

Please print or type all information

I would like to sponsor a student in the ASSET Program

Name of dealership: _____

Address City/Prov. P.Code Phone

Contact Person Title

I would like to interview a prospective ASSET student.

Yes ☐

No ☐

I have already identified a prospective student.

Yes ☐

No ☐

If yes, complete the following information:

Name of student: _____

Address City/Prov. P.Code Phone

ASSET sponsor return this completed form to:

Richard Plett
Chief Instructor, AST Automotive Program
British Columbia Institute of Technology
3700 Willingdon Avenue, Burnaby BC V5G 3H2
Phone: 604-456-8063
Fax: 604-439-0426 or 604-454-1093



Application for Admission

FULL-TIME AND BACHELOR OF TECHNOLOGY PROGRAMS AND BACHELOR OF SCIENCE

1 When to Apply

Bachelor of Technology Programs:

Applications are accepted year-round.

Bachelor of Science:

Applications are accepted year-round.

Technical Studies:

Applications are accepted year-round.

Trades/Vocational Programs:

Applications are accepted year-round.

Technology Programs:

Apply After:

October 1 of the previous year

June 1 of the previous year

January of the previous year

September 1 of the previous year

For Term Starting:

August/September

January

January: Medical Radiography

May: Technology Entry

This application is valid for submission between August 1, 2002 – July 31, 2003 only.

Please access the BCIT Web site at www.bcit.ca/download/forms for the most current form.

2 How to Apply

1. Complete the attached admission application form making sure to complete every item.
2. You **must** submit transcripts of your secondary school marks and any post-secondary institutions you have attended.
If you do not have official transcripts, you must attach photocopies so that processing can begin.
Please note: **If applying for transfer credit for courses taken at other post-secondary institutions, you will be required to submit official sealed transcripts.** Please make your own copies.
3. Check the BCIT Full-time Calendar or program brochure to ensure you have included any additional entrance requirements for your desired program. These additional requirements are listed in the prerequisites section of the program brochure or calendar. You can find this information online at www.bcit.ca.
4. **Please attach a non-refundable application fee as follows:**
 - Canadian citizens and landed immigrants (with official proof) fee: \$60.00
 - International applicants (student visa) fee: \$250.00Please pay by cheque, money order, American Express, VISA or MasterCard. You can also pay by cash or debit card in person but do not send cash through the postal system. A service charge for any NSF or returned cheque will be assessed.
5. Mail this application along with your supporting documents to: **BCIT Admissions Department, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2.** You may also drop off your application in person at the cashier's wicket in the SW1 Building which faces Willingdon Avenue.
6. You will receive a letter confirming receipt of your application within **4 weeks** of your application date. If you have any questions regarding your application, please call BCIT's Admissions Department at 604-432-8419.

3 Important Notes

To students currently attending secondary school:

If you are currently attending Secondary School (high school), ask your Principal's Office to provide you with your marks for courses you have completed, interim marks for courses you are presently attending and a list of courses you plan to take in the future. Arrange to have your final official transcript sent directly to BCIT upon completion. Interim and final transcripts from the Ministry of Education may arrive at BCIT later than required. It is important that you submit your own copies of interim and final transcripts as soon as you receive them from your high school.

To those completing prerequisites through upgrading courses:

If you are attending or planning to attend courses that are required prerequisites for your desired BCIT program, you must include proof of registration with your application form. It is **essential** that you keep the Admissions Department informed of your progress by sending interim transcripts or an official note from the course instructor. Upon completion of the course(s), arrange to have your official transcript(s) sent to the Admissions Department at BCIT.

KEEP THIS PAGE FOR REFERENCE PURPOSES



Application for Admission

FULL-TIME AND BACHELOR OF TECHNOLOGY PROGRAMS
AND BACHELOR OF SCIENCE

3700 Willingdon Ave. Burnaby, B.C. V5G 3H2

Tel: 604-432-8419 www.bcit.ca

BCIT STUDENT NUMBER

If you have previously been a BCIT student or have contacted BCIT for program information, a student number may already have been issued to you. You would find this number on any correspondence from Student Services or the Registrar's Office.

If known, please enter that number here.

If this number is not known, please check this box and a number will be assigned to you. ☐

Birthdate: DD MM YY Sex: ☐ male ☐ female

Social Insurance Number (For tax purposes only)

B.C. Examination or PEN number (Personal Education Number) if known

Last Name (Family Name)

Legal (Given) Name
Name on birth certificate

Middle Name

Previous Last Name (e.g. Maiden Name)

Apt. # Street/Box No.

Town/City Home Phone ()

Province Country Work Phone ()

Postal Code All official BCIT correspondence will be mailed to this address. Please notify the Admissions Department of any change.

E-mail

Your citizenship status is: ☐ Canadian Citizen ☐ Landed Immigrant/Permanent Resident ☐ Student Visa

Country of Citizenship if not Canada:

Is English your primary language? ☐ yes ☐ no If no, what is your primary language?

Do you wish to declare yourself as being of Aboriginal ancestry? ☐ yes ☐ no

If yes, do you wish to receive information on services available to Aboriginal students? ☐ yes ☐ no

Do you have any medical, physical or learning disability that you might require support services for? ☐ yes ☐ no

Do you have any colour blindness? ☐ yes ☐ no

For more information, please contact the Disability Resource Centre
at 604-451-6963 or Tty: 604-432-8954

Do you require interpreting services? ☐ yes ☐ no

Who should be contacted in case of an emergency?

Name Phone Number ()

PERSONAL DATA

HISTORY

		Date			
Last Secondary School attended	Location	From:	To:	Grade completed	
Post Secondary School(s) attended	Location	From:	To:	Years completed	Credential earned

Have you been a resident of B.C. for the last 12 months? ☐ yes ☐ no **Have you previously attended BCIT?** ☐ yes ☐ no

If no, please explain: _____

Type of BCIT program desired:

(Please note that BCIT accepts only one active application form per person. Additional applications will be mailed back to the applicant.)

All transcripts submitted must be official, photocopies not accepted.

☐ If a seat in my chosen program becomes available at the last minute for any given intake, I wish to be contacted.

☐ Technology

Note: For Technology programs you can make one or two choices. If you are applying for the Technology Entry (TE) upgrading program as your first choice, you must also indicate your follow-up Technology program as your second choice. If you are applying to Marketing Management, Broadcast Communications or Renewable Resources you must indicate your option/specialisation at the time of application.

Preferred Start Date: _____ ☐ ASAP

First Choice Program: _____ Option: _____ (if applicable)

Second Choice Program: _____ Option: _____

☐ Trades/Vocational

Note: For Trades/Vocational programs, please make only one choice. If you are applying to Trades Drafting or Fresh Start you must indicate your option/follow-up Trade program at the time of application.

Preferred Start Date: _____ ☐ ASAP

Program Choice: _____ Option: _____ (if applicable)

☐ Bachelor of Technology or Science

Note: Most BCIT Bachelor of Technology programs require a Diploma of Technology or equivalent to enter.

Please check entrance requirements for your program of choice at www.bcit.ca.

Program Name: _____

Direct Entry: Application to any level beyond the first level of your program.

For Direct Entry/Advanced Placement, please indicate which level: 2 3 4 5 6 (please circle)

Re-admission: If you wish to re-enter a program or resume your studies, please check here. ☐

Preferred start date: _____ ☐ ASAP

(month) (year)

Most students begin at Level One. Students seeking advanced placement because of previous education can apply for Level Two or higher. More information can be found in BCIT's Full-time Calendar, online at www.bcit.ca, or by calling Direct Entry and Re-admissions at 604-432-8230.

LEGAL

The personal information on this form is collected under the authority of the *Institute of Technology Act* (RSBC 1996, ch. 225). BCIT will use and maintain the information for the purposes of admission, registration, and other fundamental activities related to attending courses of instruction in technological and vocational matters and subjects. BCIT's administration calls for creating a digital photo image of each student that is used for purposes of validating the student as a member of the BCIT community to gain access to campus and student services.

The personal information will be used to verify the student Personal Education Number (PEN), required by the province of British Columbia, or to assign the PEN number to students. The PEN is used to measure participation of the population in the post-secondary sector and for program research and evaluation.

For individuals granted awards, BCIT releases personal information to award donors and provincial funding agencies. In addition, BCIT uses the name of award winners and/or photo images, municipality of residence, BCIT program name, and the name or criteria of any award won in marketing materials for the purpose of publicising BCIT students, graduates, and their achievements.

I hereby declare that the information I submitted on this application is true and correct. Completion of this signed application authorises BCIT to request or confirm information necessary to support my application for admission. I understand that BCIT has a right to cancel this application if the information contained in it has been misrepresented. If I am admitted to BCIT, I agree to abide by its policies and regulations.

Permission to release personal information

If you anticipate that a family member, friend or employer will be inquiring on your behalf about your registration, and you wish that person to have access to that information, we require your written permission before any personal information is released. For the period from today until the start of the class to which I am registering, I hereby consent to the release of information concerning my registration to:

Name/Organisation _____

Relationship to you _____

Signature _____ Date _____

FEE

A non-refundable \$60.00 application fee (\$250.00 for international applicants) MUST be submitted with this form. You can pay by cheque, money order, American Express, VISA or MasterCard. Cash and debit cards are accepted in person only. A service charge for any NSF or returned cheque will be assessed. **Applications received without the application fee will not be processed.**

Student Name _____ Student Number _____

☐ Visa/Master Card/ _____ Expiry Date _____
American Express

☐ personal cheque enclosed ☐ money order enclosed

Transcript Information

please read carefully

1. When submitting your application form, you must include your transcript(s) showing secondary and post-secondary grades.
 2. You must submit a photocopy of a transcript if you do not have an official transcript available so that processing of your application can begin. Please keep your own copy of your transcript.
 3. If you submit a photocopied transcript, BCIT reserves the right to request an official transcript at any time.
 4. For a transcript to be considered official, it must bear the original signature, seal, or stamp of the issuing institution.
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- ☒ Official transcripts and documents submitted are the property of BCIT and are not returned or photocopied for applicants.
 - ☒ **Irreplaceable documents, e.g. out of country transcripts, will be returned at the time of application only if the Admissions Department receives a written request and a self-addressed envelope.**
 - ☒ Applicants who are not accepted or do not register when classes begin must reapply for future start dates. All supporting documents, including transcripts, must be resubmitted.
 - ☒ Complete applications (which include all supporting documents) will be considered on a first come, first served basis. However, many programs receive more applications than seats available. In these programs, BCIT will select those applicants deemed to have the best opportunity for success.

Make sure you complete this checklist before you hand in your application!

- ☐ Have you included either official or photocopied transcripts with your application?

If you answered NO to the question above, don't hand in your application as processing can not begin until transcripts are received.

- ☐ Have you included official proof of citizenship status if you are a Landed Immigrant/Permanent Resident or anything other than a Canadian Citizen?
- ☐ Have you included proof of registration or interim marks if you are taking upgrading courses?
- ☐ **Have you included your application fee?**
- ☐ Have you included any additional program requirements as indicated in the BCIT program brochure or calendar?

**BCIT Admissions Department
3700 Willingdon Avenue
Burnaby, B.C.
V5G 3H2**