

Conditions for Entrance Requirements and Admission Steps

Dear STUDENT NAME:

IMPORTANT: Please review the detailed information in the International Students Guidebook

Thank you for your interest in the *Administrative Professional Program, at Campbell College*. Upon meeting the entrance requirements outlined below, you will be issued an official **LETTER OF ACCEPTANCE** required to apply for a Student Visa and Study Permit.

Step 1. Complete the *International Student Application Form* that can be found on our website www.campbellcollege.ca. This form includes a list of our *future program start dates*.

Step 2. Moving forward, please scan and send the following requirements via e-mail to info@campbellcollege.ca
On Subject Line—International Student, and your Name

- a) Completed **International Student Application Form** indicating your program start and end date.
- b) A **photo-copy of valid government issued photo identification**
- c) **Education records of completed high school and/or post-secondary education**-transcribed into English.
- d) Your **resume** with up-to-date education and employment information.
- e) A **sponsorship letter or official documentation** indicating that you are able to pay for the program and manage your living expenses while attending the program.
- f) **Language Proficiency Requirements:** Proof of your English Language Proficiency is a requirement of admission. Any one of the following English Language Proficiency Tests (achieving the listed *Required Results*) is acceptable. Please initially e-mail us a copy of your official results; however, we also require that you make arrangements for your Testing Authority/Body to mail your official results/scores to Campbell College prior to the start date of your program. This is a requirement of admission, and your official score results will be retained on our file for audit purposes.

Test	Required Results
TOEFL iBT:	53–100
IELTS Academic:	6.0 or higher
CAEL:	50–70
Cambridge:	CAE–C, CAE–B, CPE–C
CLB (Canadian Language Benchmark):	6 in all areas or higher
MELAB:	80–92
Can Test:	4.5
PTE ACADEMIC	53 or higher

Mail Official Results to: ATTENTION: REGISTRAR, CAMPBELL COLLEGE
#101, 11748 KINGSWAY AVENUE NW
EDMONTON AB T5G0X5

Step 3. Once we have received and reviewed all of the above entrance requirements, you will be sent the **ALBERTA STUDENT ENROLMENT CONTRACT FOR LICENSED VOCATIONAL TRAINING PROGRAMS** and our current **GRADUATE REPORT**. Please carefully read these important documents, and if you have any questions, e-mail Campbell College’s Authorized Representative: Sharon Halliday, Sharon@campbellcollege.ca or call Sharon at 1-780-448-1850.

ALBERTA STUDENT ENROLMENT CONTRACT FOR LICENSED VOCATIONAL TRAINING PROGRAMS

On Page 1.—fill in the personal information high-lighted in yellow. You do not need to fill in your address as this can be done on campus when you start the program and when you know your address in Edmonton.

On Page 2.—print, sign your name, and date the document.

The document will be witnessed on Campus when you start the program.

Please e-mail a scanned copy of this document (4-pages) to info@campbellcollege.ca

On Subject Line—International Student, and your Name

GRADUATE REPORT

Print and sign your name, and date the document and e-mail a scanned copy of this document (2-pages) to info@campbellcollege.ca **On Subject Line—International Student, and your Name**

Step 4. PAY THE REGISTRATION FEE of \$250.00 (CDN). Please read the following directions carefully.
This fee will be credited to unpaid tuition fees if you commence the program.

Transfer to:

BANK NAME	RBC ROYAL BANK
BANK ADDRESS	11604 104 Ave NW, Edmonton, Alberta T5K 2T7
Branch Code/Number	003
TRANSIT #	05179
Account #	1000454
SWIFT CODE	ROYCCAT2

PLEASE NOTE: Bank (Wire) Transfer ONLY (Campbell College does not accept Bank Drafts)

Note: You must send the following details with your fee transfer- STUDENT FULL NAME, AND DATE OF BIRTH. Your Bank Transfer must be in Canadian funds and it must include bank charges of \$75.00 (CDN).

Only in the event that your study permit is rejected by the Canadian authorities in your country of residence, we will refund the \$250.00 Registration Fee; however the Banking Charges of \$75.00 are non-refundable. Refunds will only be made to the bank account from where the remittance was made. Please ensure to email exact name of the sender, bank account number, name of the bank, exact address of the bank address, swift code number, and any other details that your country’s authorities will require for us to refund your money where applicable.

Registration Fee refunds will only be made if you provide a valid reason along with documentation from the Canadian authorities detailing why the Study Permit was rejected. Unless this proof is provided, the registration fee will not be refunded. Applicable refunds will be made within 30-days from the date your request and required documentation is received.

Program fee deposits are non-interest bearing. Send an electronic copy of your bank receipt to; info@campbellcollege.ca **On Subject Line—International Student**

Step 5. Letter of Acceptance: When we have received all the admission requirements, as listed above, we will provide you with an official ***Letter of Acceptance***, which is required in order to get your Study Permit.

Campbell College has been approved and designated to accept International Students. In order to qualify, your study visas and permits *must* be obtained through the Government of Canada website:

<http://www.cic.gc.ca/english/Study/index.asp>

VERY IMPORTANT:

When you are selecting a program start date, please factor in the time it will take for you to attain all required study visas and permits. Your valid Study Permit must be received and on file with the college as a requirement of starting a program with Campbell College.

INTERNATIONAL STUDENTS WHO CAN APPLY ON CAMPUS must also meet the Admission Requirements as outlined with one exception—if you do not have results for one of the Language Proficiency Tests as described in Step 2) f), we can administer our Domestic Entrance Exam which will provide us with results of your English Language proficiency. ***Please Call to make an appointment to attend one of our information sessions held on a weekly basis.***

Healthcare Coverage Policy

Students enrolled in programs that are shorter than twelve (12) months are not eligible for Alberta Health Care Insurance Plan (AHCIP). Campbell College highly recommends that International Students arrange healthcare **before** starting the Administrative Professional Program. We want you to be successful, and your healthcare and your ability to maintain good health, under any circumstance, will allow you to focus on your studies and get the maximum benefit from your educational investment. The following websites will provide you with information regarding healthcare, and options for healthcare benefits while studying in Canada:

<http://iae.alberta.ca/postsecondary/international/adr/faq.aspx>

<http://www.cowangroup.ca/en/benefits/international-programs/international-students>

<http://www.studyinsured.com/>