

PLEASE PRINT CLEARLY

I AM APPLYING TO:

 Certificate in Business Administration (CBA)  Diploma in Business Administration (DBA)for the following Term/Year:  Fall  Spring  Intersession Year: \_\_\_\_\_I am a:  Canadian student  International studentName \_\_\_\_\_  
First name Middle name/initial Last nameUVic Student Number \_\_\_\_\_  
(if you have one)Date of Birth (Required to produce unique ID) \_\_\_\_\_  
DD / MM / YYYYHome Address \_\_\_\_\_  
City Postal CodePhone \_\_\_\_\_ Email \_\_\_\_\_  
Area Code

Employer/Business Name \_\_\_\_\_

Current Position \_\_\_\_\_

Business Address \_\_\_\_\_  
City Postal CodePhone \_\_\_\_\_ Email \_\_\_\_\_  
Area Code

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

Please complete the next page ...

**CONTINUING  
STUDIES@UVIC**

**Freedom of Information/Protection of Privacy:** The University of Victoria collects personal information on its form pursuant to the *University Act*, RSBC 1996, c.468 and section 26 of the *Freedom of Information and Protection of Privacy Act*. The information you provide is used for the purposes of admission, registration, and other decisions relating to your Continuing Studies program. For details on how the information is used, contact Continuing Studies or read UVic Policy 4400, Access to Student Records at: [registrar.uvic.ca/home/documents/access.html](http://registrar.uvic.ca/home/documents/access.html)

FOR OFFICE USE ONLY

Approved \_\_\_\_\_  
SRS Updated \_\_\_\_\_  
Notified \_\_\_\_\_  
Progress SS \_\_\_\_\_

## CERTIFICATE/DIPLOMA IN BUSINESS ADMINISTRATION – PROGRAM APPLICATION

To help us assess your application for admission to these programs at the University of Victoria, please provide the following information:

### Education

Date of High School graduation \_\_\_\_\_

Name of last High School attended \_\_\_\_\_

Location \_\_\_\_\_

Post-Secondary Degrees \_\_\_\_\_

Please attach your transcripts of your last two years of secondary or post-secondary education.

### Professional Qualifications

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### Student Record

Have you taken other Business and Management courses through Continuing Studies at UVic?  Yes  No

If yes, please indicate the course name and date enrolled. You will be notified if any of these courses are applicable towards the program.

Course	Date
Course	Date
Course	Date

### Supporting Documents

Please be sure to include the following documents with your completed application:

Canadian students: Resume

International students: Resume and proof of English fluency

### APPLICATION FEE

This application must be accompanied by the application fee (non-refundable) of \$150 for Certificate or \$300 for Diploma.

Cheque  Money Order (made payable to University of Victoria)

**To pay by credit card, please call 250-721-8073**

### SEND YOUR COMPLETED APPLICATION (WITH THE APPLICATION FEE) TO:

Mail Business and Management Programs  
Division of Continuing Studies, University of Victoria  
PO Box 1700 STN CSC  
Victoria, BC V8W 2Y2 Canada

Email [bmt@uvic.ca](mailto:bmt@uvic.ca)

Fax 250-721-8774