



APPLICATION FOR ADMISSION

INSTRUCTIONS – PLEASE READ CAREFULLY

Mail: Attention: Admissions Department
In Person: Student Information and Enrolment Services
3700 Willingdon Avenue, SW1–1st Floor
Burnaby, BC V5G 3H2
T 604.434.1610 • **TF** (US and Canada only) 1.866.434.1610

my.bcit.ca for all official communications – from application to graduation.

WHEN TO APPLY

Check individual program web page (bcit.ca/study) or the Viewbook for application processing dates and deadlines.

HOW TO APPLY

1. Complete and print the application form. You may want to keep a copy for your records.
2. Pay application fee (\$60 CDN for Canadian citizens/permanent residents and \$150 CDN for international applicants with study permit).
3. Mail to the attention of Admissions Department, or in person drop off to Student Information and Enrolment Services with supporting documents at the address above.

PAYMENT METHODS

Please pay your application fee by cheque, money order, American Express, VISA or MasterCard. You can also pay by cash or debit card in person. Do not send cash through the postal system. A service charge for any NSF or returned cheque will be assessed.

Within 2 to 3 weeks of applying to a program, you will be sent a letter in the mail confirming receipt of your application.



If you are applying to an apprenticeship program do not fill out this form. Download a form at bcit.ca/apprenticeship/students/registration.shtml

IMPORTANT NOTES

Please ensure that your BCIT student number is written on all documents submitted to BCIT.

To students currently attending secondary school:

If you are currently attending high school, ask your Principal's Office to provide you with your marks for courses you have completed, interim marks for courses you are presently attending and a list of courses you plan to take in the future. Arrange to have your final official transcript sent directly to BCIT upon completion. Interim and final transcripts from the Ministry of Education may arrive at BCIT later than required.

To those completing entrance requirements through upgrading courses:

If you are attending or planning to attend courses that are required for your desired BCIT program, you must include proof of registration with your application form. It is essential that you inform BCIT of your progress by sending interim transcripts or an official note from the course instructor. Upon completion of the course(s), arrange to have your official transcript(s) sent to BCIT. Make sure your BCIT student number appears on everything you submit.

It is important that you submit copies of interim and final transcripts as soon as you receive them.

CHECK LIST

To avoid delays in processing your application, please ensure that you have provided the following information where applicable.

- Application processing fee
- Official or photocopied high school transcript
- Official or photocopied post-secondary transcript (If you submit a photocopied transcript, BCIT reserves the right to request an official transcript at any time.)
- Proof of permanent resident status/citizenship status
- Proof of enrolment or interim marks in high-school/upgrading courses
- Any additional program requirements as indicated on the program web page (e.g. resumé/ letter of intent/ reference letters)

TRANSCRIPT INFORMATION

- > For a transcript to be considered official, it must bear the original signature, seal, or stamp of the issuing institution; or issued on institute security paper; or bear an official notary stamp and/or seal. You can submit a photocopy of a transcript if you do not have an official transcript available, so that processing of your application can begin. BCIT reserves the right to request official transcripts at any time.
- > BCIT requires official transcripts if you are applying for a degree program, for course credit (after you have been accepted), or for advanced placement in a program.

WHAT TO EXPECT AFTER YOU APPLY

Within 2 to 3 weeks of applying to a program, you will be sent a letter in the mail confirming receipt of your application. This letter will identify your BCIT student number and will provide instructions on how to login to your **my.bcit.ca** account.

Please note that all 'official' Registrar's Office communications will be sent to **my.bcit.ca**. You should check your account often during the application process.

You can expect to receive communication concerning the status of your application **based on documents submitted at the time of your application** to **my.bcit.ca** within 2-8 weeks.

QUESTIONS?

If you have any questions regarding your application, call Student Information and Enrolment Services at **604.434.1610** or **1.866.434.1610** (within Canada and USA). International Students please email **isc@bcit.ca**.

USE OF PERSONAL INFORMATION NOTIFICATION

Your personal information is used for the purposes of admission, registration, research, alumni, and other activities related to delivery of programs and courses. BCIT's administration calls for creating a digital photo image of each student that is used for purposes of validating the student as a member of the BCIT community to gain access to campus and services. Your personal information will be used to verify the student Personal Education Number (PEN), required by the province of British Columbia, or to assign the PEN to students. The PEN is used to measure participation of the population in the post-secondary sector and for research and evaluation. For individuals granted awards, BCIT releases personal information to award donors, and provincial funding agencies. BCIT uses the name of the award winners and/or photo images, municipality of residence, BCIT program name, and the name or criteria of any award won in marketing materials for the purpose of publicizing BCIT students, graduates, and their achievements. For questions about your personal information use, you may contact BCIT's Privacy and Records Management office.



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OFFICE USE ONLY

Application Fee Received		BCIT ID Searched																																									
Have you ever attended BCIT? <input type="radio"/> No <input type="radio"/> Yes — <input type="radio"/> Part-time <input type="radio"/> Full-time Have you ever applied to BCIT? <input type="radio"/> No <input type="radio"/> Yes	Your BCIT Student Number <table border="1"> <tr> <td>A</td><td>0</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> First time at BCIT? A student number will be created for you.	A	0	0																		Date of Birth (mandatory) – dd/mm/yyyy Social Insurance Number* (SIN) <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <small>* Canadian citizens and permanent residents only. * For tax purposes only</small>																					
A	0	0																																									
Legal Last Name	Legal First Name	Middle Name/Initial	Preferred First Name																																								
Mailing Address (number/street)	City	Province	Home Phone																																								
Country	Postal Code	Work Phone																																									
Email	Previous Last Name (maiden name)	Cell Phone																																									
EMERGENCY CONTACT INFORMATION Relationship _____ Phone _____ Name _____	Please select your citizenship <input type="radio"/> Canadian citizen <input type="radio"/> Landed immigrant/permanent resident <input type="radio"/> Study permit/international student <input type="radio"/> Diplomatic Status <input type="radio"/> Minister's Permit <input type="radio"/> Visitor's Visa <input type="radio"/> Other Visa		Gender (mandatory) <input type="radio"/> Male <input type="radio"/> Female Is English your primary language? <input type="radio"/> Yes <input type="radio"/> No If no, what is your primary language?																																								
			Will you have been a resident of BC for 12 months prior to the start of the program you've applied for? <input type="radio"/> Yes <input type="radio"/> No If no, please indicate place of residence.																																								
	Do you identify yourself as an Aboriginal person; that is, First Nations, Métis, or Inuit? <input type="radio"/> Yes <input type="radio"/> No If you identify yourself as an Aboriginal person, are you (please check all that apply) <input type="radio"/> First Nations <input type="radio"/> Métis <input type="radio"/> Inuit																																										

PROGRAM OF INTEREST

(Please indicate an option for Marketing Management and Broadcast Communications. For Technology Entry, please indicate the program you are interested in attending as a follow up.)

First Choice	Option (if applicable)	<input type="radio"/> Full-time <input type="radio"/> Part-time (does not apply to all programs)
Second Choice	Option (if applicable)	<input type="radio"/> Full-time <input type="radio"/> Part-time (does not apply to all programs)
Entry Term <input type="radio"/> ASAP <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Winter	Advanced Placement/Readmission Only. Please indicate term/level you are applying for:	

Last Secondary School Attended	Location	From	To	Grade/Level Completed	
Post-secondary School(s) Attended	Location	From	To	Years Completed	Credential Earned

PLEASE READ CAREFULLY BEFORE SIGNING. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS (MANDATORY).

I agree that this application, my relationship with BCIT, any disputes arising there from, will be governed by and construed in accordance with the laws of British Columbia and laws of Canada applicable in British Columbia, that the British Columbia courts will have exclusive and preferential jurisdiction over any complaint, demand, claim, proceeding or cause of action arising out of this application or my relationship with BCIT, and that, if I commence such proceedings, I will do so only in British Columbia, and will submit to the exclusive and preferential jurisdiction of British Columbia.

I hereby declare that the information I submitted on this application is true and correct. Completion of this signed application authorizes BCIT to request information necessary to support my application for admission. I understand that BCIT has a right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations.

Signature	Date

CONSENT TO RELEASE PERSONAL INFORMATION (OPTIONAL)

Please sign this consent if you want another person, family member, employer or agency to have access to your BCIT admissions, registration and/or academic history. I authorize BCIT to release my personal information concerning admissions, registration and/or academic history to the person or agency listed below for the period starting from today until the completion of my studies at BCIT.

Name/Organization	
Relationship to you	Signature

A non-refundable CDN \$60.00 application fee (CDN \$150.00 for international applicants) MUST be included with this form. You can pay by cheque, money order, American Express, VISA or MasterCard. Cash and debit cards are accepted in person only. A service charge for any NSF or returned cheque will be assessed. Applications received without the application fee will not be processed.

Student Name	Student Number
<input type="radio"/> VISA <input type="radio"/> MasterCard <input type="radio"/> American Express	Number Expiry Date
<input type="radio"/> Personal cheque enclosed <input type="radio"/> Money order enclosed / Amount: <input type="radio"/> \$60 <input type="radio"/> \$150	
<input type="radio"/> Canadian citizen <input type="radio"/> Permanent resident <input type="radio"/> Study permit/international student	