

Admission Application Guide



How to Apply

STEP 1: Choose A Program

We offer **High School**, **Associate Degree**, and **University Transfer** programs.

To view detailed information about the programs, please visit our [website](#).

Columbia College operates on a **tri-semester system**. Students can begin their program at the start of any semester:

SEMESTER	TIME PERIOD
Fall	September to December
Winter	January to April
Summer	May to August

Applicants must meet Columbia College's academic [admission requirements](#) and [English language requirement](#).

STEP 2: Complete An Online Application

Submit your application through our [online application portal](#).

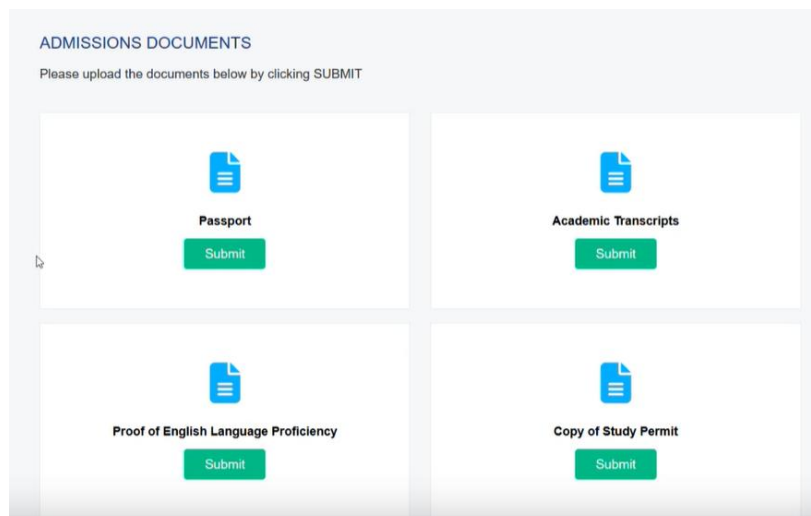
After successfully submitting it, you will receive an email with your login information sent to the email address provided on your application.

If you experience any issues logging in, please contact our IT Department at helpdesk@columbiacollege.ca.

STEP 3: Upload Your Documents

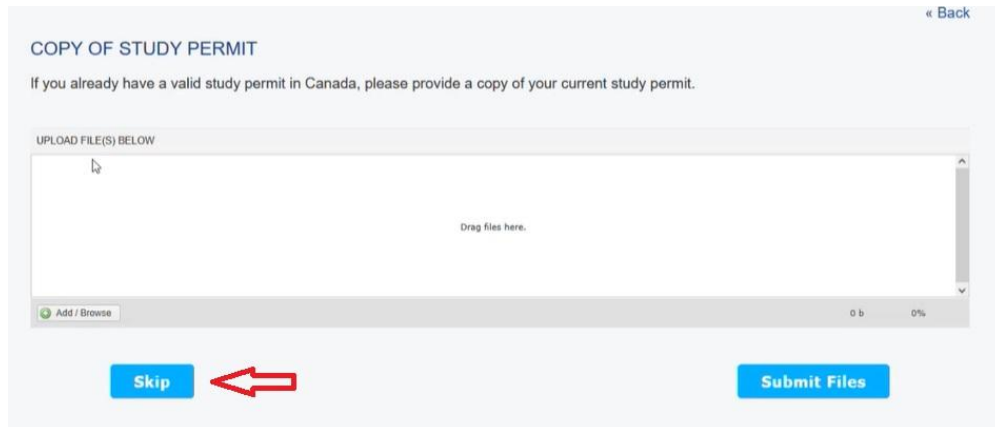
Please upload clear copies of the following documents to your application portal:

1. Copy of Passport
2. Academic Transcripts (complete academic records)
3. Proof of English Proficiency (*if available*)
4. Copy of Study Permit (*if available, for local transfer students*).

A screenshot of a web portal titled "ADMISSIONS DOCUMENTS". Below the title, it says "Please upload the documents below by clicking SUBMIT". There are four document upload slots arranged in a 2x2 grid. Each slot contains a blue document icon, the name of the document, and a green "Submit" button. The documents are: "Passport", "Academic Transcripts", "Proof of English Language Proficiency", and "Copy of Study Permit".

Document Type	Action
Passport	Submit
Academic Transcripts	Submit
Proof of English Language Proficiency	Submit
Copy of Study Permit	Submit

If you do not yet have **Proof of English Proficiency** or a **Study Permit**, you may skip these items for now. Click “submit,” once you are on the upload page, click “Skip.”



The Admissions team will review the documents you submit. If your documents are complete and eligible, they will be approved.

If any documents are insufficient, they will be declined, and you will receive a notification. Please log in to your account to see the admissions notes indicating which documents need to be corrected or replaced.

STEP 4: Pay The Non-Refundable Application Fee

The application fee is **\$200 CAD**.

You will receive an email notification once your preliminary documents have been approved and payment can be made.

STEP 5: Wait For a Decision

Once the application fee has been received, the Admissions Department will review your application. Additional documents or information may be requested by the Admissions Officer, and updates will be sent to you or your agent via email.

It typically takes up to two weeks to process a complete application. If your application is successful, you will receive an Offer of Admission and a Schedule of Fees.

Note:

- If you have not yet submitted proof of English proficiency, it will be required before we can issue your Offer of Admission.
- If you do not have an external English test, we can arrange our internal Language and Writing Assessment (LWA).
- Once you meet the English requirement, we will proceed with your Offer of Admission.
- Students admitted to an **Associate Degree** or **University Transfer** program will receive a **Student Enrollment Contract** through **MySIS**, which must be reviewed and signed.

STEP 6: Accept Your Offer

To confirm your admission, pay your **full** tuition fee deposit by the deadline stated in your Offer of Admission. The deposit will be credited toward your tuition fees.

Once full payment is received, we will issue your Letter of Acceptance (LOA) and Provincial Attestation Letter (PAL).

Please note that High School students are exempt from the PAL requirement.

Important note: Students admitted to an Associate Degree or University Transfer Program must sign the Student Enrollment Contract through MySIS before we issue the LOA and PAL.

Should you have any questions, please feel free to contact the Admissions Department at admissions@columbiacollege.ca.