

Telephone: 604.599.2866

Email: international-admissions@kpu.ca

www.kpu.ca/admission

Application for Admission

for International Students

STEP 1: COMPLETE APPLICATION

Refer to “Your Admissions Guide” at www.kpu.ca/admission for information regarding application deadlines, required documents and other important information about the admission process. Then, fill in the Application for Admission completely and accurately using a **black ink pen**, or apply online at www.kpu.ca/apply.

STEP 2: SUBMIT APPLICATION

Bring the completed application form and application fee payment to Student Enrolment Services on any campus or mail it to:

Admissions
Kwantlen Polytechnic University
12666 – 72nd Avenue
Surrey, British Columbia
Canada V3W 2M8

Submitting an incomplete application may result in a processing delay.

STEP 3: SUBMIT REQUIRED DOCUMENTS

More detailed information about required document submission can be found at www.kpu.ca/admission/reqdocsub.

High School Transcripts

Students currently attending a BC high school need to submit the “Post-secondary Institutions (PSI) Selections Form” found online at www.bced.gov.bc.ca/transcript/transcripts_info.htm between the months of November and June of the school year to ensure high school transcripts are sent automatically to KPU.

Students who have already completed high school are required to submit official high school transcripts, sent directly to KPU Admissions by the issuing body, or submitted in-person at any KPU campus.

Post-secondary Transcripts

Applicants that have completed post-secondary studies at another institution may submit official transcripts. Official post-secondary transcripts must be sent to KPU (at the student’s request) from the issuing institution.

International Credential / Transcript Submission

Applicants that have completed education outside of Canada are required to submit official transcripts. Certified translations are required when the original language is not in English or French. Official transcripts must be sent directly from the issuing body to KPU Admissions. Official transcripts must be a detailed statement of completed courses and corresponding grades. A graduation statement is also required on the transcript when applicable. All documentation filed in support of this application becomes the property of Kwantlen Polytechnic University and may be retained as part of each student’s record.

APPLICATION FEES

Application \$120
Re-application \$120

TIMELINES

Early application is advised. Application deadlines are posted online at www.kpu.ca/admission/appdeadlines.

NOTE: Applications are only applicable to the term indicated on the application.

TRANSFER CREDIT

Through the transfer credit process, a student who has completed courses at another post-secondary institution may request that these credits be transferred to KPU. In addition to evaluation of post-secondary courses, the Transfer Credit Department also evaluates courses completed in high school (e.g. Advanced Placement Program, International Baccalaureate Program).

It is strongly recommended that students submit their Request for Transfer Credit form and all supporting documentation at least 8 weeks prior to their registration date so that they can make well informed choices with respect to course selection. Once all required documentation has been received, the transfer credit articulation process will take approximately 6-8 weeks. To learn more about the transfer credit process, deadlines and to download forms, visit www.kpu.ca/transfercredit.

OFFERS OF ADMISSION

Upon successfully completing all admission requirements, you will be sent a conditional offer letter, requesting payment of a deposit. Upon receipt of your deposit, you will be sent an immigration package that you will need for your study permit application. Be sure to apply for your study permit as soon as possible at your closest Canadian Consulate, embassy or high Commission.

STUDY PERMITS

All International students are required by Citizenship and Immigration Canada to have a valid study permit during the course of their studies in Canada. It is the student’s responsibility to ensure legal status is maintained. A copy of your valid study permit must be submitted to KPU.

REVIEW CHECKLIST

- I have completed this application in full using **black ink** and have signed and dated the application.
- I have reviewed Your Admissions Guide online at www.kpu.ca/admission and am aware of all documentation that is required in support of this application.
- I have enclosed the \$120 application or reapplication fee required for this application. Note: application fees are non-refundable.
- I will check my email for next steps.

For more information about admission and the application process, please refer to ‘Your Admissions Guide’ at www.kpu.ca/admission.



Please use a black ink pen when completing this form

Before completing this application, refer to the University calendar at www.kpu.ca/calendar for information on KPU's programs and admission requirements. You may wish to discuss your goals with one of our International Recruitment & Admissions Coordinators prior to applying by contacting KPU International at 604-599-2866 or international-admissions@kpu.ca

DESIRED PROGRAM OF STUDY	
Program Code (from last page)	
Program Name	
Start Term <input type="checkbox"/> Summer 2018 <input type="checkbox"/> Fall 2018	Campus <input type="checkbox"/> Langley <input type="checkbox"/> Cloverdale <input type="checkbox"/> Richmond <input type="checkbox"/> Surrey

Visit kpu.ca/apply to submit an application for Fall 2015 and later. For assistance with the online application, contact international@kpu.ca or call 604-599-2866.

Application for Admission for International Students

Student No. _____

Check here if applicant requires English Language Studies in addition to selected program of study

FULL LEGAL NAME (NO INITIALS)			
Surname (Legal Last/Family name)		Former Surname (if applicable)	
Legal Given First Name	Legal Given Middle Name	Preferred First Name	

Preferred name is displayed in KPU's e-learning environment

CONTACT INFORMATION			
Email Address		Mailing Address	
City / Municipality		State or Province	Country
Postal / ZIP Code	Home Telephone	Cellular/ Mobile Phone	

AGENT OR THIRD PARTY REPRESENTATIVE			
Contact's Full Name Julia Fischer		Name of Agency (if applicable) IEC Online GmbH	
Mailing Address Marienstrasse 19-20		City / Municipality Berlin	Province Berlin
Country Germany	Postal Code 10117	Email americas@ieconline.de	Agent Code AG 0370
Signature of Representative		Telephone +493020458687	Fax +493020458688

Required for representative to receive information regarding the applicant

PERSONAL INFORMATION	CITIZENSHIP STATUS				
*Gender <input type="checkbox"/> Male <input type="checkbox"/> Female * Date of Birth <table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YYYY</td> </tr> </table>	DD	MM	YYYY	Country of Citizenship _____ First Language _____ Country of Birth _____	Are you in Canada now? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what immigration permit do you have? <input type="checkbox"/> Study permit <input type="checkbox"/> Work permit <input type="checkbox"/> Visitor permit <input type="checkbox"/> Other: _____
DD	MM	YYYY			

* Gender and date of birth are required for you to access the online student system and for identification purposes.

EMERGENCY CONTACT		
Surname (Legal Last/Family name)		Legal Given First Name
		Telephone

ADDITIONAL INFORMATION		
I am requesting information on student services related to:		
<input type="checkbox"/> Illness or disability	<input type="checkbox"/> Students with children	<input type="checkbox"/> Scholarships and financial assistance

SECONDARY SCHOOL EDUCATION (HIGH SCHOOL)

If you are presently attending Secondary (High School), when will you graduate? _____

School Name _____

Location _____

Present Grade _____ Date Term Ends _____

When will you be graduating? _____ Personal Education Number (B.C only) _____
mm / dd / yyyy

If you are currently attending grade 12 in B.C. you need to submit the Post-Secondary Institution (PSI) Selections form between Nov—Jun of the school year to ensure your grades are released to Kwantlen Polytechnic University. The form is available online at: www.bced.gov.bc.ca/transcript/transcripts_info.

If you have already left high school, when did you graduate? _____

Last School _____

Location _____

If you are utilizing your Secondary School Academic Record for eligibility for admission to undergraduate-level studies and for meeting program and/or course requirements, you must request an official, sealed transcript to be sent from the issuing body/department of education to KPU Admissions. More information about required document submission can be found at www.kpu.ca/admission.

PREVIOUS POST-SECONDARY EDUCATION (COLLEGE OR UNIVERSITY)

1. Institution Name _____ Location _____ Month _____ Year _____ to _____ Month _____ Year _____

2. Institution Name _____ Location _____ Month _____ Year _____ to _____ Month _____ Year _____

Have you ever been suspended / expelled from any post-secondary institution and/or program? Yes No

To apply for transfer credit (to meet prerequisite requirements, graduation requirements or receive transfer credit standing) you must request an official sealed transcript be sent to KPU directly from the issuing institution, fill out a Request for Transfer Credit form and submit the required fee (if applicable). Please allow up to eight weeks for official assessment. Submission deadlines, to ensure evaluation by the beginning of registration, are published online at www.kpu.ca/transfercredit

FEES

A non-refundable \$120 CAD admission application fee MUST be submitted with this form. You can pay by cheque, money order, bank draft, Visa, MasterCard or American Express. 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.**

Visa / MasterCard / American Express _____ Expiry Date ____ / ____

Name as it appears on credit card

Personal cheque enclosed Money order enclosed Bank draft enclosed Select Amount \$120 application fee

LEGAL

I certify that all statements on this application are true and complete and that no information has been withheld. I understand that any misrepresentation of this may result in the cancellation of my admission or registration status and that falsifying documents or information on the application may result in immediate permanent dismissal from Kwantlen Polytechnic University. Completion of this signed application permits Kwantlen Polytechnic University to request and/or confirm any information necessary to support my application for admission.

I authorize the release of all British Columbia secondary school interim and final grades by the British Columbia Ministry of Education to Kwantlen Polytechnic University. If I am admitted to Kwantlen Polytechnic University, I agree to familiarize myself with and to abide by the most current policies of the University during my tenure as a student at the University.

In signing this application for admission, I understand that this information, along with subsequent information placed in my student records will be used for the purposes of admission, registration, graduation, research, alumni and development, student association and other purposes consistent with the mandate of the institution. Kwantlen Polytechnic University reserves the right for the Registrar to share information with the Ministry of Advanced Education, Training and Technology, or other related government agencies and dual enrolment partners. Kwantlen Polytechnic University also reserves the right for the Registrar to share information with other post-secondary institutions in situations where an applicant has been found to have falsified documents or other information on their Application for Admission. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. The information on the admission form is being collected under the authority of the University Act.

Medical Insurance: I understand as an international student living in British Columbia (BC) I need to apply for the BC Medical Services Plan offered by the provincial government to all residents of BC.

Signature: _____

Date: _____

FOR OFFICE USE ONLY (Do not write in shaded areas)

Date	Entered By:	Initials
Comments		

Faculties and Study Programs at KPU

(these can be subject to change without further notice!)

□ Faculty of Arts

- Anthropology
- Asian Studies
- Counselling
- Creative Writing
- Criminology
- English
- Fine Arts
- General Studies
- Geography
- History
- Journalism
- Language and Culture
- Music (*limited intake*)
- NGO & Nonprofit Studies
- Philosophy
- Policy Studies
- Political Sciences
- Psychology
- Sociology
- Exploratory / Unknown
(if you don't know yet)

□ School of Business

- Accounting
- Business Administration
- Business Management
- Computer Information Systems
- Economics
- Entrepreneurial Leadership
- General Business Studies
- Human Resources Management
- Information Technology
- Marketing
- Exploratory / Unknown
(if you don't know yet)

□ School of Design (*all limited intake*)

- Fashion Marketing (*limited intake*)
- Fashion and Technology (*limited intake*)
- Foundations in Design (*limited intake*)
- Graphic Design for Marketing
(*limited intake*)
- Interior Design (*limited intake*)
- Product Design (*limited intake*)

□ Faculty Sciences & Horticulture

- Biology
- Brewing and Brewery Operations
- Engineering (*limited intake*)
- Environmental Protection
Technology (*limited intake*)
- Health Sciences
- Horticulture
- Mathematics
- Physics
- Plant Health
- Sustainable Agriculture
- Urban Ecosystems
- Exploratory / Unknown (General
Sciences) (if you don't know yet)

Additional information on the specific programs: http://www.kpu.ca/calendar/2016-17/program_indices.html

If KPU is able to obtain permission from the relevant program coordinator, they can accept students into *limited intake* programs. However, there may be courses in limited intake programs that students may not be able to register for due to restrictions.

KPU Campus Information (as of May 2017)

KPU Campuses:

Exchange students are able to take classes at our Langley, Surrey, and Richmond campuses. Classes at the Cloverdale campus are not typically available to exchange students.

Langley – www.kpu.ca/about/campus_info/langley_campus.html. The Langley campus services around 2000 students. Highlights of the Langley campus include our Horticulture field labs and KPU’s Music program. The Township of Langley is located on the southern shores of the Fraser River, bordering the USA. It has a population of around 95,000.

Surrey – www.kpu.ca/about/campus_info/surrey_campus.html. The Surrey campus is KPU’s largest campus serving over 7000 students. With multiple buildings, the campus houses many programs. The City of Surrey has a population of around 400,000 and is located south east of Vancouver.

Richmond - www.kpu.ca/about/campus_info/richmond_campus.html. The Richmond campus serves around 5000 students and is also home to a broad range of programs including our Design Faculty. Richmond is located south of Vancouver and has a population of 190,000.

Approximate travel times between campuses using public transit (weekdays):

Campus	Richmond	Surrey	Langley
Richmond		45 minutes	1 h 30 minutes
Surrey	45 minutes		45 minutes
Langley	1 h 30 minutes	45 minutes	