

IMPORTANT: PLEASE READ INSTRUCTIONS on page 2 of this document.

STUDENT IDENTIFICATION				
Have you ever attended Capilano University or Capilano College? <input type="checkbox"/> YES <input type="checkbox"/> NO			CAPILANO STUDENT NUMBER	
PERSONAL INFORMATION – Note that your full legal name, as it appears on your passport or birth certificate, is required.				
LEGAL SURNAME – LAST OR FAMILY NAME		LEGAL FIRST NAME (AND MIDDLE NAME IF APPLICABLE)		
PREFERRED FIRST NAME		FORMER LEGAL SURNAME (IF APPLICABLE)		
MAILING ADDRESS			CITY	
PROVINCE/STATE	COUNTRY	POSTAL CODE		
PRIMARY PHONE NUMBER		OTHER PHONE NUMBER		
EMAIL ADDRESS (REQUIRED)				
GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	DATE OF BIRTH (REQUIRED)		SOCIAL INSURANCE NUMBER	
EMERGENCY CONTACT – NAME AND PHONE NUMBER (INCLUDING AREA CODE)				
COUNTRY OF CITIZENSHIP		PRIMARY LANGUAGE (CHOOSE ONE) <input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> OTHER – Specify:		
NON-CANADIAN CITIZENS – PLEASE INDICATE YOUR CURRENT STATUS <input type="checkbox"/> PERMANENT RESIDENT – Submit Certified Copy of PR Card <input type="checkbox"/> INTERNATIONAL (Study Permit; Student from other country) <input type="checkbox"/> OTHER:				
WHERE DID YOU RESIDE IN THE PREVIOUS YEAR? (CHOOSE ONE) <input type="checkbox"/> IN B.C. <input type="checkbox"/> IN ANOTHER PROVINCE <input type="checkbox"/> IN ANOTHER COUNTRY		WHAT WAS YOUR MAIN ACTIVITY DURING THE PAST YEAR? (CHOOSE ONE) <input type="checkbox"/> SECONDARY SCHOOL STUDENT <input type="checkbox"/> COLLEGE STUDENT <input type="checkbox"/> UNIVERSITY STUDENT <input type="checkbox"/> UNEMPLOYED, SEEKING WORK <input type="checkbox"/> EMPLOYED <input type="checkbox"/> NONE OF THE ABOVE		
WOULD YOU DESCRIBE YOURSELF AS ABORIGINAL? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE CHOOSE ONE OR MORE OF THE FOLLOWING <input type="checkbox"/> FIRST NATIONS <input type="checkbox"/> MÉTIS <input type="checkbox"/> INUIT		DISABILITY SERVICES REQUIRED? Please contact 604.983.7526 or email disab-serv@capilano.ca .	
PREVIOUS EDUCATION – Official transcripts are required from all schools attended. <i>EEA does not require Key</i>				
SECONDARY SCHOOLS ATTENDED – Please list most recent first.				
B.C. PERSONAL EDUCATION NUMBER (PEN)		HIGHEST GRADE COMPLETED <input type="checkbox"/> 8 (or less) <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13		
NAME OF SCHOOL 1		CITY / PROVINCE / COUNTRY		ENTERED
NAME OF SCHOOL 2		CITY / PROVINCE / COUNTRY		ENTERED
NAME OF SCHOOL 3		CITY / PROVINCE / COUNTRY		ENTERED
POST SECONDARY SCHOOLS ATTENDED – Please list most recent first.				
NAME OF SCHOOL 1		PROVINCE or COUNTRY	DEGREE / DIPLOMA / CERTIFICATE AWARDED	ENTERED
NAME OF SCHOOL 2		PROVINCE or COUNTRY	DEGREE / DIPLOMA / CERTIFICATE AWARDED	ENTERED
NAME OF SCHOOL 3		PROVINCE or COUNTRY	DEGREE / DIPLOMA / CERTIFICATE AWARDED	ENTERED
PROGRAM APPLYING FOR – Please use program names as listed in the Capilano University calendar or on the University website.				
First Program Choice: <i>Education and Employment Access</i> Year: <i>2017/18</i>			CASHIER'S OFFICE USE ONLY	
Term: <input checked="" type="checkbox"/> Fall Term (Sept-Dec) <input checked="" type="checkbox"/> Spring Term (Jan-Apr) <input type="checkbox"/> Summer Term (May-Aug)				
Campus: <input checked="" type="checkbox"/> North Vancouver <input type="checkbox"/> Sunshine Coast <input type="checkbox"/> Squamish				
Second Program Choice: <i>Ø</i> Year: _____				
Term: <input type="checkbox"/> Fall Term (Sept-Dec) <input type="checkbox"/> Spring Term (Jan-Apr) <input type="checkbox"/> Summer Term (May-Aug)				
Campus: <input type="checkbox"/> North Vancouver <input type="checkbox"/> Sunshine Coast <input type="checkbox"/> Squamish				
DECLARATION				
I hereby declare that all information I have submitted in this application for admission is true and complete and that no information has been withheld to the best of my knowledge. I understand that any omission or misrepresentation of information may result in the cancellation of my admission or registration status. I understand that falsifying documents or information on the application for admission may result in immediate permanent dismissal from Capilano University and I accept that information on falsified documents, including the application for admission, is shared with other post-secondary institutions. I agree that my name may be released to my school or school district for consideration for Capilano University Entrance Scholarships, if applicable. Completion and submission of this application permits Capilano University to request and/or confirm any information necessary to support my application for admission. If I am admitted to Capilano University I agree to familiarize myself with and comply with the most current rules, regulations, and policies of Capilano University during my tenure as a student at the University. I understand that submission of this application in no way guarantees admission to a program or registration into a course.				
STUDENT SIGNATURE			DATE	
			<i>2017/09/18</i>	

APPLICATION FOR ADMISSION/READMISSION INSTRUCTIONS

Only completed applications with required documentation will be processed. The first official contact will always be by mail. It is, therefore, important to maintain up-to-date information at the University. The University does not accept responsibility for problems caused by incorrect address information. This is an application for admission to Capilano University and DOES NOT constitute or guarantee registration in any particular program or course. The University reserves the right to limit enrolment in any program or course.

HOW TO APPLY

1. Read the online Capilano University Calendar and website

It is important that applicants understand the nature of the program for which they are applying. All applicants must meet the admission requirements listed in the online calendar. New students are expected to read the online University calendar or website for program information, application procedures and timelines. Students may then contact the Registrar's Office at 604.984.4900 to sign up for an admission or course planning workshop. Most cohort and limited enrolment programs hold information meetings throughout the year for potential students. For times and locations of these meetings, contact the Registrar's Office or telephone the department directly.

2. Complete the application for admission form

Return the Application for Admission/Readmission form to the Registrar's Office at Capilano University with all necessary documents. The information entered on this form becomes part of your permanent record. Answer all questions fully and accurately; failure to do so may result in your application being returned to you or not being processed. Date of receipt is the business day when the **fully completed** form is received by the Registrar's Office. You can apply for transfer credit by completing a "Request for Transfer Credit/Substitution/Exemption/Prior Learning Assessment" form available from the Registrar's Office or online at www.capilanou.ca/current/transfer.

3. Include supporting documentation

Confirmation of admission status is not given until all required documents are submitted. Required documents include, where applicable, official transcripts from secondary schools and any institutions of higher education attended, a certified copy of the Permanent Resident card, official TOEFL, ELA, IELTS, CAEL or PTE results. ALL TRANSCRIPTS AND OTHER DOCUMENTS FILED IN SUPPORT OF STUDENT APPLICATIONS BECOME THE PROPERTY OF THE UNIVERSITY AND ARE NOT RETURNED OR PHOTOCOPIED. Original documents which cannot be replaced should not be sent. Certified copies may be accepted. For information, refer to www.capilanou.ca/admissions/Application-Information.

4. Fees

Canadian/Permanent Resident – New Applicants	Include the \$50.00 application fee. Please do not mail cash.
International – New Applicants	Include the \$135.00 application fee. Please do not mail cash.
All Applicants for Readmission	Include the \$50.00 application fee. Please do not mail cash.

5. English language requirement

If English is not your first language, or you have received your education in another language, you are required to submit one of the following scores: TOEFL (Test of English as a Foreign Language), ELA (English Language Assessment), IELTS (International English Language Testing System), CAEL (Canadian Academic English Language Assessment), or PTE-Academic (Pearson Test of English). See www.capilanou.ca/requirements.

TRANSCRIPT INFORMATION

1. B.C. Secondary School Transcripts

Submit the **official transcript** for grade 11 and grade 12, G.E.D., or the last grade attempted. Marks for students presently in grade 12 in a B.C. high school will be submitted to Capilano University from the Ministry of Education provided the student has notified Capilano University of their B.C. Personal Education Number (PEN) and followed the instructions given at their school.

2. All other educational institutions' transcripts, including international transcripts

Students should provide an **official transcript** which indicates subjects completed and the standing in each and have it mailed directly to the Registrar's Office at Capilano University. Report cards are not considered to be official transcripts. INTERNATIONAL DOCUMENTS MUST BE TRANSLATED INTO ENGLISH BY AN APPROVED TRANSLATION SERVICE.

QUESTIONS?

Please forward any questions about the Application for Admission/Readmission process to admissions@capilanou.ca.

USE OF PERSONAL INFORMATION NOTIFICATION

Personal information on your student record will be used to verify your Personal Education Number (PEN) or to assign one to you. The PEN is a nine digit number assigned to each student as they enter the British Columbia education system. This identification number follows the student through their K-12 and post-secondary education. The PEN is used for multiple purposes including the distribution of funding to schools, transition analysis between schools, districts and post-secondary education, exams and student reporting.

The Freedom of Information and Protection of Privacy Act guarantees the privacy of information that is collected, regulates how it is collected and who has access to it. The PEN program follows the guidelines set out by the Freedom of Information and Protection of Privacy Act. If you have any questions about the use of the PEN, please contact the Privacy Assistant in writing at privacy@capilanou.ca.