



Telephone: 604.599.2000

Email: admissions@kwantlen.ca

www.kwantlen.ca/admission

Application for Admission

for International Students

STEP 1: COMPLETE APPLICATION

Refer to “Your Admissions Guide” at www.kwantlen.ca/admission for information regarding application deadlines, required documents and other important information about the admission process.

Then, fill in the Application for Admission completely and accurately using a **black ink pen**, or apply online at www.kwantlen.ca/apply.

STEP 2: SUBMIT APPLICATION

Bring the completed application form and application fee payment to Student Enrolment Services on any campus or mail it to:

Admissions

Kwantlen Polytechnic University
12666 – 72nd Avenue
Surrey, British Columbia
Canada V3W 2M8

Be aware that submitting an incomplete application may result in a processing delay.

STEP 3: SUBMIT REQUIRED DOCUMENTS

High School Transcripts

Students currently attending a BC high school need to submit the “Post-secondary Institutions (PSI) Selections Form” found online at www.bced.gov.bc.ca/transcript/transcripts_info.htm between the months of November and June of the school year to ensure high school transcripts are sent automatically to Kwantlen.

Students who have already completed high school are required to request an official high school transcript be sent from the issuing body/department of education to Kwantlen Admissions. More information about required document submission can be found at www.kwantlen.ca/admission.

Post-secondary Transcripts

Applicants that have completed post-secondary studies at another institution may submit official transcripts. Official transcripts must be sent to Kwantlen (at the student’s request) from the issuing institution.

International Credential / Transcript Submission

Applicants that have completed education outside of Canada are required to submit official transcripts. Certified translations are required when the original language is not in English or French. Official transcripts must be sent directly from the issuing body to Kwantlen Admissions. Official transcripts must be a detailed statement of completed courses and corresponding grades. A graduation statement is also required on the transcript when applicable. All documentation filed in support of this application becomes the property of Kwantlen Polytechnic University and may be retained as part of each student’s record.

APPLICATION FEES

Application \$120

Re-application \$120

All application fees are non-refundable.

TIMELINES

Early application is advised. Application deadlines are posted online at

www.kwantlen.ca/admission/intappdeadlinesandfees.

Applications are only applicable to the term indicated on the application.

TRANSFER CREDIT

Through the transfer credit process, a student who has completed courses at another post-secondary institution may request that these credits be transferred to Kwantlen. In addition to evaluation of post-secondary courses, the Transfer Credit Department also evaluates courses completed in high school (e.g. Advanced Placement Program, International Baccalaureate Program).

It is strongly recommended that students submit their Request for Transfer Credit form and all supporting documentation at least 8 weeks prior to their registration date so that they can make well informed choices with respect to course selection. Once all required documentation has been received, the transfer credit articulation process will take approximately 6-8 weeks. To learn more about the transfer credit process, deadlines and to download forms, visit www.kwantlen.ca/transfercredit.

OFFERS OF ADMISSION

Upon successfully completing all admission requirements, you will be sent a conditional offer letter, requesting a commitment fee. Upon receipt of your commitment fee, you will be sent an immigration package that you will need for your study permit application. Be sure to apply for your study permit as soon as possible at your closest Canadian Consulate, embassy or high Commission.

STUDY PERMITS

All International students are required by Citizenship and Immigration Canada to have a valid study permit during the course of their studies in Canada. It is the student’s responsibility to ensure legal status is maintained. A copy of your valid study permit must be submitted to Kwantlen.

REVIEW CHECKLIST

- I have completed this application in full using **black ink** and have signed and dated the application.
- I have reviewed Your Admissions Guide online at www.kwantlen.ca/admission and am aware of all documentation that is required in support of this application.
- I have enclosed the \$120 application or reapplication fee required for this application. Note: application fees are non-refundable.
- I will check my email for next steps.

For more information about admission and the application process, please refer to Your Admissions Guide at www.kwantlen.ca/admission.

Please use a black ink pen when completing this form

Before completing this application, refer to the Kwantlen Polytechnic University calendar at kwantlen.ca/calendar for information on Kwantlen's programs and their admission requirements. You may wish to discuss your goals with one of our Educational Advisors or Counsellors prior to applying. **This section of the application MUST be completed.**

Application for Admission

Student No. _____

Check here if applicant requires English Language Studies in addition to selected program of study

DESIRED PROGRAM OF STUDY	
Program Code (from last page)	Program Name
Start Date Applied For: <u> </u> <u> </u> <u> </u> <i>semester or month year</i>	Campus <input type="checkbox"/> Langley <input type="checkbox"/> Cloverdale <input type="checkbox"/> Richmond <input type="checkbox"/> Surrey
APPRENTICESHIP PROGRAMS ONLY	
Apprenticeship Level	Trade Worker Identification (T.W.I.D.) Number

FULL LEGAL NAME (NO INITIALS)		
Surname (Legal Last/Family name)	Former Surname (if applicable)	
Legal Given First Name	Legal Given Middle Name	Preferred First Name

Preferred name is displayed in Kwantlen's e-learning environment

CONTACT INFORMATION			
Email Address		Mailing Address	
City / Municipality		State or Province	Country
Postal / ZIP Code	Home Telephone	Cellular / Mobile Phone	

AGENT OR THIRD PARTY REPRESENTATIVE			
Contact's Full Name		Name of Agency (if applicable)	
Mailing Address		City / Municipality	Province
Country	Postal Code	Email	Agent Code
Signature of Representative		Telephone	Fax

Required for representative to receive information regarding the applicant

PERSONAL INFORMATION	CITIZENSHIP STATUS				
*Gender <input type="checkbox"/> Male <input type="checkbox"/> Female * Date of Birth	Country of Citizenship _____	Are you in Canada now? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> </table>	DD	MM	YYYY	First Language _____	If yes, what immigration permit do you have?
DD	MM	YYYY			
* Gender and date of birth are required for you to access the online student system and for identification purposes.	Country of Birth _____	<input type="checkbox"/> Study permit <input type="checkbox"/> Work permit			
		<input type="checkbox"/> Visitor permit			
		<input type="checkbox"/> Other: _____			

EMERGENCY CONTACT		
Surname (Legal Last/Family name)	Legal Given First Name	Telephone

ADDITIONAL INFORMATION
I am requesting information on student services related to:
<input type="checkbox"/> Illness or disability <input type="checkbox"/> Students with dependent children <input type="checkbox"/> Scholarships and financial assistance

SECONDARY SCHOOL EDUCATION (HIGH SCHOOL)

If you are presently attending Secondary (High School), when will you graduate? _____

School Name _____

Location _____

Present Grade _____ Date Term Ends _____

Will you be graduating? _____ Personal Education Number (B.C only) _____

If you are currently attending grade 12 in B.C. you need to submit the Post-Secondary Institution (PSI) Selections form between Nov—Jun of the school year to ensure your grades are released to Kwantlen Polytechnic University. The form is available online at: www.bced.gov.bc.ca/transcript/transcripts_info.

If you have already left high school, when did you graduate? _____

Last School _____

Location _____

If you are utilizing your Secondary School Academic Record for eligibility for admission to undergraduate-level studies and for meeting program and/or course requirements, you must request an official, sealed transcript to be sent from the issuing body/department of education to Kwantlen Admissions. More information about required document submission can be found at www.kwantlen.ca/admission.

PREVIOUS POST-SECONDARY EDUCATION (COLLEGE OR UNIVERSITY)

1. Institution Name _____ Location _____ Month _____ Year _____ to _____ Month _____ Year _____

2. Institution Name _____ Location _____ Month _____ Year _____ to _____ Month _____ Year _____

Have you ever been suspended / expelled from any post secondary institution and/or program? Yes No

To apply for transfer credit (to meet prerequisite requirements, graduation requirements or receive transfer credit standing) you must request an official sealed transcript be sent to Kwantlen directly from the issuing institution, fill out a Request for Transfer Credit form and submit the required fee (if applicable). Please allow up to eight weeks for official assessment. Submission timelines, to ensure evaluation by the beginning of registration, are as follows:

*For fall semester: **April 1** For spring semester: **October 1** For summer semester: **February 1***

www.kwantlen.ca/transferecredit

FEES

A non-refundable \$120 CAD admission application fee MUST be submitted with this form. You can pay by cheque, money order, bank draft, Visa, MasterCard or American Express. 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.**

Visa / MasterCard / American Express _____ Expiry Date ____ / ____

Name as it appears on credit card

Personal cheque enclosed Money order enclosed Bank draft enclosed Select Amount \$120 application fee

LEGAL

I certify that all statements on this application are true and complete and that no information has been withheld. I understand that any misrepresentation of this may result in the cancellation of my admission or registration status and that falsifying documents or information on the application may result in immediate permanent dismissal from Kwantlen Polytechnic University. Completion of this signed application permits Kwantlen Polytechnic University to request and/or confirm any information necessary to support my application for admission.

I authorize the release of all British Columbia secondary school interim and final grades by the British Columbia Ministry of Education to Kwantlen Polytechnic University. If I am admitted to Kwantlen Polytechnic University, I agree to familiarize myself with and to abide by the most current policies of the University during my tenure as a student at the University.

In signing this application for admission, I understand that this information, along with subsequent information placed in my student records will be used for the purposes of admission, registration, research, alumni and development, student association and other purposes consistent with the mandate of the institution. Kwantlen Polytechnic University reserves the right for the Registrar to share information with the Ministry of Advanced Education, Training and Technology, or other related government agencies and dual enrolment partners. Kwantlen Polytechnic University also reserves the right for the Registrar to share information with other post-secondary institutions in situations where an applicant has been found to have falsified documents or other information on their Application for Admission. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. The information on the admission form is being collected under the authority of the University Act.

Medical Insurance: I understand as an international student living in British Columbia (BC) I need to apply for the BC Medical Services Plan offered by the provincial government to all residents of BC.

Signature: _____

Date: _____

FOR OFFICE USE ONLY (Do not write in shaded areas)

Date _____ Entered By: _____ Initials _____

Comments

