



# VANCOUVER ISLAND UNIVERSITY

## Application for Admission

Online application available at [viu.ca/apply](https://viu.ca/apply)

---

### Registration Centres

---

**Nanaimo Campus**  
900 Fifth Street  
Nanaimo, BC V9R 5S5  
Tel: 250.740.6400  
Toll-free: 1.888.920.2221  
[viu.ca](https://viu.ca)

**Cowichan Campus**  
2011 University Way  
Duncan, BC V9L 0C7  
Tel: 250.746.3500  
[cc.viu.ca](https://cc.viu.ca)

**Parksville•Qualicum Centre**  
100 Jensen Avenue E., Box 42  
Parksville, BC V9P 2G3  
Tel: 250.248.2096  
[viu.ca/parksville](https://viu.ca/parksville)

**Powell River Campus**  
100 - 7085 Nootka Street  
Powell River, BC V8A 3C6  
Tel: 604.485.2878  
Toll-free: 1.877.888.8890  
[pr.viu.ca](https://pr.viu.ca)

Matter here | [viu.ca](https://viu.ca)

## APPLYING FOR ADMISSION TO VANCOUVER ISLAND UNIVERSITY

### Find a Program

Browse Vancouver Island University's website at [viu.ca](http://viu.ca) under "Programs and Courses" to find a list of programs offered. Contact Enrolment Management at 250.753.3245, Local 2088, or Advising at 250.740.6410 (Nanaimo); 250.746.3509 (Cowichan); 604.485.2878 (Powell River) if you require assistance choosing a program.

### Complete this form

If you prefer to apply online, please visit [viu.ca/apply](http://viu.ca/apply).

Please ensure you print clearly and complete all sections of this Application for Admission.

This Application for Admission can be delivered or mailed to any campus – Nanaimo, Cowichan, Powell River, or to the Parksville•Qualicum Centre.

### Pay the Application Fee

A non-refundable application fee is required for each application.

Program Type	Fee
Undergraduate	\$38.55
Master's (Faculty of Management)	\$150.00
Master's (all other faculties)	\$100.00

### Submit Official Transcripts

New applicants to undergraduate programs must submit official transcripts from all institutions. This includes high school and all previous post-secondary institutions (faxed, scanned or photocopied documents are not considered official). Transcripts become the property of Vancouver Island University and will not be returned.

Current high school students from BC and the Yukon must provide their Personal Education Number (PEN) and may also be required to submit an interim transcript for admission purposes.

New applicants to graduate programs must submit official transcripts from all previous post-secondary institutions. High school transcripts are not required from applicants to graduate programs.

### What Happens Next?

Within two weeks of receiving your application, Vancouver Island University will mail you a letter confirming receipt of your application. **Please read our letters carefully and call if you have any questions.**

If you are admitted to a program, a letter of acceptance will be mailed to you. A non-refundable, non-transferable deposit (usually \$200) will be required to confirm your acceptance of the offer of admission. The due date to accept the offer and pay the deposit will be outlined in the letter of acceptance.

The University considers it to be sufficient notification to mail information to the student's address on file; however, we may also contact you by telephone or email. Please call the Registration Centre to notify us of changes to your contact information.

## Application Fee

Last Name		Legal First Name		Telephone (Primary) (      )	
<input type="checkbox"/> Debit Card/Cash (in person only) <input type="checkbox"/> Money Order <input type="checkbox"/> Bank Draft <input type="checkbox"/> Cheque Please make the cheque, money order, or bank draft payable to Vancouver Island University.				Total Enclosed \$	
Credit Card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		Card Number		Expiry Date	
Name on Credit Card			Signature of Credit Card Holder		





OFFICE USE ONLY

Date Received:	Application fee received:	CPC:
----------------	---------------------------	------

Please ensure you print clearly and complete all sections of this application.

VIU Student Number (for returning Students)	Personal Education Number (current BC & Yukon High School Students)	Tradesperson ID Number
--	--	------------------------

Personal Information

Legal First Name (no initials)	Middle Name(s) (no initials)	Last Name
Maiden Name/Previous Name (if applicable)		Preferred Name
Mailing Address		City
Province	Postal Code	Country
Telephone (Primary) ( )	Telephone (Other) ( )	<b>Emergency Contact</b>
Email		Name
		Telephone ( )
		Email
Date of Birth year    month    day	Social Insurance Number (optional)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other _____
		Citizenship <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident (documentation required) <input type="checkbox"/> Other (specify country of citizenship) _____

Vancouver Island University is dedicated to supporting Aboriginal students in their efforts to achieve their goals. To assist us, please answer the following questions.

Do you identify yourself as an Aboriginal person of Canada, that is, First Nations, Metis, or Inuit?  Yes     No

If you identify yourself as an Aboriginal person, are you (please check all that apply)  First Nations? (Status, Non-Status, Treaty, Non-Treaty)     Metis?     Inuit?

Vancouver Island University would like to know if you are a "First Generation Learner."

- None of my parents attended university or college
- One of my parents attended university or college
- Two of my parents attended university or college
- I prefer not to answer this question

## Program Choice

Which program are you applying to?		Are you applying as a visiting student on a Letter of Permission? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate which VIU campus you would prefer to attend (one only). <input type="checkbox"/> Nanaimo <input type="checkbox"/> Powell River <input type="checkbox"/> Cowichan <input type="checkbox"/> Parksville-Qualicum Centre <input type="checkbox"/> Other Location	Please indicate when you would prefer to begin your classes: Month _____ Year _____	
<b>Applicants to the Bachelors of Arts, Business Administration and Science programs, please specify your intended major.</b> <i>The information collected is for planning purposes only and does not guarantee access to any major.</i> Intended Major _____ <input type="checkbox"/> I have not decided on a Major		

## Educational History Official transcripts must be submitted from all institutions – faxed, scanned or photocopied documents are not accepted.

Last High School Attended	Location	School District	Presently Attending?	Date Last Attended (year   month)	Did You Graduate?
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Post-secondary Institutions Attended	Location	From (year   month)	To (year   month)	Program or Course	

How did you learn about Vancouver Island University? (check all that apply)

- VIU Website  Newspaper  Magazine  Radio  Television  Parent  Friend  High School  Educational/Career Counsellor  
 VIU Recruiter/Recruitment Display  Facebook  Twitter  Instagram  Other Source

### PLEASE READ THE FOLLOWING BEFORE SIGNING

#### COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The personal information on this form is collected under the authority of the University Act (RSBC 1996, ch.468). I understand that VIU will use and maintain the information for the purposes of admission, registration, student support services, research, administration and reporting requirements, alumni and development, administration of the Student Union Health and Dental plan, and other activities related to delivery of programs, courses, events and recreation by VIU. Note that in providing VIU with an email address you acknowledge that VIU may send confidential information about you to this address, consistent with Section 26 of the Freedom of Information and Protection of Privacy Act. Some of your personal information will be kept on a secure server located outside of Canada. VIU's administration calls for creating a digital photo image of each student that is used for purposes of validating the student as a member of the VIU community to gain access to campus services. The personal information will be used to verify the student Personal Education Number (PEN), required by the province of British Columbia, or to assign the PEN to students. The PEN is used to measure participation of the population in the post-secondary sector and for research and evaluation. For individuals admitted to a co-admission program with VIU partner institutions, I understand that all details of my application, studies, and student conduct record will be shared openly between VIU and the partner institution. For individuals granted awards, VIU releases personal information to award donors and provincial funding agencies. In addition, VIU uses the name of the award winners and/or photo images, municipality of residence, VIU program name, and the name or criteria of any award won in marketing materials for the purpose of publicizing VIU students, graduates, and their achievements. Student's names and contact information will also be shared with the VIU Students' Union. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. For questions about your personal information use, you may contact VIU's Director, Freedom of Information and Protection of Privacy at 900 Fifth Street, Nanaimo, BC, V9R 5S5, or telephone 250-740-6564.

#### APPLICANT STATEMENT

I certify that all statements on the application are true and complete. I understand that misrepresentation of this information in any material way may result in cancellation of my admission or registration status. I understand that submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting Vancouver Island University Program or Course prerequisites and space availability. I agree to abide by the rules and regulations of Vancouver Island University as published in the online official Calendar, and those of the department and program in which I shall be registered, and any changes which may be made while I am a student at the University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_