International Student Application Guide

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Before You Start

To successfully submit your application, you will require the following:

1. Alberta Student Number (ASN). If you have applied or attended a school or post-secondary institution in Alberta, you will already have an ASN. To find your ASN you can use the [ASN Lookup](#) service. As creating a second ID for an applicant will cause delays in the processing of the application, we recommend using the look up service to first check if an ID already exists. If you do not have an ASN, you can also use this service to request one.
2. Names of:
   a. High schools you have attended or are currently attending
   b. Post-secondary institutions you have attended or are currently attending
3. Mandatory documents:
   a. Passport
   b. Academic transcripts with completion certificates
   c. English Proficiency Requirement (when applicable)
4. A credit card to pay application fees charged by the institution.

Submit Your Application

1. Navigate to the international student application portal at [bvc.vasuniverse.com](#) *We recommend using Google Chrome as your web browser. If you use another browser, such as Internet Explorer, you may find that the page does not display correctly.*

2. Create an account by completing the following information and selecting **Create Account**.

Welcome to Bow Valley College Online application system.

This form is for new applicants. If you already have an account or if you are an agent, please do not use this form.

Please make sure you have the following before you start the application:

- Copy of your passport
- Academic transcripts
- ASN number

Any student applying to the college should have an Alberta Student Number (ASN). If you do not have one, you can get it from: https://learnerregistry.ae.alberta.ca/Home/StartAsnRequest

*First name

*Alberta Student Number (ASN)

*Email

*Re-enter email

*Password

*Re-enter password

☐ I accept the terms and conditions

Create account

Have an account? Sign in

3. A confirmation code will arrive in your email inbox (it may take a few minutes). Enter your **Username** (email address) and **Confirmation Code** and press **CONFIRM**.

Confirm Sign up

Username *

[Enter your username]

Confirmation Code

[Enter your code]

Lost your code? Resend Code

Back to Sign In   **CONFIRM**

4. You will then be returned to the login page below to to enter the following our **Username** and **Password** and select **SIGN IN**.
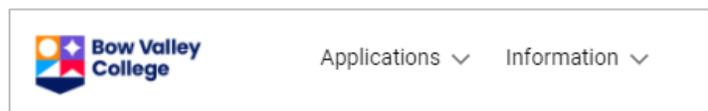

Sign in to your account

[Sign in with AWS]

Username *

[Enter your username]

Password *

[Enter your password]

Forgot your password? Reset password

No account? Create account   **SIGN IN**

5. You will be taken to the main page of international student application portal. A navigation toolbar will appear at the top:

Bow Valley College   Applications ⌄   Information ⌄

6. If this is your first time logging in, the page will open directly to Add application. Should you need to navigate to the page to submit an application, select **Add application** from the Application dropdown in the toolbar and complete the following information:

1- Personal Information *Mandatory field
First name* Preferred first name Middle name Surname Previous surname (if any) Email id* Passport no.* Passport expiry* Passport issuing country Gender* Date of birth* First language* Nationality* Under which status are you planning to enter Canada?* Alberta Student Number (ASN)*
Are you currently attending or have you previously studied in a Post-Secondary institution in Canada?* **For all North American credentials, official transcripts must be submitted.**

To complete the evaluation, official transcripts must be sent by the issuing North American institution directly to Bow Valley College via one of the following options:

By email: admissions@bowvalleycollege.ca

By mail: Admissions, Office of the Registrar, Bow Valley College, 345 6th Avenue SW, T2G 4V1, Calgary, AB, Canada

In the meantime, you may upload unofficial documents via the application portal to initiate the assessment and be considered for Conditional Acceptance.

Have you previously attended Bow Valley College?*
If the answer is yes, please complete and submit the [Application for Re-Admission form](#).

Would you like to share your application information with a representative?
Representative information in optional for applicants who would like to grant permission to a family or friend to inquire about their application status.

2 - Applicant's Current Address of Residence

Use the dropdowns to populate your current address.

3 - Qualifications

Use the dropdowns to enter the names of all high schools and post-secondary institutions you have attended or are currently attending as well as the qualifications received.

4 - English Qualifications

Select English Qualifications as applicable and use the drop down menus to enter scores.

This section is mandatory for applications to ELL programs, either ELL-only or ELL and Post-Secondary. To avoid delays we strongly suggest applicants complete this section and provide documentation proof of an English language proficiency qualifications.

5 - Other Information

Please use checkboxes to complete survey questions.

6 - Application

Select the ELL (English Language Learning) and/or Post-Secondary program radial buttons as applicable.

7 – Add ELL (Optional)

If applying to our in-house ELL program, select Start date and Proposed program from the drop down menus.

For an ELL + Post-Secondary bundle, only one application fee will be required.

ELL program applications require proof of English language proficiency for level placement. To avoid delays in the processing of application, please submit one of the acceptable test scores.

8 – Post-Secondary program
Select Start date, Level (this is the program type - Certificate or Post-Diploma Certificate) and Proposed program from the drop down menus.

7. Press **Save** to submit application.

8. When the application is successfully saved, you will be taken to a page to upload your mandatory documents. Upload your documents and press **Save**. *Note the application has not yet been submitted to the College.*

While only the passport and high school transcripts are currently listed as mandatory, we highly recommend you upload any applicable English language proficiency qualifications.

9. Review the Terms & Conditions and tick the box next to "I accept the following terms and conditions". Press **Save**.

10. Your application is not submitted until you pay the application fee. To pay by Credit card, select **Credit card** from the payment method, agree to the terms below and then select **Pay now**. For other payment options, select **Others** and refer to the payment options available at Bow Valley College. If you choose an alternate payment option (ie. International wire transfer, bank deposit), you must report the payment via the application portal by selecting **Others** and entering the payment references and upload a copy of the payment receipt. *This is also the place to enter a coupon code if applicable.*

> **Note: A bundled application for ELL and Post-Secondary programs will only require one application fee payment.**

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1 Application fee payment of CA$140.00

CA$140.00 application fee is required to process your application. This fee is in Canadian Dollars and is non-refundable. How do you wish to pay this fee?

Please add your coupon code   Apply coupon

Select a payment method*
◯ Credit card   ◯ Others

☐ Please note that the application fee is non-refundable, non-transferable.

☐ I agree to pay the amount payable: CA$140.00

Pay now

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11. Enter payment details as requested below and select **Process Transaction**.

Payments made via credit card will automatically generate a receipt that is sent to the contact email. If a payment is made via another payment method, please contact staff via the message centre in the application portal and a receipt will be provided.

12. When a payment success popup appears, your application has been submitted to Bow Valley College!

What's Next?

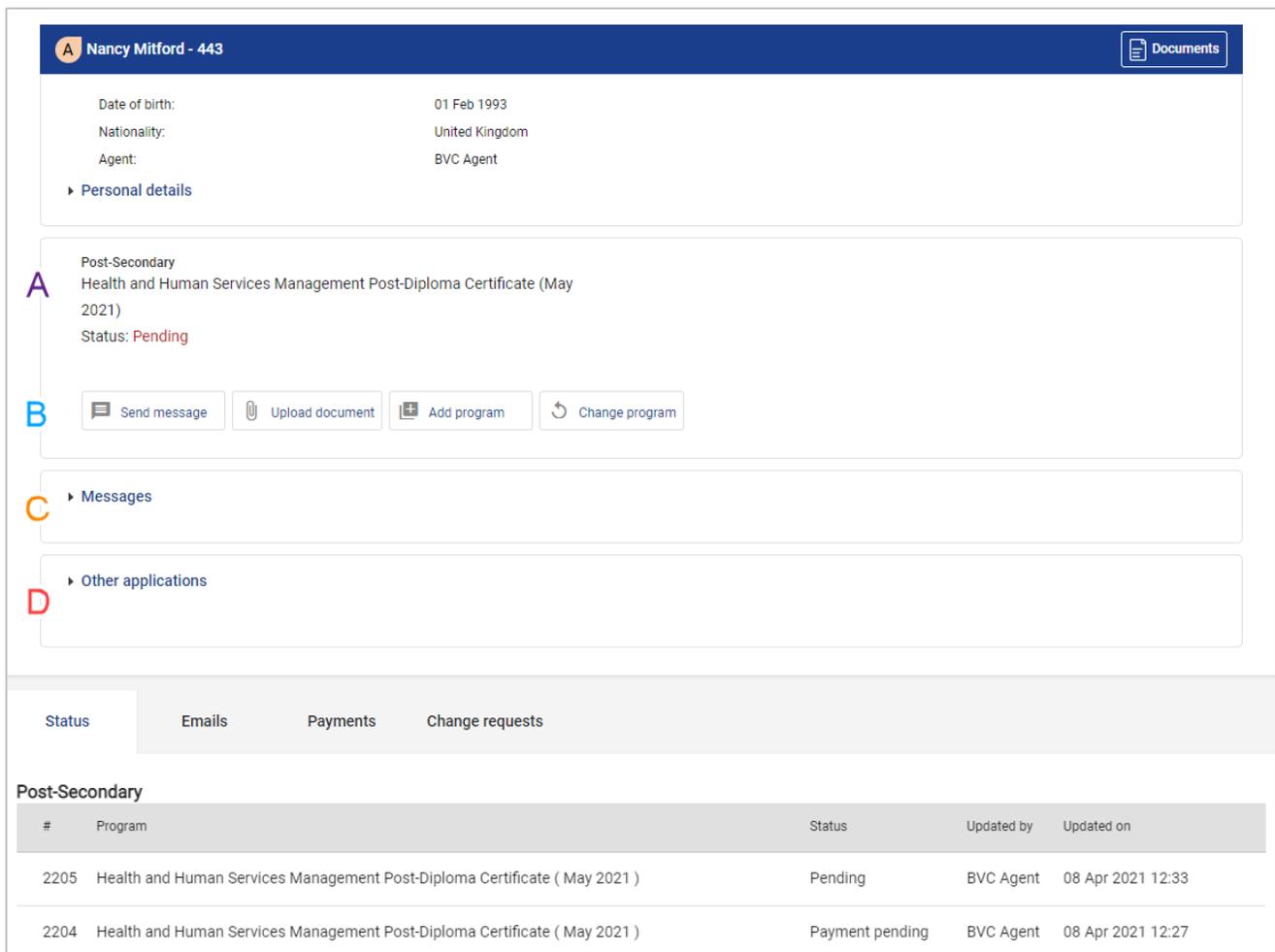Once an application has been submitted, you can expect the following:

1. The team at Bow Valley College will review the application and the corresponding documentation. Should we require more information, our staff will send a message that will appear in the application portal. *An email notification will alert you to check new messages in the portal.*

2. Keep an eye on the application for updates! See the next section of this document for instructions on how to monitor your application.

3. If you're accepted, you'll need to reserve your seat in the program by paying the the <u>non-refundable/non-transferable</u> $1500 confirmation fee:

- This fee will be applied to first term tuition and fees.
- You also have the option to pay the first year of tuition or two year program tuition and fees.
- Please refer to the Learn Account Policy regarding cancellations and refunds for details. It can be downloaded [here](#).
- You can pay via credit card in the application portal or for other method of payments (International wire transfers, Canadian bank transfers, direct deposit) please see the [fee payment information](#) on our website. If you choose to pay the confirmation fees via one of these other payment methods, please inform us via the application portal.

4. Once you receive a Letter of Acceptance, you can apply for a study permit at your nearest Canadian Embassy or Consulate. A study permit application with Immigration, Refugees and Citizenship Canada will require both our Designated Learning Institute (DLI) number: O19273769422 and an Official Letter of Acceptance. Canadian DLI's can be verified with [Immigration and Citizenship Canada](#).

5. Sign into MYBVC – This is your communication tool with the College and where you'll receive instructions for course registration and other important information. The MYBVC portal provides access to account balance, course registration, student email and online course platform.

6. For instruction on how to pay the the remainder of your tuition please see the [fee payment information](#) on our website and for tuition payment deadlines click [here](#).

Monitor Your Application

To view your application, select **View applications** from the Application dropdown in the toolbar. Note the important sections below:

A – The application status will appear under the program applied for. Refer to the legend below for information on each status.

| Application Statuses:	
Incomplete	Mandatory documents have not been attached and/or Terms & Conditions have not yet been agreed to.
Payment Pending	Application fee has not yet been paid.
Pending	Application has been successful permitted.
In-Progress	Application is currently being reviewed and assessed for admission.
Information Required	We require more information or documentation, see messages.
Conditional	Acceptance offer pending once conditions have been met. To view conditions click the blue comment box in the Status tab.
Unconditional	Accepted without condition.
Waitlist	Applicant has qualified for the program but placed on the waitlist as it is currently at capacity.

B – This toolbar shows all permissible actions for the current application status including Upload document or Send Message. For example, if you are accepted your requested program - these actions will include Accept/Decline offer and Print offer.

C – All messages sent by the you or staff at the College will be viewable here. Should we require more information during the application process, this is where the message will appear. To respond, click **Send message** from the toolbar above.

D – If the you have any other applications submitted to the College they will appear here.

To Print Offer Letter & Print Offer Details

If you have been unconditionally accepted, conditionally accepted or accepted but waitlisted into the requested program, an offer letter will be available to view and print via the **Print Offer** button in the toolbar. The offer letter contains important information including the confirmation deposit deadline and deadline to meet conditions (if applicable). Depending on the status of the application, complementary information may also be available via the **Print offer details** button.
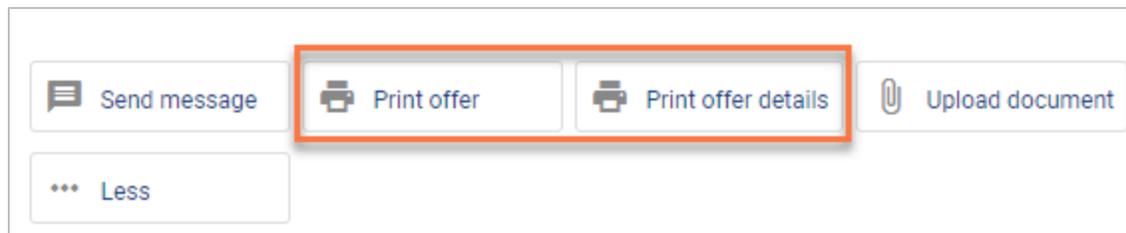
Once an offer has been accepted and the $1500 deposit has been paid, the offer letter and offer details will no longer be available.

As you may need the Offer Letter and offer details for the study permit application we highly recommend downloading a copy of both the Offer Letter and offer details.

To Accept or Decline Offer

If you have been unconditionally or conditionally accepted, an **Accept/Decline offer** button will be available in the toolbar.

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To accept or decline an offer, select the **Accept/Decline offer** button and agree to the Terms and Conditions on the following page. Press **Save**.

To Pay Confirmation Fee

Once you have accepted an offer, you will need to pay the confirmation deposit to reserve your seat in the program. This $1500 fee is <u>non-refundable/non-transferable</u> and will be applied to first term tuition and fees. *You may also choose to pay the first year of tuition or two year program tuition and fees.*

A credit card may be used within the application portal. For alternative payment options, refer to the payment options available at Bow Valley College. If you choose an alternate payment option (ie. International wire transfer, bank deposit), you must report the payment via the application portal by selecting **Others** and entering the payment references and upload a copy of the payment receipt.

Payments made via credit card will automatically generate a receipt that is sent to the contact email. If a payment is made via another payment method, please contact staff via the message centre in the application portal and a receipt will be provided.

To Print Letter of Acceptance & Print Offer Details

Once you have accepted an offer and paid the confirmation deposit, the previous Offer of Admission letter will be replaced with a Letter of Acceptance. Depending on the status of the application, complementary information may also be available via the **Print offer details** button.
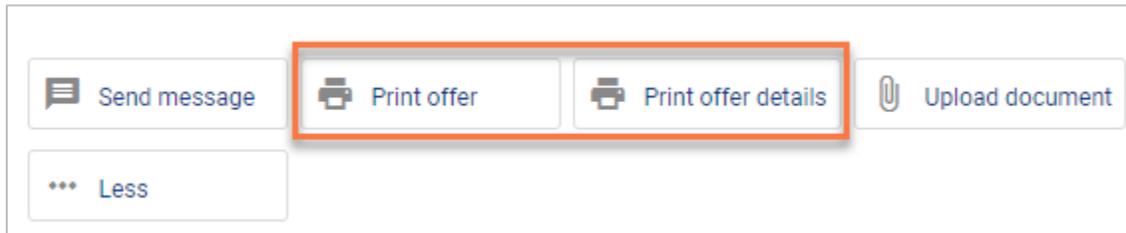
Applications Submitted by Agents

If you have chosen to apply to Bow Valley College via an Agent, you will have access to the same application information via the [international student application portal](#). In order to receive email notifications regarding the status of your application, you will need to login to this portal.

For more information on the application process, see the [international applications page](#) on the Bow Valley College website.

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