



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.

PROGRAMS OFFERED AT COLUMBIA COLLEGE

University Transfer & Associate Degree Programs

University Transfer programs are offered in Business, Communication, Computer Science, Engineering, Liberal Arts, and Science. Courses are transferable at the first and second year levels. Students successfully completing two academic years (60-63 credits) of specified university courses may be granted an Associate of Arts or Associate of Science Degree.

University Foundation Programs

University Foundation Programs offered at Columbia College include High School Grade 11 & 12 programs, as well as the University Preparatory Program, for students who have substantially completed Grade 12 (or equivalent) but lack certain academic qualifications for direct entry to a University Transfer or Associate Degree program.

Academic English as a Second Language (ESL) Program

The Academic ESL Program at Columbia College prepares students with the language skills needed for study at high school or university in North America. ESL courses are offered from a High Beginner to Upper Advanced level.

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. Academic ESL programs have additional start dates at mid-semester. See the "Program Dates" section of this package for details.

Application deadline

Columbia College does not insist on an application deadline. We encourage you to apply early if you need a Canadian Study Permit and to arrive in time for Orientation & Registration, in the week before the beginning of the semester, in order to have the best selection of courses. Academic & ESL program students will not be allowed to register after the last day of late registration, at the end of the first week of classes, but will be allowed to register in the next intake.

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

University Transfer & Associate Degree program

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/HKCEE passes with minimum average 'C' **plus** two passes at the Advanced level (or four at the Advanced Subsidiary level)

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)

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.

Academic 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 external standardized English test scores (as shown in the "English Requirements" tables on page 7).
- Present minimum required scores in English 12 or Communications 12 in British Columbia (as shown in the "English Requirements" tables on page 7).
- Present minimum required scores in IB English A1 or A2 (as shown in the "English Requirements" tables on page 7).
- Present minimum required scores in first-year English taken at another college or at university in British Columbia, listed in the British Columbia Transfer Guide (see www.bctransferguide.ca).

Students may be placed in university transfer (credit) English, university preparatory (non-credit) English, or (non-credit) ESL on the basis of Columbia College's Language and Writing Assessment (LWA) or on the basis of acceptable minimum TOEFL, IELTS, CAEL, CELPIP or LPI results, as listed in this package. If you take the LWA and also present minimum external test results (as listed in the "English Requirements" tables on page 7), we will place you according to whichever score is better. We do not accept external tests written more than two years before you register at the college.

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. Please also submit original or certified transcripts by post to complete your application.
- By email** Scan required documents to 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 on page 7 (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 Academic 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 Proof of medical insurance valid through to the end of the first semester of registration
- 3 For students under 19 in a University Foundation (Grade 11/12) program: copies of current custodianship documents

HOMESTAY ACCOMMODATION

If you need accommodation in Vancouver, the College can arrange for you to stay with one of our host families. You will be accommodated in a private room in the home of a Canadian family, with three meals provided per day. To be placed with a family, you will need to pay a one-time placement fee to the College and monthly rent to the family. See the Fees section of this package for further details. You may apply for homestay using the homestay application form in this package or using the online homestay application facility at www.columbiacollege.ca.

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, 2012 to Aug. 31, 2013)

See the college calendar at 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, 2012 to Aug. 31, 2013, tuition fees are assessed at \$470/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 tuition deposit of \$11,280. This deposit covers tuition fees for 24 credits of coursework over two semesters and is non-refundable once a student registers at Columbia College. If a student chooses to take additional credits, these are charged at the rate of \$470/credit.

Application fee	\$150
Document assessment & first-time registration fee	\$200
Tuition fee deposit	\$11,280 (covers 24 credits @ \$470/credit)

Local applicants—academic programs

Applicants who already have legal status in Canada (as citizens, permanent residents, or on Study Permit), or who are continuing their studies at Columbia College, are assessed fees at \$470/credit (or credit equivalent). However, students requiring a letter to extend their visa or Study Permit are expected to make a tuition deposit of \$4,230 (equivalent to tuition fees for 9 credits) when they request the letter.

Application fee	\$150
Tuition fees	\$470/credit

Example tuition fees/semester—academic programs

Tuition fees for university student taking 4 courses (12 credits)	\$5,640
Tuition fees for university student taking 5 courses (15 credits)	\$7,050
Tuition fees for Grade 11/12 student taking 3 courses (12 credits)	\$5,640
Tuition fees for Grade 11/12 student taking 4 courses (16 credits)	\$6,580*

*Secondary students taking 16 credits are charged for 14 credits only

Academic ESL Program tuition fees

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

Application fee	\$150
Tuition fees.....	\$2,820 /7-week session, 25 hours/week

Homestay & custodianship fees

Placement fee.....	\$250
Express placement fee	\$350
<i>For homestay application less than 5 working days before placement</i>	
Airport pick-up	\$70

Adults and minors (under 19) not requesting college custodianship

Homestay	\$750 /month
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Minors (under 19 and requesting college custodianship)

Homestay (includes custodianship).....	\$780 /month
Custodianship set-up fee	\$200
Custodianship monitoring fee.....	\$80 /semester

If you are applying for homestay, please pay the following homestay fees at the time of application.

Adults and minors (under 19) not requesting college custodianship

With airport pick-up	\$1,820
<i>(includes homestay placement fee and first and last month's homestay rent)</i>	
Without airport pick-up	\$1,750

Minors (under 19 and requesting college custodianship)

With airport pick-up	\$2,160
<i>(includes homestay placement fee, custodianship set-up fee, first semester monitoring fee, and first and last month's homestay rent)</i>	
Without airport pick-up	\$2,090

Payment methods

We accept the following payment methods:

- Money order/bank draft
- Telegraphic transfer
- Personal cheque
- Credit card (only certain fees can be paid by credit card online at www.columbiacollege.ca)
- Debit card (in person only)

Payment by telegraphic transfer

If paying by telegraphic transfer, please expect to pay any bank charges (usually \$25–60/transaction) and please **include the student's name with the payment.**

Beneficiary Bank: The Toronto-Dominion Bank
700 West Georgia Street
Vancouver, B.C. V7Y 1A2 Canada
Transit # 94000-004
Swift Code TDOMCATTOR

Payment details: For further credit to **COLUMBIA COLLEGE**
Account #5322458

Please include the following only if the payment is coming from USA in US\$: ABA #026 009 593

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	\$6,000
Transportation	\$588
Health insurance.....	\$544
General expenses	\$2,200
Total living expenses	\$9,332

School expenses

Tuition fees (2 semesters) ¹	\$11,280
	(\$11,480 for new international students)
Textbooks	\$1,500
Total costs for 8 months.....	\$22,112

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

¹Based 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 (to give a total of \$11,480), 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. 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.

ENGLISH REQUIREMENTS

	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
IELTS (Academic)	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	—	—
CAEL	≥70 & Writing 65	60–69 & Writing 60	50–59 & Writing 50	40–49 & Writing 45	—	—
LPI	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	—	—
TOEFL CBT	230 & Essay Rating 4.5	213 & Essay Rating 4.0	197 & Essay Rating 3.5	180	—	—
TOEFL PBT	570 & TWE 4.5	550 & TWE 4.0	530 & TWE 3.5	510	—	—
TOEFL iBT						
Total	88	79	71	64	57	—
Writing	21	19	16	14	12	—
plus two of:		plus two of:	plus two of:	plus two of:	plus two of:	
Reading	21	19	17	15	13	—
Listening	21	19	17	15	13	—
Speaking	21	19	16	14	12	—
MELAB	83	79	75	72	—	—
CELP	4H	4L	3H	3L	2H	—

University program students placing at English 100 or 101 level may take a course load of 3, 4 or 5 transferable (credit) courses. English 098 and 099 are non-credit university preparatory courses; a student at one of these levels combines non-credit English with transferable (credit) university courses. ESL 097 students take full-time ESL studies or full-time ESL studies with one transferable (credit) university course.

Students with listed minimum grades in English 12 or Communications 12 in British Columbia and those who have completed IB English A1 or A2 with minimum grades listed do not need to take any further English testing before registering in a University Transfer program.

	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 A1 HL or SL	5	4	—
IB English A2 HL or SL	5	4	—

PROGRAM DATES 2012/13

See the college calendar at www.columbiacollege.ca for detailed academic and ESL schedules.

Fall Semester 2012

- Sept. 4–7 Orientation & registration for new students
- Sept. 10 Fall Semester classes begin
ESL classes begin (first seven-week session, Sept. 10–Oct. 26)
- Sept. 14 Last day of late registration
- Oct. 29 ESL classes begin (second seven-week session, Oct. 29–Dec. 14)

Winter Semester 2013

- Jan. 2–4, 7 Orientation & registration for new students
- Jan. 8 Winter Semester classes begin
ESL classes begin (first seven-week session, Jan. 8–Feb. 22)
- Jan. 14 Last day of late registration
- Feb. 25 ESL classes begin (second seven-week session, Feb. 25–April 12)

Summer Semester 2013

- May 6–10 Orientation & registration for new students
- May 13 Summer Semester classes begin
ESL classes begin (first seven-week session, May 13–June 28)
- May 17 Last day of late registration
- July 2 ESL classes begin (second seven-week session, July 2–Aug. 16)

Fall Semester 2013

- Sept. 3–6 Orientation & registration for new students
- Sept. 9 Fall Semester classes begin
ESL classes begin (first seven-week session, Sept. 9–Oct. 25)
- Sept. 13 Last day of late registration
- Oct. 28 ESL classes begin (second seven-week session, Oct. 28–Dec. 13)

QUESTIONS?

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



Columbia College

Admissions Office
500-555 Seymour Street
Vancouver, British Columbia V6B 6J9 Canada
Tel: +1-604-683-8360
Fax: +1-604-682-7191
Email: admin@columbiacollege.ca
Web: www.columbiacollege.ca



COLUMBIA COLLEGE APPLICATION FOR ADMISSION

500-555 SEYMOUR STREET
VANCOUVER, B.C.
V6B 6J9 CANADA

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

PHOTO

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

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

SELECT ONE OF THE PROGRAMS:			HAVE YOU APPLIED TO COLUMBIA COLLEGE BEFORE? Yes No
University Transfer / Associate Degree Program	University Foundation Program	Academic ESL Program	
<small>Intended Program: Liberal Arts Science Communication Business Computer Science Engineering Associate of Arts Associate of Science</small>	<small>Accelerated Secondary Program Adult Secondary Program High School Completion Program Senior Secondary Program University Preparatory Program</small>	<small>Full-time (25 hours/week) Part-time (10, 15, 20 hours/week) Super-Intensive (30 hours/week)</small>	
Semester Applying For: Winter (Jan-Apr) Summer (May-Aug) Fall (Sep-Dec)	Semester Applying For: Winter (Jan-Apr) Summer (May-Aug) Fall (Sep-Dec)	Entry Points Sept. 10 2012 Oct. 29 2012 Jan. 8 2013 Feb. 25 2013 May 13 2013 July 2 2013	Length of ESL Study 7 Weeks 14 Weeks 21 Weeks 28 Weeks Other (specify) _____ Weeks

GRADUATING HIGH SCHOOL (if applicable)	LEAVING DATE (D/M/Y)	FORM/GRADE/QUALIFICATION COMPLETED	PERSONAL EDUCATION NUMBER (PEN)	DO YOU REQUIRE HOMESTAY ACCOMMODATION? YES NO <small>If yes, please fill in a homestay application at www.columbiacollege.ca</small>
LAST SCHOOL/COLLEGE ATTENDED	LEAVING DATE (D/M/Y)	FORM/GRADE/QUALIFICATION COMPLETED	<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>	

THIS SECTION TO BE COMPLETED BY APPLICANTS UNDER 19 YEARS OF AGE

PARENT OR GUARDIAN NAME: Mr. Ms.	PARENT/GUARDIAN ADDRESS & PHONE SAME AS PERMANENT ADDRESS/PHONE VANCOUVER ADDRESS/PHONE OR STREET ADDRESS					
	CITY	COUNTRY	POSTAL CODE	AREA CODE	TELEPHONE	FAX

<p>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</p> <p>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.</p> <p>* _____ DATE: _____ * SIGNATURE OR TYPED NAME OF APPLICANT, OR THAT OF PARENT/GUARDIAN IF UNDER 19 DAY MONTH YEAR</p>	COLUMBIA COLLEGE AUTHORIZED REPRESENTATIVE NAME
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STUDENT NUMBER				OFFICE USE ONLY		
A	DATE	CR#	AMOUNT	PT	PLACEMENT	YEAR
T					ADMITTED ON BASIS OF:	REMARKS:
T						Date admitted:
P						<input type="checkbox"/> NLT <input type="checkbox"/> New Int'l
HF						Ref School:
HS						
R					ADMITTING OFFICER SIG:	



COLUMBIA COLLEGE HOMESTAY APPLICATION FORM

500-555 SEYMOUR STREET
VANCOUVER, B.C.
V6B 6J9 CANADA

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

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

SURNAME (FAMILY NAME)		GIVEN NAMES	
HOME ADDRESS			
STUDENT'S E-MAIL ADDRESS		AGENT'S E-MAIL ADDRESS (if applicable)	
SESSION APPLYING FOR:	START DATE (D/M/Y)	END DATE (D/M/Y)	
DATE OF BIRTH (D/M/Y)	AGE	SEX:	FEMALE MALE

Students under 19: Do you want Columbia College to arrange custodianship for you? Yes No

Smoker Non Smoker I like pets: Yes No

I like small children: Yes No English Ability: Excellent Good Fair Poor

Religion (optional): Catholic Protestant Buddhist Muslim Hindu Sikh None Other _____

Do you have any allergies: Yes No

If yes, what are you allergic to:

My favourite foods are:

I do not like to eat or cannot eat:

Sports, hobbies and interests:

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 Anna Zima, Homestay Coordinator, Columbia College, #500-555 Seymour Street, Vancouver, B.C., Canada V6B 6J9 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.