



# APPLICATION FOR BCIT CREDENTIAL DIPLOMA OF TRADES TRAINING (APPRENTICE)

## Apprentice Services

SW1 – 1st Floor, 3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

T 604.456.8100 TF 1.800.667.0676 E [apprentice@bcit.ca](mailto:apprentice@bcit.ca) W [bcit.ca/apprenticeship](http://bcit.ca/apprenticeship)

**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.

### IMPORTANT INFORMATION:

- Allow approximately four to six weeks for processing.
- Apprentices must complete the highest level of apprentice training at BCIT on or after April 1, 2003 and have been granted a British Columbia Trades Qualification (IP/TQ) or, in trades where a TQ is not required, a Certificate of Apprenticeship.
- To be eligible to receive your credential or attend convocation, all diploma requirements must be completed and any outstanding financial obligations to the Institute must be resolved.

Fields marked with an asterisk (\*) are mandatory.

### PERSONAL INFORMATION

Your BCIT ID Number* <b>AO</b>	ITA ID Number*	Birth Date (DD-MMM-YYYY)*
Legal First Name (given name)*	Legal Last Name (family name)*	Middle Name

### CONTACT INFORMATION

Please provide at least one phone number\*

Mailing Address (number and street)*		Home Phone Number	
City*	Province	Postal Code*	Mobile Phone Number
Country*	Personal (non-BCIT) Email Address*		

### APPRENTICESHIP INFORMATION

Trade/Program*	Level Completed*
TQ/IP Certificate Number*	Date Completed*

### CONVOCATION ATTENDANCE

Do you want to attend convocation (graduation) ceremonies?	<input type="checkbox"/> Yes, please send me the application to attend convocation.
	<input type="checkbox"/> No, I do not want to attend convocation.

### COLLECTION AND USE OF PERSONAL INFORMATION

BCIT collects personal information on this form for the purposes of confirming eligibility for a credential, administering the Convocation ceremonies, determining any financial obligations, and other purposes relating to program completion and convocation. The information is also used to facilitate alumni surveys and research and to conduct fund raising appeals. BCIT may also use student names and photographic images in communication materials for the purpose of announcing and publicizing student and graduate achievements in new releases and internal communications

Signature*	Date (DD-MMM-YYYY)*
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