



PART-TIME PROGRAM DECLARATION

Student Information and Enrolment Services

SW1-1st Floor, 3700 Willingdon Avenue, Burnaby, BC V5G 3H2
 T 604.434.1610 • F 604.430.1331 • TF 1.866.434.1610 (Canada & USA)

STUDENT PERSONAL INFORMATION

Your BCIT Student Number A00		> If you previously attended classes at BCIT, you already have a student number. > If this is your first time at BCIT, a student number will be created for you.	
Date of Birth* (dd/mm/yyyy)	Social Insurance Number (for tax purposes only)	Gender* <input type="radio"/> Male <input type="radio"/> Female	
Legal Last Name* (family name)			
Legal First Name* (name of birth certificate)		Preferred First Name	
Middle Name		Previous Last name (e.g. maiden name/prior marriage)	
Citizenship* <input type="radio"/> Canadian citizen <input type="radio"/> Landed immigrant / permanent resident <input type="radio"/> Study permit / international student <input type="radio"/> Other visa (please specify) _____		Do you identify yourself as an Aboriginal person? <input type="radio"/> Yes, I am : <input type="radio"/> First Nation <input type="radio"/> Metis <input type="radio"/> Inuit <input type="radio"/> Please send me information on services available to Aboriginal students.	
Country of Citizenship (if not Canada) _____			

STUDENT MAILING ADDRESS AND CONTACT INFORMATION

All official BCIT correspondence will be mailed to this address. Please notify Student Information and Enrolment Services of any changes.

Address* (number/street)		<input type="radio"/> Home	<input type="radio"/> Work	<input type="radio"/> Other
City*	Province*	Postal Code*		
Country*	Home Phone	Cell Phone		
Email		Work Phone		
Emergency Contact Name	Relationship to Student	Emergency Contact Phone		

TYPE OF CERTIFICATE

- | | | | |
|--|---|--|--|
| <input type="radio"/> Associate Certificate | <input type="radio"/> Certificate | <input type="radio"/> Management Certificate | <input type="radio"/> Senior Management Certificate |
| <input type="radio"/> Intermediate Certificate of Technology | <input type="radio"/> Certificate of Technology | <input type="radio"/> Diploma of Technology | <input type="radio"/> Advanced Diploma of Technology |
| <input type="radio"/> Advanced Speciality Certificates | <input type="radio"/> Other | | |

Processing time for all documents is 6-8 weeks.

Specify Program Name (e.g. Financial Management, Finance option):				
Course Number	Course Name	Credits	Course Completed?	
			Yes	No

TRANSFER CREDIT SECTION – If transfer credit is requested, attach OFFICIAL TRANSCRIPTS, and course outlines.

Institution	Course Name	Course Number	BCIT Equivalent Course	OFFICE USE ONLY
				Coordinator Approval

ADVISOR COMMENTS

Student Signature	Date
Program Coordinator Signature	Date

Part-time Program Declaration Process

These instructions apply to most part-time studies programs.

Filling out the Form

Please complete the application form with the following information:

1. Indicate your student number and personal information
2. Select type of certificate
3. Program Name – list program name
4. BCIT Course Selection – list all courses completed to date and all courses you intend to take to satisfy the program requirements

Each program consists of required courses and some allow electives for you to tailor a program to meet your needs. If you do not know the requirements for your program, refer to the BCIT Part-time studies flyer or on-line at <http://programs.bcit.ca>.

Please note: Incomplete applications will be returned.

Transfer Credits

If there are courses within the program that you feel you have completed at another post-secondary institution, you may apply for transfer credit.

To apply for transfer credit, please complete the transfer credit section at the bottom of the program approval form with all of the following information:

1. Institution – list the educational institute(s) where the course(s) was completed
2. Course Name – title(s) of the course
3. Course Number – the course number(s) completed
4. BCIT Equivalent Course – identify the proposed BCIT equivalent course number

You are required to provide all relevant official transcripts, course outlines and additional information as required. All transcripts must be officially translated into English. Course outlines need to detail learning outcomes for BCIT to determine equivalency. Contact your previous post-secondary institute to obtain the required information.

BCIT Transfer Credit Policy allows transfer credit up to 50% of the total credit required to earn certification. Please check with the program area regarding maximum limits for specific programs.

Prior Learning Assessment and Recognition (PLAR)

PLAR assessment for course equivalency based on previous work experience may be available. To get more information, visit the PLAR website at bcit.ca/admission/transfer/plar.

Processing Time

Allow approximately six to eight weeks for processing

Application Submission

Please submit your completed application to the Student Information and Enrolment Services at 3700 Willingdon Avenue, SW1 – 1st Floor, Burnaby, BC, Canada, V5G 3H2.

Questions

Visit bcit.ca/askadvisor or call 604.434.1610 to leave your name and number for a Program Advisor to return your call.