

College  
of New  
Caledonia

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**CNC**

International  
Education

# International Education

How to apply online using EducationPlannerBC

<https://apply.educationplannerbc.ca/>

*EducationPlannerBC (EPBC) allows you to apply for admission to BC universities, colleges and institutes.*

# Applying to CNC: EducationPlannerBC Instructions

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# Creating an account

APPLY

## APPLY FOR ADMISSION

This is the application portal for admission to one or more BC post-secondary institutions. Not sure how to apply? Check out our step by step tutorial [here](#).

Note: To apply to the following institutions [click here](#).

- BC Institute of Technology
- Royal Roads University



Sign Up for your EducationPlannerBC Account

OR

Login to your EducationPlannerBC Account

If this is your first time applying with EducationPlannerBC, you must create an account.

If this is not your first time using EducationPlannerBC, log in as per usual.

## ACCOUNT

Login

Create

## CREATE ACCOUNT

How would you like to continue?

Education Planner BC

-OR-

Create with BC Services Card

Select "Education Planner BC"

## CREATE ACCOUNT

An EducationPlannerBC (EPBC) account allows you to apply for admission to BC universities, colleges, and institutes.

### Account Creation

EMAIL ADDRESS

⚠ Does not conform to the "email" format.

CONFIRM EMAIL ADDRESS

PASSWORD

- ✓ Must be at least 8 characters in length.
- ✓ At least one lower case letter must be included.
- ✓ At least one upper case letter must be included.
- ✓ At least one number must be included.
- ✓ At least one special character must be included.

Password is case-sensitive and must:

- Be at least eight (8) characters in length
- Contain one or more of each of the following: 1) Lower case letter, 2) Upper case letter, 3) Number and 4) Special character

CONFIRM PASSWORD

Enter your email address, choose a password.

An email address can only be used once for each EducationPlannerBC account.

Your password must contain one of each requirements.

Your EducationPlannerBC login credentials will be used for all future online applications to BC universities, colleges and institutes.

If you have used EducationPlannerBC to apply to another intake or institution, please use the same account for all future applications.

## Consent and Collection Notice

### Collection, Use, and Disclosure of your Personal Information

The information included in your EducationPlannerBC (EPBC) account and any application to attend a post-secondary institution may be collected by EPBC, the Ministry of Education and Child Care, the Ministry of Advanced Education and Skills Training (AEST), or the Institution identified in your application (the "Public Bodies") under Sections 26(c), 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The purposes of this collection are limited to:

- (i) collecting or confirming your Personal Education Number;
- (ii) processing your application to a Post-Secondary Institution;
- (iii) policy research and program planning or evaluation by the Public Bodies; and
- (iv) your possible future use of EPBC's Transcript Exchange services.

By accepting the language in this Notice, you acknowledge this collection of your personal information and consent for the Public Bodies to use and disclose your personal information for the above purposes pursuant to FOIPPA s. 32(a), 32(b), 33(2)(c), and 33(2)(d). If you do not agree to this Notice you cannot use most EPBC services.

### EPBC Login Information Sharing

You may use your EPBC account to access protected resources in participating Institutions, where applicable. By accepting the language in this Notice, you consent that your EPBC login information will be shared with the participating Institution to support your verified access to the Institution's resources.

### The EPBC Transcript Exchange Hub

EPBC also operates a Transcript Exchange Hub. You initiate and authorize transcript releases from whatever body holds those transcripts, to support your application to attend another post-secondary institution, inside or outside of Canada, wherever your desired institution is. When you initiate or authorize a transcript release, your Transcript information is collected, used, and disclosed by EPBC and the participating Institutions under FOIPPA s. 27(1)(a)(i), s. 32(a), s. 32(b), s. 33(2)(c) and s. 33(2)(d).

EPBC and AEST may collect and aggregate data, including metadata, generated as a result of the transcript exchange process for the purpose of policy research and program planning or evaluation under FOIPPA s. 26(e) and 32(a).

If you have any questions regarding the collection, use and disclosure of your personal information as set out in this Notice, contact:

Executive Director  
EducationPlannerBC  
1250-700 West Pender Street  
Vancouver, BC V6C 1G8  
[info@educationplannerbc.ca](mailto:info@educationplannerbc.ca)

I have read and understand the Notice above and consent to and authorize EPBC to use and disclose my personal information for the purposes described.

**Read the Consent and Collection Notice. If you agree, tick the box to Create your Account.**

Create Account Cancel

## Account Confirmation



### Account Created



Your account information has been emailed to Your email here. If you do not receive this email in the next 5 to 10 minutes, please check your junk and trash folders for an email from [mailer@educationplannerbc.ca](mailto:mailer@educationplannerbc.ca).

Your account has now been created, please click the link below to login

**You must confirm your account before you can begin the application process.**

Login to your EducationPlannerBC Account

# Personal Information

## PROFILE



COMPLETE PROFILE      Select Institution      Complete Application      Review & Submit

LAST MODIFIED  
7 hours ago

*If you want to update your [Password](#) or [Email Address](#), please go to your [EducationPlannerBC Account](#).*

Your profile consists of personal and contact information, along with your academic history. A copy of your profile is included alongside any application you submit to a Post-Secondary Institution.

- Personal Information**  
Provide details about your identity, language and citizenship.
- Contact Information**  
Provide your mailing address, telephone number, and optionally, an emergency contact.
- Academic History**  
List all High Schools (Grades 8-12) and Post-Secondary Institutions you've attended in the past.

Start Applying

Each drop down section must be completed.

Click on each section to expand mandatory information fields.

“Start Applying” will not be available until all information fields have been filled in.

## Legal Names

**Personal Information**  
Provide details about your identity, language and citizenship.

**Legal Names**

Legal names are shown on your birth certificate or passport (if you didn't legally change them later).

FIRST OR GIVEN NAME(S) *(Optional)*

If you have only one legal name, enter it in the 'LAST OR FAMILY NAME' field below.

MIDDLE NAME(S) *(Optional)*

LAST OR FAMILY NAME

Last or Family Name is required.

Your legal names **MUST** match the names on your passport.

## Naming Examples:

Names on Official Documents		How to Enter on EducationPlannerBC	
First name	Last name	First name	Last name
Harpreet Kaur		Harpreet	Kaur
Sandra	Wu Yee	Sandra	Wu Yee
Sonia			Sonia

\*The “Last or Family Name” field must have a name entered to continue with your application.

## Other Names

If you have a preferred first name, enter it into this field.

### Other Names

Other names are ones you use informally or prior to a legal name change.

PREFERRED FIRST NAME *(Optional)*

FORMER LAST OR FAMILY NAME *(Optional)*

Former names include maiden name or birth name prior to a legal name change.

## Other Details

### Other Details

DATE OF BIRTH

If your birthdate is not available in this field, please contact the institution's Admissions department directly regarding their policies for underage students.

 |  | 

COUNTRY OF BIRTH *(Optional)*

Fill in all Date of Birth and Country of Birth fields.

## Gender Identity

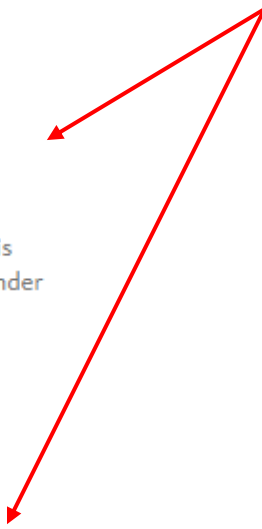
### PLEASE INDICATE YOUR GENDER

- Woman  
People whose current gender is woman. This includes cisgender and transgender people who are women.
- Man  
People whose current gender is man. This includes cisgender and transgender people who are men.
- Non-Binary  
People whose current gender is not exclusively a woman or man. This includes people who do not have one gender, have no gender, are gender fluid, or are Two-Spirit.
- Prefer not to answer.
- (Not specified)

### WOULD YOU SAY YOU ARE

- Cisgender  
People whose sex assigned at birth is the same as their gender.
- Transgender  
People whose sex assigned at birth is different from their gender.
- Prefer not to answer.
- (Not specified)

**Gender Identity options must be selected in this section.**



## Language/Citizenship

### Language/Citizenship

#### PRIMARY LANGUAGE

If you don't find your primary language in the list, select "Other" at the bottom.

⚠ This field is required.

#### COUNTRY OF CITIZENSHIP

⚠ This field is required.

#### IMMIGRATION/VISA STATUS IN CANADA

⚠ This field is required.

Fill in all Language and Citizenship fields.

Select the visa type or immigration status you will have at the beginning of your studies. If you have a current study permit, fill in this section.

For more information regarding your student visa and study permit, visit: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>

## Contact Information

### Mailing Address

Admission correspondence may be sent to your mailing address.

#### STREET ADDRESS

⚠ This field is required.

#### CITY

⚠ This field is required.

#### COUNTRY

⚠ This field is required.

#### POSTAL CODE (Optional)

⚠ Zip/Postal Code cannot be validated until you select a country of residence.

Use additional address lines if your complete address does not fit on the first line.

Enter both the City and District in the same field.



## Telephone Numbers

### Telephone

#### PRIMARY PHONE NUMBER

Philippines x | v

Enter phone number...

**⚠** This field is required.

If you enter your country's calling code, please include a '+' sign at the beginning.

#### ADDITIONAL PHONE NUMBER *(Optional)*

Select country... | v

Enter phone number...

If you enter your country's calling code, please include a '+' sign at the beginning.

Enter your country's area code followed by the telephone number.

## Emergency Contact Information

### Emergency Contact

To provide emergency contact information, click the checkbox below and provide the name, phone number and email of your emergency contact.

Provide an emergency contact

#### EMERGENCY CONTACT'S FULL NAME

#### Emergency Contact Info

##### PRIMARY PHONE NUMBER

Select country... | v

Enter phone number...

If you enter your country's calling code, please include a '+' sign at the beginning.

##### ADDITIONAL PHONE NUMBER *(Optional)*

Select country... | v

Enter phone number...

If you enter your country's calling code, please include a '+' sign at the beginning.

#### EMERGENCY CONTACT'S EMAIL ADDRESS

It is mandatory for you to provide emergency contact information.

Providing emergency contact information gives the College of New Caledonia permission to contact and release information to the person named under Emergency Contact in situations the College deems there is an urgent concern for the health, wellness and safety of the student.

Save

Cancel

# Academic History



## Academic History

List all High Schools (Grades 8-12), Homeschools and Post-Secondary Institutions you have attended or are currently attending.

To complete your academic history, at least one high school or homeschool must be added. As a British Columbian applicant, order your transcripts from [StudentTranscripts Service](#). Applicants from outside British Columbia, please reach out to the appropriate organization to order copies of your transcript.

### High Schools and Homeschools

School	Location	Dates Attended	Current or Completed Grade	Grad Date	
No schools to list. Add a school by clicking the 'Add' button below.					

Add

To complete your academic history, at least one school must be added.

⚠ At least one school must be added to save this section.

### Post-Secondary Institutions

Institution	Location	Dates Attended	Credential	Date Awarded	
No Post-Secondary Institutions to list. Add an institution by clicking the 'Add' button below.					

Add

Add every high school and post secondary school that you have attended.

When you click on "Add," a secondary screen will appear to enter your academic history and credentials.

## ADD SCHOOL

ARE YOU WANTING TO ADD A HOMESCHOOL TO YOUR ACADEMIC HISTORY?

Yes  No

Homeschooling is education that occurs outside a formal setting such as a public or private school. Homeschooling is often conducted by a family member or tutor inside the home. It does not include remote and/or distance learning that occurs when students are educated at home, but the curriculum is delivered by a public or private school. Homeschooling does not include learning that may occur when public or private school are temporarily closed, for example due to the coronavirus pandemic.

COUNTRY

ARE YOU UNABLE TO FIND YOUR SCHOOL BY NAME? *(Optional)*

Yes  No

NAME OF OTHER INDIA SCHOOL

Please add the full name of your school here.

CITY/TOWN

Please add the name of the city or town where this school is located.

ATTENDED START DATE

ATTENDED END DATE

If you are currently attending school, select your intended completion date.




CURRENT OR HIGHEST COMPLETED GRADE AT THIS SCHOOL

Select the highest grade or level you have completed or intend to complete.

Cancel

If you cannot find your school's name, select "Yes" and fill in the Name of Other School and City/ Town fields.

Take the same steps to add Post Secondary information.

- 
**Personal Information**  
 Provide details about your identity, language and citizenship.
- 
**Contact Information**  
 Provide your mailing address, telephone number, and optionally, an emergency contact.
- 
**Academic History**  
 List all High Schools (Grades 8-12) and Post-Secondary Institutions you've attended in the past.





Notice the change in color from orange to green. Once all information has been entered, you are eligible to apply.

[Start Applying](#)

### Institution Selection

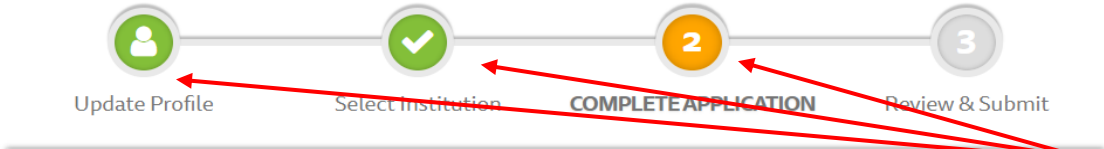
#### Start Applying to an Institution

Start a new application by selecting the corresponding institution below.

 Camosun College	 Capilano University
 Coast Mountain College	 College of New Caledonia

Scroll through the list of available Colleges and Universities. Find the **College of New Caledonia** and click to apply.

#### COMPLETE APPLICATION



Note you can navigate back and forth by clicking on each link.

Information for Applicants

**Institution Alert**

**International Students** - Applications are currently open for the **January 2024** intake. Once the programs have met our capacity application numbers they will be closed down for new applications. **Unfortunately**, the Post Diploma in Human Resource Management program for January 2024 has been closed to applications. **The next intake is May 2024 which opens on June 15, 2023.**

**NOTE:** Programs will appear unavailable once the application capacity has been met. Please note, our current processing time is 3 - 4 weeks from the date of the application based on volume of applications received.

*This application is both for prospective domestic and international applicants. If you are a sponsored apprentice, please use the [Applicant Training Application](#).*

*Domestic applications for the next academic year will be accepted any time after September 15th. Early application is advised as many programs have limited number of seats available. Applicants to these programs are strongly recommended to apply by March 31st.*

*International applications open on February 15, 2023 for January 2024, June 15, 2023 for the May 2024 and October 15, 2023 for the September 2024 intake. Your continued support of the College of New Caledonia is greatly appreciated. - Your International Admissions Team*

Press "Create Application" to choose your desired program and intake and upload all required academic documents.

### Application

Create Application

## Program Selection

Reference No. 71885

Delete Application

LAST MODIFIED a few seconds ago

**Program Selection**  
Select the program you're interested in applying for at the College of New Caledonia.

### Program Selection

If you don't see your term or program, please check deadlines and requirements for your program on the [College of New Caledonia website](#), or contact the College of New Caledonia admissions office directly for information on program availability.

At any time, you can delete an application that has not been submitted.

ARE YOU?

International Applicants x | v

WHICH TERM DO YOU WISH TO START?

2022 Jan to Apr x | v

WHICH CAMPUS DO YOU WISH TO STUDY?

Prince George (Main) x | v

In this section, you will select "International Applicants" your preferred start date based on availability and your available campus of choice.

SELECT YOUR SUBJECT AREA

Select Subject Area... v

- Business
- Health Sciences
- Human Services
- Technology Programs
- University Studies and Fine Arts

Program choice will include different subject areas, such as Business, Health Sciences, University Studies, etc. First, choose your subject area, to see the available programs.



**Additional Information**

Provide additional details requested by the College of New Caledonia.

## Program Choice

SELECT YOUR SUBJECT AREA

Business

SELECT YOUR PROGRAM

Select Program...

Accounting and Finance

Business Management Certificate

Business Management Diploma

Post Diploma in Human Resources Management

Post Diploma in Tourism & Hotel Management

If you chose Business for example, you will see a list of all the programs related to Business, which are currently open to applications.

If you cannot find your desired program, it may have already reached capacity or be unavailable during the current intake.

SELECT YOUR SUBJECT AREA

Business

SELECT YOUR PROGRAM

Accounting and Finance

**ACCOUNTING AND FINANCE** This program gives you a solid grounding in accounting and finance. You will be prepared for entry-level positions in public practice and private industry, and receive credits towards professional accounting programs.

Additional study and work experience can lead to careers such as controller, treasurer, public accountant, and auditor.

[View program information](#)

Once you have selected your program, you will see the program details.

Save

Cancel

## Additional Information



### Additional Information

Provide additional details requested by the College of New Caledonia.

#### ACCESSIBILITY SERVICES

We recommend students with documented disabilities contact Accessibility Services as soon as possible before the start of classes. Please click the following link to contact Accessibility Services.

[Accessibility Services](#)

### AGENT INFORMATION

#### Do you have an educational representative or education consultant?

DO YOU HAVE AN EDUCATIONAL REPRESENTATIVE OR EDUCATION CONSULTANT?

Yes  No  (Not specified)

If you are authorizing an educational representative or agent, select "Yes."

## Agent Information

EDUCATION CONSULTANT NAME

COMPANY NAME

EMAIL

0/128

I HEREBY AUTHORIZE COLLEGE OF NEW CALEDONIA TO RELEASE ADMISSIONS, REGISTRATION, AND TUITION INFORMATION TO THIS ORGANIZATION.

Yes  No  (Not specified)

A new section will open and you will be able to fill in the agent information here.



## INTERNATIONAL STUDENTS

UPLOAD YOUR IELTS, TOEFL, OR EQUIVALENT ENGLISH LANGUAGE PROFICIENCY ASSESSMENT.

Your document may be in JPEG, PNG, TIFF and PDF file formats. Maximum file size is 3MB.



UPLOAD YOUR SCANNED, ORIGINAL SENIOR SECONDARY MARK SHEET OR HIGH SCHOOL TRANSCRIPT WITH PROOF OF GRADUATION.

Scans of photocopied or notarized documents will not be accepted.



UPLOAD YOUR SCANNED, ORIGINAL POST-SECONDARY MARK SHEETS (TRANSCRIPTS) WITH THE PROVISIONAL CERTIFICATE OR DEGREE CERTIFICATE AND BACKLOG SUMMARY IF APPROPRIATE. *(Optional)*

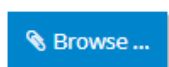
Please submit all transcripts from all university or colleges that you have attended.

Upload your post-secondary transcript with provisional certificate or degree certificate from a country other than Canada. Scanned photocopies or notarized documents will not be accepted. Your document may be in JPEG, PNG, TIFF and PDF file formats. Maximum file size is 3MB.



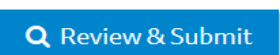
UPLOAD A COLOUR SCAN OF YOUR PASSPORT DATA PAGES.

Your document may be in JPEG, PNG, TIFF and PDF file formats. Maximum file size is 3MB.



**Program Selection**  
Select the program you're interested in applying for at this institution.

**Additional Information**  
Provide additional details requested by the institution you're applying for.



Documents should be uploaded to this section of the application. We require scanned original documents in **PDF format only**. Scans of photocopies or notarized documents will not be accepted. Ensure documents are legible before uploading them.

If documents are missing or are illegible, your application will be considered **incomplete and will not be processed**.

Maximum allowable file size is **3 MB**.

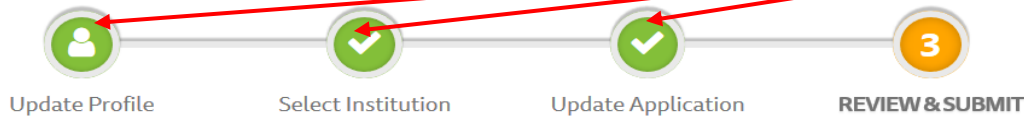
**\*If your document exceeds the maximum allowable file size, please click browse and select a new document.**

Once you have uploaded all of the required documents, press "Save."

The drop down menu will turn green from orange once all the information has been entered. You are now eligible to review and submit.

# Review and Submit

## REVIEW & SUBMIT



Note you can navigate back and forth by clicking on each link.

This is the time to review your profile and application to ensure that all the information is correct and matches your passport and academic documents.

You will not be able to submit your application without making a credit card payment or submitting an application fee waiver.

**CNC** College of New Caledonia

Please review and confirm your information in the below section.

- Review Profile**  
Review details about your identity, language and citizenship.
- Review Application**  
Review your program selection and additional information.
- Application Fee — \$125.00 CAD (non-refundable)**  
Your application fees, based on your profile and selected program.

Amount	Description
\$125.00	International Applicant Fee
<b>\$125.00</b>	<b>Total</b>

### Application Fee

An application fee is required for each submitted application.

To change your application after it is submitted, please contact the Admissions department at College of New Caledonia.

#### PAYMENT OPTIONS

- I will pay by credit card when submitting my application.
- I have an approved application fee waiver.
- (Not Specified)

## Confirm Email Address

Is your current email address, | **Your email address here**

Yes, this is my current email address.

It's important that we have your current email address; it's where we'll send your application receipt, and how the school will contact you with next steps about your application.

If you need to update your email address, please do so at [EducationPlannerBC Account - Update Email](#), before proceeding to Make Payment.

Please confirm that your email is correct and current so you do not miss correspondence from CNC regarding your application.

## Consent for Information Disclosure and Declaration of Applicant

I hereby certify that the information I have submitted in this application for admission is true and complete and that no information has been withheld to the best of my knowledge. Submission of this application permits the college to request and/or confirm any information necessary to support my application for admission. I understand that any omission or misrepresentation of information may result in the cancellation of my admission or registration status and that falsifying documents or information may result in immediate dismissal from the College of New Caledonia. I understand that submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting program and course prerequisites and space availability. In addition, I understand that no decision on my eligibility

I have read and understand the Notice above and consent to and authorize EPBC to use and disclose my personal information for the purposes described.

I hereby certify that the information provided in this Application is true, accurate and complete.

Read the information disclosure and applicant declaration. If you agree, tick the boxes to submit your application.

Once you press "Submit Application" you will no longer be able to make any further updates or corrections.

Finally, you will receive and email from EducationPlannerBC confirming payment and submission of your application.

You have successfully completed your application to the **College of New Caledonia!**

 Submit Application