



APPLICATION FOR ADMISSION MASTERS DEGREE PROGRAMS

INSTRUCTIONS – PLEASE READ CAREFULLY

APPLICATION CHECKLIST

Please submit as many supporting documents with your application form as possible. You may submit additional documentation after application but it must be received **no later than May 31**.

Please make sure your name and student number (A00xxxxx), if available, appear on all documents submitted after your initial application.

- Official or photocopied post-secondary transcripts. Photocopies can be submitted initially for assessment; official transcripts must be submitted prior to final acceptance.
- Linear Algebra and Differential Equations equivalent to BCIT courses *MATH 4422 Linear Algebra for Civil Engineering* and *Math 7010 Advanced Mathematics for Civil Engineering 2*; please identify the course or courses on your transcript that you believe satisfy this requirement.
- Resume
- Two references supporting your academic suitability. Please use templates provided on website.
- Letter of intent (maximum 250 words – required for MENG only).
- Statement of research interest (maximum 250 words – required for MASC only).
- Applicants who completed post-secondary studies outside of Canada, the United States or England must submit a comprehensive evaluation of their credentials by the International Credential Evaluation Service (ICES).
- Proof of English Language Proficiency for Category B applicants.

APPLICATION SUBMISSION

Submit by mail:	Submit in person:
Attention: Admissions Department British Columbia Institute of Technology 3700 Willingdon Avenue Burnaby, BC V5G 3H2	Student Information and Enrolment Services, British Columbia Institute of Technology SW1–1st Floor, 3700 Willingdon Avenue Burnaby, BC V5G 3H2
Telephone 604.434.1610 • Toll Free (US and Canada only) 1.866.434.1610	

You can check your BCIT application status at bcit.ca/appstatus. Remember individually submitted documents may not appear for 4-6 weeks. Please do not submit duplicates.

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.

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.

Post-secondary School(s) Attended	Location	From	To	Years Completed	Credential Earned

How did you hear about the program?

- BCIT website BCIT student
 Ad in post-secondary institute newspaper (specify) _____
 Professional organization (specify) _____
 Other (specify) _____

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

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

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
-----------	------

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	