

# INTERNATIONAL STUDENT APPLICATION GUIDE

## CHOOSE A PROGRAM

For a list of programs available to international students, go to [assiniboine.net/international](https://assiniboine.net/international). If you need help choosing a program, contact [international@assiniboine.net](mailto:international@assiniboine.net) or 204.725.8700 ext. 6640 and speak to our international student services advisor.

All prospective students are encouraged to learn as much as possible about their program and career choice.

If you are already in Canada, contact us about the possibility of:

1. A program information session (see [assiniboine.net/infonight](https://assiniboine.net/infonight) for upcoming dates and locations), and/or
2. The *Spend A Day* program, a chance to attend classes for a day with a current student and see a realistic view of the program (sign up at [assiniboine.net/spendaday](https://assiniboine.net/spendaday) or contact [spendaday@assiniboine.net](mailto:spendaday@assiniboine.net) or 204.725.8750).

## CHECK THE ADMISSION REQUIREMENTS

Each program has specific academic and English language proficiency admission requirements, as noted in the college calendar, brochures and on the website. Visit [assiniboine.net/admissionrequirements](https://assiniboine.net/admissionrequirements) for a complete list.

Admissions staff will assess your transcripts for equivalence to the published Manitoba entrance requirements.

Some programs may require applicants to meet additional requirements for the purposes of applicant selection. Refer to specific program admission requirements for more details regarding the competitive entry requirements.

## ENGLISH LANGUAGE PROFICIENCY

English is the language of instruction and communication at Assiniboine. Each program sets its own English language proficiency requirements. All applicants must meet or exceed the level of English language skills as outlined in the program's admissions requirements. Applicants must demonstrate ability in English that will meet the demands of classroom instruction, discussions and written assignments.

If English is not the applicant's first/primary language and they are not from an English test-exempt country, they must provide supporting documentation to show they meet one of the acceptable conditions. Applicants will not be admitted until the requirements have been met. See [assiniboine.net/elp](https://assiniboine.net/elp) for the full list of acceptable conditions.

## WHEN TO APPLY

**For programs starting in September** (see "Available Programs"): Deadline for applicants **without** a valid Canadian study permit:

**May 1**

Deadline for applicants **with** a valid Canadian study permit:

**August 15**

Assiniboine cannot guarantee that seats will be available in your first program of choice when you apply. Most programs can accommodate only a limited number of students, so early application is strongly recommended.

The applicant qualifies for admission to a program only when they have met all admission requirements and conditions of acceptance.

For cohort programs, dates will differ. These programs receive many applications, so early application is strongly recommended. See "Available Cohorts" at [assiniboine.net/programs/international-cohorts](https://assiniboine.net/programs/international-cohorts).

## HOW TO COMPLETE THE APPLICATION SUCCESSFULLY

Also see "How to Apply" and "FAQs" under [assiniboine.net/international](https://assiniboine.net/international). Applicants are responsible for the completeness and accuracy of their application. Any applicant submitting falsified or forged documents will be referred to the appropriate authorities.

### Program Selection

Write the program(s) you are applying for, campus location and program start date. You can list two program choices. If your first choice is full, we will consider your application for your second choice.

### Personal Information

The required personal information is collected for the purposes of admission and related activities. Use your email and home address here (agent addresses go on page 2). It is your responsibility to keep all of your personal information up to date. This includes your full legal name, address, phone number and email address. Your legal name (as written on your passport) will appear on documents you receive from Assiniboine. If a change is required, you must provide official documentation to the registrar's office.

### Citizenship

Declare your country of citizenship. Include information about—and copies of—your passport and study permit. Although not required, you are encouraged to self-declare if you are a visible minority. Assiniboine collects this data for statistical purposes and to provide appropriate services.

### English Language Proficiency

If English is not your first/primary language and you are not from an English test-exempt country, you must include supporting documentation to show that you meet one of the acceptable conditions. See [assiniboine.net/elp](https://assiniboine.net/elp) for more information.

### Emergency or Alternate Contact

This is the person, usually a family member, that Assiniboine can contact if you need emergency help (example: a car accident). Do not put your agent's information here; use area on page 2 for agent information.

## Educational Background

You must submit an official transcript from ALL educational institutions you have attended, in any country. All transcripts and other supporting documents must be in English or have English translations attached. If you are currently enrolled at an educational institution, you must include an official transcript of all courses completed to date and all courses in which you are currently registered.

**Education outside Canada:** We accept scanned or photocopied documents for the application. A condition of final acceptance will be that you provide the original, official hard copies at least three (3) weeks before program start date.

**Education in Canada:** For the application, we require original, official hard copies of ANY secondary, post-secondary or language education in Canada. Assiniboine will keep these documents.

*If your study permit arrival date indicates that you could have attended an educational institution in Canada, your application will be considered incomplete without the required information about your Canadian education. Incomplete applications will not be processed.*

## Use of agents or other representatives (optional)

Complete this section if you choose to use an agent or want Assiniboine to provide application information to a family member or friend. Assiniboine cannot provide information to any person without written consent from you.

## Declaration and payment

Before you sign, read the declaration and review your entire application to ensure accuracy and completeness. A complete application will include all required transcripts/documents and the \$200 non-refundable application fee. Choose one of the three payment methods. *An application is not processed until it is complete.*

## To send application

Email: [international@assiniboine.net](mailto:international@assiniboine.net)

*Note: You cannot email Canadian documents; Assiniboine must receive original, official hard copies for a complete application.*

Ground mail, courier or in person:

Assiniboine International  
Assiniboine Community College  
1430 Victoria Avenue East  
Brandon, Manitoba, Canada R7A 2A9

If you need assistance or have any questions about preparing your application, contact Assiniboine International at 204.725.8700 ext. 7019 or email [international@assiniboine.net](mailto:international@assiniboine.net).

## DECLARATION OF WAIVER

The information in this application is accurate as of December 2017. 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 [assiniboine.net](http://assiniboine.net) for complete and up-to-date program information.

## FINANCIAL ASSISTANCE

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

## TRANSFER OF CREDIT

The relevant chair or dean can review transfer of credit requests after an applicant is accepted to a program, at the applicant's request. If you wish to request transfer of credit, contact the Admissions/Registration office with the following documents:

1. Official transcript from your former college or university.
2. Course outlines (in original language and with official English translations) for the relevant courses at your former college or university.
3. Completed transfer request form from Assiniboine's Policy A7 at [assiniboine.net/A07](http://assiniboine.net/A07).
4. **For institutions outside of Canada:** Also include a comprehensive report with course-by-course listing from a recognized external credential evaluation service. You will need to arrange and pay for this report before applying for transfer of credit from Assiniboine. Transfer of credit requests will NOT be processed without this report.

Please allow 4-6 weeks for the college to process your transfer of credit request.

## 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/or Assiniboine Community College Students' Association. Information regarding graduation and awards may be made public. Upon graduation, the student's name, address, email address, and credential information will be provided to and maintained by the Assiniboine Community College 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: [statscan.ca](http://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.

## Notice of Disclosure of Student Status to Immigration, Refugee and Citizenship Canada (IRCC)

As a Designated Learning Institution (DLI), Assiniboine Community College has a duty to report on student status as requested by Immigration, Refugee and Citizenship Canada. Students are responsible for updating their DLI# with IRCC and for maintaining full-time, active student status.

# INTERNATIONAL STUDENT APPLICATION GUIDE

Please enclose a \$200 non-refundable application fee. Applications submitted without the application fee will not be processed.

Please type or print clearly

## STUDENT NUMBER

(If you have previously attended Assiniboine)

\_\_\_\_\_

## PROGRAM APPLYING FOR

(If your first choice is full, we will consider your application for your second choice)

First choice \_\_\_\_\_ Second choice \_\_\_\_\_

Preferred start date\* Month \_\_\_\_\_ Year \_\_\_\_\_ Location  Brandon  Dauphin  Winnipeg

## PERSONAL INFORMATION (\* Required)

Use your full, legal name as it appears on your passport.

Family Name\* \_\_\_\_\_ Given Names\* \_\_\_\_\_

Preferred First Name \_\_\_\_\_ Previous Last Name\* (if applicable) \_\_\_\_\_

Gender\*  Female  Male Date of Birth\* (YYYY/MM/DD) \_\_\_\_\_

Permanent Home Address:\* \_\_\_\_\_ PO or Box Number and Street \_\_\_\_\_

City or Town \_\_\_\_\_ Province/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone:\* Home \_\_\_\_\_ Mobile \_\_\_\_\_ Other \_\_\_\_\_

Email\* \_\_\_\_\_

(Applicant's email address only; agent email address goes on page 2)

Mailing address:\* (if different from above) \_\_\_\_\_ PO or Box Number and Street \_\_\_\_\_

City or Town \_\_\_\_\_ Province/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Would you like information about services and accommodations for students with disabilities or medical needs?  Yes  No

Are you interested in participating in varsity sports?  Yes  No

## CITIZENSHIP

Country of Citizenship\* \_\_\_\_\_

I have included a copy of my passport photo page  Yes  No Passport Number \_\_\_\_\_

Do you have a valid study permit?  Yes  No Expiry Date \_\_\_\_\_  
(If yes, please include a photocopy of your permit)

Do you wish to specify that you are a visible minority?  Yes  No  
(Persons in a visible minority group in Canada are defined as those who are not Caucasian or Indigenous)

## ENGLISH LANGUAGE PROFICIENCY

All applicants educated outside of (English-speaking) Canada or a country not on the test-exempt list are also expected to meet the English language proficiency requirement. See [assiniboine.net/elp](http://assiniboine.net/elp) for more information.

What is your first language (language first spoken and still understood)? \_\_\_\_\_

If you have written, or plan to write, TOEFL, CanTest, MELAB, IELTS or CAEL, enter the date, test name and score received (if applicable).

Test name \_\_\_\_\_ Date written/To be written \_\_\_\_\_ Score received \_\_\_\_\_

You must submit a copy of your test scores with the application.

## EMERGENCY CONTACT

(For health-related or other emergencies. Do not put agent's name here.)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Please list ALL secondary and post-secondary education. If you have attended ANY school in Canada, include this information. Include ALL transcripts (and English translations) with this application.

**Secondary Education** (High School attended) You must include an official transcript for each institution attended. No abbreviations, please.

Name of Institution	Province/Country	Start (Year/Month)	End (Year/Month)	Highest grade level completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Post-Secondary Education** (College/University attended) You must include an official transcript for each institution attended. No abbreviations, please.

Name of Institution	Province/Country	Start (Year/Month)	End (Year/Month)	Highest diploma/degree completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## USE OF AGENTS OR OTHER REPRESENTATIVES

Do you have a contact person who may act for you during the application process?  Yes  No

Name \_\_\_\_\_ Agency Company (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ PO or Box Number and Street \_\_\_\_\_

City or town \_\_\_\_\_ Postal Code \_\_\_\_\_ Province and Country \_\_\_\_\_

Email \_\_\_\_\_ Telephone: Business \_\_\_\_\_ Alternate \_\_\_\_\_

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 application information to the above-named contact as deemed necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Please rate (1,2,3) the top three sources that influenced you to apply to Assiniboine Community College:

<input type="checkbox"/> Agent	<input type="checkbox"/> Edu-Canada Fair/Canadian Embassy	<input type="checkbox"/> Social media
<input type="checkbox"/> College publication	<input type="checkbox"/> Family	<input type="checkbox"/> Website
<input type="checkbox"/> College representative	<input type="checkbox"/> Friend	<input type="checkbox"/> Other (please specify) _____

## DECLARATION AND PAYMENT

- 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 \_\_\_\_\_ Date \_\_\_\_\_

Include all required official transcripts/documents and the \$200 application fee. Choose one payment option only:

**Option 1:**  Cheque/Money Order (payable to Assiniboine Community College)

**Option 2:**  Visa  MasterCard

Credit Card # \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Cardholder Phone Number \_\_\_\_\_

**Option 3:**  Please send me information about how to wire a transfer to Assiniboine Community College

### Mail or email application to:

Assiniboine International, Assiniboine Community College, 1430 Victoria Avenue East, Brandon, Manitoba, Canada R7A 2A9  
Email: [international@assiniboine.net](mailto:international@assiniboine.net)