



# VANCOUVER ISLAND U N I V E R S I T Y

## Application for Admission

**Nanaimo Campus**

900 Fifth Street  
Nanaimo, BC V9R 5S5  
Tel: (250) 740-6400  
Fax: (250) 740-6479  
Toll-free: 1-888-920-2221  
[viu.ca](http://viu.ca)

**Cowichan Campus**

222 Cowichan Way  
Duncan, BC V9L 6P4  
Tel: (250) 746-3500  
Fax: (250) 746-3529  
[cc.viu.ca](http://cc.viu.ca)

**Parksville • Qualicum Campus**

100 Jensen Avenue E., Box 42  
Parksville, BC V9P 2G3  
Tel: (250) 248-2096  
Fax: (250) 248-9792  
[viu.ca/parksville](http://viu.ca/parksville)

**Powell River Campus**

3960 Selkirk Avenue  
Powell River, BC V8A 3C6  
Tel: (604) 485-2878  
Fax: (604) 485-2868  
Toll-free: 1-877-888-8890  
[pr.viu.ca](http://pr.viu.ca)

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# Application for Admission

## Applying for Admission to Vancouver Island University

### Find a Program

Browse Vancouver Island University's website at [www.viu.ca](http://www.viu.ca) under "Programs and Courses" to find a list of programs offered. Contact Advising at (250) 740-6410 if you require assistance to choose a program.

### Apply

Complete this *Application for Admission* or apply online:

- From Vancouver Island University's website ([www.viu.ca](http://www.viu.ca)), click on "Become a Student" and follow the link to PASBC ([www.pas.bc.ca](http://www.pas.bc.ca)).
- This *Application for Admission* can be delivered or mailed to any campus – Nanaimo, Cowichan, Powell River, or Parksville-Qualicum.

Please ensure you have completed all sections of the *Application for Admission*. Current high school students from British Columbia and the Yukon should provide their Personal Education Number (PEN).

### Pay the Application Fee

A \$35 non-refundable, one-time application fee is required from all new applicants to undergraduate programs. If you have previously applied to Vancouver Island University (Malaspina) and have paid the application fee, you do not need to pay this fee again.

A \$100 application fee is required from all applicants to graduate programs (Masters). A \$100 application fee must be paid each time you apply to a graduate program and it is non-refundable.

### Submit Official Transcripts

Both high school and post-secondary transcripts are required from new applicants to undergraduate programs. Transcripts become the property of Vancouver Island University and will not be returned.

Current high school students from BC and the Yukon will provide their PEN and may be required to submit an interim transcript for admission purposes.

Only post-secondary transcripts are required from applicants to graduate programs.

### Processing of Your Application

Within three weeks of receiving your application, Vancouver Island University will send you an acknowledgement letter.

Additional letters may request information to complete your application. **Please read the letters carefully and call if you have any questions.**

### Acceptance to Vancouver Island University

Upon admission to a program, a letter of acceptance will be mailed to you. To confirm your acceptance of an offer of admission, a \$200 deposit will be required. For some programs, the deposit may be more. The due date to accept the offer and pay the deposit will be outlined in the letter of acceptance.

Students are responsible for informing the Registration Centre of any change of address. For all matters, the University considers it to be sufficient notification to mail information to the student's address as recorded with the Registration Centre.

## Application Fee

Last Name	Legal First Name	Daytime Telephone Number (     )
A non-refundable \$35 application fee (\$100 for Masters programs) must be included with the <b>Application for Admission</b> form. Applications received without the application fee will not be processed. Please make the cheque, money order, or bank draft payable to Vancouver Island University.		Total Enclosed
<input type="checkbox"/> Debit Card/Cash (in person only) <input type="checkbox"/> Money Order <input type="checkbox"/> Bank Draft <input type="checkbox"/> Cheque		\$
Credit Card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Card Number	Expiry Date
Name on Credit Card		Signature of Credit Card Holder



# VIU VANCOUVER ISLAND UNIVERSITY

## Application for Admission

Office of the Registrar

900 Fifth Street, Nanaimo, BC V9R 5S5

**OFFICE USE ONLY – Please do not write in shaded areas**

Date Received:

Application fee received:

Which program are you applying to?

Are you applying as a visiting student on a Letter of Permission?

Yes

Please indicate **where** and **when** you would prefer to begin your classes.

VIU Campus (one only)

Nanaimo  Powell River

Cowichan  Parksville-Qualicum

Month

Year

Have you applied to Vancouver Island University (Malaspina) before?

Yes  No

VIU Student Number

Personal Education Number (current BC High School Students)

Last Name (please print clearly)

Legal First Name (no initials)

Middle Name(s) (no initials)

Maiden Name/Previous Name (if applicable)

Date of Birth

year month day

Gender

M  F

Social Insurance Number

Mailing Address – Street or Box No.

Country

City

Province

Postal Code

E-Mail Address

Telephone Number (home)

( )

Telephone Number (cell)

( )

Citizenship Status (documentation required if not Canadian)

Canadian Citizen  Permanent Resident (landed immigrant)

Other | Specify:

Citizenship (if not Canadian)

*Vancouver Island University is dedicated to providing access to Aboriginal students and supporting them in their efforts to achieve their goals.*

*To assist us, please answer the following questions.*

Do you identify yourself as an Aboriginal person, that is, First Nations, Metis, or Inuit?  Yes  No

If you identify yourself as an Aboriginal person, are you (please check all that apply)  First Nations? (Status, Non-Status, Treaty, Non-Treaty)  Metis?  Inuit?

If you have a disability would you like to be contacted by Disability Services?  Yes  No

Applicants to the Bachelor of Arts or Science degree, please specify your intended major. *The information collected is for planning purposes only and does not guarantee access to any major.*

I would like to Major in \_\_\_\_\_ or \_\_\_\_\_

I have not decided on a Major

Please indicate your **main** activity during the past year (one only)

Attending secondary school  Attending college  Attending university

Other educational institution  In labour force  Other

Residence during the past year (one only)

British Columbia  Another province  Outside Canada

Specify:

# Academic History

Official Transcripts Must Be Submitted From All Institutions To Complete Your Application (faxes or photocopies not acceptable)				
Last Secondary School Attended		Location		
School District Number	Presently attending? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Last Attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Post-secondary Institutions Attended	Location	From (year   month)	To (year   month)	Program or Course
How did you learn about Vancouver Island University? (check all that apply)				
<input type="checkbox"/> Website <input type="checkbox"/> Newspaper <input type="checkbox"/> Magazine <input type="checkbox"/> Radio <input type="checkbox"/> Television <input type="checkbox"/> Parent <input type="checkbox"/> Friend <input type="checkbox"/> High School <input type="checkbox"/> Educational/Career Counsellor <input type="checkbox"/> VIU Recruiter/Recruitment Display				
<b>PLEASE READ THE FOLLOWING BEFORE SIGNING</b> <b>COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION</b> The personal information on this form is collected under the authority of the University Act (RSBC 1996, ch.468). I understand that VIU will use and maintain the information for the purposes of admission, registration, student support services, research, alumni and development, administration of the Student Union Health and Dental plan, and other activities related to delivery of programs and courses at VIU. VIU'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 VIU community to gain access to campus 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 to students. The PEN is used to measure participation of the population in the post-secondary sector and for research and evaluation. For individuals granted awards, VIU releases personal information to award donors and provincial funding agencies. In addition, VIU uses the name of the award winners and/or photo images, municipality of residence, VIU program name, and the name or criteria of any award won in marketing materials for the purpose of publicizing VIU students, graduates, and their achievements. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. For questions about your personal information use, you may contact VIU's Director, Freedom of Information and Protection of Privacy at 900 Fifth Street, Nanaimo, BC, V9R 5S5, or telephone 250-740-6341.				
<b>APPLICANT STATEMENT</b> I certify that all statements on the application are true and complete. I understand that misrepresentation of this information in any material way may result in cancellation of my admission or registration status. I understand that submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting Vancouver Island University Program or Course prerequisites and space availability. I agree to abide by the rules and regulations of Vancouver Island University as published in the online official Calendar, and those of the department and program in which I shall be registered, and any changes which may be made while I am a student at the University.				
Signature: _____		Date: _____		
<input type="checkbox"/> I have enclosed an application fee or I have previously paid the application fee.				



## VANCOUVER ISLAND UNIVERSITY

EXPLORE. DISCOVER. EXCEL.

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