



## Application for Admission Diploma Program in Public Relations

FOR OFFICE USE ONLY

Student ID# \_\_\_\_\_

Student Name \_\_\_\_\_

Received \_\_\_\_\_

Notified \_\_\_\_\_

**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_  
First name Middle name/initial Last name

UVic Student Number \_\_\_\_\_  
(if you have one)

Date of Birth \_\_\_\_\_  
(Required to produce unique ID) DD / MM / YYYY

Canadian Citizen  Permanent Resident  Other

TOEFL/IELTS score \_\_\_\_\_  
(If applicable you must provide photocopy of test results)

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Current position \_\_\_\_\_

Employment sector (public, private, nonprofit or self-employed) \_\_\_\_\_

How did you first hear about this program? \_\_\_\_\_

**SEND YOUR COMPLETED APPLICATION TO**

Mail Diploma Program in Public Relations  
 Division of Continuing Studies  
 University of Victoria  
 PO Box 1700 STN CSC  
 Victoria, BC V8W 2Y2  
 Canada

Phone 250-721-6129

Fax 250-721-8774

Highest level of education completed

\_\_\_\_\_

Post-secondary education

Date	Institution	Degree/other

Date	Institution	Degree/other

Professional qualifications

\_\_\_\_\_  
 \_\_\_\_\_

Provide a brief synopsis of your work experience

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How do you expect to benefit from this program?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PAYMENT:** This application must be accompanied by the application fee of \$95 (cheques should be made payable to University of Victoria)

**If you wish to pay by credit card, please call Registration: 250-472-4747**

Cheque  Money Order  Visa  MasterCard  Amex



## Diploma Program in Public Relations

### ADMISSION CRITERIA

Eligibility for admission includes one of the following:

- university degree (or relevant professional qualifications) and three years' work experience; or
- high school graduation and five years' work experience; or
- any combination of equivalent education and work experience; or
- relevant voluntary experience and/or a strong motivation to acquire a credential in public relations but with no previous experience.

### HOW TO APPLY FOR ADMISSION

**Mail to:** Diploma Program in Public Relations  
Division of Continuing Studies  
University of Victoria  
PO Box 1700 STN CSC  
Victoria, BC V8W 2Y2  
Canada

**Phone:** 250-721-6129

**Fax:** 250-721-8774

Before registering for the diploma program or a single course, you must complete an application form and accompany your application form with an application payment fee of \$95.

Diploma students must take the prerequisite course, Public Relations Theory and Practice, either before other courses or at the same time. An admission committee will review your application and then you will be advised of the registration process. Following registration, you will be placed on an interest mailing list to ensure advance notification of the course registration.

### FOR MORE INFORMATION, PLEASE CONTACT US

**Email:** [publicrelations@uvcs.uvic.ca](mailto:publicrelations@uvcs.uvic.ca)

**Web:** [www.continuingstudies.uvic.ca/publicrelations/](http://www.continuingstudies.uvic.ca/publicrelations/)

### WITHDRAWALS AND REFUNDS

All courses in the Diploma Program in Public Relations have limited enrollment.

Students who wish to withdraw from a course must notify the Public Relations Program office prior to the final day of class to ensure that they are removed from the class list and are not awarded a failing grade.

Students who withdraw from a course within six calendar days of the course start date will be eligible for a refund of their course fees, less a \$75 administration fee. Withdrawal requests received after this period will not be eligible for a refund.

### INSTRUCTORS

Our instructors have extensive experience in communication planning and developing communications tools—both print and electronic.

They work with boards of directors, CEOs, corporations and government, as consultants and strategic planners to develop strategies to communicate the organization's mission and policies.