



SCHOOL OF BUSINESS GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION (ACERT 100)

PRE-ENTRY ASSESSMENT

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Submit to BCIT.

This form is to be used by potential GCBA students to have their particular situation evaluated before going through the formal application process. The department will then send this information back to you for any further explanation needed and feedback on any upgrading or other requirements needed for entry. Once a student formally applies for entrance, it will also be attached as part of the application procedure, and you will need to provide the appropriate documentation as part of that process. NO fee is charged.

Complete this form and save it as a PDF. Email this form as well as PDFs of your transcripts (transcripts must be in English, they do not need to be official) to: GCBA@bcit.ca

PART A – APPLICANT INFORMATION

Legal Surname	First Name
BCIT Student Number (apply for your student number here) A00	Email
Phone	Other Contact Information

PART B – ENTRANCE REQUIREMENTS

In this section, indicate which entrance requirements you meet. If you do not meet one of the requirements, indicate below what you would like us to consider in its place, if you have an alternative available.

DEGREE REQUIREMENT: A university degree from a recognized institution? Yes No

University	Major
------------	-------

GPA REQUIREMENT: An overall GPA of 3.0 or B average, or equivalent? Yes No Indicate your GPA _____

ENGLISH REQUIREMENT: An overall IELTS score of 6.5 or equivalent? Yes No Indicate your score _____ English Test
_____ (TOEFL/IELTS)

MATHEMATICS REQUIREMENT: A university level math course? Yes No

If you have answered no for any of the above, please explain the circumstances you would like us to consider when looking at your application.

Do you have working experience? Yes No

If so, describe it, explain for how long and what responsibilities?

PART C – DEPARTMENTAL ASSESSMENT: (to be filled out by the Program Head)

This candidate appears to meet the requirements for the program? Yes No

If not, please explain

Remediation or entrance requirement waiver.

Program Head Name

Program Head Signature

Date

Graduate Certificate in Business Administration

Associate Dean Agreement

Yes No

Associate Dean Signature

This assessment does NOT constitute acceptance into the program. Academic entrance requirements will be assessed and confirmed by the Admissions department upon application to the program. This assessment is only valid for one year upon completion, and entrance requirements may be changed without notice.