

Thank you for selecting Bow Valley College!

Our International Education team looks forward to supporting you through the admission and enrollment process. Below is a checklist of steps to help you work towards your admission to Bow Valley College.

YOU HAVE ALREADY COMPLETED THE FIRST TWO STEPS:

- SUBMIT YOUR APPLICATION THROUGH THE ALBERTA POST-SECONDARY APPLICATION SYSTEM (APAS)
- PAY YOUR APPLICATION FEE

YOUR NEXT STEP IS:

Provide Supporting Documents

To decrease processing times, we request all supporting documents for a complete application package be submitted as email attachments. Documents from each category below should be attached to your email as a separate file.

ACADEMIC ADMISSION REQUIREMENTS*

- High School Transcripts and Diploma (*required*)
- Post-Secondary/University Transcripts and Diploma (*if applicable*)

***Academic requirements are not required for English Language Learning program applications.**

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

- Proof of English language proficiency is required for all career program applicants and for English language learners applying to intakes starting in 2018.
- For a list of accepted documents, please see our online chart at www.bowvalleycollege.ca/elp

* Please Note: If your test was in Canada, you must submit the original results (not a copy).

COPY of VALID STUDY PERMIT or STUDENT VISA (*if available*)

CONSENT to RELEASE INFORMATION (CRI) FORM (*if applicable*)

- This form authorizes Bow Valley College to release information regarding your student record to a specified individual, including an agent, relative, friend, or other person acting on your behalf.
- Download the CRI form at international.bowvalleycollege.ca/apply under **Steps to Apply #4**.

NOTE: All documents must be in PDF format. Documents in other formats (e.g. jpeg) will not be accepted

APPLICATION PROCESSING TIME ESTIMATES:

English Language Learning Program

- Application processing is 2-3 business days. Please contact the International Education department if you have not received a response within this timeline.

APPLICATION PROCESSING TIME ESTIMATES (cont.):

Certificate and Diploma Programs

- Average application processing is 3-4 weeks, after a complete application package is received. If you have not heard from us within four weeks of submitting your complete application package please contact the International Education department.

IF YOU ARE ACCEPTED TO A PROGRAM:

MyBVC Account Login And Information

- You will receive an e-mail from accountManager@bowvalleycollege.ca with your online account information. The subject line will read: **Bow Valley College Student ID##### New MyBVC User Account**.
- Please login right away as the temporary password is only valid for a short time and the MyBVC email will be the primary form of communication with Bow Valley College.

Offer Of Admission

- After your myBVC login information, you will be emailed an Offer of Admission. **Unless you are accepted from a waitlist**, your offer will be valid for 2 weeks.
- To reserve your seat in the program, you must pay the **non-refundable and non-transferable** \$1500 confirmation fee by the Offer of Admission due date.
- **Before paying the non-refundable, non-transferable Confirmation Fee**, students are urged to ensure the program start date is feasible according to the study permit processing time estimates through the Citizenship and Immigration Canada's website at www.cic.gc.ca/english/information/times/index.asp.

GETTING READY TO START:

Apply For Your Study Permit

- It is important to apply for a Study Permit as soon as possible and within the posted processing times. As soon as you receive your study permit or Study Permit Approval letter, email a copy to issc@bowvalleycollege.ca.
- Students who do not submit proof of a valid study permit or approval letter **at least 2 weeks prior to the International Learner Preparation Day (ILPD)** risk losing the \$1500 Confirmation Fee.

Questions

If you have any questions or uncertainties throughout your admission and enrollment process, please contact our International Education Department, one of our team will be happy to assist you.

Contact information

Phone: +1. 403.410.3476

E-mail: international@bowvalleycollege.ca

Web: international.bowvalleycollege.ca

Hours of Operation:

Monday- Friday

8:00 AM- 4:00 PM MST

Location: : 2nd Floor, South Campus,
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