



## Application for Admission Certificate in Adult and Continuing Education (CACE) Program

PLEASE PRINT CLEARLY

### Personal Information

Mr    Ms    Miss    Mrs

\_\_\_\_\_

First name                      Middle name                      Last name

Home Address     Business Address

\_\_\_\_\_

Street address

\_\_\_\_\_

city                                      province                                      postal code

\_\_\_\_\_

Title / Position

\_\_\_\_\_

Institution / Company / Organization

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

S.I.N. or UVic Student Number: \_\_\_\_\_

Birthdate (DD / MM / YY): \_\_\_\_\_

### Method of payment:

Application fee, payable to *University of Victoria*, is CAD\$50 and must accompany your Application. The application fee is non-refundable.

Cheque     Money Order  
 Visa         MasterCard     American Express

**If you wish to pay by credit card, please call 250-721-8944 or fax the completed form to 250-721-8774.**

Credit Card No. \_\_\_\_\_

Expiry Date: \_\_\_\_\_    CVD No. \_\_\_\_\_  
(3 or 4 digit security code)

Cardholder Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_  
(mandatory if paying by credit card)

### Attach a Résumé to the Application

I have attached my résumé (including education and work history)

UVic Student Number (if applicable) \_\_\_\_\_

Have you taken credit or certificate courses related to adult or continuing education at the University of Victoria or another participating university?

Yes     No

I have attached a copy of my high school transcript (or most recent post-secondary institutional transcript to indicate high school completion).

On a separate piece of paper, please tell us about how you expect the Certificate in Adult and Continuing Education to be of benefit to you.

Date: \_\_\_\_\_

**Return to:** Continuing Studies in Education  
Division of Continuing Studies  
University of Victoria  
PO Box 1700 STN CSC  
Victoria, BC V8W 2Y2  
Fax 250-721-8774

May 2015

For more information, please contact the CACE program office:

Phone 250-721-8944

Email cace@uvic.ca

**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: <http://registrar.uvic.ca/home/documents/access.html>