



Agent Manual and Checklist

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Application checklist

To ensure efficient processing of submitted applications, please ensure that you have submitted all of the following required forms, supporting documents and fees.

Application and supporting documents

- Completed international application for admission (print from website <http://www.viu.ca/international/forms/application.pdf>, or complete online <https://www.viu.ca/www/study/apponline.htm>)
- Certified copy of educational transcripts in original language and English translation
- Proof of English language proficiency – not required
- Proof of Bachelor's degree (for MBA/MScIB applicants only)
- Letter of intent, 2 letters of recommendation and resume (for MBA/MScIB applicants only)
- Passport-size photograph
- Covering letter (see page 12 & 13)

Documents Sent After the Offer Letter Received

- Completed fee payment form
- Completed international student arrival information form (received with letter of acceptance)
- Completed student profile form (for students interested in peerstay or homestay accommodation)
- Completed on-campus residence form (for students interested in living on-campus)

Fees

All fees are in Canadian dollars and are subject to change without prior notice.

- \$150 application processing fee.
- \$150 homestay placement fee. Only for students interested in peerstay or homestay accommodation.
- \$650 homestay deposit. Only for students interested in peerstay or homestay accommodation.
- Student residence fees (See <http://www.malaspinaresidences.ca/>).

Homestay: Checklist

- Homestay/Peerstay Student Profile
 - Homestay/Peerstay application fee: \$150CAD
 - Homestay/Peerstay refundable deposit \$650CAD
 - All items above in to Vancouver Island University Homestay Department (**no later than 6 weeks before the start of school**)
 - Arrival details to Nanaimo
- * **Student may begin Homestay/Peerstay 4-5 days prior to the start of school.**

3-step application process for undergraduate and English Language Centre

This section is intended to simplify the application process for Vancouver Island University Degree, Diploma and Certificate programs.

Step one

Obtain and complete a copy of the application from:

- A recent brochure, or
- Print from web site <http://www.viu.ca/international/forms/application.pdf>, or
- Complete online <https://www.viu.ca/www/study/apponline.htm>

Step two

Obtain all required supporting documents for your application:

- To meet English language requirements, students must have completed Vancouver Island University's English Language Program, or have already achieved a minimum TOEFL 80 iBT with no section less than 19, IELTS 6.0 (with no band under 5.5), CAEL 60, Cambridge Certificate of Proficiency in English (min."B"), Cambridge Certificate of Advanced English (min."B"). Vancouver Island University's institutional code for TOEFL is 9581.
- Certified copy of all educational documents in the original language, and a certified copy translated into English, if applicable. First-year credit may be granted for most Advanced Placement and International Baccalaureate (higher level) courses.
- Other
 - Passport-size photograph

Step three

Courier your completed application, supporting documents and non refundable application fee (\$150CAD) to:

Jane Kelly
Director of International Admissions
Vancouver Island University
900 Fifth Street
Nanaimo, BC
Canada, V9R 5S5

3-step application process for MBA/MScIB

Application process for Vancouver Island University MBA/MScIB dual degree program

Step one

Obtain and complete a copy of the application from:

- A recent brochure, or
- Print from web site <http://www.viu.ca/international/forms/application.pdf>, or
- Complete online <https://www.viu.ca/www/study/apponline.htm>

Step two

Obtain all required supporting documents for your application:

- To meet English language requirements, students must have completed Vancouver Island University's English Language Program, or have already achieved a minimum TOEFL 550, TOEFL Computer Based Test (CBT) 213, TOEFL iBT 80 with no section lower than 19, IELTS 6.0 (with no band under 5.5), CAEL 60, Cambridge Certificate of Proficiency in English (min."B"), Cambridge Certificate of Advanced English (min."B"). Vancouver Island University's institutional code for TOEFL is 9581.
- Proof of university bachelor's degree from a recognized, accredited institution, from a business or non-business program. A minimum "B" average in the last 2 years of undergraduate. Submitted transcripts must be translated to English.
- Other
 - Resume, letter of intent, and 2 letters of recommendation from past employers or professors must be included as part of the application.
 - Work experience preferred but not required.
 - GMAT optional but not required.
 - Passport-size photograph

Step three

Courier your completed application, supporting documents and non refundable application fee (\$150CAD) to:

Jane Kelly
Director of International Admissions
Vancouver Island University
900 Fifth Street
Nanaimo, BC
Canada, V9R 5S5

Fee payment and refund policy

Refund Policy

New applicants may be eligible to apply for a refund in exceptional circumstances only. Requests for refunds must be made in writing to the Dean of International Education. The approval or rejection of a request for a refund will be determined based on the rationale provided in the submission. Any refunds will require the approval of the Dean of International Education.

If approved for a refund, in no cases will the refund exceed the following guidelines:

- 75% of tuition for cancellation of application before August 1 (Fall), December 1 (Spring), and April 1 (Intersession)
- 50% of tuition after the above dates and before the first day of the semester
- 25% of tuition before the end of the second week of the semester
- Student activity and students' union fees are not refundable

A student whose study permit is rejected will receive a full refund minus the \$150CAD Application Processing Fee. A copy of the letter of refusal from the Canadian Embassy must be received before the refund will be processed.

Complete policy information <http://www.viu.ca/international/tuition.asp>

Appendix A – Campus map

Map available online at <http://viu.ca/map/index.asp>.

Appendix B – Directions to Vancouver Island University

Vancouver Island University is located less than a 20-minute drive from the Nanaimo Airport, a 10-minute drive from downtown Nanaimo and the Departure Bay ferry terminal, and a 20-minute drive from Duke Point ferry terminal. Students who are staying in homestay or peerstay will be picked up by their homestay or peerstay families at the point of entry in Nanaimo. Students are advised to arrive 4-5 days before the start of classes to attend an orientation and to visit the Centre for International Education (Building 255), where staff will provide assistance with course selection, registration, and general information about the campus and Nanaimo.

Arriving to Nanaimo

By air

Students traveling to Canada from overseas by air should book their airline ticket to Nanaimo Airport (YCD) www.nanaimoairport.com. Students will change planes at Vancouver International Airport (YVR) www.yvr.ca.

By ferry

There are two car/passenger ferries from Vancouver to Nanaimo:

- Tsawwassen in Vancouver to Duke Point, south of Nanaimo;
- Horseshoe Bay in Vancouver to Departure Bay, close to downtown Nanaimo.
- For information, visit: www.bcf ferries.com/schedules/mainland.

Arrival Services

If students are not making a connecting flight to Nanaimo Airport (YCD) from Vancouver International (YVR) and would like assistance to any of the ferry services (BC Ferries), or harbour to harbour float planes, please contact Beaton's Meet and Greet, e-mail obe@shaw.ca or visit their website at <http://www.beatonsmeetandgreet.com> to reserve online. They will be happy to meet students at the exit from the arrivals area at YVR and transport them to the ferry or float plane service that they have chosen. They will also assist students to purchase a ticket on their Vancouver to Nanaimo transportation and make sure that if they are staying with a host family in Nanaimo, that they are called to be ready to pick the student up at the appropriate location. If Homestay/Peerstay is not arranged with Vancouver Island University, there is airport shuttle service available for a nominal fee: <http://www.nanaimoairporter.com>. Taxis are available from both ferry terminals.

*Appendix C – English Language Centre, Undergraduate and
MBA/MScIB Application form*

Form available online <http://www.viu.ca/international/forms/application.pdf>

Appendix D – Homestay/Peerstay Student Profile Form

Form available online <http://www.viu.ca/international/forms/studentprofilehomestay.pdf>

Appendix G – On-campus Residence (Dormitory) Application Form

There are 3 ways to obtain the application form:

1. Email manager@malaspinaresidences.ca, call (250) 754-6338, or print the form (below) then fax it to (250) 754-4291
2. Printable application from <http://www.malaspinaresidences.ca/StudentResidenceApplication.pdf> then fax it to (250) 754-4291
3. Complete the online application <http://www.malaspinaresidences.ca/apply.html>

Appendix H – Covering Letter Template and Sample

**Vancouver Island University
APPLICATION COVER LETTER TEMPLATE
Fill in all of the grey areas**

[insert city and date]

Director of International Admissions
Vancouver Island University
900 Fifth Street, Nanaimo BC
V9R 5S5 Canada

Subject: Application for [insert student name], DOB [insert date of birth]

Start date: [insert start date]

Program: [insert program]

Home address of student: [insert address of the student]

Enclosed are the following items for [insert student name]:

[insert list of all items included in the package, such as application form, fee, transcripts, and so on]

Please send the letter of acceptance to our office address as indicated below:

[insert agent office address]

Best regards,

[sign here]

[insert your (agent) name, address, and all contact information]

SAMPLE

Nanaimo, June 28, 2007

Director of International Admission
Vancouver Island University
900 Fifth Street, Nanaimo BC
V9R 5S5 Canada

Subject: Application for Student A, DOB September 6, 1950

Start date: September 2009

Program: ESL + Business (BBA)

Home address of student:

1234 Hill Street
Xicheng district, Beijing, 123456
China

Enclosed are the following items for Student A

- Completed application form
- Application fee
- Notarized transcript

Please send the letter of acceptance to our office address as indicated below:

Building ABC, Room 100
12A alpha street
Xicheng district, Beijing, 254671
China

Best regards,

[sign here]

ABC Recruitment Company
Mr. Agent A
Building ABC, Room 100
12A Alpha Street
Xicheng district, Beijing, 254671
China
Phone: 123456789
Fax: 123456789
Email: agent@agent.com

Appendix I – Contacts

Administration, Recruitment and Contracts

Graham Pike, Dean, International Education
E-mail: graham.pike@viu.ca

Mark Herringer, Director, International Marketing & Recruitment Services
E-mail: mark.herringer@viu.ca

Jane Kelly, Director, International Admissions
E-mail: jane.kelly@viu.ca

Andrea Blakeman, Manager, Homestay
E-mail: andrea.blakeman@viu.ca

Patricia Ilagan, Academic Advisor
E-mail: patricia.ilagan@viu.ca

Tami Ney, Educational Counsellor
E-mail: tami.ney@viu.ca

Group Programs / Contract Training

Theresa Meyer, Manager, International Education Group Programs
E-mail: theresa.meyer@viu.ca

Study Abroad

Audrey Hansen, Manager, Study Abroad Programs
E-mail: audrey.hansen@viu.ca

High School

Keith Watson, Principal
E-mail: keith.watson@viu.ca

Homestay enquires can be directed to E-mail: homestay@viu.ca

General enquiries can be directed to E-mail: study@viu.ca