



The College of New Caledonia welcomes your application for admission. Please consult the College Calendar and read the following information carefully before completing the application.

### Application Fee

\$40 for Canadian Citizens and Permanent Residents. This fee is non-refundable. International Students must complete a different application. Please contact the International Education Department.

### Basis of Admission

Eligibility for admission is based on satisfying citizenship, age, and academic requirements. Specific program admission requirements take precedence over general admission requirements and should be checked at the time of application.

- Applicants must provide all required documentation proving that they meet the entry requirements.
- Offers of admission may be rescinded if any aspect of the application or submitted documentation is deemed to have been falsified.
- Applicants may only be admitted to one program at any one time.

### 1. General Admission

The following qualifications are generally accepted where Grade 12 or equivalent is listed as a requirement for admission:

- a. BC Adult Graduation Diploma;
- b. Secondary School Graduation Diploma; or
- c. Senior Alternate Education (SAE) with English 12. Student must be 18 years of age or older.

### 2. Citizenship and Immigration Requirements

The College of New Caledonia accepts applications for admission from prospective students only if they

- a. Are citizens of Canada,
- b. Hold status granted by Citizenship and Immigration Canada as Permanent Residents (landed immigrants), proof of which must be submitted, or
- c. Meet the International Applicant definition.

### 3. International Students

Applicants who are neither Canadian citizens nor Permanent Residents apply as International Students. Please go to International on [cnc.bc.ca](http://cnc.bc.ca) for more information.

### 4. Special Admission

Students may gain entry to the College through other avenues:

- a. Students without Grade 12
- b. Mature students
- c. Underage Students
- d. Home Educated Students

For more detailed information, please see the complete Admissions Policy and College Calendar at [cnc.bc.ca](http://cnc.bc.ca).

### Application Deadlines

Check [cnc.bc.ca](http://cnc.bc.ca) for application deadline information.

### Documentation Requirements

Applicants are required to submit the following documents with their applications.

- a. Official transcripts that come directly from the validating institution either electronically, via mail, or provided in an

unopened envelope from the validating institution.

• Official transcripts for ALL secondary and/or post-secondary education or training must be submitted for processing of the Application for Admission.

• Current BC Grade 12 students must initially submit an official verification of secondary school subjects for the final semester or term and subsequently complete their application by forwarding official transcripts as soon as they become available OR by requesting the BC Ministry of Education forward their final transcript electronically to the College. Secondary school counsellors can provide information on this process. Your Personal Education Number (PEN) must be included on page 1.

• Applicants who are currently attending secondary school out of province must initially submit an official verification of secondary school subjects for the final semester or term and subsequently complete their application by forwarding official transcripts as soon as they become available.

- b. Other supporting documents for specific programs: Some programs have specific document requirements. Students are encouraged to check specific program document requirements at the time of application.

Applications will not be considered complete until all official transcripts and required documents are received.

### Admission Processes

There are three different program admission processes – open, limited and selective:

#### 1) Open admission

Any program of study that does not have a selective admission process or fixed capacity and is on a “first qualified, first admitted” basis.

#### 2) Limited admission

A program with a limited number of seats per intake and is on a “first qualified, first admitted” basis.

#### 3) Selective admission

A program for which seats are filled based on approved selection criteria. Such criteria may include, but are not limited to, assessment, portfolio submissions, interviews and grade point average. Meeting the minimum requirements for admission does not guarantee acceptance to the program.





**Which Campus?**

Prince George Lakes District Mackenzie Nechako Quesnel

**CNC STUDENT NUMBER** - Leave blank if you do not have one

**PEN NUMBER\*** (*Personal Education Number*) - Leave blank if you do not have one

\*Required for all BC Grade 12 students

**APPLICATION FEES** (*All fees in Canadian Dollars and are NON-REFUNDABLE*)

**\$40.00 Canadian Citizens / Permanent Residents**

International Students please use **INTERNATIONAL APPLICATION**

PAYMENT METHOD: (for mail or fax only)			
VISA	MASTERCARD	CHEQUE	CALL ME
Name on Card: _____			
Card Number: _____			
Expiry: Month _____ Year _____			

**BIOGRAPHICAL INFORMATION**

DATE OF BIRTH		
Day	Month	Year

**Canadian Citizen**

**Permanent Resident**

*(Landed Immigrant) Proof of Immigration Status required*

PRIMARY LANGUAGE

**GENDER:** FEMALE MALE

**HOW DID YOU HEAR ABOUT THE PROGRAM?**

Website Radio Social Media Word of mouth  
Other \_\_\_\_\_

**STUDENT INFORMATION**

FULL LEGAL SURNAME / FAMILY NAME

FULL FORMER LEGAL NAME (IF APPLICABLE)

LEGAL FIRST NAME

LEGAL MIDDLE NAME

HOME TELEPHONE

PERMANENT MAILING ADDRESS

ALTERNATE TELEPHONE (CELL)

CITY

PROVINCE

POSTAL CODE

EMAIL (*NOTE: THIS WILL BE THE PRIMARY EMAIL FOR COLLEGE OF NEW CALEDONIA COMMUNICATIONS*)

**PROGRAM APPLIED FOR**

Program	Check Program Intake	Year
Part time	SPRING (Jan - Apr)	
Full time	INTER (May - Aug)	
	FALL (Sept - Dec)	

**EMERGENCY CONTACT**

SURNAME / FAMILY NAME

FIRST NAME

PHONE NUMBER

**SPECIALIZED SUPPORT SERVICE**

Aboriginal Students
Do you identify yourself as an Aboriginal person? Yes No
Select one of the three options that best describes your Aboriginal identity: <b>First Nations Metis Inuit</b>
If you have status, with which band are you currently registered? _____

Accessibility Services Information
If you require additional learning support such as academic accommodations or adaptive technology, please contact Accessibility Services at least four months prior to the start date of the semester. <b>Call 250 561 5838 or email <a href="mailto:access@cnc.bc.ca">access@cnc.bc.ca</a></b>

**EDUCATION** (Names on official documents must match student record. Official name change documents or marriage certificates may be required.)

Secondary School      ATTACHED      WILL FOLLOW      ON FILE

**IF YOU ARE CURRENTLY ATTENDING SECONDARY**

School Name: \_\_\_\_\_

Province/Country: \_\_\_\_\_

Present Grade: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

**IF YOU ARE NOT CURRENTLY ATTENDING SECONDARY**

Last Secondary School Attended: \_\_\_\_\_

Province/Country: \_\_\_\_\_ Graduated?      **NO**      **YES**

Last Grade Completed: \_\_\_\_\_ Last Date Attended: \_\_\_\_\_

**Post-Secondary Institution:** Official transcript(s) is (are) required for all listed institution(s):      **ATTACHED**      **WILL FOLLOW**      **ON FILE**

NAME OF POST - SECONDARY INSTITUTION(S)*	Province / Country	PROGRAM	FROM	TO
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\* Applicants who want to apply for transfer credit(s) must submit a Transfer Credit Request form. Please contact Academic Advising.

**COLLECTION, USE AND DISCLOSURE OF STUDENT INFORMATION**

The information on this form and all required admissions and registration documentation is collected for the purpose of meeting the data requirements for admission, registration, research, alumni and development, statistical analysis, locker and U-Pass administration, and the student health plan. It is collected under the authority of the College and Institute Act and your privacy is protected under the Freedom of Information and Privacy Act limiting how your information may be used or disclosed. If you have any questions about the collection and use of your information contact the **Freedom of Information Coordinator, College of New Caledonia at 250 561 5828.**

**All hard copied materials/information provided by you in support of your application to CNC becomes the property of the College and will not be returned and may be destroyed within six months of receipt.**

**DECLARATION**

I declare that the information that I have provided in this application is complete and correct. Completion of this signed application permits the College to request and/or confirm any information necessary to support my application for admission. Falsifying any document or information submitted will result in the cancellation of admission or registration at the College of New Caledonia.

I understand the submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting program or course prerequisites and space availability.

As an applicant or as a student, I agree to abide by the most current policies of the College.

In addition, I agree as a condition of registration at the College of New Caledonia to pay all fees and charges as approved by the Board of Governors to the College as required by the deadlines posted by the College, and to pay any interest charges on any sum which becomes due and payable according to the payment procedures at the College of New Caledonia.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*Parent/Guardian signature only required if applicant is 17 years of age or younger on the first day of school.

College of New Caledonia 3330 22nd Avenue Prince George, BC V2N 1P8 Canada P 250 562 2131 TF 1 800 371 8111	College of New Caledonia 545 Highway 16 West Box 5000 Burns Lake, BC V0J 1E0 Canada P 250 692 1700 TF 1 866 692 1943	College of New Caledonia 540 Mackenzie Boulevard Box 2110, Mackenzie, BC V0J 2C0 Canada P 250 997 7200 TF 1 877 997 4333	College of New Caledonia 3231 Hospital Road Vanderhoof, BC V0J 3A2 Canada P 250 567 3200 TF 1 877 567 3270	College of New Caledonia 100 Campus Way Quesnel, BC V2J 7K1 Canada P 250 991 7500 TF 1 866 680 7550	College of New Caledonia 179 Douglas St. Fort St. James, BC, V0J 1P0 P 250 996 7019 TF 1 800 371 8111 ext 7101
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**OFFICE USE ONLY**

**RECEIPT:** \_\_\_\_\_

**ACDU TEST:** \_\_\_\_\_

**SRA TEST:** \_\_\_\_\_