

# INTERNATIONAL STUDENT APPLICATION GUIDE

## CHOOSE A PROGRAM

For a list of programs available to international students, go to [assiniboine.net/international](http://assiniboine.net/international). If you need help choosing a program, contact [international@assiniboine.net](mailto:international@assiniboine.net) to speak to our international student services advisor.

All prospective students are encouraged to learn as much as possible about their program and career choice.

If you are already in Canada, contact us about the possibility of:

1. A program information session (see [assiniboine.net/infosession](http://assiniboine.net/infosession) for upcoming dates and locations), and/or
2. The *Spend A Day* program, a chance to attend classes for a day with a current student and see a realistic view of the program (sign up at [assiniboine.net/spendaday](http://assiniboine.net/spendaday) or contact [spendaday@assiniboine.net](mailto:spendaday@assiniboine.net)).

## CHECK THE ADMISSION REQUIREMENTS

Each program has specific academic and English language proficiency admission requirements, as noted in the college calendar, brochures and on the website. Visit [assiniboine.net/admissionrequirements](http://assiniboine.net/admissionrequirements) for a complete list.

Admissions staff will assess your transcripts for equivalence to the published Manitoba entrance requirements.

Some programs may require applicants to meet additional requirements for the purposes of applicant selection. Refer to specific program admission requirements for more details regarding the competitive entry requirements.

## ENGLISH LANGUAGE PROFICIENCY

English is the language of instruction and communication at Assiniboine. Each program sets its own English language proficiency requirements. All applicants must meet or exceed the level of English language skills as outlined in the program's admission requirements. Applicants must demonstrate ability in English that will meet the demands of classroom instruction, discussions and written assignments.

If an applicant was not educated in an English test-exempt country, they must provide supporting documentation to show they meet one of the acceptable conditions. Applicants will not be admitted until the requirements have been met. See [assiniboine.net/elp](http://assiniboine.net/elp) for the full list of acceptable conditions.

## WHEN TO APPLY

**For programs starting in September** (see "Available Programs"):

Recommended deadline for applicants **without** a valid Canadian study permit: **May 1**

Recommended deadline for applicants **with** a valid Canadian study permit: **August 15**

Assiniboine cannot guarantee that seats will be available in your first program of choice when you apply. Most programs can accommodate only a limited number of students, so early application is strongly recommended.

The applicant qualifies for admission to a program only when they have met all admission requirements and conditions of acceptance.

For cohort programs, dates will differ. These programs receive many applications, so early application is strongly recommended. See "Available Cohorts" at [assiniboine.net/programs/international-cohorts](http://assiniboine.net/programs/international-cohorts).

## HOW TO COMPLETE THE APPLICATION SUCCESSFULLY

Also see "How to Apply" and "FAQs" under [assiniboine.net/international](http://assiniboine.net/international). Applicants are responsible for the completeness and accuracy of their application. Any applicant submitting falsified or forged documents will be referred to the appropriate authorities.

### Program Selection

Write the program(s) you are applying for, campus location and program start date. You can list two program choices. If your first choice is full, we will consider your application for your second choice.

### Personal Information

The required personal information is collected for the purposes of admission and related activities. Use your email and home address here (agent addresses go on page 2). It is your responsibility to keep all of your personal information up to date. This includes your full legal name, address, phone number and email address. Your legal name (as written on your passport) will appear on documents you receive from Assiniboine. If a change is required, you must provide official documentation to the Registrar's Office.

### Citizenship

Declare your country of citizenship. Include information about—and copies of—your passport and study permit. Although not required, you are encouraged to self-declare if you are a visible minority. Assiniboine collects this data for statistical purposes and to provide appropriate services.

### Emergency or Alternate Contact

This is the person, usually a family member, that Assiniboine can contact if you need emergency help (example: a car accident). Do not put your agent's information here; use area on page 2 for agent information.

## Educational Background

You must submit an official transcript from ALL educational institutions you have attended, in any country. All transcripts and other supporting documents must be in English or have official English translations attached. If you are currently enrolled at an educational institution, you must include an official transcript of all courses completed to date and all courses in which you are currently registered.

**Education outside Canada:** We accept scanned or photocopied documents for the application. A condition of final acceptance will be that you provide the original, official hard copies before program start date.

**Education in Canada:** For the application, we require original, official hard copies of ANY secondary, post-secondary or language education in Canada. Assiniboine will keep these documents.

*If your study permit arrival date indicates that you could have attended an educational institution in Canada, your application will be considered incomplete without the required information about your Canadian education. Incomplete applications will not be processed.*

## Use of agents or other representatives (optional)

Complete this section if you choose to use an agent or want Assiniboine to provide application information to a family member or friend. Assiniboine cannot provide information to any person without written consent from you.

## Declaration and payment

Before you sign, read the declaration and review your entire application to ensure accuracy and completeness. A complete application will include all required transcripts/documents and the \$200 non-refundable application fee. Choose one of the three payment methods. *An application is not processed until it is complete.*

## To send application

Email: [international@assiniboine.net](mailto:international@assiniboine.net)

*Note: You cannot email Canadian documents; Assiniboine must receive original, official hard copies for a complete application.*

Ground mail, courier or in person:

Assiniboine International  
Assiniboine Community College  
1430 Victoria Avenue East  
Brandon, Manitoba, Canada R7A 2A9

If you need assistance or have any questions about preparing your application, email Assiniboine International at [international@assiniboine.net](mailto:international@assiniboine.net).

## DECLARATION OF WAIVER

The college does its best to update program information regularly so applicants are not inconvenienced. However, on occasion, changes do occur. The college reserves the right to modify or cancel a program, option, course, program objective, articulation agreement, fee, timetable, or campus location without notice or prejudice. Please visit our website [assiniboine.net](http://assiniboine.net) for complete and up-to-date program information.

## FINANCIAL ASSISTANCE

At this time, Assiniboine Community College does not have any form of financial assistance for international students.

## TRANSFER OF CREDIT

The relevant chair or dean can review transfer of credit requests after an applicant is accepted to a program, at the applicant's request. If you wish to request transfer of credit, contact the Registrar's Office with the following documents:

1. Official transcript from your former college or university.
2. Course outlines (in original language and with official English translations) for the relevant courses at your former college or university.
3. Completed transfer request form from Assiniboine's Policy A7 at [assiniboine.net/A07](http://assiniboine.net/A07).
4. **For institutions outside of Canada:** Also include a comprehensive report with course-by-course listing from a recognized external credential evaluation service. You will need to arrange and pay for this report before applying for transfer of credit from Assiniboine. Transfer of credit requests will NOT be processed without this report.

Please allow 4-6 weeks for the college to process your transfer of credit request.

## PRIVACY STATEMENT

Assiniboine Community College's collection, use and sharing of personal information is set out in its Privacy Policy and a copy of it is available by request from the FIPPA/PHIA Coordinator.

By submitting your application or registration to Assiniboine you confirm that you consent to the collection and use of your personal information as identified at [assiniboine.net/privacy](http://assiniboine.net/privacy).