



VANCOUVER ISLAND  
UNIVERSITY

# 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**

2011 University Way  
Duncan, BC V9L 0C7

Tel: 250.746.3500  
Fax: 250.746.3559  
[cc.viu.ca](http://cc.viu.ca)

**Parksville • Qualicum Centre**

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**

100 - 7085 Nootka Street  
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)

# 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

Please ensure you print clearly and complete all sections of this Application for Admission:

- This Application for Admission can be delivered or mailed to any campus – Nanaimo, Cowichan, Powell River, or to the Parksville-Qualicum Centre.
- If you prefer to apply online, please visit [www.applybc.ca](http://www.applybc.ca) and select Vancouver Island University.

Please ensure you have completed all sections of the *Application for Admission*.

### Pay the Application Fee

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

Program Type	Fee
Undergraduate	\$35.70
Master's (Faculty of Education)	\$100.00
Master's (Faculty of Management including MBA)	\$150.00

### 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 must provide their Personal Education Number (PEN) and may also be required to submit an interim transcript for admission purposes.

Only post-secondary transcripts are required from applicants to Master's degree programs.

### Processing of Your Application

Within two weeks of receiving your application, Vancouver Island University will mail you a letter confirming receipt of your application. **Please read the letters carefully and call if you have any questions.**

### Acceptance to Vancouver Island University

If you are admitted to a program, a letter of acceptance will be mailed to you. A \$200 deposit will be required to confirm your acceptance of the offer of admission. 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.

The University considers it to be sufficient notification to mail information to the student's address on file. However, we may also contact you by telephone or email. Please call the Registration Centre to notify us of changes to your contact information.

## Application Fee

Last Name		Legal First Name		Daytime Telephone Number (     )	
A non-refundable application fee 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		

# Application for Admission

## Application for Admission

### Office of the Registrar

900 Fifth Street Nanaimo, BC  
Canada V9R 5S5

#### OFFICE USE ONLY

Date Received:	Application fee received:	CPC:

**Please ensure you print clearly and complete all sections of this application.**

Have you applied to Vancouver Island University (Malaspina) before?	VIU Student Number	Personal Education Number (current BC & Yukon High School Students)	Tradesperson ID Number

#### Personal Information

Legal First Name (no initials)		Middle Name(s) (no initials)	
Last Name		Maiden Name/Previous Name (if applicable)	
Mailing Address			City
Province	Postal Code	Country	
Telephone Number (home) (     )	Telephone Number (cell) (     )	E-Mail Address	
Date of Birth year    month    day	Social Insurance Number	Citizenship <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident (documentation required) <input type="checkbox"/> Other (specify country of citizenship) _____	Gender <input type="checkbox"/> M <input type="checkbox"/> F

*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?

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## Program Choice

Which program are you applying to?		Are you applying as a visiting student on a Letter of Permission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate which VIU campus you would prefer to attend (one only). <input type="checkbox"/> Nanaimo <input type="checkbox"/> Powell River <input type="checkbox"/> Cowichan <input type="checkbox"/> Parksville-Qualicum Centre <input type="checkbox"/> Other Location	Please indicate when you would prefer to begin your classes: Month _____ Year _____	
<b>Applicants to the Bachelor of Arts or Science degree, please specify your intended major.</b> <i>The information collected is for planning purposes only and does not guarantee access to any major.</i>		
I would like to Major in _____ or _____ <input type="checkbox"/> I have not decided on a Major		
Please indicate your <b>main</b> activity during the past year (one only) 1. <input type="checkbox"/> Attending secondary school 2. <input type="checkbox"/> Attending college 3. <input type="checkbox"/> Attending university 4. <input type="checkbox"/> Other educational institution 5. <input type="checkbox"/> In labour force 6. <input type="checkbox"/> Other	Please indicate your main residence during the past year (one only) 1. <input type="checkbox"/> British Columbia 2. <input type="checkbox"/> Another province 3. <input type="checkbox"/> Outside Canada Specify:	

## Educational History Official transcripts must be submitted from all institutions to complete your application – faxes or photocopies are not acceptable.

Last High School Attended	Location	School District	Presently Attending?	Date Last Attended (year   month)	Did You Graduate?
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<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)

VIU Website  Newspaper  Magazine  Radio  Television  Parent  Friend  High School  Educational/Career Counsellor  
 VIU Recruiter/Recruitment Display  Facebook  Twitter  Other Source

### PLEASE READ THE FOLLOWING BEFORE SIGNING

#### COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

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, events and courses by 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 admitted to a co-admission program with VIU partner institutions, I understand that all details of my application, studies, and student conduct record will be shared openly between VIU and the partner institution. 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. Student's names and contact information will also be shared with the VIU Students' Union. 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.

#### APPLICANT STATEMENT

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: \_\_\_\_\_