APPLICATION FOR ADMISSION
INSTRUCTIONS – PLEASE READ CAREFULLY

Office of the Registrar
3700 Willingdon Avenue, Burnaby, BC V5G 3H2
Tel 604-434-1610
Toll Free (US and Canada only) 1-866-434-1610
bcit.ca

WHEN TO APPLY
Check individual program web page (bcit.ca/study) or the Viewbook for application processing dates and deadlines.

HOW TO APPLY
1. Complete this form or apply online (bcit.ca/admission/apply). Be sure to complete every item.
2. Pay application fee ($60 CDN for Canadian citizens/permanent residents and $150 CDN for international applicants with study permit).
3. Mail (address above) or drop off this application along with your supporting documents to BCIT Student Information and Enrolment Services (building SW1).

Note: This application is subject to change. Go to **bcit.ca/admission/downloads.shtml** for the most current form, or apply online at **bcit.ca/admission/apply** (it's secure & faster).

PAYMENT METHODS
Please pay your application fee by cheque, money order, American Express, VISA or MasterCard. You can also pay by cash or debit card in person. Do not send cash through the postal system. A service charge for any NSF or returned cheque will be assessed.

You will receive a letter confirming receipt of your application within two weeks of your application date.

> (STOP) **If you are applying to an apprenticeship program do not fill out this form. Download a form at bcit.ca/apprenticeship/students/registration.shtml**

IMPORTANT NOTES
Please ensure that your BCIT student number is written on all future correspondence.

To students currently attending secondary school
If you are currently attending high school, ask your Principal's Office to provide you with your marks for courses you have completed, interim marks for courses you are presently attending and a list of courses you plan to take in the future. Arrange to have your final official transcript sent directly to BCIT upon completion. Interim and final transcripts from the Ministry of Education may arrive at BCIT later than required.

To those completing entrance requirements through upgrading courses
If you are attending or planning to attend courses that are required for your desired BCIT program, you must include proof of registration with your application form. It is essential that you keep the Admissions Department informed of your progress by sending interim transcripts or an official note from the course instructor. Upon completion of the course(s), arrange to have your official transcript(s) sent directly to your Admissions Officer at BCIT.

It is important that you submit your own copies of interim and final transcripts as soon as you receive them.

CHECK LIST
To avoid delays in processing your application, please ensure that you have provided the following information where applicable.

- ○ Application processing fee
- ○ Official or photocopied high school transcript
- ○ Official or photocopied post-secondary transcript (If you submit a photocopied transcript, BCIT reserves the right to request an official transcript at any time.)
- ○ Proof of permanent resident status/citizenship status
- ○ Proof of enrolment or interim marks in high-school/upgrading courses
- ○ Any additional program requirements as indicated on the program web page (e.g. resume/ letter of intent/ reference letters)

TRANSCRIPT INFORMATION
> For a transcript to be considered official, it must bear the original signature, seal, or stamp of the issuing institution and be in the original sealed envelope. You can submit a photocopy of a transcript if you do not have an official transcript available, so that processing of your application can begin.

> BCIT requires official sealed transcripts if you are applying for a degree program, for course credit (after you have been accepted), or for advanced placement.

QUESTIONS?
If you have any questions regarding your application, call Student Information and Enrolment Services at **604.434.1610** or **1.866.434.1610** (within Canada and USA).

Details of BCIT's Student Regulations can be found in BCIT Policy 5002. See bcit.ca/files/pdf/policies/5002.pdf.

> ⚠ **Please check the status of your application online at any time at bcit.ca/appstatus.**

APPLICATION FOR ADMISSION

BCIT®

Office of the Registrar
3700 Willingdon Avenue, Burnaby, BC V5G 3H2
Tel 604.434.1610
Toll Free (US and Canada only) 1.866.434.1610
bcit.ca

OFFICE USE ONLY	
Application Fee Received	BCIT ID Searched

Have you ever attended BCIT?
○ No   ○ Yes — ○ Part-time   ○ Full-time

Have you ever applied to BCIT?
○ No   ○ Yes

Your BCIT Student Number
A 0 0 _ _ _ _ _ _
First time at BCIT? A student number will be created for you.

Personal Education Number (PEN*) if known
* For Canadian citizens and permanent residents only.

Date of Birth (mandatory)
Day   Month   Year

Social Insurance Number* (SIN)
* For tax purposes only

Legal Last Name

Legal First Name

Middle Name/Initial

Preferred First Name

Mailing Address (number/street)

City

Province

Home Phone

Country

Postal Code

Work Phone

Email

Previous Last Name (maiden name)

Cell Phone

Emergency Contact Information

Relationship

Name

Phone

Please select your citizenship
○ Canadian citizen
○ Landed immigrant/permanent resident
○ Study permit/international student
○ Diplomatic Status
○ Minister's Permit
○ Visitor's Visa
○ Other Visa

Gender (mandatory)   ○ Male   ○ Female

Is English your primary language?
○ Yes   ○ No
If no, what is your primary language?

Will you have been a resident of BC for 12 months prior to the start of the program you've applied for?
○ Yes   ○ No
If no, please indicate place of residence.

Do you identify yourself as an Aboriginal person; that is, First Nations, Métis, or Inuit?   ○ Yes   ○ No
If you identify yourself as an Aboriginal person, are you (please check all that apply)   ○ First Nations   ○ Métis   ○ Inuit

Last Secondary School Attended	Location	From	To	Grade/Level Complete

Post-secondary School(s) Attended	Location	From	To	Years Completed	Credential Earned

PROGRAM OF INTEREST (Please indicate an option for Marketing Management and Broadcast Communications. For Technology Entry, please indicate the program you are interested in attending as a follow up.)

First Choice   Option (if applicable)   ○ Full-time   ○ Part-time (does not apply to all programs)

Second Choice   Option (if applicable)   ○ Full-time   ○ Part-time (does not apply to all programs)

Entry Term
○ ASAP   ○ Fall
○ Spring   ○ Winter

Level/Term (Only required for student seeking entry into advanced placement or readmission to a program)

Consent to release personal information (optional)

Please sign this consent if you want another person, family member, employer or agency to have access to your BCIT admissions, registration and/or academic history. I authorize BCIT to release my personal information concerning admissions, registration and/or academic history to the person or agency listed below for the period starting from today until the completion of my studies at BCIT.

Name/Organization

Relationship to you

Signature

PLEASE READ CAREFULLY BEFORE SIGNING. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS.

I agree that this application, my relationship with BCIT, any disputes arising there from, will be governed by and construed in accordance with the laws of British Columbia and laws of Canada applicable in British Columbia, that the British Columbia courts will have exclusive and preferential jurisdiction over any complaint, demand, claim, proceeding or cause of action arising out of this application or my relationship with BCIT, and that, if I commence such proceedings, I will do so only in British Columbia, and will submit to the exclusive and preferential jurisdiction of British Columbia.

I hereby declare that the information I submitted on this application is true and correct. Completion of this signed application authorizes BCIT to request information necessary to support my application for admission. I understand that BCIT has a right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations.

Signature

Date

A non-refundable CDN $60.00 application fee (CDN $150.00 for international applicants) MUST be included with this form. You can pay by cheque, money order, American Express, VISA or MasterCard. 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.

Student Name

Student Number

○ VISA   ○ MasterCard   ○ American Express

Number

Expiry Date

○ Personal cheque enclosed   ○ Money order enclosed / Amount::   ○ $60   ○ $150 | ○ Canadian citizen   ○ Permanent resident   ○ Study permit/international student