

Program Information and Academic Advising

All prospective students are encouraged to contact the college to learn as much as possible about their program.

Student advisors are available to help you plan effectively to make the most of your college experience. They offer advice and information in the areas of program planning, academic assessment, services to students with disabilities, services to international students, and information on housing, childcare and other transition issues.

To contact Student Services:

Call 800.862.6307 ext 6639

or 204.725.8723

Email: international@assiniboine.net.

Available Programs

For a list of programs available to international students, go to www.assiniboine.net/international.

How Do I Apply?

Please submit the following for each program for which you are applying.

- 1 Completed application form.
- 2 Non-refundable \$200 application fee. We accept VISA, MasterCard, cheque or money order made payable to *Assiniboine Community College*.
- 3 Academic transcripts.
You must submit an official original transcript from all educational institutions you have attended. Note: Scanned or photocopied documents may be sent along with the application fee for an initial assessment of your application (if your transcript has notes on the reverse side, remember to copy these as well).
Original transcripts then must be sent with the original application before we send you an acceptance letter.
(If you wish to have original copies returned to you, please send a copy with your original. The original will be returned and the copy will be retained for our files).
If your transcripts are in a language other than English, the transcript must be accompanied by an English translation and include the credentials of the translator.
An application is not considered complete and will not be processed until original official transcripts and application fees are received.
- 4 Any other requested information (e.g. see *Special Admissions Assessment, International Students/Permanent Residents*).
- 5 Proof of English Language Proficiency, if applicable. See next page or www.assiniboine.net/elp for more information.

Send your application to:

Admissions & Registration
Assiniboine Community College
1430 Victoria Avenue East
Brandon, Manitoba R7A 2A9

Telephone: 204.725.8700 ext 4031

Toll Free: 800.862.6307 ext 4031

We do not accept faxed applications.

When Should I Apply?

For most programs (those that do not involve special selection procedures) individuals are admitted on a first qualified, first served basis. You qualify for admission to a program once you have met all admission requirements.

We accept applications up to 12 months prior to the start date of a program. We will acknowledge your application within two weeks of receipt. If the program is full when you apply, your name will be placed on a waiting list, and you will be notified if space becomes available.

If there are more qualified applicants than seats in a program, those who are not accepted will have their names carried over to the next start date for that program.

The deadline for applications from international students without a study permit is May 1. The deadline for applications from international students with a study permit (valid through September of your program start year) is August 1.

Academic Requirements

Academic admission requirements printed in college calendars, brochures and on the website present the minimum acceptable prerequisites for each program.

Your transcripts must demonstrate equivalent education from your home country. See www.assiniboine.net/international for more information.

Special Selection Programs

For some programs, all applicants may be required to provide additional documentation, undergo testing, attend an orientation session, complete a home assignment and/or attend an interview. Where testing is required there is an additional fee.

These special selection requirements ensure that you have the additional skills and abilities you need to succeed in the program. Special selection criteria are listed in the college calendar, brochures and on our website.

Applications to these programs are not considered complete until individuals have met all special selection requirements.

Financial Assistance

At this time, Assiniboine Community College does not have any form of financial assistance for international students.

English Language Proficiency

English is the language of instruction and communication at ACC. All applicants must demonstrate a command of English sufficient to meet the demands of classroom instruction, discussions, and written assignments. All applicants who were educated outside of Canada must include with their application one of the following as proof of English language proficiency:

- An acceptable score on a recognized test/program of English language proficiency, see www.assiniboine.net/elp for a list of acceptable scores. OR
- Successful completion of two years of full-time study in an English language high school in Canada or a country on the test-exempt list. OR
- Successful completion (minimum 2.0 GPA or C average) of one year of full-time study at a recognized post-secondary institution in Canada or a country on the test-exempt list.

Declaration of Waiver

The information in this application is accurate as of September 2013. The college does its best to update program information regularly so applicants are not inconvenienced. However, on occasion, changes do occur. Therefore, the college reserves the right to modify or cancel any program, option, course, program objective, articulation agreement, fee, timetable, or campus location without notice or prejudice. Please visit our website www.assiniboine.net for complete and up-to-date program information.

***The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act at Assiniboine Community College**

The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to Assiniboine Community College. Should any of the college's policies conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

Notice Regarding Collection, Use and Disclosure of Personal Information by the College

The college collects personal information in the course of admission, registration and related activities. This personal information is collected under the authority of the Colleges Act. It may be disclosed to other educational institutions, government departments, co-sponsoring organizations, Assiniboine Community College Alumni Association and Assiniboine Community College Students' Association. Information regarding graduation and awards may be made public. Upon graduation, the student's name, address and credential information will be provided to and maintained by the ACC Foundation and the Alumni Association, in order to assist the college's advancement and development efforts. Application data may also be used to conduct research into college enrolment and related statistical profiling and reporting activities. The Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act protect all personal information. If you have any questions about the collection of this information contact the FIPPA/PHIA Coordinator's Office, 1430 Victoria Avenue East, Brandon, Manitoba, Canada, R7A 2A9 204.725.8700 ext 6199.

Notice of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. It is essential to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity. Under the Federal Privacy Act, individuals can request access to their own, individual information held in federal information banks, including those held by Statistics Canada. The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. Further information on the use of this information can be obtained from Statistics Canada's web site: www.statscan.ca or by writing to the Post-secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Canada, K1A 0T6.

INTERNATIONAL STUDENT APPLICATION GUIDE

Please enclose a \$200 non-refundable application fee for each program to which you are applying. Applications submitted without the application fee will not be processed. One program and location per application form.

Please Print Clearly

PROGRAM APPLYING FOR

Preferred Start Date

LOCATION

Brandon Dauphin

STUDENT NUMBER
(if you have previously attended Assiniboine Community College)

Year

REQUIRED INFORMATION*

Legal Name* Mr. Mrs. Miss Ms

Previous Last Name (if applicable)

As it should appear on documents we send you

Last Name / Family Name*

First*

Second

Preferred

Permanent Home Address*

P.O. Box or Number and Street

City or Town

Province / State / County

Postal Code

Country

Mailing Address* (if different from above)

P.O. Box or Number and Street

City or Town

Province / State / County

Postal Code

Country

Email Address*

Home Telephone Number

Gender:* Female Male

Date of Birth*

(YYYY / MM / DD)*

Other Telephone Number

CITIZENSHIP

Country of citizenship*

Do you have a valid Study Permit?
(If yes, please include a photocopy of your permit)

Yes

No

Expiry Date

Visible Minority

Yes

No

I have included a copy of my valid passport

Yes

No

Passport Number

(Persons in a visible minority group in Canada are defined as persons other than Aboriginal Peoples who are non-caucasian.)

ENGLISH LANGUAGE PROFICIENCY*

What is your first language (language first spoken and still understood)

Please see **Application Guide**

An English Language Assessment is required from applicants whose first language is not English. A list of acceptable tests and minimum scores as well as list of countries from which students are required to provide proof of English Proficiency can be found on our website: www.assiniboine.net/elp.

Have you written the TOEFL or another test of English language? Yes No

If yes: Test

Date written

Score

You must submit your official test scores with your application.

EMERGENCY OR ALTERNATE CONTACT

Emergency Contact

Name

Address

Telephone

Mail or email application to:

Admissions & Registration, Assiniboine Community College, 1430 Victoria Avenue East, Brandon MB R7A 2A9

Email: admissions@assiniboine.net

EDUCATIONAL BACKGROUND

Please attach your most recent high school transcript (original) AND transcripts from other post-secondary institutions.

Secondary Education

High School Attended (no abbreviations, please).

Name of Institution	Province or Country	Last date attended or graduation day (mo/yr)	Highest grade level completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post-secondary Education

University or College	Program	Province or Country	Dates Attended	Highest Credential Obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

USE OF AGENTS OR OTHER REPRESENTATIVES

Do you have a contact person who may act on your behalf? Yes No (If yes, please provide the following information:)

Representative Name <input type="text"/>		Agency Company (if applicable) <input type="text"/>	
Address <input type="text"/>	City or Town <input type="text"/>	Province <input type="text"/>	Postal Code <input type="text"/>
Email Address <input type="text"/>	Home phone <input type="text"/>	Business phone <input type="text"/>	

Do you wish us to send official correspondence related to your application

to you at your permanent mailing address? to your agent or representative?

Note: No information will be provided, either verbally or in writing, to any individual except yourself without your authorization below.

Release of Information Authorization:

I hereby authorize Assiniboine Community College to release academic and other information to the above-named contact as deemed necessary.

Signature <input type="text"/>	Date <input type="text"/>
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Please rank the top three sources (by number) that influenced you to apply, (1) being the most influential.

- | | | | | |
|--|--|---|---|---|
| <input type="checkbox"/> Agent | <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> ACC Website | <input type="checkbox"/> Canadian Educational | <input type="checkbox"/> CentreCanadian Embassy |
| <input type="checkbox"/> Study in Canada Guidebook | <input type="checkbox"/> Education/Career Fair | <input type="checkbox"/> Teacher/Counsellor | <input type="checkbox"/> Other Website | <input type="checkbox"/> Other |

DECLARATION

- I declare that I have read and understood the information in this application and guide, including the Notice Regarding Collection, Use and Disclosure of Personal Information, and that all statements made with respect to this application are true and complete.
- I understand that misrepresentation, falsification of documents or the withholding of requested information with respect to this application can result in cancellation of the acceptance and registration, or dismissal from the college.
- I accept that any information on falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada.
- I authorize my high school/college/university to release my academic record(s) for admission purposes should the need arise to accelerate the processing of this application.
- I agree, if admitted, to comply with the regulations of Assiniboine Community College.

Signature of Applicant <input type="text"/>	Date <input type="text"/>
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I have included all required official transcripts/documents and the \$200 application fee in the form of:

- Cheque/Money Order (Payable to Assiniboine Community College)
- VISA MasterCard Credit Card # Expiry date

Cardholder Name <input type="text"/>	
Cardholder Signature <input type="text"/>	Cardholder Phone Number <input type="text"/>

- Please send me information about how to wire a transfer to ACC.

Mail or email application to:

Admissions & Registration, Assiniboine Community College, 1430 Victoria Avenue East, Brandon MB R7A 2A9

Email: admissions@assiniboine.net