

## EDUCATION PLANNER INSTRUCTIONS

**STEP 1: Go to <https://apply.educationplannerbc.ca/>**

**STEP 2: Sign up for an account creating your Username and Password as follows:**

- USERNAME:** First Name, Last Name – ex. Jane.Smith
- PASSWORD:** First initial, Last Name, year of birth and a special character – ex. Jsmith@1999

Home » Account » Create

### ACCOUNT

- Overview
- Login
- Create
- Recover

## CREATE ACCOUNT

An EducationPlannerBC (EPBC) account allows you to apply for admission to BC universities, colleges, and institutes.

### Login Credentials

Your EducationPlannerBC login credentials consist of the Username and Password you provide below.

USERNAME

PASSWORD

- ✓ At least one lower case letter included.
- ✓ At least one upper case letter included.
- ✓ At least one number included.
- ✓ At least one special character included.

Password is case-sensitive and must:

- Be at least eight (8) characters in length
- Contain one or more of each of the following: 1) Lower case letter, 2) Upper case letter, 3) Number and 4) Special character

CONFIRM PASSWORD

**STEP 3: Once you have successfully created an account, you will automatically be logged in**

Home » Account » Create

### ACCOUNT

- Overview
- Update Password
- Update Email

## CREATE ACCOUNT

- Getting Started
- Apply
- Finance
- Study
- Work

✓ **Account Created**

Your account information has been emailed to [admissions@camosun.ca](mailto:admissions@camosun.ca). If you do not receive this email in the next 5 to 10 minutes, please check your junk and trash folders for an email from [mailer@educationplannerbc.ca](mailto:mailer@educationplannerbc.ca).

You are now logged in. Use the drop-down menu at the top right to change your Password or Email address at any time. Record your Username and Password for future reference.

[Enter Personal Information](#)

## STEP 4: Next, you will need to complete your Profile:

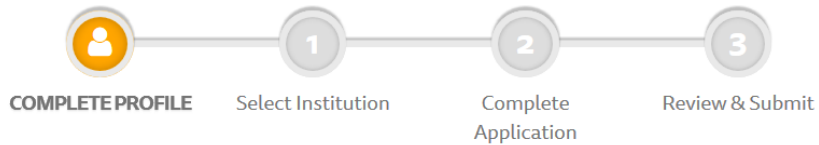
- Personal Info**
- Contact Info** (Select **YES** for emergency contact. Enter your parent/guardian information)
- Academic History**

[Home](#) » [Apply](#) » Profile

**APPLY**

Submitted Applications

## PROFILE



LAST MODIFIED

a minute ago

*If you want to update your [Password](#) or [Email Address](#), please go to your [EducationPlannerBC Account](#).*

Your profile consists of personal and contact information, along with your academic history. A copy of your profile is included alongside any application you submit to a Post-Secondary Institution.



### Personal Information

Provide details about your identity, language and citizenship.



### Contact Information

Provide your mailing address, telephone number, and optionally, an emergency contact.



### Academic History

List all High Schools (Grades 8-12) and Post-Secondary Institutions you've attended in the past.

Start Applying

## Emergency Contact

DO YOU WANT TO PROVIDE AN EMERGENCY CONTACT

- Yes  
 No  
 (Not Specified)

EMERGENCY CONTACT'S FULL NAME

Give first and last name for Emergency Contact.

EMERGENCY CONTACT'S EMAIL ADDRESS *(Optional)*

Please provide an email address if you will not be providing a primary phone number.

## Emergency Contact's Telephone Numbers

PRIMARY PHONE *(Optional)*

- Canada/US  
 Other Country  
 (Not Specified)

Please provide a primary phone number if you will not be providing an email address.







## STEP 5: Next you will Start Applying by selecting your Institution-Camosun College

### Continue Applying to an Institution

You have no in-progress applications to display.

### Start Applying to an Institution

Start a new application by selecting the corresponding institution below.

 Camosun College	 Capilano University
 College of New Caledonia	 College of the Rockies
 Douglas College	 Emily Carr University of Art and Design

## COMPLETE APPLICATION



Update Profile



Select Institution



**COMPLETE  
APPLICATION**



Review & Submit



### Information for Applicants

This application is for all domestic and international applicants, with the following exceptions:

- Apprenticeship applications are available [here](#).

## Application

Create Application

### STEP: 6 At the Program Selection,

- select the Category **South Island Partnership**,
- select your subject area- Business, Science or Technology etc.
- select your program/course-**Dual Credit Courses – South Island Partnership**

### Program Selection

Select the program you're interested in applying for at this institution.

#### Program Selection

##### Term & Admission Category

SELECT THE CATEGORY THAT BEST DESCRIBES YOU

South Island Partnership x ▾

- Domestic applicant - A Canadian Citizen or Permanent Resident/Landed Immigrant, Refugee (status granted), Live-In Caregiver, Diplomat, Minister's Permit.
- International applicant - A non-Canadian with status unknown or no Visa status, or holding a Student Visa / Work Permit / Visitor Visa or Other Status.

##### Select your program

SELECT YOUR SUBJECT AREA



Select Subject Area... ▾

⚠ Select your subject area is required.

SELECT YOUR PROGRAM

Select Program... ▾

## STEP: 7 Under Additional Information, select “NO” for Agent information for international applicants

  **Additional Information**  
Provide additional details requested by the institution you're applying for.

### Additional Information

#### Aboriginal Identity

- The term Aboriginal person refers to First Nations, Métis and Inuit peoples of Canada. By indicating your identity as an Aboriginal person of Canada, you understand that you may be contacted by the school.
- See [Aboriginal Education & Community Connections](#) regarding services and programs for Aboriginal students.

DO YOU IDENTIFY YOURSELF AS AN ABORIGINAL PERSON OF CANADA? *(Optional)*

Yes  No  (Not Specified)

The term Aboriginal person refers to First Nations, Métis and Inuit peoples of Canada.

#### Gender

SELECT YOUR GENDER

Male  
 Female  
 (Not Specified)

#### Agent Information and Release for International Applicants

Application No. 139769

 Delete Application

LAST MODIFIED

PROGRAM

a few seconds ago

Dual Credit Courses - South Island Partnership




#### Program Selection

Select the program you're interested in applying for at this institution.



#### Additional Information

Provide additional details requested by the institution you're applying for.

 Review & Submit

**STEP 7: Next, Review and Submit – the last step is to pay. If needed, you can save your information and return using your USER ID and password when you have access to a credit card**

## REVIEW & SUBMIT



Update Profile



Select Institution



Update Application



**REVIEW & SUBMIT**



## Profile

[Edit Profile...](#)

LAST MODIFIED  
15 minutes ago

## Personal Information

**STEP 8: Pay the application fee. *This is non-refundable, and valid for a continuous 12 months for South Island Partnership courses.***

DO YOU REQUIRE ADDITIONAL SUPPORT SERVICES DUE TO A DISABILITY OR MEDICAL CONDITION?

Yes

### Application Fee

**\$41.00**

- Camosun accepts Visa, MasterCard, American Express and JVC.
- You must provide a credit card number to complete your application to Camosun. If you decide to change programs or plan to apply to more than one program, you will be charged a fee for each application submitted.

PAYMENT OPTIONS

- I will pay by credit card when submitting my application.
- (Not Specified)

### Confirm Email Address

Is your current email address, [admissions@camosun.ca](mailto:admissions@camosun.ca)?

- Yes, this is my current email address.

It's important that we have your current email address, as that's where we'll be sending your Application Receipt. If you need to update your email address, please do so at [EducationPlannerBC Account - Update Email](#), before proceeding to Submit & Pay.

## Consent for Information Disclosure and Declaration of Applicant

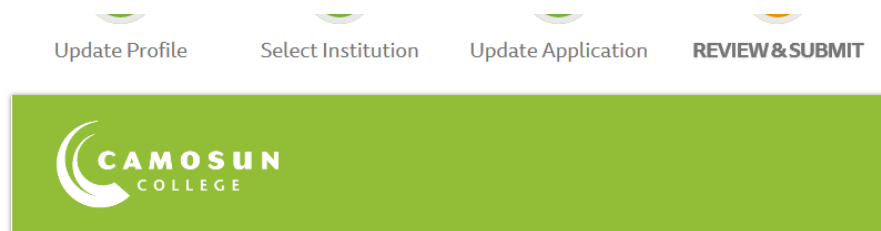
**Freedom of Information and Protection of Privacy**  
**Privacy Statement**

The personal information on this form and other personal information which forms part of your student record is collected under the legal authority of the College and Institutes Act, [RSBC 1996] c.52, and the Freedom of Information and Protection of Privacy Act [RSBC 1996] c. 165 (FIPPA). The information is used for administrative and statistical research purposes of Camosun College and/or the ministries or agencies of the government of British Columbia and the government of Canada. The information will be protected, used and disclosed in compliance with those acts. Except as provided in the

I give my Consent for Information Disclosure and Declaration of Applicant

[Pay Fee, then Submit Application](#)

**STEP 9: Submit online application and print or take a screenshot of your receipt and attach it to your paper application.**



### Application Fee Payment

For security reasons, this page will time out after **5 minutes**. Do NOT close your browser window while the payment is processed. A message will display once the payment process is complete.

Amount \$41.00

Card Number

Expiry Date (MMYY)

CVV  [What's this?](#)

[Submit](#)

[Terms & Conditions](#)

***Note: The online application is only one part of your registration process. You will also need to complete a South Island Partnership application package provided by your Teacher or Career Coordinator.***