkbox"/> I would like to be considered for a waitlist position if the program is full.	

PART 2: Personal Information

Family Name:		Given Name(s):	
Date of Birth: _____ (DAY) / _____ (MONTH) / _____ (YEAR)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Country of Citizenship:		First Language:	<input type="checkbox"/> I'm studying in a B.C. High School. My P.E.N.: _____
I am in Canada:	<input type="checkbox"/> I have a Work Permit <input type="checkbox"/> I have a Visitor's Visa <input type="checkbox"/> I have a Study Permit, and the expiry date is _____ <input type="checkbox"/> I have a Social Insurance Number (SIN): _____ (for Canadian tax purposes)		
I am not in Canada:	<input type="checkbox"/> I do not have a Study Permit yet <input type="checkbox"/> I will apply through the Student Direct Stream (SDS)		

PART 3: Current Address

Address:	
City:	Province/District/State:
Country:	Postal/Zip Code:
Applicant's Phone:	Applicant's Email:

PART 4: Emergency Contact

Name:	Relationship to you:
Email:	Telephone:
Canadian Custodian Name (for students under 19):	Custodian's Telephone (for students under 19):

PART 5: Consent for Release of Information

I hereby authorize the College to release any of the following items:

Application information, Admission status, Letter of Acceptance, Transcripts, Progress and Attendance records (if applicable) to:

☐ Name _____ ☐ Email _____

This consent remains in effect until the student requests in writing to Vancouver Community College to withdraw this authorization.

NOTE: If you use an agency, information about your admission and registration will be communicated to your agent.

PART 6: Homestay Service Request

Do you require homestay? ☐ YES ☐ NO

Liane's Vancouver Homestay places VCC international students with homestay families. For more information on services offered by Liane's Vancouver Homestay and how to apply, visit <http://www.vcc.ca/international/future-students/living-in-vancouver/accommodation/>.

PART 7: Optional Service Request

I am requesting information on services for students with an illness or disability ☐ YES ☐ NO

If you checked "Yes", a Disability Service Advisor will contact you by email. **Please note some services can take up to 4 months to put into place.**

To learn about required documentation, visit www.vcc.ca/services/services-for-students/disability-services/documentation

PROTECTION OF PRIVACY

Vancouver Community College (VCC) collects and retains student personal information under the authority of the College and Institute Act. The information will be used to admit, register and graduate students, record academic achievement, issue library cards, administer and operate academic, alumni and other College programs and other purposes consistent with the mandate of the College. Information on admission, registration and academic achievement may also be disclosed and used for statistical and research purposes by the College, other post-secondary educational institutions, the Industry Training Authority and the provincial government. Personal information provided for admission and registration and any other information placed into the student record will be collected, protected, used, disclosed and retained in compliance with British Columbia's Freedom of Information and Protection of Privacy Act (R.S.B.C. 1996, c. 165). In addition to collecting personal information for its own purposes the College collects specific and limited personal information on behalf of the Students' Union of Vancouver Community College (SUVCC). The SUVCC uses this information for the purpose of student elections. Please contact the SUVCC office if you have any questions about the collection, use and disclosure of the information. If you have any questions about the collection, use and disclosure of your personal information by VCC, please contact the Registrar's office, Vancouver Community College, 1155 East Broadway, Vancouver, B.C. V5T 4V5, 604.871.7000.

DECLARATION

I understand that the information I provide including subsequent information placed in my student records, will be used for the purposes of admission, registration, research, alumni and development and other purposes consistent with the mandate of the institution.

1. I understand that submission of this application does not guarantee admission to a program or course, and that admission is subject to meeting VCC's prerequisites and space availability.
2. I agree to abide by the rules and regulations of VCC as published in the Calendar, and those of the department and program in which I shall be registered and any changes which may be made while I am a student at VCC.
3. I certify that the information I have provided in this application is complete and accurate and may be verified by VCC. I understand that falsifying any documents or information submitted will result in immediate cancellation of my admission or registration at VCC.
4. I understand that VCC has the right to cancel a program due to low registration.
5. I have read and understand the VCC International refund policy and the Policy for Students with Disabilities (see www.vcc.ca).
6. I understand that I will receive e-mail communications from VCC regarding my application, registration, and any other information and updates related to my study at VCC.

APPLICANT'S SIGNATURE IN ENGLISH (Do not print)

DATE (month/date/year)



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VCC INTERNATIONAL EDUCATION FEE PAYMENT FORM

Student Name: _____

Student ID: _____

Program: _____

Application and assessment fees are non-refundable.
Applications received without application fees will not be processed.
Tuition and other fees are subject to an annual increase.

Payment Amount

Application Fee

☐ Application Fee (\$145)

Second (Subsequent) Program Application Fee (if applicable)

☐ Second (Subsequent) Program Application Fee (\$70)

Assessment Fees (if applicable)

☐ English Assessment (\$80) ☐ Math Assessment (\$40) ☐ Keyboarding Assessment (\$40)

Tuition Fees

☐ Tuition Fees \$ _____

Payment Information

☐ I will pay by credit card.¹

Card Type: ☐ VISA ☐ Master Card ☐ American Express

Card Number _____ Expiry Date _____ Security Code _____

Cardholder's Name _____ Cardholder's Signature _____

☐ I will pay by cash or debit card.²

☐ I will submit a cheque, bank draft or money order to VCC International Education Office.³

NOTE

1. All credit card payments must include the Security Code (3-4 digit number). This code can be found on the back of the card for Visa/MasterCard and on the front of the card for American Express. This is NOT your secret PIN number.
2. You will receive an email once cash or debit card payment is ready to be accepted. DO NOT PAY by cash or debit card before you receive this email. Cash & Debit Card payments are only accepted in person at Student Accounts in VCC Downtown and Broadway campuses. VCC will not accept cash payments of more than \$10,000 from a single student.
3. A service charge for NSF (Non-Sufficient Funds) or returned cheques will be assessed.
4. Wire Transfers are NOT ACCEPTED for application and assessment fee payments. Wire Transfers are only accepted for tuition payments. The Wire Transfer bank information will be provided when an offer letter is issued.

Applications received without application fees will not be processed. Application and assessment fees are non-refundable.
Tuition and other fees are subject to an annual increase.