



# Application Process

## 1. HOW TO APPLY

Applicants must complete an Application for Admission to Bow Valley College online at [www.bowvalleycollege.ca/apply](http://www.bowvalleycollege.ca/apply) using Visa or MasterCard. Applicants may also choose the PAY LATER option and come in person to the Office of the Registrar with Cash, Debit, Cheque or Money Order.

A paper application form may also be mailed or faxed with a valid Visa or MasterCard number to:

**Mail:** Bow Valley College Prospective Student Centre 332 – 6th Avenue S.E. Calgary, Alberta T2G 4S6

**Fax:** 403-297-4887

**In Person:** Registrar's Office 332 – 6th Avenue S.E.

**Application Fee:** For full-time fees, please consult the Fee Schedule insert in the current Course Guide. For a complete list of full- and part-time fees online, please visit [www.bowvalleycollege.ca/fees](http://www.bowvalleycollege.ca/fees)

Application fees are non-refundable and non-transferrable.

International applicants are advised to apply three to six months in advance in order to obtain a student visa and are encouraged to contact the International Education Office prior to application at: [international@bowvalleycollege.ca](mailto:international@bowvalleycollege.ca) or 403-410-3476.

## 2. ALBERTA STUDENT NUMBER

Applicants must have an Alberta Student Number (ASN) to apply to Bow Valley College. This number can be found or created at: [www.education.gov.ab.ca/learning/student-services/ASNLookup/](http://www.education.gov.ab.ca/learning/student-services/ASNLookup/) Applications submitted without an Alberta Student Number will not be accepted.

## 3. WHEN TO APPLY

Most programs have a limited number of spaces available. Admission to a program is determined by the rule of first-come, first qualified, first-served. Selection to the program will not begin until all required documentation is provided and/or admission requirements have been met and the file is deemed complete.

Applicants who require funding assistance are encouraged to apply early to ensure all necessary documents are submitted prior to the start of classes.

International applicants are advised to apply three to six months in advance in order to obtain a student visa.

## 4. ADMISSION REQUIREMENTS

Bow Valley College admission requirements are designed to accommodate mature students. Applicants to Bow Valley College programs or courses must be 18 years of age or older, or able to demonstrate to the Registrar the maturity to benefit from a selected program of study. It is not mandatory to have a completed high school diploma to apply to programs or courses at Bow Valley College.

Admission requirements are listed under each specific program. Applicants should familiarize themselves with the specific requirements of the program they are applying to. In some cases, pre-program requirements or additional admission requirements are also listed.

Applicants must provide proof of successful completion of the admission requirements for the programs or courses selected.

Applicants whose first language is not English must also fulfil the English Proficiency Requirements to the program applied for prior to final acceptance.

## 5. OFFICIAL TRANSCRIPTS

Transcripts received by Bow Valley College become the property of Bow Valley College and will not be photocopied or printed for the student or forwarded to other institutions. An exception to copy originals may be made for applicants educated outside of Canada who receive only one set of original official transcripts.

Evaluation of academic documents will only be assessed for Bow Valley College applicants.

In some cases, applicants will be asked to write a placement test and/or attend an interview.

Applicants must:

- Arrange for an official copy of any high school transcripts
- Arrange for an official copy of transcripts from each post-secondary institution attended

As part of the online application process, applicants may choose the free electronic transcript transfer between institutions participating in Apply Alberta. Transcripts may be requested from Alberta Education (for high schools transcripts) as well as from other post-secondary institutions currently using the Apply Alberta application site.

Official transcripts requested from high schools or institutions who are not members of Apply Alberta must be:

1. Original academic documents bearing the seal and signature of the institution or agency, and
2. Mailed directly to the receiving institution in a sealed envelope by the Office of the Registrar from the sending institution.

Official transcripts for high school education completed in Alberta can be requested from Alberta Learning by contacting:

### Alberta Learning Transcript Coordinator

44 Capitol Boulevard 10044 – 108 Street NW, Edmonton, Alberta T5J 5E6

Phone: 780-427-5732 Fax: 780-422-2137 Toll Free (within Alberta): 310-0000

To order a transcript online, visit their website: [www.education.gov.ab.ca/learning/student-services/transcripts/](http://www.education.gov.ab.ca/learning/student-services/transcripts/)

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## 6. OUT OF PROVINCE HIGH SCHOOL TRANSCRIPTS

Visit the Alberta Learning website: [www.alis.gov.ab.ca/learning/pset/high\\_school\\_transcripts.asp](http://www.alis.gov.ab.ca/learning/pset/high_school_transcripts.asp)

## 7. FOREIGN TRANSCRIPTS

Applicants educated outside of Canada and applying to Bow Valley College for full-time career programs will be required to produce their original academic documents as well as an official assessment provided by the International Qualification Assessment Service (IQAS). Please contact the International Admissions Officer at 403-410-3489 for specific details.

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) may be used for admission into most programs (Only valid within a two-year period).

## 8. PRE-PROGRAM REQUIREMENTS

### Pre-Program Requirements

Some Bow Valley College programs include clinical placements in agencies where employers require a police information check as part of the entrance requirements. Other programs may also require a child intervention record check and/or immunizations prior to the start of the program.

## 9. WAITING LISTS

If a program or course is full, applicants are automatically placed on the program or course waiting list. The wait list is determined by date of qualification so early application is advised. Every effort is made to contact applicants if space becomes available. Please be aware that other student cancellations may result in short notice for acceptance into a program therefore funding applications should be submitted early if applicable.

## OTHER IMPORTANT INFORMATION

- **Transfer Credit / Prior Learning Assessment and Recognition (PLAR):** Bow Valley College recognizes applicants with equivalent coursework completed at other recognized or accredited postsecondary institutions or with relevant work experience. Transfer credit applications and information on completing a PLAR assessment are available at the Registrar's Office.
- **Students with a Disability or who have Specialized Support Requirements:** Students with disabilities or who require specialized support for school are strongly encouraged to contact the Specialized Support Office at 403-410-1440 as soon as possible so that services can be arranged.
- **Information Sessions:** Applicants who would like more information about Bow Valley College programs or admission requirements would benefit from attending an information session. These sessions provide an opportunity for prospective applicants to speak with an Admissions Officer and ask any questions before submitting an application. The sessions are held at various times throughout the week except on holidays. Please contact the Prospective Student Centre for more details at 403-410-1402.
- **Student for a Day/ Tours:** Prospective applicants have the opportunity to spend a day attending classes and meeting students and instructors in their area of interest. Prospective applicants may also participate in a tour of the Campus based on need and area of interest. For more information on Student for a Day or a campus tour, please contact the Prospective Student Centre at 403-410-1402 or email to: [recruiting@bowvalleycollege.ca](mailto:recruiting@bowvalleycollege.ca).

**For more information, you can either view the BVC Frequently Asked Questions website at [askbvc.com](http://askbvc.com) or contact us:**

### Prospective Student Centre

[recruiting@bowvalleycollege.ca](mailto:recruiting@bowvalleycollege.ca)

Tel: 403-410-1402

Toll-free: 1-866-428-2669

TTY: 403-410-1412



**Last Public/Separate School Attended**

|  |   |
|--|---|
|  | Attended from: <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table><br>( d d / m m / y y ) |
|--|---|

**Location of School**

|         |                            |   |
|---------|----------------------------|---|
| City    | Province (abbreviation)    | Attended to: <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table><br>( d d / m m / y y ) |
| Country | Last Grade Completed _____ |   |

**Other Post-secondary Education**

|   |  |
|---|--|
| <b>Highest Education Achieved:</b><br><input type="checkbox"/> Public College<br><input type="checkbox"/> Vocational College<br><input type="checkbox"/> Technical Institute<br><input type="checkbox"/> University<br><input type="checkbox"/> Other _____ | <b>Highest Level Achieved:</b><br><input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Certificate<br><input type="checkbox"/> Diploma ____ yrs <input type="checkbox"/> Doctoral<br><input type="checkbox"/> Journeyman <input type="checkbox"/> Masters<br><input type="checkbox"/> Applied Degree <input type="checkbox"/> Other _____ |
| Name of Institution   | Attended from: <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table><br>( d d / m m / y y )  |
| Location of School  | Attended to: <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table><br>( d d / m m / y y )  |
| City  | Province (abbreviation)  |
| Country   |  |

**Payment Options**

|   |   |  |                                     |   |   |   |   |
|---|---|--|-------------------------------------|---|---|---|---|
| <input type="checkbox"/> Cash                                 | <input type="checkbox"/> Certified Cheque | <input type="checkbox"/> Visa  | <input type="checkbox"/> Mastercard | <table border="1" style="width: 100%; height: 20px;"></table> | <table border="1" style="width: 100%; height: 20px;"></table> | <table border="1" style="width: 100%; height: 20px;"></table> | <table border="1" style="width: 100%; height: 20px;"></table> |
| Amount <input type="checkbox"/> Domestic \$60                 |   | Expiry Date (mm/yy): <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table> |                                     |   |   |   |   |
| Authorized <input type="checkbox"/> International \$100       |   | Signature of Cardholder  |                                     |   |   |   |   |
| Name on Credit Card (Please Print)                            |   |  |                                     |   |   |   |   |
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**How did you hear about Bow Valley College?**

|  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Recruitment/Career Fair | <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Counsellor          | <input type="checkbox"/> Course Guide   |
| <input type="checkbox"/> Advertisements          | <input type="checkbox"/> Trade Show      | <input type="checkbox"/> BVC Alumni          | <input type="checkbox"/> Internet _____ |
| <input type="checkbox"/> Agent Name _____        | <input type="checkbox"/> High School     | <input type="checkbox"/> Current BVC Student | (please specify website)                |

**ABORIGINAL STATEMENT**

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet Ministry and School Board mandates and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. This information will also be used to determine the provincial First Nations, Métis and Inuit Funding Allocation provided to school jurisdictions. For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, 780-427-8501 or your institution's Registrar's office.

**DECLARATION OF APPLICANT**

The information collected on this form is collected under the authority of the Post-Secondary Learning Act, the Freedom of Information and Protection of Privacy Act, the Statistics Act (Canada) and the Taxation Act (Canada). I understand that all documentation submitted in support of this or any subsequent application for admission, financial award or any appeal or petition becomes the property of the College and will not be returned to me. The information will become part of my student record and will be disclosed to relevant Bow Valley College departments for the purposes of administration of policies, procedures, programs, services, registration, electronic transcript authorization/collection, tax receipts, scholarships and awards, graduation, follow-up educational information, research, and alumni programming. In addition, I authorize Bow Valley College to disclose or request information to and from the federal and provincial governments to meet reporting requirements and to determine eligibility for services and funding, as well as to the Bow Valley College Students' Association and cooperating agencies in accordance with contractual agreements. For more information regarding the collection or use of this information, contact the Office of the Registrar at 332 – 6 Avenue SE, Calgary, Alberta T2G 4S6. Phone 403-410-1400 or toll-free in Alberta 1-866-428-2669.

I certify that I have read and understood all the instructions and information accompanying this application form and that all statements made in connection with this application are true and complete in all respects. I understand that misrepresentation, falsification of documents, or withholding requested information are serious offences which may result in the cancellation of my admission and/or registration at Bow Valley College. If I am admitted, I agree to be bound by the rules and regulations in existence or as amended from time to time by the Bow Valley College Board of Governors.

Date Signed: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_