

CERTIFICATE/DIPLOMA IN BUSINESS ADMINISTRATION – PROGRAM APPLICATION

Application Documents: A fully-completed application form includes all mandatory documents such as a transcript, English Proficiency proof and other supporting documents. Only fully-completed applications will be reviewed for admission by our staff.

If an application is missing mandatory documents, an applicant must provide the necessary documents *within 30 days* of the original application submission or the application will be cancelled.

Education (minimum of secondary school completion)

Date of Secondary School graduation _____

Name of last Secondary School attended _____

Location _____

Post-Secondary Degrees _____

Please attach your transcripts of secondary school grades/completion or post-secondary education.

Indicate Current Level of English

English

If primary language is not English, you are required to demonstrate competency in the English Language prior to admission. Primary language: _____

PLEASE SELECT ONE OF THE FOLLOWING:

TOEFL IELTS ELC ELPI Program English Pathway Program Medium of Instruction is English

Professional Qualifications (complete below if applying as a mature student)

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.

MEDICAL AND PHYSICAL CONDITIONS: SPECIAL NEEDS AND ACCOMMODATIONS

Does the applicant have any special medical conditions, physical limitations, or mental health concerns that will require them to access special equipment or services at UVic to facilitate their learning and their stay? If yes, Business and Management Programs will contact the applicant in order to clarify their needs/requirements.*

Yes No

Please note: Students requiring special equipment, services, or diets may be required to cover the associated costs. The University of Victoria does not guarantee the availability of these services.

Student Record

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

UVic Student Number _____

Supporting Documents

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

Domestic students: Transcript

International students: Transcript and Proof of English Proficiency

Please complete the next page ...

APPLICATION FEE

DOMESTIC STUDENTS

Program Application Fee: \$150 CAD (due upon receipt of application submission)

INTERNATIONAL STUDENTS

Program Application Fee: \$300 CAD (due upon receipt of application submission)

Tuition Deposit: \$2000 CAD (due upon acceptance offer*)

*Applicants offered a spot in the program will receive a payment link by our staff to pay the tuition deposit of \$2000 CAD. Applicants will have 3 weeks for receipt of tuition deposit or the acceptance offer will expire and the application will be cancelled. The tuition deposit is credited towards tuition fees and not an additional cost

Note: Program application fee and tuition deposit are non-refundable. Please review our [program policies](#).

Please view our [payment information page](#) for detailed information on our payment options.

Payment will be made by:

- Credit Card (send a payment link by email)
- Western Union "Global Pay for Students" (email copy of payment along with your application)
- Bank Wire

PROGRAM AGREEMENT - the applicant agrees to the following terms and conditions

- The information provided to the University of Victoria on this form is accurate.
- They have read and understood the Admission Requirements for their program, listed on the [CBA program page](#) or [DBA program page](#) and uploaded all mandatory and supporting documentation.
- They understand that application to the program does not guarantee admission to the program.
- They understand that only fully-completed applications will be reviewed by our admission staff. Any incomplete application will be required to submit applicable documentation within 30 days of application submission or application is cancelled.
- They understand that the application fee is non-refundable and due upon receipt of application submission.
- They understand that the \$2000 CAD tuition deposit for international applicants is due upon acceptance offer and must be paid within 3 weeks of offer or application will be cancelled. The tuition deposit is non-refundable.
- They have read and understood all program policies outlined in our [program policy page](#) (including but not limited to withdrawal, refund, deferral, transfer, participation and etc.).
- They understand that they will not be permitted to attend class until all tuition fees are paid in full.
- They understand that photography / video may be taken during program activities. Images may be used for future Business and Management Programs or UVic promotional materials (including print, online and social media). If they would not like to be photographed or filmed, they should step out of the frame of the camera.
- They understand their responsibility to report any physical or mental health conditions that could impact their program participation / learning in Business and Management Programs at UVic and which may require special services. They may be required to submit a doctor's certificate to receive special services and may be required to cover their associated costs. The University of Victoria does not guarantee the availability of these services.

The applicant agrees to the terms and conditions.

SEND YOUR COMPLETED APPLICATION TO:

Email bmt@uvic.ca

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