



APPLICATION PROCESS

HOW TO APPLY

Applicants must complete an Application for Admission to Bow Valley College online at www.bowvalleycollege.ca/apply and make payment using Visa or MasterCard. (Applicants may also choose the PAY LATER option and come in person to the Office of the Registrar with Cash, Debit, Cheque or Money Order.)

A paper application form may also be mailed or faxed with a valid Visa or MasterCard number or cheque to:

Mail: Bow Valley College Prospective Student Centre 332 - 6th Avenue S.E. Calgary, Alberta T2G 4S6

Fax: 403-297-4887

In Person: Registrar's Office, 332 - 6th Avenue S.E.

APPLICATION FEE

\$60.00 Domestic, \$100.00 International per application.

Application fees are non-refundable and non-transferrable.

Continuing Education applicants do not pay an application fee and should complete a course registration form.

ALBERTA STUDENT NUMBER

Applicants must have an Alberta Student Number (ASN) to apply to Bow Valley College. This number can be found or created at: <http://www.education.alberta.ca/students/asn.aspx> (**Applications submitted without an Alberta Student Number will not be accepted.**)

WHEN TO APPLY

Most programs have a limited number of spaces available. Admission to a program is determined by the rule of first-come, first-qualified, first-accepted. Selection to the program will not begin until all required documentation is provided and/or admission requirements have been met and the file is deemed complete.

Applicants who require funding assistance are encouraged to apply early to ensure all necessary documents are submitted prior to the start of classes.

International applicants are advised to apply three to six months in advance in order to obtain a student visa and are encouraged to contact the International Education Office prior to application at: 403-410-3476

ADMISSION REQUIREMENTS

Bow Valley College admission requirements are designed to accommodate mature students. Applicants to Bow Valley College programs or courses must be 18 years of age or older, or able to demonstrate to the Registrar the maturity to benefit from a selected program of study. It is not mandatory to have a completed high school diploma to apply to programs or courses at Bow Valley College.

Admission requirements are listed under each specific program. Applicants should familiarize themselves with the specific requirements of the program they are applying to. In some cases, pre-program requirements or additional admission requirements are also listed.

Applicants must provide proof of successful completion of the admission requirements for the programs or courses selected.

Applicants whose first language is not English must also fulfil the English Proficiency Requirements to the program applied for prior to final acceptance.

OFFICIAL TRANSCRIPTS

Applicants must:

- Arrange for an official copy of any high school transcripts
- Arrange for an official copy of transcripts from each post-secondary institution attended

As part of the online application process, applicants may choose the free electronic transcript transfer between institutions participating in Apply Alberta. Transcripts may be requested from Alberta Education (for high school transcripts) as well as from other post-secondary institutions currently using the Apply Alberta application site.

Official transcripts requested from high schools or institutions who are not members of Apply Alberta must be:

1. Original academic documents bearing the seal and signature of the institution or agency, and
2. Mailed directly to the receiving institution in a sealed envelope by the Office of the Registrar from the sending institution.

Official transcripts for high school education completed in Alberta can be requested from Alberta Learning by contacting:

Alberta Learning Transcript Coordinator, 44 Capitol Boulevard 10044 - 108 Street NW, Edmonton, Alberta T5J 5E6

Phone: 780-427-5732 Fax: 780-422-2137 Toll Free (within Alberta): 310-0000

To order a transcript online, visit their website: www.education.gov.ab.ca/learning/student-services/transcripts/

OUT OF PROVINCE HIGH SCHOOL TRANSCRIPTS

Visit the Alberta Learning website: <http://alis.alberta.ca/ps/ep/pps/high-school-transcripts.html>

Transcripts received by Bow Valley College become the property of Bow Valley College and will not be photocopied or printed for the student or forwarded to other institutions. An exception to copy originals may be made for applicants educated outside of Canada who receive only one set of original official transcripts.

Evaluation of academic documents will only be assessed for Bow Valley College applicants.

In some cases, applicants will be asked to write a placement test and/or attend an interview.

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FOREIGN TRANSCRIPTS

Applicants educated outside of Canada and applying to Bow Valley College for full-time career programs will be required to produce their original academic documents as well as an official "Assessment for an Educational Institution" provided by the International Qualification Assessment Service (IQAS). Please contact the International Admissions Officer at 403-410-3489 for specific details.

The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) – Academic may be used for admission into most programs (only valid within a two-year period) to fulfill the English Proficiency Requirement.

Note: Applicants to programs other than career programs at Bow Valley College may provide Unofficial Transcripts or Statements of Courses and Marks.

PRE-PROGRAM REQUIREMENTS

Police Information Check (PIC)

Some Bow Valley College programs include clinical placements in agencies where employers require a police information check as part of the entrance requirements. Results of this check may restrict opportunities for placement in a practicum. The PIC must be obtained before the start of the program and may need to be renewed more than once while enrolled in a program.

Students are responsible to apply for and obtain their own PIC record and to understand the implications on work or clinical placement and licensure and/or employment prospects.

In addition, applicants in some Human Services programs must request a Vulnerable Sector Screen on their PIC. Vulnerable sector screening provides screening of individuals who intend on working or volunteering with the vulnerable sector. A vulnerable person is defined as a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

For information on how to obtain a PIC, please contact your local police district office. Learners who have not submitted their PIC by the start of the program will have their Letter of Admission withdrawn.

IMMUNIZATION REQUIREMENTS FOR HEALTH CARE WORKERS PROGRAMS

Some programs at Bow Valley College require students to have certain immunizations completed prior to the program's first clinical or work experience. These include:

Practical Nurse
Health Care Aide
Hospital Unit Clerk
Dental Business Assistant
Medical Office Assistant
Pharmacy Technician
Veterinary Office Assistant

Upon acceptance into a full- or part-time program, applicants will receive immunization information as part of their acceptance package. Applicants must follow the directions provided in this information.

WAITING LISTS

If a program or course is full, qualified applicants are automatically placed on the program or course waiting list. The wait list is determined by date of acceptance so early application is advised. Every effort is made to contact individuals if a space becomes available. Please be aware that other cancellations may result in short notice for full acceptance into a program, therefore funding applications should be submitted early if applicable.

OTHER IMPORTANT INFORMATION

- **Transfer Credit / Prior Learning Assessment and Recognition (PLAR):** Bow Valley College recognizes applicants with equivalent coursework completed at other recognized or accredited post-secondary institutions or with relevant work experience. Transfer Credit applications and information on completing a PLAR assessment are available at the Registrar's Office.
- **Students with a Disability or who have Specialized Support Requirements:** Students with disabilities or who require specialized support for school are strongly encouraged to contact the Specialized Support Office at 403-410-1440 as soon as possible so that services can be arranged.
- **Student for a Day/Tours:** Prospective applicants have the opportunity to spend a day attending classes and meeting students and instructors in their area of interest. Prospective applicants may also participate in a tour of the Campus based on need and area of interest. For more information on Student for a Day or a campus tour, please contact the Prospective Student Centre at 403-410-1402 or email: recruiting@bowvalleycollege.ca.
- **General Information:** Applicants who would like more information about Bow Valley College programs or admission requirements before submitting an application are encouraged to contact the Prospective Student Centre in person at room N362, by phone 403-410-1402 or by email: recruiting@bowvalleycollege.ca

Questions or assistance with this application can be directed to the Prospective Student Centre 403-410-1402 or by email: recruiting@bowvalleycollege.ca

Post-Secondary Academic History

Institution Name <input style="width: 95%; height: 20px;" type="text"/>	Start Date: <input style="width: 80%; height: 20px;" type="text"/> (d d / m m / y y)	End Date: <input style="width: 80%; height: 20px;" type="text"/> (d d / m m / y y)
Location of School		
City <input style="width: 95%; height: 20px;" type="text"/>	Province <input style="width: 20%; height: 20px;" type="text"/>	Country <input style="width: 95%; height: 20px;" type="text"/>
Academic Title _____		
Academic Credential		
Highest Level Achieved: <input type="checkbox"/> Certificate <input type="checkbox"/> Applied Degree <input type="checkbox"/> Masters <input type="checkbox"/> Journeyman <input type="checkbox"/> Diploma ____ yrs <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Doctoral <input type="checkbox"/> Other _____		
Date Credential Issued: _____		

Additional Information

Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other	In the previous 12 months, I lived:
First Language: <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/> In Alberta
Country of Residency: _____	<input type="checkbox"/> In another province specify province _____
In the past 12 months, I was: <input type="checkbox"/> A Student <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed Other _____	<input type="checkbox"/> Outside Canada specify country _____

Payment Options

<input type="checkbox"/> Cash <input type="checkbox"/> Certified Cheque <input type="checkbox"/> Visa <input style="width: 20px; height: 20px;" type="text"/>	<input type="checkbox"/> Mastercard <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
Amount <input type="checkbox"/> Domestic \$60		Expiry Date (mm/yy): <input style="width: 40px; height: 20px;" type="text"/>		
Authorized <input type="checkbox"/> International \$100		_____		
Name on Credit Card (Please Print) <input style="width: 95%; height: 20px;" type="text"/>		Signature of Cardholder _____		

How did you hear about Bow Valley College?

<input type="checkbox"/> Recruitment/Career Fair	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Counsellor	<input type="checkbox"/> Course Guide
<input type="checkbox"/> Advertisements	<input type="checkbox"/> Trade Show	<input type="checkbox"/> BVC Alumni	<input type="checkbox"/> Internet _____
<input type="checkbox"/> Agent Name _____	<input type="checkbox"/> High School	<input type="checkbox"/> Current BVC Student	(please specify website)

ABORIGINAL STATEMENT

Alberta Advanced Education and Technology is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Privacy (FOIP) Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information or if you have questions regarding the collection activity, please contact the Office of the Director, Business Operations and Reporting, Post-secondary Excellence Division, Alberta Advanced Education and Technology, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-7145, or your institution's Registrar's Office.

DECLARATION OF APPLICANT

The information collected on this form is collected under the authority of the Post-Secondary Learning Act, the Freedom of Information and Protection of Privacy Act, the Statistics Act (Canada) and the Taxation Act (Canada). I understand that all documentation submitted in support of this or any subsequent application for admission, financial award or any appeal or petition becomes the property of the College and will not be returned to me. The information will become part of my student record and will be disclosed to relevant Bow Valley College departments for the purposes of administration of policies, procedures, programs, services, registration, electronic transcript authorization/collection, tax receipts, scholarships and awards, graduation, follow-up educational information, research, and alumni programming. In addition, I authorize Bow Valley College to disclose or request information to and from the federal and provincial governments to meet reporting requirements and to determine eligibility for services and funding, as well as to the Bow Valley College Students' Association and cooperating agencies in accordance with contractual agreements. For more information regarding the collection or use of this information, contact the Office of the Registrar at 332 – 6 Avenue SE, Calgary, Alberta T2G 4S6. Phone 403-410-1400 or toll-free in Alberta 1-866-428-2669.

I certify that I have read and understood all the instructions and information accompanying this application form and that all statements made in connection with this application are true and complete in all respects. I understand that misrepresentation, falsification of documents, or withholding requested information are serious offences which may result in the cancellation of my admission and/or registration at Bow Valley College. If I am admitted, I agree to be bound by the rules and regulations in existence or as amended from time to time by the Bow Valley College Board of Governors.

Date Signed: _____ Applicant's Signature: _____