



# International Student Application Checklist

Camosun College  
3100 Foul Bay Road  
Victoria BC Canada V8P 5J2

Tel: +1-250-370-3681 Fax: +1-250-370-3689  
Email: [internationalapplications@camosun.ca](mailto:internationalapplications@camosun.ca)  
Web: [www.camosun.ca/international](http://www.camosun.ca/international)

## Application Form

Fill out the attached PDF application form. Type all information. Print off application and sign it.  
The student's signature on the application **MUST** match the signature on the passport.

## \$100 CAD Application fee

Payment by credit card on the last page of application

## Student's signature needed

- Refund / Deferral Procedure (page 1)
- Education Consultant Permission (page 2, if applicable)
- Applicant declaration (page 3)
- Method of Payment (page 3, Cardholder's signature)
- Permission to Release Information (page 4, if applicable)

## Confirm

- Student's current address, email address and phone number are on the application
- Student has signed the application the same way the passport has been signed

## Supporting Documents

All documents submitted become the property of Camosun College and will not be returned.

- English Proficiency (please submit one)
  - Academic IELTS must be taken within the past two years
  - Academic TOEFL iBT must be taken within the past two years. Original document from [ETS](#) to Camosun College: Destination (DI) Code: 7527
  - Recognized Pathway Partner Certificate
  - Other: BC English 12 or equivalent
- Transcripts (Secondary/Post-secondary)  
Scan of official documents is acceptable to submit with application. Official, sealed transcripts from all institutions attended must be received by Camosun College.
- Passport
  - Front page (picture page)
  - Page showing address and signature
  - Study Permit or any other Canadian government-issued permit (if applicable)
- Program Specific Documents (if applicable)
  - Your [program](#) of choice may have additional admission requirements such as proof of graduation, experience, portfolio, etc. Please look at your program and determine if this applies to you and include with your application.
- Permission to Release Information and Authorization to Act on My Behalf form: [FOIPOP](#) (if applicable) - Page 4 of this document

All official documents should be sent to the following address:

Attention: International Admissions  
Camosun College  
3100 Foul Bay Road  
Victoria, BC, V8P 5J2  
Canada  
Tel: +1-250-370-3681

## Submit supporting documents in English.

Where appropriate, please provide official English translations of all documents (transcripts and credentials) for all education completed above. Documents submitted become the property of Camosun College and will not be returned.

Thank you for submitting your application to Camosun College!

# First Semester International Student Refund / Deferral Procedure

## Refund procedure

**The first semester tuition and fee deposit is non-refundable, unless your Study Permit is refused.** If your Study Permit is refused by Immigration, Refugees and Citizenship Canada (IRCC) you will receive a full refund, less a \$300.00 CAD administrative fee, as long as you inform Camosun International by the deadline shown in Box 27 on your Letter of Acceptance;

### To request a tuition and fee deposit refund:

1. Complete and sign the Refund Request form obtained from Camosun International, or through your Education Consultant
2. Email the Admission Officer with the refund request, a copy of your refusal letter and a copy of your passport page which shows your signature

**IMPORTANT:** All documents must be typed and submitted in PDF format

- If your Study Permit application is refused by IRCC for fraud/alleged fraud or other dishonesty, Camosun College will retain the tuition and fee deposit as penalty
- Failure to submit your application for a Study Permit before the expiry of the Letter of Acceptance will result in a cancellation of your admission
- Once you have been issued a Letter of Acceptance (LOA), if you cancel your admission to Camosun College you are not eligible for a refund
- If you cancel your admission to Camosun College due to exceptional circumstances, you may apply for a refund (full or partial) through a formal request (petition). Contact Camosun International for more information
- Camosun College retains the right to determine what an exceptional circumstance is and what documentation is necessary to prove that an exceptional circumstance has occurred. Exceptional circumstances might include, but are not limited to, debilitating injury, death of parent, compulsory military draft due to an armed conflict, collapse of banking system in the country of residence
- Under no circumstance can the tuition and fee deposit be transferred to another student or institution

## Deferral Procedure

If you are unable to start the semester due to a delay in receiving your Study Permit or an exceptional circumstance, with permission, you may apply to defer to the next semester *one time only* as long as you have communicated the delay to the Camosun International Office *at least* 10 days before classes begin;

### To request a deferral:

Email the Admission Officer with your deferral request, including any documents that support your reason(s)

**IMPORTANT:** Deferrals are one time only; no further deferrals may be authorized, under any circumstances. Your program start date can be deferred up to a maximum of four (4) months after the program start date indicated on your initial Letter of Acceptance, OR until the next available program start date.

## Fraudulent documents

Submission of fraudulent documents will result in the loss of your tuition and fee deposit as penalty.

By signing this document, you agree to all of the terms set out in this Agreement, and agree to the College's decision and interpretation of these terms. *Additionally, you are giving permission to Camosun College to inform Immigration, Refugees and Citizenship Canada (IRCC) and/or Canadian Border Services Agency (CBSA) of any information it deems to be important to maintain the integrity of the Canadian Study Permit Program.*

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
(Office use only)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must match your passport signature)

**IMPORTANT:** Your tuition and fee deposit only covers tuition and the fees charged by Camosun College, it does not cover any other costs associated with studying in Canada.

**Applicant, please retain a copy of this document for future reference**



# International Student Application Form

(All fields must be completed)

Camosun College  
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Tel: +1-250-370-3681 Fax: +1-250-370-3689  
Email: [internationalapplications@camosun.ca](mailto:internationalapplications@camosun.ca)  
Web: [www.camosun.ca/international](http://www.camosun.ca/international)

Have you attended or applied to Camosun College before? <input type="checkbox"/> Yes <input type="checkbox"/> No	OFFICE USE ONLY
Camosun College Student Number C _____	

## Program Choice

Name of <a href="#">Program</a>	Specialization/major
When do you plan to start? <input type="checkbox"/> January <input type="checkbox"/> May <input type="checkbox"/> September	Year: 20__
Do you have a Study Permit or any other Canadian government issued permit? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, include photocopy of permit)	

## Personal Information

Family Name	Given Name(s)
Date of Birth (mm/dd/yy) ____/____/____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Citizenship	First Language

## Current Contact Information

Address		City
Province/District/State	Country	Postal Code
Phone	Email	

## Education Consultant Information (if applicable)

Company Name	Consultant ID	Contact Name
Address		City
Province/District/State	Country	Postal/Zip Code
Phone	Email	
<input type="checkbox"/> My consultant has permission to conduct student related business on my behalf for the following length of time (mm/dd/yy) ____/____/____ to ____/____/____		
Student Signature _____		

## Education Background

<b>Last High School Attended</b>		
Institution Name	City, Province, Country	
From (month/year) ____/____ to (month/year) ____/____	Grade completed	P.E.N. # (BC High Schools only)
<b>All Post-secondary Institutions Attended</b>		
Institution Name	City, Province, Country	
From (month/year) ____/____ to (month/year) ____/____	Certificates, Diplomas, Degrees Earned	
Institution Name	City, Province, Country	
From (month/year) ____/____ to (month/year) ____/____	Certificates, Diplomas, Degrees Earned	

## Other Credentials

International Academic Credentials	<input type="checkbox"/> IB Certificate	<input type="checkbox"/> IB Diploma	<input type="checkbox"/> Advanced Placement	<input type="checkbox"/> GCSE	<input type="checkbox"/> A Levels	<input type="checkbox"/> O Levels
ESL Credentials	<input type="checkbox"/> IELTS	<input type="checkbox"/> TOEFL	<input type="checkbox"/> Pathway Certificate			

## Additional Information

I require accommodation information (homestay)  Yes  No

I require additional support services due to a disability  Yes  No

Emergency Contact Name

Relationship to you

Phone

Email

## Applicant Declaration *(Please read the following before signing)*

1. I, the applicant, declare that all information contained on this application for admission is true and complete.
2. I agree to abide by the rules, regulations and policies of Camosun College.
3. I understand the application fee is non-refundable, is required from all applicants to a program and the application will not be processed until this fee is received.
4. I understand and agree that acceptance of this application in no way guarantees admission to the program or course and that this application is subject to the availability of seats. I understand and agree the College reserves the right to modify or cancel any program or course without notice or prejudice.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Privacy Notice

The personal information provided on your application form is collected under the authority of the section 41(1) of the Colleges and Institutes Act and pursuant to section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA), RSBC1996, c. 165, as amended. The information will be used for the purposes of: admission; registration; academic progress; notification of future courses; notification of test results; education consultant related business and operating other Camosun-related programs. Camosun collects, uses, retains and discloses information in accordance with FIPPA. Camosun may share and disclose personal information within the College to carry out its mandate and operations. Information, in aggregate form only, may also be used for research purposes and statistics.

Should you have any questions about the collection of information, please contact the International Director at +1-250-370-3681, [international@camosun.ca](mailto:international@camosun.ca), Camosun International: 3100 Foul Bay Rd., Victoria, BC, V8T 3H6, Canada

## Permission to Release Information

If you wish to grant anyone access to your information, you will need to complete a [FOIPOP](#) form and indicate who is allowed access to your admission and registration information, this includes education consultants and emergency contact. If you do not wish anyone to have access to your information, then leave information blank. Permission can be changed by informing the International Office in writing anytime.

## Method of Payment **A \$100 CDN non-refundable application fee is required with your application**

VISA  Mastercard  JCB  American Express

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_  I authorize to charge \$100 to my credit card



# Permission to Release Information and Authorization to Act on My Behalf

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## Student Services

The personal information which forms part of your student record is collected under the legal authority of College and Institutes Act, [RSBC 1996] c.52, and the Freedom of Information and Protection of Privacy Act [RSBC1996] c. 165. The information is used for administrative and statistical research purposes of the College and/or the ministries or agencies of the Government of British Columbia and the Government of Canada. The Freedom of Information and Protection of Privacy Act provides that the College may not release information pertaining to student records to any other person without the student's consent.

Further, the College does not normally allow any person other than the student to conduct student related business with the College on behalf of the student.

**If you want any other person to have access to your student records and/or to conduct student related business on your behalf you must complete the form and:**

- Submit the form to the International Department at either campus, or
- Drop the form off in the on-campus drop boxes located at either campus, or
- Send the form via mail or fax to the attention for the International Department.

Personal Information	
Family Name	Given Name(s)
Student #: C _____	Date of Birth (mm/dd/yy) ____/____/____
The following person(s) _____ has/have permission to <input type="checkbox"/> access my student records and/or <input type="checkbox"/> to conduct student related business on my behalf for the following length of time (mm/dd/yy) ____/____/____ to ____/____/____ Signature _____ Date _____	