# **Education Planner BC**

# How to Apply for the BCom Dual Degree Program







- 1. Inform your university coordinator that you wish to sign up for the BCom Dual Degree program at your university.
- 2. Check out our website for more details and program information. <u>https://www.uvic.ca/gustavson/int</u> <u>ernational/international/dual-</u> <u>degree-program/index.php</u>



### home » international » dual degree program Covid-19 Information **Dual Degree Program** Short term studies Incoming exchange students Outgoing exchange students International degree Gustavson students School of Business ersity of Victoria International partnerships "2+2" Dual Degree Program Study abroad students The Bachelor of Commerce (BCom) program at Gustavson initiated it's "2+2" dual degree program in 2008. In Year 1 & Year 2 students complete pre-commerce courses (a mix of Dual Degree program required courses and electives) and in Year 3 & Year 4 students complete their commerce courses. Program Information Dual Degree students apply for entry directly into Year 3 of the BCom program, after Work Term FAQs successfully completing a minimum of 2 years at their home institution. Upon completion of the BCom program, students will graduate with two degrees, a BCom degree from the Information session Gustavson School of Business and a degree from their home institution.



- 1. Go to: <u>https://apply.educationplannerbc.</u> <u>ca/</u>
- 2. Click on "Sign Up for your EducationPlannerBC Account"

### https://apply.educationplannerbc.ca





- 1. Insert your preferred email and choose a password you will remember.
- 2. Confirm your password and read the "Consent Collection Notice".

## **CREATE ACCOUNT**

An EducationPlannerBC (EPBC) account allows you to apply for admission to BC universities, colleges, and institutes.

### **Account Creation**

EMAIL ADDRESS

GSBBusDev@uvic.ca

CONFIRM EMAIL ADDRESS

GSBBusDev@uvic.ca

### PASSWORD



Password is case-sensitive and must:

- Be at least eight (8) characters in length
- Contain one or more of each of the following: 1) Lower case letter, 2) Upper case letter, 3) Number and 4) Special character

### CONFIRM PASSWORD

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## 1. Click "Create Account".

If you have any questions about the collection, use and disclosure of this information, contact:

Executive Director EducationPlannerBC 1400-1166 Alberni Street Vancouver, BC V6E 3Z3 604-579-1101 info@educationplannerbc.ca C

I read and understand the Statement above and authorize EPBC to collect, use and disclose my personal information for the purposes described.

Please click the "I Consent" button below.

I have read and understand the Statement above and authorize EPBC to collect, use and disclose my personal information for the purposes described.





- You should receive the following email within 5 minutes of registration.
- 2. Once you have received the email, click on "Confirm your account".

 If you have not received it, please check your spam inbox; otherwise, you may need to contact EPBC at: <u>https://www.educationplannerbc.c</u> <u>a/help/contact</u>



### Hello <u>sdlove@uvic.ca</u>,

Thank you for registering with EducationPlannerBC, a centralized resource funded by the BC's Ministry of Advanced Education, Skills & Training that provides program search, application and transcript services.

Please click this <u>confirmation link</u> or the button below to complete the account sign up. You must confirm your account to be able to submit an application for admission through EducationPlannerBC.

### Confirm your account

Questions about your account? Visit educationplannerbc.ca/help/questions

### Do not reply to this message.

Thank you, EducationPlannerBC

Contact Us

EducationPlannerBC 1400 - 1166 Alberni Street Vancouver, BC V6E 3Z3 Canada

Do not reply to this email

### ACCOUNT CONFIRMATION

### Account Confirmation Successful

Thank you for confirming your account. A Welcome message has been sent to your email inbox which includes an overview of the application process. You may now submit applications to post-secondary institutions and use the full features of EducationPlannerBC with this account.

Login to Account



1. Sign in to your account with email address and password.

PLAN	SEARCH	APPLY
		ationPlannerBC
	Email Address	
	sdlove@uvic.ca	
	Password	
	Sign In	Forgot your password?



1. Log in to your account.

	onPlannerBC	PLAN	SEARCH	APPLY	Log in HELP
Home » Apply					
APPLY	APPLY FOR ADMI	SSION			
	This is the application portal Not sure how to apply? Check			nstitutions.	
	Note: To apply to the followin BC Institute of Technol	ng institutions <mark>click here.</mark> .ogy • Royal Roads Unive	rsity		
	To get started,				
	Sign Up for your	EducationPlannerBC Accour	nt		
	Login to your E	ducationPlannerBC Account			
	Complete your cor	mmon, applicant <b>Profile</b> .			
	Then,				
	Select Institution	Complet	e Application	3 Review & Submit	
	For any of the foll	owing institutions	5:		
	Camosun College	2	Capilanc	o University	



# Step 8

1. Once you login to your account, you can begin to input your information.

		sure you are le	ogged in 🗕 🗕	sdlove@	uvic.ca
BRITISH COLUMBIA	icationPlannerBC	PLAN	SEARCH	APPLY	HELP
Home » Apply					
APPLY	SELECT INSTITUTI	ON			
Submitted Applications	<b>O</b> —		2	3	
	Update Profile	SELECT INSTITUTION	Complete Application	Review & Submit	
	PROFILE				
	0-0-	2	3		
	COMPLETE PROFILE Select Institution	Complete Application	Review & Submit		
	LAST MODIFIED 3 minutes ago				
	If you want to update your Password or Email Addres Your profile consists of personal and contact informa is included alongside any application you submit to a	tion, along with your academic histo			
$\longrightarrow$	Personal Information     Provide details about your identity	/, language and citizenship.			
	Contact Information     Provide your mailing address, telep	phone number, and optionally, an en	nergency contact.		
	• Control Academic History List all High Schools (Grades 8-12), attended in the past.	Homeschools, and Post-Secondary	Institutions you've		
	Start Applying				



- 1. Please use your passport name!
- 2. Choose a preferred name such as nickname, if you wish.
- 3. Select "Student Visa" for Immigration Status.
- 4. Add mailing address, phone and emergency contact in your country.
- 5. Remember to press "save" at each opportunity!

	Personal Information Provide details about your identity, language and citizenship.
Legal Name	25
.egal names ar	e shown on your birth certificate or passport (if you didn't legally change them later).
IRST OR GIVEN	NAME(S) (Optional)
f you have only	one legal name, enter it in the 'LAST OR FAMILY NAME' field below.
VIDDLE NAME(S	) (Optional)
AST OR FAMILY	NAME
AST OR FAMILE	
Other Nam	85
	e ones you use informally or prior to a legal name change.
REFERRED FIRS	IT NAME (Optional)
	nclude maiden name or birth name prior to a legal name change.
Other Det	ails
DATE OF BIRTH	
	i is not available in this field, please contact the institution's Admissions department directly policies for underage students.
2000	January V 01 V
COUNTRY OF BIR	x V
COUNTRY OF BIR Japan	
Japan	x   ~
Japan Language	×   ×
Japan Language PRIMARY LANGU	x   ~
Japan Language PRIMARY LANGU	× V */Citizenship
Japan Language PRIMARY LANGU If you don't find	X V Citizenship AGE SPOKENAT HOME your primary language in the list, select "Other" at the bottom. X V
Japan Language PRIMARY LANGU If you don't find Japanese	X V Citizenship AGE SPOKENAT HOME your primary language in the list, select "Other" at the bottom. X V
Japan Language PRIMARY LANGU If you don't find Japanese COUNTRY OF CIT Japan	×     × <b>Citizenship</b> AGE SPOKEN AT HOME       your primary language in the list, select "Other" at the bottom.       ×     ×       zzenship

Cancel



Contact Information

Provide your mailing address, telephone number, and optionally, an emergency contact.

### **Mailing Address**

Admission correspondence may be sent to your mailing address.

STREET ADDRESS	
Address Line 1	
Address Line 2 (Optional)	
Address Line 3 (Optional)	
CITY	
COUNTRY	
Select Country	$\sim$

POSTAL CODE

### Telephone

### PRIMARY PHONE NUMBER

Select country	$ $ $\vee$
Enter phone number	

If you enter your country's calling code, please include a '+' sign at the beginning.

### ADDITIONAL PHONE NUMBER (Optional)

Select country	$ $ $\sim$
Enter phone number	

If you enter your country's calling code, please include a '+' sign at the beginning.

### **Emergency Contact**

To provide emergency contact information, click the checkbox below and provide the name, phone number and email of your emergency contact.

Provide an emergency contact





- For academic history, click on "Add" for High Schools and Homeschools. If your high school is not on the list, select "other" and add manually.
- 2. Click "No" for homeschool if you attended a school outside your home.
- Click "Done" after all information has been completed.



### Academic History

List all High Schools (Grades 8-12), Homeschools, and Post-Secondary Institutions you've attended in the past.

To complete your academic history, at least one high school or homeschool must be added. As a British Columbian applicant, order your transcripts from StudentTranscripts Service. Applicants from outside British Columbia, please reach out to the appropriate organization to order copies of your transcript.

### High Schools and Homeschools

School	Location	Dates Attended	Current or Completed Grade	Grad Date
No schoo	ols to list. Add	a school by clic	king the 'Add' button below.	



### At least one school must be added to save this section.

### Add Schoo

### ARE YOU WANTING TO ADD A HOMESCHOOL TO YOUR ACADEMIC HISTORY?

### 🔾 Yes ( No

Homeschooling is education that occurs outside a formal setting such as a public or private school. Homeschooling is often conducted by a family member or tutor inside the home. It does not include remote and/or distance learning that occurs when students are educated at home, but the curriculum is delivered by a public or private school. Homeschooling does not include learning that may occur when public or private school are temporarily closed, for example due to the cornavirus pandemic.

#### COUNTRY



### SCHOOL

### Other Japan Secondary School

If you can't find your school by name, type "other" in the school field and add your school to the field that will appear below.

X V

### NAME OF OTHER JAPAN SECONDARY SCHOOL

Meiji International High Scl

Please add the full name of your school here.

### CITY/TOWN Tokyo

Please add the name of the city or town where this school is located.

### ATTENDED START DATE

April 💙 2018 🗸

#### ATTENDED END DATE

March 💙 2020 🗸

Select the highest grade or level you have completed or intend to complete.

- This is the school from which I have graduated or plan to graduate.
- Check to indicate this is your school of Graduation.

If you are applying to a program that has a high school completion as an entrance requirement, you must be able to produce proof of completion of a program that meets high school graduation requirements from a recognized jurisdiction and any program-specific course or minimum grade requirements.

#### PLANNED OR ACTUAL GRADUATION DATE



Select the date you received the credential, or the expected date.



- 1. Add your current "Post-Secondary" home university.
- 2. Click "Other" if not found.
- 3. Add dates attended until July of dual degree application year.
- 4. Click whether credential or degree awarded. In most cases, this will be "no".

### **Post-Secondary Institutions**

Institution	Location	Dates Attended	Credential	Date Awarded	
No Post-Socono	land Institutions	to list. Add an instit	ution by clicking t	ha <b>'Add'</b> hutton halaw	



### Add Post Secondary Institution

COUNTRY

Japan X V

### POST SECONDARY INSTITUTION

Other Japan Post Secondary Institution 🗴 🗸 🗸

If you can't find your institution by name, type "Other" in the Post-Secondary field and use the default selection provided. Institutions outside of Canada are less likely to be on our list.

### NAME OF OTHER JAPAN POST SECONDARY INSTITUTION



Please add the full name of your post-secondary school here.

### CITY/TOWN

Tokyo

Please add the name of the city or town where this school is located.

### STUDENT NUMBER (Optional)

### 2235874

Include your Student Number if we are receiving your transcript electronically.

### ATTENDED START DATE



### ATTENDED END DATE



Select the end date of the last term you attended this institution.

### INSTITUTION CREDENTIAL

○ Yes ● No ○ (Not Specified)

Indicate whether you have completed, or you expect to complete, an educational credential such as a certificate, diploma, or degree at this institution.





- 1. You may now apply to UVic.
- 2. You can also come back to this screen whenever you want to make changes to your profile.



## Personal Information

Provide details about your identity, language and citizenship.



## **Contact Information**

Provide your mailing address, telephone number, and optionally, an emergency contact.



## Academic History

List all High Schools (Grades 8-12), Homeschools, and Post-Secondary Institutions you've attended in the past.

Start Applying



- 1. You will be given a list of schools where you can apply.
- 2. Scroll down the menu to find the "University of Victoria" option.

University	University of Victoria	Vancouver Community College
<del>≉</del> VIU	Vancouver Island University	



1. Before you start your application, you can also review the information about deadlines, our program offering and requirements; we recommend that you review all the information before starting any application.

## University of Victoria

## ▲ Information for Applicants

Before you start your application:

- Learn how to apply
- Check application deadlines
- Explore programs and requirements
- Connect with a recruiter

## This application is for new undergraduate applicants to UVic only.

If you are applying for Law, Graduate Studies or are current/returning UVic student, go here.

## Application

Create Application



- Select "I am applying to a degree, diploma, or certificate program". This will be the option for BCom students and Dual Degree students.
- 2. Select the "First Term: Sep-Dec" of the year you are applying
- Select "Business: Commerce (BCom)".



## **Program Selection**

Select the program you're interested in applying for at the University of Victoria.

## **Program Selection**

If you don't see your term or program, please check deadlines and requirements for your program on the University of Victoria website, or contact the University of Victoria admissions office directly for information on program availability.

## WHAT BEST DESCRIBES YOU?

I am applying to a degree, diploma, or certificate pr... 🗴 🗸 🗸

## TERM

First Term: Sep - Dec 2022	×	
PROGRAM		
Business: Commerce (BCom)	×	~
Save Cancel		



- For Dual Degree students choose "Year 3 – Direct admission"
- 2. You will also have the opportunity to indicate where you heard about our BCom program.

PROGRA	M-SPECIFIC INFORMATION & QU
Business	
	FORMATION n requirements for new applicants 🖓 ent web site 🖓
STUDY LEVEL (0) I am applying fo	
Year 3 - Direct	admission X V
Other ×	ED OTHER PLEASE PROVIDE ADDITIONAL INFORMATION.
IF YOU ANSWERI	ED OTHER, PLEASE PROVIDE ADDITIONAL INFORMATION.

Additional Information



- Please upload your Supplemental Application. Browse your saved documents and upload in one PDF.
- 2. Please make sure you follow the instructions in the website. For example, you will need to make sure your submission is all in English and saved as one PDF.
- Please see our website for specific instructions. <u>https://www.uvic.ca/gustavson/u</u> <u>ndergraduate/future/admission/i</u> <u>ndex.php</u>

### UPLOAD SUPPORTING DOCUMENTS

A supplemental application is required for admission into the Bachelor of Commerce (BCom) program. This includes a current resume, a personal statement and an impact statement (see instructions below). These documents are used to assess your admissibility to the BCom program. The supplemental application accounts for 40% of your overall admissions assessment. For more information, please visit the Gustavson School of Business C website.

### Supplemental Application

Why are you motivated to join our business program? In addition to your academic grades, we'd like to get a full picture of who you are through your supplemental application.

### Overview

The Gustavson BCom program is looking for dynamic and driven students. Our students are eager to develop their global mindset, collaborate with others, and consciously work towards making a difference in the world, while developing their business acumen. If this sounds like you, keep reading!

The supplemental application is an opportunity for you to introduce yourself to us. This is your chance to highlight any work, leadership, academic, volunteer and/or life experiences. How have these experiences helped you to learn, develop and grow? We encourage you to use examples: from the classroom, club or recreation activities, at work, through personal experiences or in community endeavours.

Use your supplemental application to reflect on who you are, what you've accomplished and where you want to go. What inspires you, and how can the Gustavson BCom program be your launching pad? Think about your future goals, and how the BCom program will contribute to your success.

### **Required components**

Please prepare your supplemental application as one PDF file and upload it with the rest of your BCom application.

#### 1. Current resume:

Please refer to the UVic resume template  $\mathbb{Z}$  for the resume components we encourage you to elaborate on. You are welcome to use this template or your own layout.

- Two pages maximum; only references may extend on to a third page.
- Please note that reference letters will not be considered in the admission process.

### 2. Personal statement: your background and motivation

What are the three things that you want us to know about you, and how will these contribute to your success in university and our BCom program?

- Please provide specific examples.
- Minimum 250 words in paragraph format.

#### 3. Impact statement: your personal road map

Gustavson BCom students create a real impact in local and global communities. Please tell us: what impact do you intend to create, and how will the Gustavson BCom program help you to do this?

- Please provide specific examples.
- Minimum 200 words in paragraph format.

### BUSINESS SUPPLEMENTAL INFORMATION

N Browse ...

#### TYPES OF DOCUMENTS YOU CAN UPLOAD AND HOW TO PREPARE THEM

- 1. If a document is issued in a language other than English please provide a certified English translation.
- 2. Scan documents in a readable resolution.
- Save each document as a separate file. Only PDF and .tif (TIFF) files can be uploaded. Files in other formats (JPG, PNG, Word) cannot be uploaded.
- 4. If a single document consists of several pages, please scan all pages into a single file.
- 5. Files must not be password protected.
- 6. Files must be 3MB or less in size. If you must scan in a lower resolution to ensure your documents are not larger than the limit, please ensure the document is still readable.

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## IF YOU ARE APPLYING FOR A PROGRAM IN A FACULTY OTHER THAN HUMANITIES OR SOCIAL SCIENCES, YOU CAN INDICATE A SECOND CHOICE. (Optional)

Select option ...



- 1. Answer additional questions as indicated.
- 2. "Indigenous Identity" questions are for Canadian domestic students only. If you have another ethnic identity you would like to share, please include in the Supplemental Application.

## **ADDITIONAL QUESTIONS**

### Former Name(s)

HAVE YOU USED ANY OTHER NAME ON PREVIOUS RECORDS OR DOCUMENTS? If yes, enter your former name(s) below.

FIRST OR MIDDLE (GIVEN NAME(S)) (Optional)

LAST (FAMILY OR SURNAME) (Optional)

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FIRST OR MIDDLE (GIVEN NAME(S)) (Optional)

```
0/50
```

LAST (FAMILY OR SURNAME) (Optional)

```
0/50
```

### **Gender Identity**

### PLEASE INDICATE YOUR GENDER:

- Female Gender
   Persons whose current gender is female. This includes cisgender and
- transgender persons who are female.
  O Male Gender
  Persons whose current gender is male. This includes cisgender and

transgender persons who are male.

- O Non-Binary Gender Persons whose current gender is not exclusively as male or female. It includes people who do not have one gender, have no gender, are gender fluid, or are Two-Spirit.
- O Prefer not to answer

(Not Specified)

### WOULD YOU SAY YOU ARE:

- Cisgender
- Persons whose sex assigned at birth is the same as their gender.
- O Transgender
  - Persons whose sex assigned at birth is different from their gender.
- O Prefer not to answer
- (Not Specified)

## Indigenous Identity

### SELF-IDENTIFICATION

No

No

No

The University of Victoria is committed to improving Indigenous student success. We offer a significant number of services, programs and supports for Indigenous learners across the university.

Self-identifying as Indigenous on your application allows us to connect you with the wide range of opportunities available for Indigenous students at UVic.

To learn more about what we offer, please visit

https://www.uvic.ca/services/indigenous/students/index.php 🗹.

DO YOU IDENTIFY YOURSELF AS AN INDIGENOUS PERSON; THAT IS, FIRST NATIONS (STATUS OR NON-STATUS), MÉTIS OR INUIT? (Optional)



IF YOU IDENTIFY YOURSELF AS AN INDIGENOUS PERSON, ARE YOU FIRST NATIONS (STATUS OR NON-STATUS)? (Optional)

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IF YOU IDENTIFY YOURSELF AS AN INDIGENOUS PERSON, ARE YOU MÉTIS? (Optional)



IF YOU IDENTIFY YOURSELF AS AN INDIGENOUS PERSON, ARE YOU INUIT? (Optional)



- "Youth in Care" are for Canadian students only. Please answer "No".
- 2. Select option if you need any academic accommodations. See website for details if you are unsure.
- 3. "Study Permit Duration" should be "2 years and 4 months".

## Youth in Care

### YOUTH IN CARE IDENTITY

UVic is dedicated to supporting BC youth in care. UVic and the Government of British Columbia offer awards to eligible youth in care to cover their tuition and student fees. Additional funding may also be made available to assist with living expenses.

To learn more and review the **definition of youth in care** we invite you to visit our website at www.uvic.ca/registrar/safa/youth-in-care/index.php **C**.

If you have reviewed the definition of youth in care as defined on the linked website and would like to selfidentify your status to the University of Victoria, please complete the following questions.

## ARE YOU OR HAVE YOU BEEN A YOUTH IN GOVERNMENT CARE IN THE PROVINCE OF BRITISH COLUMBIA AS DEFINED BY THE DEFINITION (SEE LINK ABOVE)? (Optional)

No X V

IF YOU ANSWERED YES TO THE QUESTION ABOVE, DO YOU GIVE CONSENT FOR THE UNIVERSITY OF VICTORIA TO CONTACT YOU REGARDING THE FINANCIAL SUPPORT AVAILABLE? (Optional)

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 $X \sim$ 

Select option ...

## Academic Accommodations

### ACADEMIC ACCOMMODATIONS (Optional)

If you are a student seeking academic accommodations  $\mathbb{C}$  and would like to receive information about registering with the Centre for Accessible Learning  $\mathbb{C}$ , indicate this in the following drop-down:

Select option ...

## **Study Permit Duration**

### WHAT IS YOUR INTENDED LENGTH OF STUDY AT THE UNIVERSITY OF VICTORIA?

2 years and 4 months





1. Proxy information will give permission for UVic to release information to your home university. Please indicate your home university coordinator, if applicable.

## PROXY INFORMATION - PERMISSION TO RELEASE PERSONAL INFORMATION

### DO YOU WANT TO DESIGNATE A PROXY?

You may give permission for someone else (called your "proxy") to make enquiries about your application on your behalf during the evaluation period. The evaluation period begins when the application is submitted and ends on the first day of classes. Without consent this information will not be recorded with your application. You may also change your proxy information at any time by contacting us.

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I consent to the release of information concerning my application for admission to the person(s) named below during the evaluation period only.

l consent

## **Designated Proxy**

FIRST NAME (GIVEN NAME) (Optional)

Hanako

6/50

LAST NAME (FAMILY OR SURNAME) (Optional)

Mori

4/50

RELATIONSHIP TO YOU (Optional)

Other - Please specify

IF RELATIONSHIP IS 'OTHER', PLEASE SPECIFY (Optional)

University Staff

16/50



 Please "agree" to the requirement to share your academic history with the university. This is required for admission purposes.

### ACADEMIC HISTORY

### REQUIREMENT TO DISCLOSE INFORMATION: POST-SECONDARY INSTITUTIONS

You are required to state the names of all post-secondary educational institutions where you have registered, regardless of length of attendance (including in-progress studies, withdrawals, incomplete and failed studies) and to provide the official transcripts.

Providing incomplete or incorrect information may jeopardize your application.

For more information, including the penalties for failing to disclose registration at another post-secondary institution, review Requirement to disclose information  $\square^{\bullet}$  in the University of Victoria Undergraduate Calendar.

Before answering the following statement, please update the academic history you provided in the Profile section of the application, if needed.

I have read the above REQUIREMENT TO DISCLOSE statement and understand the consequences of providing incomplete or incorrect information. I verify that I have provided the names and dates at all post-secondary institutions where I registered.

l agree

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### **LEGAL DECLARATIONS**

### UVIC DECLARATION

The university collects the personal information on this form pursuant to the University Act, RSBC 1966, c.468 and section 26 of the Freedom of Information and Protection of Privacy Acts. The information you provide on this form is used for purposes of admission, registration, and other decisions on your academic status and may be provided to the relevant students' society and alumni association. It may also be used for research purposes, but in those cases, individual identities will not be disclosed. If you wish further information, please contact the Office of the Registrar 37 for an information sheet or read UVic Policy 4400, Access to Student Records 37.

### APPLICANT DECLARATION

I accept and submit myself to the statutes, rules, regulations, and ordinances of the University of Victoria as authorized by the Senate and the Board of Governors and the faculty or school in which, in due course, I shall be registered and to any amendments thereto which may be made while I am an applicant or student of the University and I promise to observe the same. I consent and authorize the disclosure of any information to the University of Victoria by an educational institution for the purpose of verifying the accuracy and completeness of information provided as part of this process and I understand that an admission or registration given is untrue in any material respect. I accept that the information on falsified documents is shared with the Association of Universities and Colleges of Canada.

I agree with the UVic declaration and Applicant dec... X 🛛 🗸



- 1. Final step is to review all answers and submit your application.
- 2. Make note of your reference number.

LAST MODIFIED TERM First Term: Sep	a few seconds ago - Dec 2022	PROGRAM Business: Commerce (BCom)	
~ 🕘	Program Sele	ection n you're interested in applying for at the University o	of Victoria.
<b>~</b> (1)	Additional In	formation details requested by the University of Victoria.	



- You will be asked to confirm that your registered email address is the one you will be using.
- 2. Finally, you will need to give consent for information disclosure and declaration of applicant. Please read the document thoroughly before making the final payment.
- 3. Select "Make Payment".

### **Confirm Email Address**

### Is your current email address, sdlove@uvic.ca?

Yes, this is my current email address.

It's important that we have your current email address; it's where we'll send your application receipt, and how the school will contact you with next steps about your application.

If you need to update your email address, please do so at EducationPlannerBC Account - Update Email, before proceeding to Make Payment.

## **Consent for Information Disclosure and Declaration of Applicant**

### Consent Collection Notice

The information included in your EducationPlannerBC (EPBC) account and any application to attend a postsecondary institution is collected under Section 26(c) and Section 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The information provided from the time of account creation, when an application is started, and when an application is submitted may be collected, used and disclosed by EPBC, the Ministry of Advanced Education and Skills Training (AEST), or the Institution identified in your application for the purpose of processing your application and policy research, planning or evaluation.

I give my consent to disclose my information per the above declaration.

I hereby certify that the information provided in this Application is true, accurate and complete.





- 1. Please pay the Application Fee as indicated.
- 2. Click "Submit".



## **Application Fee Payment**



This page will time out after 5 minutes.

Do NOT close your browser window or click your browser's back button while the payment is processing.

Please see our Help section on Common Payment Questions to troubleshoot declined payments and related questions.

When payment is complete, you will receive:

- a confirmation message on screen stating payment is complete, and
- an email message with receipt and information on next steps for your application, and
- a list item on your Submitted Applications page, and
- follow-up messages from the institution to which you applied, once your application is reviewed.

**Back to Applicatio** 





1. Please contact your office and the Gustavson office to let us know that you have applied and we can track your application from our end.



Ms. Sheri Love Global Engagement and Business Development Gustavson School of Business University of Victoria gsbglobal@uvic.ca www.uvic.ca/Gustavson/international



