

INTERNATIONAL STUDENT APPLICATION GUIDE

This information is available in alternate formats upon request. Please contact international@assiniboine.net if you require assistance with an alternative format.

CHOOSE A PROGRAM

A list of programs open to international students is available at assiniboine.net/openprograms. All prospective students are encouraged to learn as much as possible about their program and career choice. You can attend a free virtual program information session to learn more about the program you are interested in and ask questions. Visit assiniboine.net/infoession or upcoming dates and to register.

CHECK THE ADMISSION REQUIREMENTS

Each program has specific academic and English language proficiency admission requirements, and these are detailed on each program's webpage. Admissions staff will assess your transcripts for equivalence to the published Manitoba entrance requirements. Please note, we do not pre-assess applications.

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 admission requirements. Applicants must demonstrate ability in English that will meet the demands of classroom instruction, discussions and written assignments.

If you are an applicant who was not educated in an English test-exempt country, you must provide supporting documentation to show they meet one of the acceptable conditions. Applicants will not be admitted until the requirements have been met. Visit assiniboine.net/elp for the full list of acceptable conditions. Our Practical Nursing program has its own English language proficiency requirements, which can be found at assiniboine.net/pnelp.

WHEN TO APPLY

For most of our programs, you can apply approximately one year in advance of the start date. We do not have application deadlines; however, many programs form waitlists many months before their start date, so we always encourage early application. All applications are reviewed in the order in which they are received, and processing times may vary.

If you are placed on a waitlist, we will reach out when a seat becomes available. If you are placed on a waitlist and do not receive a seat for the start date you applied to, the college will automatically roll you to the next available intake of the same program.

COMPLETING YOUR ONLINE APPLICATION

You can apply online at apply.assiniboine.net.

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.

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 official 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.

If you were educated outside Canada, we accept scanned or photocopied documents at the time of your application. A condition of final acceptance will be that you provide the original, official paper copies before program start date. This means you will still need to provide the original, physical copies before starting in your program, but not at the time of applying.

If you were educated in Canada, for your application we require original, official hard copies of any and all secondary, post-secondary or language education in Canada, even if you did not graduate. We will keep these documents once submitted to us. Failure to declare all schools you have attended is a violation of Policy A17 – Application and Admission to College Programs. If your study permit arrival date indicates that you could have attended an educational institution in Canada (based on the dates of your study permit), your application will be considered incomplete without the required information about your Canadian education. Incomplete applications will not be processed.

Please Note: You cannot email Canadian documents; our college must receive original, official hard copies for a complete application. You can send all documents in person or by mail to:

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

Use of agents or other representatives: Complete this section in the application form 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. Please note, there can only be one authorized representative on file for an application.

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, non-transferable application fee. Choose one of the three payment methods. An application is not processed until it is complete.

DECLARATION OF WAIVER

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

TRANSFER OF CREDIT

The relevant chair or dean can review transfer of credit requests after an applicant is accepted to a program and before you begin your studies, at the applicant's request. If you wish to request transfer of credit, contact the Registrar's 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 A07 – Credit for Previous Education by visiting assiniboine.net/policies and selecting this policy.
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 to 6 weeks for the college to process your transfer of credit request.

PRIVACY STATEMENT

Assiniboine Community College's collection, use and sharing of personal information is set out in its Privacy Policy available at assiniboine.net/privacy.

By submitting your application or registration to Assiniboine you confirm that you consent to the collection and use of your personal information as identified at assiniboine.net/privacy.

INTERNATIONAL STUDENT APPLICATION



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 Unspecified 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 in a country not on the English test-exempt list are also expected to meet the English language proficiency requirement. See 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, CAEL or PTE Academic, 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. If you are registered for a test, submit proof of registration with your 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 of applicant _____ Date _____

Please select the top three sources that influenced you to apply to Assiniboine Community College:

Agent College representative Family Social media Other (please specify): _____

College publication Edu-Canada Fair/Canadian Embassy Friend Website _____

DECLARATION AND PAYMENT

- I declare that I have read and understood the information in Assiniboine's application and guide;
 - I declare 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 admission or registration, and can include permanent expulsion from the college, and further, that 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;
 - I declare that I have read and understood the information in the Privacy Statement For Applicants And Students, located at assiniboine.net/privacy.
By submitting your application, you confirm that you consent to the collection and use of your personal information as set out in that statement;
 - I agree, if admitted, to comply with the regulations of Assiniboine Community College. General student policies are located at assiniboine.net/policies. Additional program-specific regulations apply.
- By submitting your application to Assiniboine Community College, you confirm the above declarations.

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

I authorize Assiniboine to charge the following credit card with the \$200 application fee:

Credit Card # _____ Expiry Date _____

Cardholder Name _____

Cardholder Signature _____ Cardholder Phone Number _____

Option 3: Please send me information about other payment options.

Mail or email application to:

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

Email: international@assiniboine.net