Agent Training
University of Victoria Business programs
Victoria, British Columbia

- **CAPITAL CITY** of British Columbia
- **POPULATION:** 370,000
- **20-MINUTE** flight to Vancouver or Seattle
- **WARMEST CLIMATE** in Canada
- **TOP ISLAND DESTINATION** in Canada
- **WORLD-FAMOUS** gardens and 100 local parks
- **#3 FRIENDLIEST CITY** in the world
- **CLEAN, SAFE + MULTI-CULTURAL**
The University of Victoria

- #2 “Comprehensive University” in Canada
- Student population: 22,000
- 10 Faculties and 2 Divisions offering academic degrees, diplomas and certificates
- Research-intensive university with 5 areas of special focus: climate, health, social justice, technology and Indigenous-led scholarship
- International partnerships with more than 200 post-secondary institutions worldwide
A division dedicated to **adult education** and **professional development** programming in the following areas:

- English Language Training (through the “UVic English Language Centre”)
- Business, Science and Technology
- International Teacher Training
- Arts, Culture and Languages
- Health, Safety and Public Relations
# UVic Business Programs

<table>
<thead>
<tr>
<th>Certificate in Business Administration (CBA)</th>
<th>Diploma in Business Administration (DBA)</th>
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<tbody>
<tr>
<td><strong>Start Dates:</strong> January, May, September</td>
<td><strong>Start Dates:</strong> January, May, September</td>
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<tr>
<td><strong>Program Length:</strong> 12-16 months (full-time)</td>
<td><strong>Program Length:</strong> 24-28 months (full-time)</td>
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<tr>
<td><strong>Total courses:</strong> 8 (3 courses per term)</td>
<td><strong>Total courses:</strong> 14 (3 courses per term)</td>
</tr>
<tr>
<td><strong>Each course:</strong> 13 weeks per course</td>
<td><strong>Each course:</strong> 13 weeks per course</td>
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<tr>
<td><strong>Accommodation:</strong> Private housing</td>
<td><strong>Accommodation:</strong> Private housing</td>
</tr>
<tr>
<td><strong>Language Level:</strong> IELTS 6.0 (no section &lt; 5.5)</td>
<td><strong>Language Level:</strong> IELTS 6.0 (no section &lt; 5.5)</td>
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<tr>
<td><strong>Tuition:</strong> $9,928 CAD (incl. fees + materials)</td>
<td><strong>Tuition:</strong> $16,980 CAD (incl. fees + materials)</td>
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</table>

*Note: Tuition fees are subject to change. Please check the website for updates.*
Program Structures

CBA 12-16 months

5 required courses:
• BMBA 100 Business Administration
• BMBA 110 Business Writing
• BMBA 130 Organizational Behaviour
• BMBA 140 Financial Accounting
• BMBA 240 Marketing

*Plus 3 elective courses*

DBA 24 – 28 months

9 required courses:
• BMBA 100 Business Administration
• BMBA 110 Business Writing
• BMBA 120 Interpersonal Bus. Communication
• BMBA 130 Organizational Behaviour
• BMBA 140 Financial Accounting
• BMBA 240 Marketing
• BMBA 360 Finance
• BMBA 400 Strategic Management
• BMBA 410 Strategic Leadership

*Plus 5 elective courses*
Admission Requirements

To qualify, candidates must provide:

• A transcript showing a minimum of high school completion.
• (Mature applicants who do not meet this requirement may also be considered on the basis of minimum five years' work experience and must provide a resume.)
• Two years of professional, full-time work experience (or post-secondary education) is recommended. This can be demonstrated on a CV / resume.
• Meet English Proficiency requirement (see next slide)
• It is recommended that candidates review the program completion requirements, FAQs (CBA FAQ, DBA FAQ, or International Student FAQ), and the program policies prior to submitting and application.

All correspondence for applications submitted by an agency will be with the agent
International students must provide proof of English proficiency.

Accepted proof of English Proficiency (any one of the following):

- Transcript showing graduation from a Canadian secondary school
- Four years of full-time academic studies in which all language of instruction is English at a high school or post-secondary institution
- Successful completion of a recognized degree program from an accredited university in which all instruction is in English, in a recognized English-speaking country
- IELTS (academic) 6.0 overall (no sub-score less than 5.5)
- TOEFL IBT 79 (no sub-score less than 17)
- UVic Intensive English (ELPI) level 570*
- Successful completion of approved English partner pathway level

Please note we will not accept tests taken more than two years prior to the date of your program application.

*Students may qualify for conditional admission if registered in the UVic Intensive English (ELPI) program.
English Language to Business Program Pathway
DIVISION OF CONTINUING STUDIES, UNIVERSITY OF VICTORIA

Intensive English (ELPI)

- **On-campus program (ELPI)**
  - **Start dates:** January, April, September
  - **Program length:** 12 weeks
  - **Entry level:** IELTS 3–3.5
  - **Class levels:** upper beginner to advanced (ELPI levels 200, 300, 410, 490, 570)

- **Online program (ELPI-O)**
  - **Start dates:** January, April, September
  - **Program length:** 11 weeks
  - **Entry level:** IELTS 4–4.5
  - **Class levels:** intermediate to advanced (ELPI levels 410, 490, 570)

Diploma in Business Administration (DBA)

- **Start dates:** January, May, September
- **Program length:** 24 months (full-time)
- **Total courses:** 14
- **Courses per term:** 3 minimum (full-time)
- **Delivery format:** On campus or online
- **Each course:** 13 weeks, 8–12 study hours

Language level for entry*:
Passing grade on ELPI / ELPI-O class level "570" (equivalent to IELTS academic 6.0, no section <5.5)

*Full entry requirements listed here: continuingstudies.uvic.ca/dba
Application Process for Business Programs

Steps

✓ Submit an online application form via your Continuing Studies account
✓ Upload English Proficiency proof and secondary school transcript of grades.
✓ Pay the $300 application fee.
✓ Once paid, admission staff will follow up to confirm application under review.
✓ If all requirements are met, admission staff emails a payment link to pay the $2000 deposit – must be paid within 3 weeks to accept offer.
✓ Once deposit is paid, admission staff emails the acceptance welcome package.

Fees

<table>
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<tr>
<th></th>
<th>CBA</th>
<th>DBA</th>
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<tbody>
<tr>
<td><strong>Application Fee</strong></td>
<td>$300</td>
<td>$300</td>
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<tr>
<td>(non-refundable)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Program Deposit</strong></td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>(non-refundable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Estimated Tuition</strong></td>
<td>$6,600</td>
<td>$11,550</td>
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<tr>
<td><strong>Student Services Fees</strong></td>
<td>$2,028</td>
<td>$3,380</td>
</tr>
<tr>
<td><strong>Estimated Textbook costs</strong></td>
<td>$1,000</td>
<td>$1,750</td>
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<tr>
<td><strong>Estimated Total</strong></td>
<td>$9,688 CAD</td>
<td>$16,980 CAD</td>
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Application Process: Conditional Admission

For students who satisfy all requirements except for English proficiency:

1. Submit the Business application, indicating student will apply to the ELC’s Intensive English (ELPI) program.
2. We will charge $300 business application fee, checking documents, ensuring that you meet the education requirement and advise you to apply for the ELPI program. (You can also submit the ELC application before we reach out to you, which will speed up the process).
3. Once we have received the ELPI application, we will process that application, charging the required fees, and issue you the ELC acceptance documents.
4. We will then go back to your CBA or DBA application and send you the acceptance deposit email to pay the $2000 program deposit.
5. Once the program deposit has been received, will proceed in processing the application, issuing you the Conditional CBA or DBA acceptance email.
Questions? Contact Us 😊

Continuing Studies at UVic:
www.continuingstudies.uvic.ca

Business and Management Programs:
bmt@uvic.ca