



Application for Undergraduate Admission/ Re-Admission

Office of the Registrar
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9
Telephone: (250) 960-6300 **Facsimile:** (250) 960-6330
E-mail: registrar-info@unbc.ca
World Wide Web: www.unbc.ca

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING YOUR APPLICATION:

- A. Please fill out the application completely and legibly.** Some common errors that could result in a delay in the processing of your application are:
- incorrect Personal Education Number (PEN) provided by current BC High School Students;
 - application form not signed;
 - illegible information on the application;
 - application submitted after the application deadline.

B. Deadlines for Application

For application deadlines, please see the Semester Dates section of the UNBC Calendar or check online at www.unbc.ca/calendar/undergraduate/.

C. Fees

Application Fee (non-refundable*):

- \$35 for Canadian and Permanent Resident applicants.
- \$75 for International applicants.

Document Evaluation Fee (non-refundable*):

- \$40 for applicants whose transcripts originate from a post-secondary institution outside of British Columbia and/or any secondary school outside of Canada. This fee is in addition to the Application Fee.

*All fees are non-refundable and must accompany the Application for Admission/Re-admission in order for it to be processed. Please make all cheques or money orders payable to the "University of Northern British Columbia". **DO NOT** send cash through the mail.

D. Documents

Provisional offers of admission may be made using unofficial transcripts/documents (**this is not applicable to international students**), and will be finalized when **official** documents are received. All documents submitted in support of an Application for Admission/Re-admission become the property of the University of Northern British Columbia, and will not be returned to the applicant or provided to other institutions.

E. Immigration Status

Completion of the Immigration Status section is **MANDATORY**. If this section is not completed, your application form will be returned to you unprocessed. (See "Personal Information", Section 1F.)

F. English Language Proficiency

Applicants whose first language is not English must submit evidence of English language proficiency prior to admission; acceptable evidence may be any one of: TOEFL, IELTS, LPI, CAEL, or English 12. In order to be considered valid, these scores must be sent directly from the testing agency/institution to the Office of the Registrar.

For further details, please consult the Admissions section of the UNBC Undergraduate Calendar.

G. Web/Fax

Applications can be completed and submitted online at www.unbc.ca/apply. As well, applications, related information, and documents may be submitted by fax to the Office of the Registrar at **(250) 960-6330**.

H. Disability Services

If you have a disability and believe that you will require support services during your program, please contact UNBC Disability Services at **(250) 960-5682**.

The University of Northern British Columbia reserves the right to limit enrolment in any Faculty, Program or course. Course offerings may be subject to sufficient demand, and not all Programs are available at every campus.



Apply online at www.unbc.ca/apply

1. PERSONAL INFORMATION *Please print clearly*

Intended Semester of Study:

- September
 January
 May

Year:

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Have you ever attended UNBC?
 Yes No

Have you ever applied to UNBC, but not attended?
 Yes No

If "yes" to either of the above questions, please provide your UNBC Student Identification Number (9 digits):

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A. Name

(The following must be your **legal** names for use on all official UNBC documentation.)

<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other (specify): _____	
Last/Family Name:	
First Name:	Middle Name(s):
Former Name(s), if applicable:	
Preferred First Name:	

B. Permanent Address

Street # and Name, Apt. #, PO Box, RR/SS, Site, Comp:	
City or Town:	Province:
Postal Code:	Country:
Telephone Number:	
Business Number:	
E-mail Address:	
Fax Number:	

2. ADMISSION ROUTES

High School

- I am currently completing high school for the first time.
 I have completed high school, and have not attended any post-secondary institution(s).
 I have completed high school, and am currently upgrading.
 I have attempted fewer than 15 university transferable credits at a post-secondary institution(s).

Post-Secondary

- I have attempted 15 or more university transferable credits at a post-secondary institution(s).
 I hold a college diploma or an Associate/Bachelor in Arts or Science Degree.

3. CAMPUS OF STUDY

- Prince George Fort St. John New Aiyansh Quesnel Terrace
 Chetwynd Greenville Fort St. James Kitimaat Village
 Dawson Creek Kincolith Williams Lake Prince Rupert
 Fort Nelson

C. Mailing Address *(if different than permanent)*

Street # and Name, Apt. #, PO Box, RR/SS, Site, Comp:	
City or Town:	Province:
Postal Code:	Country:
Telephone Number:	

D. Personal Data

Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status <i>(statistical purposes)</i> : <input type="checkbox"/> Married or equivalent <input type="checkbox"/> Single, never married <input type="checkbox"/> Single, previously married						
Date of Birth: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	
D	D	M	M	Y	Y		
Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if Yes, see Page 1, "H")</i>							
BC Personal Education Number (PEN) (9 digits):							
Aboriginal Do you identify yourself as an Aboriginal person? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are you: <input type="checkbox"/> First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit						
If First Nations, what is your Band? _____							

E. Emergency Contact

Last/Family Name:	First Name:
Relationship:	
Telephone Number:	

F. Immigration Status *(Mandatory; all applicants must complete.)*

<input type="checkbox"/> Canadian Citizen or Country of Citizenship: _____						
If not born in Canada, specify date of entry: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y	
If not a Canadian citizen, you MUST check one of the following: <input type="checkbox"/> Study Permit <input type="checkbox"/> Permanent Resident/Landed Immigrant <input type="checkbox"/> Other <i>(please specify)</i> : _____						
If not a Canadian citizen, total number of years in an English-language school system: _____						

G. First Language *(mother tongue)*

What is your language of origin? <input type="checkbox"/> English <input type="checkbox"/> Aboriginal <i>(specify)</i> : _____ <input type="checkbox"/> French <input type="checkbox"/> Other <i>(specify)</i> : _____
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Returning Students

- I have previously attended UNBC.
 I have previously attended UNBC, and subsequently attended another post-secondary institution(s).

Visiting or Exchange Students

- I am applying as a Visiting Student or an Exchange Student under a Letter of Permission from my home institution: _____
 CNC English Language Training University Transfer Program.

Other

- Mature:** I am 21 years of age and a resident of British Columbia, and my qualifications satisfy none of the admission routes listed.
 Audit: I wish to participate in university courses, but not for credit.
 Interest Only: I do not intend to pursue a degree, certificate or diploma program at UNBC, but want to take courses for credit.

4. PREFERRED AREA OF STUDY (choose one only)

DEGREE GROUPS

BACHELOR OF ARTS (BA)

- Anthropology
- Anthropology/Geography
- Bachelor of Arts (General)
- Economics
- Economics/Political Science
- English
- English/Environmental Studies
- English/History
- English/Political Science
- English/Women's Studies
- Environmental Studies
- First Nations Studies
- First Nations/Women's Studies
- Geography
- History
- History/Political Science
- History/Women's Studies
- International Studies
- International Studies/Political Science
- Nature-Based Tourism Management
- Northern Studies
- Political Science
- Political Science/Women's Studies
- Public Administration & Community Development
- Women's Studies

BACHELOR OF FINE ARTS (BFA)

BACHELOR OF HEALTH SCIENCES (BHSc)

- Biomedical
- Community and Population Health - Aboriginal and Rural Health
- Community and Population Health - Environmental Health

DEGREE GROUPS (cont'd)

BACHELOR OF PLANNING (BPI)

- First Nations Planning
- Natural Resources Planning
- Northern Rural and Community Planning

BUSINESS ADMINISTRATION (BComm)

- Accounting
- Finance
- General Business
- Human Resources Management
- International Business
- Marketing

BACHELOR OF SCIENCE (BSc)

- Bachelor of Science (Integrated)
- Biochemistry and Molecular Biology
- Biology
- Chemistry
- Chemistry/Computer Science
- Chemistry/Mathematics
- Chemistry/Physics
- Computer Science
- Computer Science/Mathematics
- Computer Science/Physics
- Economics/Mathematics
- Environmental Science
- Geography
- Mathematics
- Mathematics/Physics
- Natural Resource Management (NRM)
- NRM must select at least one:*
 - Forest Ecology and Management
 - Outdoor Recreation and Conservation
 - Wildlife and Fisheries
- Psychology
- Physics

PROFESSIONAL PROGRAMS

- Education (Elementary K-7)
- Education (Secondary 8-12)
- Environmental Engineering
- Nursing Post-Diploma Program
- Social Work

CERTIFICATES

- Aboriginal Community Resource Planning
- Aboriginal Health Sciences
- First Nations Language
- First Nations Public Administration
- General First Nations
- Métis Studies
- Nisga'a Studies
- Public Administration
- Rural Acute Care Nursing
- Traditional Environmental Knowledge

DIPLOMAS

- Aboriginal Health Sciences
- First Nations Language Diploma
- Education Diploma (First Nations Language and Culture)
- Post-Baccalaureate Diploma (Curriculum & Instructional Studies)
- Post-Baccalaureate Diploma (Montessori Education)

TRANSITION YEAR

- Northern Advancement Program

5. ACADEMIC HISTORY

Have you graduated from High School? Yes No

If you are currently in Grade 12 and have **not** graduated, please also complete **Section 10** on the back of this form, and ensure that you have provided your Personal Identification Number (PEN) in Section 1D.

Have you ever been required to withdraw from an educational institution? Yes No

If yes, please indicate the institution _____ and date (DD/MM/YY) _____.

Secondary Schools Attended (Please list most current first.)

From		To		Name of School	Location (City/Province)	Grade Level Completed
Mn	Yr	Mn	Yr			
Mn	Yr	Mn	Yr			
Mn	Yr	Mn	Yr			

All Post-Secondary Institutions Previously Attended/Currently Attending (Colleges, Technical Institutes and Universities)

From		To		Name and Location of Institution	Year Level	Program	Credentials Obtained (e.g. BA, Diploma)
Mn	Yr	Mn	Yr				
Mn	Yr	Mn	Yr				
Mn	Yr	Mn	Yr				
Mn	Yr	Mn	Yr				
Mn	Yr	Mn	Yr				

An Official Transcript from ALL post-secondary institutions must be forwarded to the Office of the Registrar at the University of Northern British Columbia directly from the issuing institutions.

6. DECLARATION

I hereby declare that the information I have submitted in this Application for Admission/Readmission is correct and true. I understand that completion of this signed application permits the University of Northern British Columbia to request and/or confirm any information necessary to support my Application for Admission/Re-admission; that submission of any false statement or documents will result in the immediate cancellation of admission or registration to the University of Northern British Columbia; and that information on falsifications may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

7. INFORMATION RELEASE STATEMENT

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records, and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

I have read and understand the statements contained in Sections 6 and 7.

Signature of Applicant _____

Date _____

8. INFORMATION RELEASE (OPTIONAL)

You may wish to authorize someone to act on your behalf with respect to application status, registrations, financial information/activities, transcripts or graduation. If you wish to designate someone to act on your behalf, please provide the following information (please print clearly):

Name of Designate _____

Relationship _____

9. TO BE COMPLETED ONLY IF YOU ARE PAYING APPLICATION/EVALUATION FEE BY CREDIT CARD

(Please refer to item C "Fees" on the front page of this application form.)

I agree to pay the University of Northern British Columbia my application fee (all applicants) and the document evaluation fee (if applicable) in the amount of \$_____ on my: VISA MASTERCARD AMEX (Place an "X" in the applicable box to indicate the type of card.)

Card Number _____

Expiry Date of Card _____

Name of Cardholder (please print) _____

Signature of Cardholder _____

Note: Your application will not be processed until we receive payment of your fee(s).

10. COMPLETE ONLY IF CURRENTLY ATTENDING A BC HIGH SCHOOL AND HAVE NOT PREVIOUSLY GRADUATED

Instructions:

You may wish to seek assistance from your school counsellor when completing Academic History (Section 5) and the Statement on the Self-Declaration of Grades (below). It is important that you complete these sections accurately, as provisional admission decisions will be made based upon your self-declared grades. Such decisions are subject to the following:

- receipt of your final official grades from the Ministry of Education;
- successful graduation from Grade 12;
- successful completion of the required five Grade 12 courses; and
- a satisfactory overall average in the courses used for admission (please refer to the Calendar).

STATEMENT ON THE SELF-DECLARATION OF GRADES

An assessment will be completed of your Application for Admission/Re-admission based upon your self-declared grades. **All** offers of admission will be **provisional**, and subject to review upon receipt of mid-term and final grade information from the Ministry of Education. Students who do not meet the University's admission requirements based on their final results will normally have their provisional offer of admission to UNBC withdrawn.

COMPLETED (Grade 11 and 12 courses with final grades. Use a letter grade if percentage grades are not available.)					
Course	Grade (%)	Course	Grade (%)	Course	Grade (%)
IN PROGRESS (Grade 11 and 12 courses with predicted grades.)					
Course	Grade (%)	Course	Grade (%)	Course	Grade (%)
PROPOSED (Grade 11 and 12 courses with predicted grades.)					
Course	Grade (%)	Course	Grade (%)	Course	Grade (%)

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