

---

<b>Title:</b>	<b>Admission Standards – Procedures for International Students</b>
<b>Type:</b>	Academic
<b>Policy #:</b>	AC100-03
<b>Responsibility:</b>	Academic Policies and Procedures Committee
<b>Approved by:</b>	Board of Governors, December 2005
<b>Effective date:</b>	
<b>Revised:</b>	
<b>Review date:</b>	

---

### 1. Policy

Refer to Admission Standards Policy # AC100-01

### 2. Introduction

Admission to Centennial College programs require that applicants have the minimum college admission requirements set by the Ministry of Training Colleges and Universities as well as satisfy specified program eligibility requirements available in the College calendar.

The College's International Education Office assists applicants with information on employment regulations and advice -- both before they apply and after they become Centennial students. Services include information and guidance about applying; orientation to life in Canada and at Centennial; and liaison and assistance with Immigration Canada as well as other College and Community Services:

**For more information or assistance, candidates should contact the International Education Office at: <http://www.centennialcollege.ca/International>.**

### 3. Completing the Online Application Form

International applicants may fill out an International Education application form online. Upon completion of the application form, it will be transferred electronically to the College. In future correspondence, applicants should indicate that they filed their application electronically. But before applying for admission to Centennial College, the following steps should be followed:

Applicants should make sure that they have their:

- a) copy of the full-time calendar or access to <http://www.centennialcollege.ca/index.jsp>;
- b) high school and other transcripts;
- c) copy of the application form.

Applicants must then:

- a) Select three programs which interest them by referring to the calendar;

- b) Check the admission requirements of the selected programs including program specific requirements;
- c) Review the restricted programs list to make sure the programs are offered to international students. Apprenticeship programs and over subscribed programs are not open to international students;
- d) Complete and sign the application form in the calendar or electronically;
- e) Attach required documents and transcripts with original test results;
- f) Send the application electronically, or by mail to:

**International Education Office**

Centennial College

PO Box 631, Station A,

Toronto, ON

Canada M1K 5E9

Phone: 416.289.5393

Fax: 416.289.5352

E-mail: [internationaltransfer@centennialcollege.ca](mailto:internationaltransfer@centennialcollege.ca)

**Note:** Applicants are encouraged to apply early. Allow approximately four to six months for admission and immigration processing.

#### **4. Offers of Admission and Notice of Acceptance**

Qualified applicants will receive a letter of acceptance in the mail. Subsequently, they will sign the acceptance-acknowledgement form and return it to the College before the stated deadline, along with a fee deposit.

While waiting for their letter of acceptance, applicants should submit an application for their Study Permit (see Study Permit Section for more details). Applicants must contact the nearest Canadian Embassy and request a student application kit. All applicants should prepare their application as soon as possible, since the process usually takes four to six months.

Applicants are asked to pay their tuition fees before the stated deadline. If they are not granted a Study Permit, they will receive a full refund. If applicants do not receive a Study Permit before the stated deadline, they should write or phone the International Department at Centennial College and ask to move their application ahead to the next semester.

Applicants should travel to Canada to begin their studies at least one week before the scheduled first date of classes in order to secure their spot in the program, organize accommodations and get acquainted with the city and the College faculty. Students who arrive after the start of classes may not be permitted into their program of choice.

#### **5. Study Permit**

Applicants should complete an application for a Study Permit (form IMM-1208) at the nearest Canadian government office in the country where they live. When applying for a Study Permit, applicants will need the following documents:

- a) proof of acceptance to Centennial College;

- b) proof of financial support;
- c) evidence of good character, and if applicable, a letter from a sponsor;
- d) certificate of medical clearance;
- e) a valid passport.

Study Permits are generally issued for the full length of the applicant's program. When required, international students may renew their authorization for the remainder of their program in Canada if they have ongoing student status and good financial standing. There is a renewal fee.

When arriving in Canada, immigration officers will issue a Study Permit when applicants present the approval letter they received at the Canadian government office abroad.

Individuals currently studying in Canada on a Study Permit at another educational institution may need to transfer their Study Permit to Centennial College. They should check with the International Education Office for more details. The process usually takes four to six weeks.

Individuals with additional questions about immigration requirements should visit Citizenship and Immigration Canada at <http://www.cic.gc.ca/english/information/offices/index.asp>.

## **6. Other Related Procedures**

Admission Standards Policy

## **7. Revisions**

February, 2008