



# PRE-ENTRY ASSESSMENT OFFICE ADMINISTRATOR WITH TECHNOLOGY (OAT)

High-Tech Professional Program

Room 350 – 555 Seymour Street, Vancouver, BC, Canada V6B 3H6

E [htp@bcit.ca](mailto:htp@bcit.ca) T 604.412.7788

**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 pre-entry assessment is a pre-requisite for the Office Administrator with Technology Program (OAT). This assessment does not constitute acceptance into the program. Submit this document when you apply along with your English requirement.

### APPLICANT INFORMATION

Legal Surname	First Name	
BCIT Student Number (apply for your student number <a href="#">here</a> ) <b>A0</b>	Email	Phone

**PLEASE SEE ALL TWD ENTRANCE REQUIREMENTS:** [bcit.ca/study/programs/6989cert](http://bcit.ca/study/programs/6989cert)

### ENTRANCE REQUIREMENTS

- Have you attended an info session?      Yes      No
- English language proficiency, reading and writing. Please check one of following:
  - English 12 (50%) or Communications 12 (67%)
  - English equivalent ie. TOEFL, IELTS, COMM 0015 – Please consult the BCIT [English requirements website](#)
  - Three credits of post-secondary **English, Humanities or Social Sciences** (50%) from a [recognized institution](#)
  - None of the above – Other

Educational background (Please list your previous education)

**Work History** (Please describe previous work experience even if you feel it does not pertain to the OAT program)

**Statement of Intent.** State your interest, program expectations, goals, and level of technical knowledge. Minimum 250 words.

**DEPARTMENT USE ONLY**

Recommended to apply <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed By	Date (DD/MMM/YYYY)
--	--------------	--------------------

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. Entrance requirements may be changed without notice.

The personal information that you provide to BCIT is collected under the authority of section 26 (d) of the Freedom of Information and Protection of Privacy Act RSBC, 1996, c. 165. This information will be used to complete a pre-entry assessment of program entry pre-requisites in order to determine and advise you of your status with regards to meeting the pre-requisite requirements for entry into the BCIT Office Administrator with Technology Certificate program. If you apply for admission into this program, the information will also be used to determine your eligibility for admission, registration, and for decisions about your academic status and for other BCIT purposes that are directly related and consistent with BCIT's mandate and its programs and the administration and operation of BCIT pursuant to the College and Institute Act and other applicable legislation.

For further information or questions about the collection and use of personal information, contact the Associate Director, Information Access and Privacy, E-mail: [privacy@bcit.ca](mailto:privacy@bcit.ca), Tel: 604.432-8508; or by mail: Information Access and Privacy, British Columbia Institute of Technology, 3700 Willingdon Ave., Burnaby, BC V5G 3H2. Directory of Records Classification: RM 7000-10 Pre-Entry Prospective Student Information