



## ADMISSION REQUIREMENTS

Applicants to academic programs at Columbia College must have a satisfactory record of academic achievement, a good command of the English language, and be at least 15½ years old on starting studies. If you do not meet the minimum English language requirements for your program, you may instead register in a program combining academic studies with non-credit coursework in English, or in an Academic English as a second language program.

## BEFORE YOU APPLY

### When to apply

Columbia College offers three semesters per year. All classes and programs start at the beginning of semester in January, May and September. ESL programs have additional start dates at mid-semester. See the “Program Dates” section of this package for details.

### Application deadline

Although admission is on a rolling basis, some countries have deadlines different than others. Please contact Admissions at [admissions@columbiacollege.ca](mailto:admissions@columbiacollege.ca) to confirm the application deadline for the country that you are applying from.

## Application requirements

### Minimum age

Although you may apply earlier, you must be at least 15½ years of age on starting your program at Columbia College.

### Academic requirements

#### For University Transfer & Associate Degree Programs

*North American education system (or other 12-year system):* High school graduation with satisfactory marks (equivalent to British Columbia 60% average or better) on academic Grade 12 subjects

*British-patterned education system:* Five GCE O-level/GCSE/IGCSE/SPM passes **plus** 3 passes at the Advanced level (or four at the Advanced Subsidiary level) with minimum C average.

*French-patterned education system:* Baccalaureate with satisfactory average on academic subjects

*Post-Soviet state education system:* High school graduation with a minimum average of 4 on academic subjects in the final year

*International Baccalaureate:* Completed IB diploma or IB certificates to equivalent of North American high school graduation

*Other education system:* Equivalent of British Columbia Grade 12 graduation with satisfactory average on academic Grade 12 (or first-year university subjects for students in 10- or 11-year education system other than listed above)

## For University Foundation Programs

*North American education system (or other 12-year system):* Grade 10 or 11 completion with satisfactory marks (equivalent to British Columbia 60% average or better) on academic subjects in the most recently completed year.

*British-patterned education system:* Form 4/Sec 3E or Form 5/Sec 4E with usual minimum average 'C' on academic subjects in the most recently completed year.

*Other education system:* Equivalent of British Columbia Grade 10 or 11 completion with satisfactory average on academic subjects in the most recently completed year.

## For English for Academic Purposes (ESL) Programs

Students planning to study English (ESL) before entering an academic program must meet the entrance requirements for their program as listed above.

Students planning only to study English (ESL) at Columbia College do not need to meet any of the academic requirements above.

## ENGLISH REQUIREMENTS

There is no minimum English level required for admission to an academic program (University Transfer/ Associate Degree or University Foundation program) at Columbia College. However, all new students must demonstrate their ability in English before they register and start classes, and students with a lower level of English will be scheduled for non-credit English classes before or during their academic studies at Columbia College.

To demonstrate your English ability, you need to do one of the following:

- Take the Columbia College Language & Writing Assessment (LWA) on arrival at Columbia College, before you register in classes.
- Present minimum required scores in first year English taken at another college or a university in British Columbia, listed in the British Columbia Transfer Guide. (See [www.bctransferguide.ca](http://www.bctransferguide.ca))
- Present minimum scores in external standardized English tests, English 12 or Communications 12 in British Columbia or IB English (as shown in the "English Requirements" table below).

	English 101 & English Literature	English 100 or English 11 or English 12	English 099 or Communications 12	English 098 or Communications 11	English 097	ESL <097
<b>IELTS (Academic)</b>	Overall Band 6.5 & Writing Band 6.0	Overall Band 6.0 & Writing Band 6.0	Overall Band 5.5 & Writing Band 5.5	Overall Band 5.5 & Writing Band 5.0	Overall Band 5.0 & Writing Band 4.5	—
<b>CAEL</b>	≥70 & Writing 65	60–69 & Writing 60	50–59 & Writing 50	40–49 & Writing 45	—	—
<b>LPI</b>	5	4, Essay 25/40 & 50% on each of the three components	3, Essay 20/40 & 50% on each of the three components	3, Essay 20/40 & 50% on one of the three components	—	—
<b>TOEFL CBT</b>	230 & Essay Rating 4.5	213 & Essay Rating 4.0	197 & Essay Rating 3.5	180	—	—
<b>TOEFL PBT</b>	570 & TWE 4.5	550 & TWE 4.0	530 & TWE 3.5	510	—	—
<b>TOEFL iBT</b>						
Total	88	79	71	64	57	—
Writing	21	19	16	14	12	—
plus <b>two</b> of:		plus <b>two</b> of:	plus <b>two</b> of:	plus <b>two</b> of:	plus <b>two</b> of:	
Reading	21	19	17	15	13	—
Listening	21	19	17	15	13	—
Speaking	21	19	16	14	12	—
<b>MELAB</b>	83	79	75	72	—	—
<b>CELPIP</b>	4H	4L	3H	3L	2H	—

# ENGLISH REQUIREMENTS (continued)

## Recognized External ESL Levels

	English 101 & English Literature	English 100 or English 11 or English 12	English 099 or Communications 12
International Language Studies Canada (ILSC)	ILSC English A2 completion	ILSC English A1 completion	—
Vancouver English Center (VEC)	—	—	Completion of VEC English Level 13, 14 or 15
English Language Institute, Renison University College, University of Waterloo	—	Completion of EFAS Level 300 with minimum 75% average	—

	English 101 & English Literature	English 100	Writing 099
English 12	Final grade 67% with, 70% without, provincial exam*	Final grade 50% with, 55% without, provincial exam*	—
Communications 12	—	C or better*	C-
IB English A: Literature (SL or HL)	5	4	—
IB English A: Language & Literature (SL or HL)	5	4	—

\*Applicants with a greater than 20% difference on class and provincial examination marks in Language Arts 12 (Communications 12 or English 12) will be required to write the College's English Placement Test (LWA).

## HOW TO APPLY

You may submit your application in person or apply online, by email, fax, or post.

**In person** Contact us by phone or email to make an appointment with an admissions officer. An admissions officer can also help you with any questions you have before you apply.

**Online** Fill in the online application at [www.columbiacollege.ca](http://www.columbiacollege.ca). Please also submit original or certified transcripts by post to complete your application.

**By email** Scan required documents to [admin@columbiacollege.ca](mailto:admin@columbiacollege.ca). Please also submit original or certified transcripts by post to complete your application.

**By fax** Fax required documents to Columbia College at +1-604-682-7191. Please also submit original or certified transcripts by post to complete your application.

**By post** Mail the required items to Columbia College.

## REQUIRED WHEN YOU APPLY

### Applicants to University Transfer/Associate Degree or University Foundation Programs

- 1 Completed application form
- 2 Original or certified transcripts, as required for your program (in English)
- 3 Minimum required external English results as described in the "English Requirements" tables overleaf (or take a placement test at Columbia College)
- 4 One recent passport-size photo
- 5 Copy of the information page of your passport
- 6 Application fee of \$150

## Applicants to ESL+University Transfer/Associate Degree or ESL+University Foundation Programs

- 1 Completed application form
- 2 Original or certified transcripts, as required for your program (in English)
- 3 One recent passport-size photo
- 4 Copy of the information page of your passport
- 5 Application fee of \$150

## Applicants to the English for Academic Purposes (ESL) Program

- 1 Completed application form
- 2 One recent passport-size photo
- 3 Copy of the information page of your passport
- 4 Application fee of \$150

## REQUIRED WHEN YOU REGISTER

When you arrive at Columbia College and first register, you will also be asked to provide the following:

### Applicants to all programs

- 1 Copy of any current Study Permit (or Study Permit expired within the last 90 days), or other proof of legal status in Canada
- 2 Registration deposit (This includes the tuition fee, student activity fee, medical insurance and document assessment fee.)
- 3 For students under 19 in a University Foundation (Grade 11/12) program: copies of current custodianship documents

## CUSTODIANSHIP (for students under 19)

If you are an international student under 19, when you apply for a Canadian Study Permit, you will be asked to provide documents showing that you have a custodian in Vancouver who can help you in case of need. Columbia College will assist in making custodianship arrangements for students under 19 who are also staying in a homestay arranged by the College. If you wish us to make custodianship arrangements for you, please indicate this when you apply for homestay. Students under 19 who wish to make their own arrangements for accommodation must also make their own custodianship arrangements. Please note that students under 19 in a Grade 11 or 12 University Foundation Program must provide copies of custodianship documents when they first register.

## FEES (in Canadian Dollars, effective Sept. 1, 2016 to Aug. 31, 2017)

See the college calendar at [www.columbiacollege.ca](http://www.columbiacollege.ca) for detailed fee information.

### Fees due

The application fee (\$150) is due with your application. If you are applying for homestay, the homestay fees listed below are due before we place you with a family. Other fees, including tuition fees, are due in time for registration. Please refer to your letter of acceptance for details of fees due. Fees vary according to a student's final registration.

### Academic program tuition fees

Effective Sept. 1, 2016 to Aug. 31, 2017, tuition fees are assessed at \$500/credit (or credit equivalent). Academic program students usually take a maximum of 15 credits/semester (university programs) or 16 credits (Grade 11 & 12 Foundation programs).

## Overseas applicants—academic programs

Applicants accepted into academic programs (including academic programs with English preparation) arriving directly from overseas on a Canadian Study Permit are required to make a registration deposit of \$12,640.

This deposit covers the following:

Tuition fee (2 semesters).....	\$12,000 (covers 24 credits @\$500/credit)
Document assessment & first-time registration fee .....	\$200
Medical insurance .....	\$380
Student activity fee (2 semesters).....	\$60

If a student chooses to take additional credits, these are charged at the rate of \$500/credit.

## Local applicants—academic programs

Applicants who already have legal status in Canada (as citizens, permanent residents, or on Study Permit) are required to make a registration deposit of \$4,720. This deposit covers the following:

Tuition fee (1 semester) .....	\$4,500 (covers 9 credits @\$500/credit)
Medical insurance .....	\$190
Student activity fee (1 semester) .....	\$30

If a student chooses to take additional credits, these are charged at the rate of \$500/credit.

## English for Academic Purposes (ESL) Program tuition fees

Full-time ESL program students usually take 25 hours/week of ESL classes

Application fee .....	\$150
Tuition fees .....	\$2,750 /7-week session, 25 hours/week \$5,500 /14-week session, 25 hours/week

## Homestay & custodianship fees

Homestay arrangements, through the college, are a mandatory 2 month commitment. Should you require living arrangements for a shorter period, this can be arranged at a higher fee. For all students under 19 requesting custodianship through the college, it is mandatory to live with a Columbia College homestay family until you reach the age of 19.

Airport pick-up (if requested) .....	\$70.00
Homestay placement (if requested) (non-refundable).....	\$250.00
Express placement fee (for homestay application less than 5 working days before placement).....	\$350.00
Homestay deposit, without Custodianship (first and last month's rent) .....	\$1,600.00
Custodianship set-up (if required).....	\$200.00
Homestay deposit, with Custodianship (first and last month's rent) .....	\$1,700.00
Custodianship monitoring fee (per semester).....	\$80.00
Homestay, single month* .....	\$1,000.00

(\*Available to new students over the age of 19 who want temporary accommodation while they settle in Vancouver)

The cost of Homestay is \$800.00 per month if the host family is not acting as custodian, \$850.00 per month if the host family is acting as Custodian. After the first month, homestay fees are paid directly to the homestay family, not through the College. The College collects a monitoring fee from students in homestay who have a College-arranged Custodianship arrangement.

The College reserves the right to charge an administration fee (\$25 per month) if money is sent to the College with the expectation that the College will then act as intermediary and pay the homestay family on behalf of a student. The College's involvement will be limited to homestay payment; the College will not act on behalf of a student in other personal financial matters.

## Payment methods

We accept the following payment methods:

- Flywire by Peer Transfer  
Columbia College has partnered with Flywise by Peer Transfer to streamline the payment process. Flywire allows you to pay securely from any country and any bank, generally in your home currency. By making your payments with Flywire, you can track your payments from start to finish, save on bank fees and exchange rates, and connect with their multilingual customer support team with any questions, day or night.  
Go to <http://www.columbiacollege.ca/admissions/cost-of-study/payment-method> for more information or <https://www.peertransfer.com/school/columbiacollege> to get started.
- Money order/bank draft
- Credit card (only certain fees can be paid by credit card online at [www.columbiacollege.ca](http://www.columbiacollege.ca))
- Debit card (in person only)

## ESTIMATED LIVING EXPENSES (in Canadian \$)

Although individual circumstances will vary, the following estimates cover reasonable costs for a two-semester (8-month) academic year.

### Living expenses

Room & board.....	\$6,400
Transportation .....	\$770
Health insurance.....	\$380
General expenses.....	\$2,500
<b>Total living expenses .....</b>	<b>\$10,050</b>

### School expenses

Tuition fees (2 semesters) <sup>1</sup> .....	\$12,000
Textbooks .....	\$1,800
<b>Total costs for 8 months .....</b>	<b>\$23,850</b>

*These are estimates of expected costs. Please do not submit living expenses/textbooks costs to the College.*

*<sup>1</sup>Based on a course load of 12 credits (4 university-level courses or 3 secondary courses) per semester. New students arriving from overseas should add a further \$200 Document Assessment and First-time Registration Fee, payable in the first semester.*

## AFTER YOU HAVE COMPLETED YOUR APPLICATION

### Your Letter of Acceptance

Applications to Columbia College are usually processed within two weeks of receipt. Students admitted to a program will receive a Letter of Acceptance as well as an information letter outlining important dates and other useful information. If you are arriving late, please note the last day of late registration.

### Applying for a Study Permit

If you do not have legal status in Canada as a citizen or immigrant, or do not have a current Study Permit, you will need to submit your letter of acceptance when you contact your nearest Canadian high commission or embassy to apply for a Study Permit. For more information on applying for a Study Permit, see the Citizenship & Immigration Canada website at [www.cic.gc.ca](http://www.cic.gc.ca). Study Permit processing times can vary from 4-6 weeks to several months, depending on the country in which you apply.

### Submitting TOEFL & IELTS scores

If you have taken TOEFL and wish to use your scores for placement in English, you should have the testing agency send your results directly to Columbia College. Columbia College's TOEFL institution code is 0800. If you have taken IELTS and wish to use your scores for placement, simply send us a copy of the score report and we will verify the scores directly with the testing agency.

## PROGRAM DATES 2016/17

See the college calendar at [www.columbiacollege.ca](http://www.columbiacollege.ca) for detailed academic and English for Academic Purposes (ESL) schedules.

### Fall Semester 2016

Aug. 22–26	Orientation and Registration for new students.
Aug. 29–Sept. 2	Registration for continuing and returning students and continuing Orientation and Registration for new students.
Sept. 6	Fall Semester classes begin. ESL/EAP classes begin (first seven-week session, Sept. 6–Oct. 21)
Sept. 12	Last day of late registration.
Oct. 24	ESL/EAP classes begin (second seven-week session, Oct. 24–Dec. 9)

### Winter Semester 2017

Dec. 19–22 & 28–30	Orientation and Registration for new students.
Jan. 3–6	Registration for continuing and returning students and continuing Orientation and Registration for new students.
Jan. 9	Winter Semester classes begin. ESL/EAP classes begin (first seven-week session, Jan. 9–Feb. 24)
Jan. 13	Last day of late registration.
Feb. 27	ESL/EAP classes begin (second seven-week session, Feb. 27–Apr. 13)

### Summer Semester 2017

Apr. 24–28	Orientation and Registration for new students.
May 1–5	Registration for continuing and returning students and continuing Orientation and Registration for new students.
May 8	Summer Semester classes begin. ESL/EAP classes begin (first seven-week session, May 8–June 23)
May 12	Last day of late registration.
June 26	ESL/EAP classes begin (second seven-week session, June 26–Aug. 11)

### Fall Semester 2017

Aug. 21–25	Orientation and Registration for new students.
Aug. 27–Sept. 1	Registration for continuing and returning students and continuing Orientation and Registration for new students.
Sept. 5	Fall Semester classes begin. ESL/EAP classes begin (first seven-week session, Sept. 5–Oct. 20)
Sept. 11	Last day of late registration.
Oct. 23	ESL/EAP classes begin (second seven-week session, Oct. 23–Dec. 8)

#### QUESTIONS?

Contact us by email at [admin@columbiacollege.ca](mailto:admin@columbiacollege.ca) or by phone at +1-604-683-8360 weekdays, 9:00 am to 5:00 pm.



#### Columbia College

Admissions Office  
438 Terminal Avenue  
Vancouver, British Columbia  
Canada V6A 0C1  
Tel: +1-604-683-8360  
Fax: +1-604-682-7191  
Email: [admin@columbiacollege.ca](mailto:admin@columbiacollege.ca)  
Web: [www.columbiacollege.ca](http://www.columbiacollege.ca)



**Columbia College**  
Vancouver, Canada

# APPLICATION FOR ADMISSION

438 TERMINAL AVENUE  
VANCOUVER, BRITISH COLUMBIA  
V6A 0C1 CANADA

TEL 604-683-8360  
FAX 604-682-7191  
admin@columbiacollege.ca  
www.columbiacollege.ca

This form is also available  
online at  
www.columbiacollege.ca

Please print clearly in block letters and enclose required documents and application fee with this form.

This application is submitted by \_\_\_\_\_  
Self (direct applicant)  
Columbia College authorized overseas study agency

<b>SURNAME (FAMILY NAME)</b>		<b>GIVEN NAMES</b>			MALE _____ FEMALE _____		<b>BIRTH DATE</b>	
_____		_____			_____		DAY   MONTH   YEAR _____	
<b>PERMANENT HOME ADDRESS</b>							<b>CITY</b>	
_____							_____	
<b>PROVINCE</b>	<b>COUNTRY</b>	<b>POSTAL CODE</b>	<b>COUNTRY CODE</b>	<b>CITY CODE</b>	<b>TELEPHONE</b>			
_____	_____	_____	_____	_____	_____			
<b>CITIZENSHIP</b>		<b>E-MAIL ADDRESS</b>			STUDY PERMIT (expiry date) _____ VISITOR VISA (expiry date) _____ PERMANENT RESIDENT _____ CANADIAN CITIZEN _____			
_____		_____			CDN. CITIZENSHIP # OR BIRTH CERTIFICATE _____			
<b>VANCOUVER AREA ADDRESS</b>					<b>CITY</b>		<b>POSTAL CODE</b>	
_____					_____		_____	
<b>VANCOUVER AREA TELEPHONE</b>		<b>VANCOUVER CONTACT</b>			<b>TELEPHONE</b>			
_____		_____			_____			

<b>SELECT ONE OF THE PROGRAMS:</b>					<b>HAVE YOU APPLIED TO COLUMBIA COLLEGE BEFORE?</b>  Yes    No
<b>University Transfer</b>	<b>Associate Degree Program</b>		<b>University Foundation Program</b>	<b>English for Academic Purposes (ESL) Program</b>	
Liberal Arts Science Communication Business Computer Science Engineering	<b>Associate of Arts</b> General Arts Economics Mass Communication Business Administration	<b>Associate of Science</b> General Science Computer Science Mathematics	Accelerated Secondary Program Adult Secondary Program Senior Secondary Program University Preparatory Program	Full-time (25 hours/week) Part-time (10, 15, 20 hours/week) Super-Intensive (30 hours/week)	
<b>Semester Applying For:</b> <b>Winter</b> <b>Summer</b> <b>Fall</b> (January–April)    (May–August)    (September–December)				<b>Entry Points</b> Sept. 6    Oct. 24    Jan. 9 2016    2016    2017 Feb. 27    May 8    June 26 2017    2017    2017	
				<b>Length of ESL Study</b> 7 Weeks    14 Weeks 21 Weeks    28 Weeks Other (specify) _____	

<b>GRADUATING HIGH SCHOOL (if applicable)</b>	<b>LEAVING DATE</b>	<b>FORM/GRADE/QUALIFICATION COMPLETED</b>	<b>PERSONAL EDUCATION NUMBER (PEN)</b>	<b>DO YOU REQUIRE HOMESTAY ACCOMMODATION?</b> YES    NO <i>If yes, please fill in a homestay application at www.columbiacollege.ca</i>
_____	_____	_____	_____	
<b>LAST SCHOOL/COLLEGE ATTENDED</b>	<b>LEAVING DATE</b>	<b>FORM/GRADE/QUALIFICATION COMPLETED</b>	<small>All students who have studied previously at a BC institution should provide their PEN, if available. New students who have not studied previously at a BC institution will have a PEN assigned to them. All students upon signing this application form are agreeing to the release of enrollment data to the government of BC for statistical purposes.</small>	
_____	_____	_____		

<i>THIS SECTION TO BE COMPLETED BY APPLICANTS UNDER 19 YEARS OF AGE</i>		<b>PARENT/GUARDIAN ADDRESS &amp; PHONE SAME AS PERMANENT ADDRESS/PHONE VANCOUVER ADDRESS/PHONE OR</b>		
<b>PARENT OR GUARDIAN NAME:</b> Mr. Ms.		_____		
<b>STREET ADDRESS</b>				
_____				
<b>CITY</b>	<b>COUNTRY</b>	<b>POSTAL CODE</b>	<b>AREA CODE</b>	<b>TELEPHONE</b>
_____	_____	_____	_____	_____

I agree to abide by the official college policies and regulations, including those concerning dismissal, dispute resolution and refunds, as set out in the current Columbia College calendar. I understand that a copy of this calendar is available on the Columbia College website at: [www.columbiacollege.ca](http://www.columbiacollege.ca)

I understand that the information submitted on this application will be used to verify or assign a Personal Education Number (PEN) for the purposes of: student registration and admission, program evaluation and system-level research. Personal information about me will be managed by this institution in accordance with the British Columbia Personal Information and Protection Act.

**COLUMBIA COLLEGE AUTHORIZED REPRESENTATIVE STAMP**

★ \_\_\_\_\_ DATE: \_\_\_\_\_  
\* MUST BE SIGNED BY APPLICANT, OR BY PARENT/GUARDIAN IF UNDER 19

STUDENT NUMBER				OFFICE USE ONLY	
DATE	CR#	AMOUNT	PT	PLACEMENT	YEAR
<b>A</b>				ADMITTED ON BASIS OF:	REMARKS:
<b>T</b>					Date admitted:
<b>T</b>					<input type="checkbox"/> NLT <input type="checkbox"/> New Int'l
<b>P</b>					Ref School:
<b>HF</b>					
<b>HS</b>					
<b>R</b>				ADMITTING OFFICER SIG:	



**Columbia College**  
*Established 1936*

## HOMESTAY APPLICATION FORM

Please return this form (remitting required fees) to  
 Rosemary Mooney, Homestay Coordinator, Columbia College,  
 by fax (+1-604-682-7191) or email (homestay@columbiacollege.bc.ca).

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

Home Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Session applying for: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 (day/month/year) (day/month/year)

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: F M

(For students under 19) Do you want Columbia College to arrange custodianship for you? Yes No

(For students under 19) Email address of parent: \_\_\_\_\_

Smoker Non Smoker

I like pets: Yes No

I like small children: Yes No

Do you have any allergies: Yes No

If yes, what are you allergic to: \_\_\_\_\_

Religion (optional): Catholic Protestant Buddhist Muslim Hindu Sikh Other \_\_\_\_\_

Sports, hobbies and interests: \_\_\_\_\_

My favourite foods are: \_\_\_\_\_

I do not like to eat or cannot eat: \_\_\_\_\_

English Ability: Excellent Good Fair Poor

Additional comments you want to tell your homestay family. (Enclose a picture of yourself if you wish).

\_\_\_\_\_

\_\_\_\_\_

## AIRPORT PICKUP REQUEST

If you need airport pickup service, please send the following information as soon as available to the attention of  
 Rosemary Mooney, Homestay Coordinator, Columbia College, 438 Terminal Avenue, Vancouver, B.C., V6A 0C1 Canada  
 or send by fax to +1-604-682-7191, or email to homestay@columbiacollege.bc.ca

\_\_\_\_\_  
 Student Name

\_\_\_\_\_  
 Student Number

\_\_\_\_\_  
 Airline & Flight Number

\_\_\_\_\_  
 Date & Time of Arrival

Please note: There is a \$70 charge for airport pickup service.