

CAPILANO UNIVERSITY



VANCOUVER

BRITISH COLUMBIA

CANADA



About the University

Founded in 1968, Capilano University is one of the oldest publicly funded post-secondary institutions in British Columbia. With more than 7,000 students, the university welcomes over 600 international students from over 45 countries each semester. Known for its reputation for teaching excellence and innovation, Capilano University has distinguished itself by its commitment to student success. The University offers bachelor degrees, arts & science transfer, associate degrees, career/vocational programs, and English as a second language (ESL). Credentials awarded from Capilano University are widely recognized throughout Canada and credits are easily transferred to schools in Canada and overseas.

The University's main campus is situated in North Vancouver, just 30 minutes from downtown Vancouver.



Vancouver, British Columbia //

Located on the southwestern coast of Canada, Vancouver offers all the amenities one would expect to find in a vibrant city of 2,000,000 people including a broad selection of restaurants, theatres, museums, and shopping.

WORLD CLASS CITY

Ranked in 2009 by *The Economist* as the world's #1 most livable city, Vancouver is recognized for its culture and environment. Known for its beautiful scenery, Vancouver was the host of the 2010 Olympic Winter Games.

SAFE

Vancouver has low crime and is known for its friendly and welcoming people, making it a perfect base for students from around the world.

MULTICULTURAL

As the 3rd largest city in Canada, Vancouver is well known for its cultural diversity with 50% of its residents speaking a second language in addition to English.

MILD WEATHER

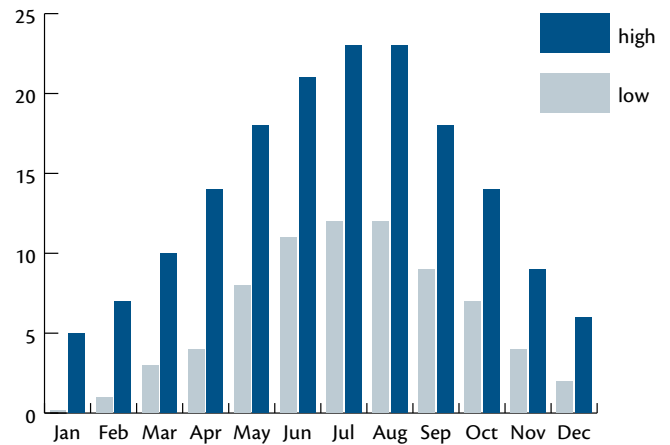
Located within the Pacific Rim, Vancouver is blessed with a mild climate and temperatures that rarely dip below freezing.

GREAT OUTDOORS

Bordered by mountains and the Pacific Ocean, Vancouver offers a wide range of recreational opportunities year-round, including mountain biking, sailing, hiking, and skiing and snowboarding on local mountains.

TEMPERATURE IN VANCOUVER (BBC WORLD)

Sample of bar graph with average high and average low in celcius



How to Apply

1

REVIEW THE ADMISSION CRITERIA FOR YOUR CHOSEN PROGRAM

All program applicants are required to:

- Have equivalency to BC High school graduation
- Meet the English language proficiency requirement

Certain programs may have additional requirements such as interviews, portfolios, special testing, or auditions. Consult the online calendar at www.capilano.ca/programs for specific details.

2

SUBMIT YOUR APPLICATION BEFORE THE DEADLINE

Apply online at www.capilano.ca/admission

Term	Early Application* Deadline	Document Deadline
Fall (September)	March 31	May 31
Spring (January)	September 15	October 15
Summer (May)	January 31	February 15

* Early deadlines may exist for specific programs - www.capilano.ca/calendar

You must include with your application:

- Official transcripts and official proof of graduation (stamped and signed by your school), with certified English translation for all secondary and post-secondary institutions attended.
- English proficiency test scores sent directly from the testing agency
- Nonrefundable application fee of \$125 CAD

Proof of English language proficiency is not required for application to the ESL program.

Irreplaceable documents submitted will be returned to the student upon request after admission to the university.

3

CAPILANO UNIVERSITY ACKNOWLEDGES YOUR APPLICATION

You will be assigned a student number. You may check your application status online (MyCAP) using this student number at www.capilano.ca/current

You will be advised of outstanding admission or documents requirements (if any) which must be met. Provide any outstanding documents or complete testing.

4

CAPILANO UNIVERSITY MAKES AN OFFER

Upon successful completion of admission requirements, you will receive an immigration application letter and a letter of admission from Capilano University.

5

APPLY FOR YOUR STUDY PERMIT

As an international student you must apply for a Study Permit from Citizenship and Immigration Canada. You must submit the immigration application letter and letter of admission from Capilano University to apply for a Study Permit. For more information: www.cic.gc.ca/english/study/index.asp

6

PAY YOUR DEPOSIT

Pay your deposit of \$5000.00 CAD at least 4 days before registration. This deposit is only applicable for your first semester at Capilano University and will be deducted from your first semester tuition fees. Payments may be made either online, by mail or in person by cash, money order, bank-wire transfer, Visa, MasterCard, American Express or debit card. For more information: www.capilano.ca/admission/fees/options

Payment can be made by bank-wire transfer to:

Royal Bank of Canada	Institution #: 003
1789 Lonsdale Avenue	Transit #: 04000
North Vancouver, British Columbia	Account #: 1069145
Canada V7M 2J6	Swift Code: ROYCCAT

7

FOLLOW COURSE REGISTRATION INSTRUCTIONS

You will receive important information regarding registration with your letter of admission and through your Capilano Webmail account. Follow these instructions to register for courses online. If you have been accepted to the English as a Second Language (ESL) program, you will write a test on arrival and be registered for your courses.

8

PREPARING FOR YOUR FIRST SEMESTER

Prepare for your first semester at Capilano University by visiting the International Student Centre website www.capilano.ca/international and find out about orientation and housing.



Capilano isn't just a university—it's a way of life. It embraces and celebrates all cultures and diversity. A place where you can discover your talents and accomplish your educational goals. A place where your teachers are your friends, the students are your family and the classrooms are your second home.

JULIA GOUDKOVA, RUSSIA
Business Administration (International Business)

Before Capilano University, I was worried about making mistakes and hesitated to get involved in-class or with outdoor activities. Since studying here at Capilano, open-minded instructors, experienced and thoughtful staff and good friends helped me become an active participant of the Capilano community.

SANG-BUM KARL WOO, SOUTH KOREA
Arts & Sciences



ENGLISH LANGUAGE PROFICIENCY

Capilano University recognizes the following English language standards for admission: (Capilano University TOEFL code 0505)

- Official internet based TOEFL (iBT) score of 83
- Official paper based TOEFL (PBT) score of 560 or higher
- Official computer based TOEFL (CBT) score of 220 or higher
- IELTS score of 6.5 overall with no score less than 6.0
- CAEL score of 70
- ELA score of 145 (test available only in Vancouver)
- 6 credits of post-secondary English at the 100 level or higher that transfers to Capilano University
- English 12 with a final minimum mark of C+ grade including provincial exam results and two years of full-time high school in Canada
- Advanced Placement English Language/Composition or English Literature/Composition with a minimum mark of 4
- International Baccalaureate English Language A Higher Level with minimum mark of 5
- Language Proficiency Index (LPI) Level 4 with an essay score of 26 or higher
- 4 years of full time study in English in Canada at high school or post secondary institution
- Completion of Capilano University's English as a Second Language program with a final grade of B+



I was initially accepted to another university, but I chose Capilano because of the small classes that gives students more chance to interact with the instructors and build friendship with fellow classmates. The supportive teaching approach here has us working in teams, and this influences our way of interacting with others in and outside the campus, helping me build lasting leadership skills.

NOUF MAJED ALKUSAYER, SAUDI ARABIA
ESL, Arts & Sciences

I chose Capilano because of the excellent reputation of its Music Therapy program. I believe that the strength of Capilano University lies with its teachers and the quality of instruction. The assistance provided by instructors and staff has encouraged me to study hard during my time here and has contributed greatly to my success. I like living in Canada very much because Canadians are very friendly and I love the natural beauty of the campus and North Vancouver.

NORIKO ARAI, JAPAN
ESL, Music Therapy



Accommodation

Capilano University does not have on-campus accommodation. Students are responsible for their own housing arrangements. Students have three options for accommodation:

HOMESTAY

Homestay includes a private, furnished room, three meals per day, and access to laundry facilities in a host family environment.

First Choice International Placement Inc.
Tel: 604.984.0868
E-mail: info@fciplacement.com
www.fciplacement.com

FULLY-FURNISHED

An agency arranges suites, apartments, and rooms that are rented for a fee each month including all furnishings and utilities.

Bell Accommodation Services
Tel: 604.875.1742
E-mail: info@bellacc.com
www.bellacc.com

ON YOUR OWN

Capilano Student Union housing rental list:
www.csu.bc.ca

Search for accommodations or temporary stay in the community by checking the following websites:

- www.hinorthvancouver.com
- www.nsnews.com
- www.vancouver.sun.com
- www.bcclassified.com
- www.craigslist.com
- www.homes4students.ca
- www.myidealhome.com

The information listed on the above websites is provided as a service to students. Capilano University does not verify the information in these listings, nor are the properties subject to any form of University inspection.

Fees

Application Fee	\$125 (non-refundable)
Tuition	\$475/credit (most courses are 3 credits) \$1,275/course
Student incidental fees	\$97/term
U-Pass	\$124/term (local transportation pass)

All fees are quoted in Canadian dollars and are subject to change without notice. Higher-level courses and specific career programs may require additional supplies and lab fees. Please refer to "Fees & Fee Payment" on our website at www.capilanou.ca/admission/fees for up-to-date information. Fees are based on the 2011-2012 academic year (September-August).

SAMPLE BUDGET FOR 1 TERM (FOUR MONTHS):

SCHOOL COST

*Tuition (minimum 3 courses to maximum 5 courses)	\$4,275 to \$7,125
Application for admission fee	\$125
Student incidental fees	\$97
Local transportation (bus pass)	\$124
Subtotal	\$4,621 to \$7,471 CAD

**International students are required to take a minimum course load of 9 credits (3 courses), which will cost \$4,621 per term.*

LIVING COST

Books	\$300
Lodging/Food (\$800 per month)	\$3,200
Host family placement fee	\$250
Miscellaneous and clothing	\$600
Health insurance	\$200
Subtotal	\$4,550 CAD
TOTAL	\$9,171 to \$12,021 CAD

This is a minimum estimate. Costs will vary according to life-style choices.



Moving to Vancouver three years ago was my best decision ever. I live in an amazing city, get to meet people from all over the world, and receive this great education. Capilano University doesn't just offer a beautiful campus, it has fantastic teachers and prepares me for my future.

SANDY KEIM, GERMANY
Business Administration student

Ways to pay for school //////////////////////////////////////

CAPILANO UNIVERSITY FINANCIAL AWARDS:

Scholarships, bursaries and awards are available for returning students to recognize excellence in scholastic, athletic, artistic and community leadership endeavors. Visit www.capilanou.ca/financial-aid for the Financial Aid and Awards Online Scholarship and Awards Guide.

APPLY FOR FINANCIAL AWARDS THROUGH YOUR HOME COUNTRY:

Talk to your high school counselor to find out about financial awards offered through your own country (e.g. US students may receive financial assistance from US Federal Student Aid-FAFSA. Visit www.fafsa.ed.gov for details.)

APPLY FOR EXTERNAL FINANCIAL AWARDS:

Education in Canada www.educationau-incanada.ca

WORKING WHILE YOU STUDY:

As an international student, you are eligible to work on-campus or off-campus with a work permit while completing your studies. Visit www.educationau-incanada.ca for details.

WORKING AFTER YOU GRADUATE:

Upon graduation with a minimum 2-year diploma or degree from Capilano University, you are eligible for a post-graduation work permit allowing you to work for up to three years in Canada. Visit www.educationau-incanada.ca for details.



Capilano Academic English Preparation //

The Academic English Preparation program facilitates the learning of English language skills with a focus on English for academic purposes. Students can improve their language skills to enter academic programs. Academic English Preparation has small class size and is taught by highly qualified and experienced faculty with Master's degrees and Academic English Preparation teaching certification. Students who maintain a B+ average will qualify for academic study (Arts & Sciences or Business Administration) in the advanced levels. Students write a test upon arrival for placement at the correct level.

Each level takes 4 months to complete. Students can expect 20 hours of classroom contact each week in the basic and intermediate levels, with additional time for independent study. At the advanced levels, students will decrease to 16 hours of classroom contact each week in level 5 or 8 hours of classroom contact in level 6 in addition to time for independent study.

ACADEMIC ENGLISH PREPARATION			
INTERMEDIATE		ADVANCED	
LEVEL 3 (050)	LEVEL 4 (060)	LEVEL 5 (070)	LEVEL 6 (080)
		ACADEMIC ENGLISH PREPARATION PLUS ACADEMIC STUDY OPTIONS	
EACH LEVEL IS 4 MONTHS (1 SEMESTER)			



ACADEMIC PROGRAMS			
BACHELOR'S DEGREE			
ARTS & SCIENCES TRANSFER ASSOCIATE DEGREE DIPLOMA		TRANSFER TO UBC, SFU, UVIC OR UNBC FOR DEGREE	
CERTIFICATE			
YEAR 1	YEAR 2	YEAR 3	YEAR 4

Study Options //

BACHELOR DEGREES (MINIMUM 120 CREDITS)

- Bachelor of Arts in Applied Behavior Analysis – Autism
- Bachelor of Business Administration
- Bachelor of Early Childhood Care and Education
- Bachelor of Legal Studies
- Bachelor of Motion Picture Arts Degree
- Bachelor of Music in Jazz Studies
- Bachelor of Music Therapy
- Bachelor of Tourism Management

ARTS & SCIENCES (60 CREDITS)

Students can choose from over 750 courses which can be transferred to other B.C. universities for degree completion, for example, the University of British Columbia, Simon Fraser University, University of Victoria, and University of Northern British Columbia.

ASSOCIATE DEGREE (60 CREDITS)

Students are awarded this formal credential after completion of 20 courses in the Arts & Sciences program.

DIPLOMAS

Students are awarded diplomas after 60 credits of study or generally 2 years.

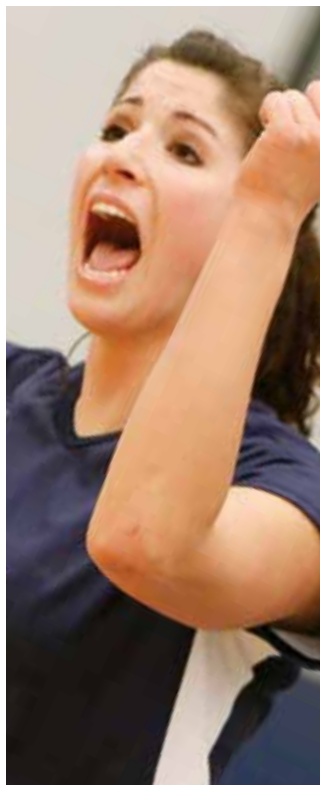
CERTIFICATES

Students receive this credential for completion of programs generally 1 year in length which often ladders to diplomas.



Athletics

Are you into sports? If so, we encourage you to get in the game. Capilano University Blues compete in soccer, basketball, volleyball, golf and badminton. We are a full member of the BCCAA and CCAA athletic associations, so when you play for Capilano, you compete against the best student athletes in Canada. And, when you slip on a Blues uniform, you become part of a winning tradition. We've experienced many provincial and national titles, Coach of the Year and Athlete of the Year honours. We'd love for you to join us for our next championship season.





IT'S A BIG WORLD IN HERE

Internationalize Your Degree

Tourists visit countries. Capilano students experience worlds. Whether you are spending the entire semester studying and living in another country or traveling on a faculty-led study tour, you add valuable global experience to your academic career. Each year, Capilano students participate in study abroad options in:

Australia

Austria

China

Denmark

Finland

France

Guatemala

Hungary

Japan

Mexico

the Netherlands

Switzerland

Vietnam

the United Kingdom

the United States

Program Guide

Arts & Sciences Faculty of Arts & Sciences

FIELD OF STUDY	ADMISSION REQUIREMENTS
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ARTS & SCIENCES COURSES

Capilano University offers more than 750 first- and second-year university transferable courses in the disciplines listed below. Most courses transfer to other universities in B.C. For complete details about courses and admission requirements, see our current online calendar at www.capilano.ca/calendar

Humanities	Social Sciences	Pure & Applied Sciences	<p>Admission to Arts & Sciences High school graduation with English 12 and three academic Grade 12 subjects with a minimum combined GPA of 2.0 (60%) or equivalent or mature student status. A GPA of 3.0 or higher is recommended to ensure registration in all courses.</p> <p>An English Diagnostic Test or Language Proficiency Index may be required for enrolment in English courses. A Math Placement Test may be required for enrolment in Math courses.</p> <p>See the Capilano University calendar for full admission requirements to Arts & Sciences.</p> <p>How to Apply Apply online to Capilano University at www.capilano.ca/admission. Select Arts & Sciences in the program selection area of the application.</p>
Art History	Anthropology	Astronomy	
Chinese (Mandarin)	Criminology	Biology	
English	Economics	Chemistry	
French	Geography	Computing Science	
German	History	Geology	
Japanese	Political Studies	Kinesiology	
Linguistics	Psychology	Mathematics & Statistics	
Philosophy	Sociology	Physics	
Spanish	Women's Studies		

ARTS & SCIENCES PROGRAMS

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
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BACHELOR DEGREES

Additional bachelor degrees are in development.

Bachelor of Arts Degree in Applied Behaviour Analysis (Autism)

2 years, 60 credits Starts in September	This degree program trains graduates to work with people with autism. The program combines rigorous academic training with supervised professional experience. Graduates will meet the requirements to become assistant behaviour analysts and work in partnership with board certified behaviour analysts.	Associate of Arts Degree - Psychology concentration or equivalent; interview.
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ASSOCIATE OF ARTS DEGREES

The Associate of Arts degree is a formal credential that recognizes the successful completion of 60 credits in the Arts & Sciences program and guarantees 60 credits upon transfer to other B.C. universities. Students may choose a general program of study or specialize in one of the following areas: applied ethics, art history, B.C. studies, creative writing, culture and technology (CultureNet), English, global stewardship, Latin American studies or psychology. For details about programs, courses and admission requirements, see our current online calendar at www.capilano.ca/calendar

General

60 credits, transfer to year 3 university, starts in September, January and May	Offers a combination of first- and second-year Arts & Sciences courses (60 credits). Students complete a broad range of arts courses, along with some science courses.	See Admission to Arts & Sciences above.
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Applied Ethics

60 credits, transfer to year 3 university, starts in September, January and May	Includes courses in introductory ethics and critical thinking, as well as biomedical ethics, environmental ethics and business ethics.	See Admission to Arts & Sciences above.
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Art History

60 credits, transfer to year 3 university, starts in September, January and May	Emphasizes a broad knowledge of art history and cultivates a critical visual awareness with which to view the art and visual culture of both past and present.	See Admission to Arts & Sciences above.
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B.C. Studies

61 credits, transfer to year 3 university, starts in September, January and May	Examines B.C. from the perspectives of art history, cultures and society, environment and geography, history and politics, linguistics and literature, and First Nations.	See Admission to Arts & Sciences above.
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Creative Writing

2 years, 60 credits Transfer to year 3 university Starts in September or January	Combines instruction and practice in creative and critical writing in a variety of genres, including poetry, fiction, drama, screenwriting, mixed-genre and new media.	See Admission to Arts & Sciences above.
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CultureNet

2 years, 60 credits Transfer to year 3 university Starts in September or January	A multidisciplinary program that explores the relationship between culture and technology in a contemporary context.	See Admission to Arts & Sciences above. Letter of intent, brief description of career goals.
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PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
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ASSOCIATE OF ARTS DEGREES *continued*

English

60 credits, transfer to year 3 university, starts in September, January and May	Offers the opportunity to think critically about traditional and experimental English literature in a wide variety of genres and in the context of contemporary issues.	See Admission to Arts & Sciences, p. 8.
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Global Stewardship

2 years, 67 credits Transfer to year 3 university Starts in September	Courses focus on global issues, seminars by leaders in the not-for-profit sector and service learning experiences locally and abroad. Graduates pursue careers in international development, as well as law, teaching, social work, nursing and journalism.	See Admission to Arts & Sciences, p. 62. Letter of intent; letter of recommendation; interview with coordinator; must submit Global Stewardship Program Entry Form (on web site).
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Latin American Studies

61 credits, transfer to year 3 university, starts in September, January and May	Students will examine the Latin American region from the perspectives of art history, culture, geography, history, politics, linguistics and literature.	See Admission to Arts & Sciences, p. 8.
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Psychology

60 credits, transfer to year 3 university, starts in September, January and May	Provides students with fundamental knowledge and a critical understanding of the discipline of psychology.	See Admission to Arts & Sciences, p. 8.
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ASSOCIATE OF SCIENCE DEGREES

The Associate of Science degree is a formal credential that recognizes the successful completion of 60 credits in the Arts & Sciences program and guarantees 60 credits upon transfer to other B.C. universities. Students may choose a general program of study or specialize in one of the following areas: biology, chemistry or mathematics. For complete details about programs, courses and admission requirements, see our current online calendar at www.capilanou.ca/calendar

General

60 credits, transfer to year 3 university, starts in September, January and May	Offers a combination of first- and second-year Arts & Sciences courses (60 credits). Students complete a broad range of science courses, along with some arts courses.	See Admission to Arts & Sciences, p. 8.
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Biology

64 credits, transfer to year 3 university, starts in September, January and May	Students choosing to specialize in biology will acquire a background preparing them particularly well to follow a majors program in biology at university.	See Admission to Arts & Sciences, p. 8.
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Chemistry

61 credits, transfer to year 3 university, starts in September, January and May	Students choosing to specialize in chemistry will receive a thorough grounding in chemistry, which will prepare them particularly well for a majors program in chemistry at university.	See Admission to Arts & Sciences, p. 8.
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Mathematics

60 credits, transfer to year 3 university, starts in September, January and May	Students choosing to specialize in mathematics will acquire the necessary background to continue in a majors program in mathematics at university.	See Admission to Arts & Sciences, p. 8.
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ARTS & SCIENCES TRANSFER PROGRAMS

Commerce

1 year (after 1 year of Arts & Sciences), 60 credits Transfer to year 3 UBC Starts in September	Prepares students for careers in corporate finance, international business, labour negotiation, chartered accountancy and real estate development.	One year of university-level pre-Commerce study (30 credits), including English 100 with a minimum C grade, ECON 111, 112 and MATH 108 and six university transfer electives (see current online calendar under English and Mathematics for prerequisites). Must submit a University Application and Commerce Program Entry Form.
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Engineering - First year

1 year, 41 credits Transfer to year 2 university Starts in September	Upon successful completion, students will be considered for admission to second-year engineering at UBC, SFU and UVic. An engineering education leads to careers such as electrical engineer, civil engineer, mechanical engineer, bio-medical researcher, environmental engineer, aerospace engineer, structural engineer and astronaut.	High school graduation or equivalent or mature student status. At least a C- grade in English 12 or English 12 First Peoples and at least a B grade in Principles of Math 12, Chemistry 12 and Physics 12, or completion of first-year science courses at an acceptable level.
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Engineering Transition Diploma

2 years, 60 credits Transfer to year 2 university Starts in September	Designed for those who are interested in the one-year Engineering transfer program, but lack the prerequisites for entry. Upon successful completion, students will be considered for admission to second-year engineering at UBC, SFU and UVic.	See Admission to Arts & Sciences, p. 62, including: Principles of Math 12 with a minimum C grade, English 12 or English 12 First Peoples, Chemistry 11.
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PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
APPLIED BUSINESS TECHNOLOGY		
Accounting Assistant Diploma		
2 years, 63 credits Starts in September, January and May	Provides students with practical accounting and basic management skills that have value in a wide variety of accounting jobs. Students will learn how to apply manual and computerized accounting systems in business situations, and gain skills in management, quantitative methods, business law, finance, economics and communications.	High school graduation or equivalent or mature student status or completion of Accounting Assistant certificate with an overall GPA of 3.0, EDT score of 100, a minimum B- grade in BTEC 115 or a minimum C grade in Principles of Math 11; information meeting or appointment with program convenor.
Accounting Assistant Certificate		
10 months, 33 credits Starts in September	Provides the skills required for entry-level accounting positions such as accounting assistant and bookkeeper. Fifteen credits may transfer to the Business Administration diploma or degree.	High school graduation or equivalent or mature student status; information meeting or interview; SLEP test for ESL students. Math 11 Essentials and Communications 12 are acceptable.
Accounting Support Certificate		
6 months, 22.5 credits Starts in January	Provides the skills required for entry-level accounting positions such as accounting assistant and bookkeeper. Ladders into the Business Administration diploma or degree.	High school graduation or equivalent or mature student status; information meeting or interview; SLEP test for ESL students. Math 11 Essentials and Communications 12 are acceptable.
Applied Business Technology Online Certificate*		
2 years, 35.25 credits Varying start dates for courses	Prepares students for entry-level office support positions. Leads to an online certificate in accounting fundamentals, administrative fundamentals, applied business technology or computer fundamentals.	High school graduation or equivalent or mature student status.
Business Fundamentals Certificate		
4 months, 15 credits Starts in September and January	Opens the door to other programs. Ladders into the Accounting Assistant, Accounting Support and other Applied Business Technology programs, as well as Business Administration programs.	High school graduation or equivalent or mature student status; information meeting or appointment with faculty member, SLEP test for ESL students. Math 11 Essentials and Communications 12 are acceptable.
Medical Assistant Certificate		
8 months, 34.5 credits Starts in September	Leads to a career as a medical assistant in a variety of settings such as hospitals, physician offices, clinics and alternative medicine providers.	High school graduation or equivalent or mature student status; MOA English Diagnostic Test; SLEP test for ESL students; resumé; keyboarding skills (25 wpm); information meeting; interview.
Medical Office Assistant Online Certificate*		
Up to 2 years to complete 22.5 credits, starts in September, January and May	Leads to a career as a medical assistant in a variety of settings such as hospitals, physician offices, clinics and alternative medicine providers.	High school graduation or equivalent or mature student status; online interview; SLEP test for ESL students; keyboarding skills (25 wpm).
SCHOOL OF BUSINESS		
Bachelor of Business Administration (BBA) Degree		
4 years, 120 credits Starts in September, January and May	Equips students with the advanced business and management skills necessary to become effective leaders, innovators and entrepreneurs. Students develop expertise in a chosen area of specialization: accounting/finance, general management, international business studies, marketing or strategic HR management.	High school graduation or equivalent or mature student status (with successful completion of testing and/or upgrading in English and Math); English 12 or English 12 First Peoples (C+) or EDT = 100 or LPI essay score = 24, essay level = 4, Principles of Math 11 (C) or Applications of Math 12 (B).
Business Administration Diploma		
2 years, 60 credits Starts in September, January and May	Provides the skills and knowledge required to be an effective manager or business professional. Ladders into the Business Administration advanced diploma and degree.	High school graduation or equivalent or mature student status (with successful completion of testing and/or upgrading in English and Math); English 12 or English 12 First Peoples (C+) or EDT = 100 or LPI essay score = 24, essay level = 4, Principles of Math 11 (C) or Applications of Math 12 (B) or BTEC 115 (B-).
Business Administration Advanced Diploma		
3 years, (1 year after 2 year diploma), 90 credits Starts in September, January and May	Provides the skills and knowledge required to be an effective manager or business professional. Students may specialize in accounting/finance, general management, international business studies, marketing or strategic HR management. Ladders into the Business Administration degree.	Successful completion of the Business Administration diploma or equivalent.
Business Administration Certificate		
1 year, 18 credits Starts in September, January and May	Provides the basic skills to get started in a business career or launch a business. Ladders into the Business Administration advanced certificate, diploma and degree.	High school graduation or equivalent or mature student status.

*Please note: While international students may apply for admission to online programs to study in their home countries, they will not be granted study permits to travel to Canada to take an online program.

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
SCHOOL OF BUSINESS continued		
Business Administration Advanced Certificate		
1 year, 30 credits Starts in September, January and May	Provides the basic skills to get started in a business career or launch a business. Builds on knowledge acquired in the Business Administration certificate. Ladders into the Business Administration diploma and degree.	High school graduation or equivalent or mature student status; English 12 (C+) or English 12 First Peoples (C+) or EDT = 100 or LPI essay score = 24, essay level = 4, Principles of Math 11 (C) or Applications of Math 12 (B).
Retail Marketing Certificate		
8 months, 30 credits Starts in September and January	Graduates find employment as retail buyers, retail managers, sales representatives and event coordinators. Ladders into the Business Administration diploma and degree from the School of Business.	High school graduation or equivalent or mature student status; English 12 (C+) and Principles of Math 11 (C) are recommended; interview may be required.
COMMUNICATIONS		
Communication Studies Diploma		
20 months, 60 credits Starts in September and January	An academic university transfer program designed to prepare students for careers that demand a critical understanding of media, broad knowledge of social and cultural issues and writing and speaking skills.	High school graduation or equivalent or mature student status with completion of interview; English 12 or English 12 First Peoples with a minimum B grade or EDT=100.
Professional Communications Certificate		
8 months, 15 credits Starts in September and January	Students develop general communication skills for work in business, communications industries and the applied arts.	High school graduation or equivalent with English 12 or English 12 First Peoples or mature student status; ENGL 100 or CMNS 120 as a prerequisite or co-requisite; letter of interest; interview.
Advanced Professional Communications Certificate		
8 months, 30 credits Starts in September and January	Students learn applied communications and critical approaches to communication theory.	High school graduation or equivalent or mature student status with completion of a departmental interview; English 12 or English 12 First Peoples with a minimum B grade; EDT=100.
Magazine Publishing Certificate		
15 weeks, 18 credits Starts in May	Students learn editorial and layout skills from editors, writers and art directors; includes a directed internship.	Undergraduate degree, associate degree, or diploma or equivalent; interview; resumé and letter of intent.
LEGAL STUDIES		
Bachelor of Legal Studies (Paralegal) Degree		
4 years, 120 credits, followed by a 3-month paid practicum Starts in September	Designed primarily for high school graduates looking for a challenging career in the legal field. Graduates perform substantive legal work under the supervision of lawyers in law offices, government agencies and corporate legal departments.	High School with an 80% average through Grades 11 and 12 (in English 12 or English 12 First Peoples and at least four other academic courses); two letters of reference; resume; interview.
Paralegal Diploma		
2 years, 66 credits, followed by a 6-month paid practicum Starts in September	Geared towards those who are interested in establishing a new career in the legal field. Graduates perform substantive legal work under the supervision of lawyers in law offices, government agencies and corporate legal departments.	High school graduation or equivalent, or mature student status; ENGL 100 (B- or higher or LPI exam (level 5 or higher)); two letters of reference; resume; essay; interview; and one of the following: 2 years full-time post-secondary education (with an academic focus) or 1 year full-time post-secondary education (with an academic focus) plus relevant life/work experience or relevant life/work learning experience at the discretion of the department.
Paralegal Certificate (Online)*		
1 year, 30 credits Starts in September, January and May	Designed for legal administrative assistants who are interested in increasing their responsibilities and becoming a paralegal. Graduates perform substantive legal work under the supervision of lawyers in law offices, government agencies and corporate legal departments.	High school graduation or equivalent or mature student status; English 100 (B- or higher) or LPI exam (level 5 or higher); resume; current legal employment and letter from employer; and one of the following: 2 years legal admin work experience; or graduation from a Legal Administrative Assistant program with B+ or higher; or graduation from a Legal Administrative Assistant online program with B+ or higher plus 1 year legal administrative work; or other relevant life/work experience at the discretion of the department.
Legal Administrative Assistant Certificate		
8 months, 34.5 credits Starts in September and January	Graduates find employment in law offices, government offices and corporate legal departments.	High school graduation or equivalent or mature student status; keyboarding at 45 wpm (touch typing); interview; resumé and reference letter; SLEP test for ESL students; LGST English Diagnostic Test.
Legal Administrative Assistant Online Certificate*		
Up to 2 years to complete 21.75 credits Varying start dates	Leads to an online certificate that prepares graduates for work in law offices, government offices and corporate legal departments.	High school graduation or equivalent or mature student status; keyboarding at 45 wpm (touch typing); interview.

Tourism & Outdoor Recreation

Faculty of Tourism & Outdoor Recreation

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
TOURISM MANAGEMENT		
Bachelor of Tourism Management Degree		
4 years, full-time, 120 credits Starts in September, January and May	Prepares students for senior-level positions in the tourism industry. The program emphasizes leadership, strategic and business management expertise, as well as industry specific skills in areas such as marketing research, promotion, product development, tourism policy and planning, and risk management.	High school graduation or equivalent or mature student status; a minimum C grade in English 12 or English 12 First Peoples; a minimum C grade in Principles of Math 11 or a minimum B grade in Applications of Math 12 OR successful completion of equivalent or higher courses at a recognized post-secondary institution; resumé; letter of interest/intent; two letters of reference.
Tourism Management Co-operative Education Diploma		
16 months, (co-op), 60 credits Starts in September and January	Provides the foundation to develop rewarding careers as leaders in the tourism industry. Offers a practical business approach and paid co-op workterm that allows students to grow their management skills while deepening their understanding of effective tourism practices. Ladders into the Bachelor of Tourism Management degree.	High school graduation or equivalent or mature student status; English 12 or English 12 First Peoples (C), and Principles of Math 11 (C) or Applications of Math 12 (B); letter of interest.
Tourism Management for International Students Diploma		
2 years, 60 credits Starts in September	International students develop the leading edge management and leadership skills necessary for career advancement in the tourism industry. Includes a mandatory Canadian work practicum. Ladders into the Bachelor of Tourism Management degree.	High school graduation or equivalent or mature student status; English language requirement; resumé; two letters of reference; personal statement.
Destination Resort Management Co-operative Education Diploma		
16 months, (co-op), 60 credits Starts in September Squamish campus only	Focuses on the business, environmental, human resources and management aspects of a tourism destination. Students develop managerial and leadership skills for advancement in the industry. Ladders into the Bachelor of Tourism Management degree.	High school graduation or equivalent or mature student status; English 11 (C+) and Principles of Math 11 (C) or Applications of Math 12 (B).
OUTDOOR RECREATION		
Outdoor Recreation Management Diploma		
16 months, (practicum) 66 credits Starts in August	Graduates pursue professions in guiding, instruction, community recreation, park management and conservation. Ladders into the Bachelor of Tourism Management degree.	High school graduation or equivalent or mature student status; a minimum C grade in English 12 or English 12 First Peoples and a minimum C+ in Math 11 or Accounting 11; information meeting; interview; two letters of reference; resumé; letter of interest; doctor's certificate of health.
Mountain Bike Operations Certificate		
8 months, 32.5 credits Starts in September Sunshine Coast campus only	Prepares students for career opportunities with mountain resorts, non-profit organizations, government or private businesses. Teaches risk management, event management and mountain bike guiding, plus design and construction of sustainable trails and parks.	High school graduation or equivalent or mature student status; a minimum GPA of 2.0 (60%); interview; basic mountain bike riding skills; own mountain bike with suspension, safety gear and repair kit.
Professional Scuba Dive Instructor Certificate		
1 year, 30 credits Starts in September Sunshine Coast campus only	Leads to careers in diving instruction, scuba tour operations, retail store management, aquatics, recreation, tourism and outdoor leadership.	High school graduation or equivalent or mature student status. The dive training requires that students are 18 years of age by November 1 of the program year. Contact the program for other details.
Wilderness Leadership Certificate		
20 weeks, 31 credits Starts in August Squamish campus only	Graduates pursue opportunities in guiding, park management, nature interpretation, camp leadership, community recreation and adventure tourism.	High school graduation or equivalent or mature student status or permission of coordinator; English 12 or English 12 First Peoples (C); 18 years of age or over; interview; references; resumé; medical certificate of health.
Advanced Wilderness Leadership Certificate		
17 weeks, 47 credits Starts in January Squamish campus only	Graduates pursue opportunities in guiding, park management, nature interpretation, camp leadership, community recreation and adventure tourism.	High school graduation or equivalent or mature student status or permission of coordinator; English 12 or English 12 First Peoples (C); Wilderness Leadership certificate or equivalent; medical certificate of health.

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
HEALTH		
Bachelor of Music Therapy Degree		
4 years, 127 credits Starts in September	Leads to music therapy practice in hospitals, clinics, schools, community centres, group homes and private practice.	Two years (45 credits) of university level study in music theory, ear training, sight singing, English, music history, psychology, biology; portfolio; audition.
Health Care Assistant Certificate		
23 weeks, 23 credits Starts in September and January	Graduates are qualified to work in any level of continuing care including home support, adult daycare, assisted living and complex care (including special care units).	High school graduation, or at least 18 years of age with Grade 10 or equivalent; group interview; two written references; cover letter and current resumé; criminal record check; standard first aid; CPR (level C); Food Safe Level 1; medical clearance; TB test; 40 hours volunteer work at a complex care unit recommended. May require English assessment.
Human Kinetics Diploma		
2 years, 60 credits Transfer to year 3 UBC Starts in September	Offers two streams: Exercise Science and Physical Education. Graduates work in physiotherapy, exercise therapy, physical education, recreation management and coaching.	Admission as per Arts & Sciences, p. 62; letter of interest and two reference letters. Students entering the Exercise Science stream must have the high school prerequisites for their first-year science electives.
Rehabilitation Assistant Diploma		
16 months, 63 credits Starts in September	Graduates assist occupational therapists, physiotherapists and speech-language pathologists in hospitals, clinics and extended care facilities.	High school graduation or equivalent or mature student status; English 12 or English 12 First Peoples and at least one science (e.g. biology, chemistry and/or physics) at the Grade 12 level; information meeting; minimum 50 hours of volunteer or paid experience in an appropriate setting; letters of reference; criminal record check; resumé; letter of interest; TB test; First Aid and CPR certificates; medical letter from doctor; basic computer skills.
EDUCATION		
Bachelor of Early Childhood Care and Education Degree		
4 years, 121.5 credits Starts in September	Prepares graduates for leadership roles as advocates, policy specialists, administrators, researchers and teacher educators. As new leaders, graduates will direct organizations, influence policy for young children and families, and articulate and apply ethical principles.	High school graduation including English 12 or English 12 First Peoples; 40 hours of work experience as an employee or volunteer in a licensed early childhood setting in B.C. within the last two years; resumé; three references; letter of interest/intent; interview; TB test; criminal record check; English assessment test; medical report and First Aid. One year of previous college or university study recommended.
Early Childhood Care and Education Post-Baccalaureate Diploma		
1 year, 30 credits Starts in September	Allows students to gain new skills and broaden their knowledge in order to advance their career, change career direction and deepen their understanding of early childhood politics and pedagogy.	Completion of a recognized bachelor's degree from a B.C. university or equivalent with a minimum GPA of 2.0; English language requirement; letter of intent.
Early Childhood Care and Education Diploma		
2 years, 61.5 credits Starts in September	Provides students with the basic competencies and knowledge required to work with children in licensed preschools and daycare centres. As child care professionals, students will be provided with advanced skills and knowledge to work with children under the age of three.	High school graduation including English 12 or English 12 First Peoples; 40 hours of work experience as an employee or volunteer in a licensed early childhood setting in B.C. within the last two years; resumé; three references; letter of interest/intent; interview; TB test; criminal record check; English assessment test; medical report and First Aid. One year of previous college or university study recommended.

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
MEDIA ARTS		
Commercial Animation Diploma		
2 years, 60 credits Starts in September	Graduates work on classical and digital 2-D animated commercials, television series, computer games and feature films for animation studios worldwide.	High school graduation or equivalent or mature student status; portfolio; interview.
Digital Animation Certificate		
8 months, 36 credits Starts in September	Graduates work as animators and designers in computer game design, multimedia, web, film and television.	High school graduation or equivalent or mature student status; letter of intent; portfolio; interview. Two years of professional art experience or diploma in related discipline is recommended.
Animation Institute Certificate		
1 year, 24 credits Starts in September	Students develop advanced animation skills while creating a personal film for submission to animation festivals.	Post-secondary diploma in character animation or equivalent; portfolio; film proposal; interview.
Animation Fundamentals Citation		
2 months, 7.5 credits Starts in July	Develops drawing, design and animation skills for possible entry into the Digital Animation or Commercial Animation programs.	Interview and portfolio. High school graduation or equivalent or mature student status. Applicants who have not graduated must be 18 years or older and have completed grade 11 or equivalent.
Computer Animation and Visual Effects Citation		
2 months, 7.5 credits Starts in July	Develops computer animation skills prior to entry into the Digital Animation program.	Interview; portfolio; computer graphics experience. Must be 18 years or older to apply. For those under 18, parental consent is required.
Illustration/Design: Elements and Applications (IDEA) Diploma		
3 years, 94.5 credits Starts in September	Leads to careers in graphic design, illustration, fine art, advertising, web site production, packaging, branding, marketing, public relations and more.	High school graduation or equivalent or mature student status; English 12 or English 12 First Peoples with a C grade or higher; portfolio; interview; drawing and writing test.
Foundations in Illustration and Design Certificate		
4 months, (five 9-day courses) 15 credits Starts in July	Students develop a portfolio, gain basic skills in design, drawing and media, and learn about careers available in today's industry.	Successful completion of Grade 11 or equivalent (16 years of age) with parental consent, or mature student status.
Interactive Design Diploma		
2 years, 61.5 credits Starts in September	Leads to careers in web design and development, information architecture, rich media, e-learning and consulting.	High school graduation or equivalent or mature student status; interview; working knowledge of computers; modest keyboarding skills; resumé; computer that meets program requirements; high-speed Internet access.
MOTION PICTURE ARTS		
Bachelor of Motion Picture Arts Degree		
4 years (2 years after diploma) 123 credits Starts in September	Emphasizes practical, creative, technical, professional and entrepreneurial skills. Graduates will have a fully developed project ready to go into pre-production, will have screened a showcase project to industry and have had a practicum in their area of concentration: cinematography, screen writing, producing, directing or post-production.	Successful completion of the Motion Picture Arts diploma or equivalent. Competitive admission based on GPA.
Motion Picture Arts Diploma		
2 years (1 year after certificate) 63 credits Starts in September	Graduates pursue entry-level positions in film and video production or continue their education in advanced programs. Ladders into the Motion Picture Arts degree.	Successful completion of the Motion Picture Arts certificate; interview. Competitive admission based on GPA.
Motion Picture Arts Certificate		
8 months, 31 credits Starts in September	Entry-level training for the film industry. Ladders into the Motion Picture Production diploma.	High school graduation or equivalent or mature student status; English 12 or English 12 First Peoples or equivalent; minimum GPA (grade point average) of 2.5 in all high school subjects, interview, letter of intent.
Cinematography for Film and Video Certificate		
8 months, 30 credits Starts in September	Prepares students for cinematography work, such as camera crew, video editing and lighting.	High school graduation or equivalent or mature student status; interview; cinematography experience.
Documentary Certificate		
8 months, 33 credits Starts in September	Graduates gain the skills needed to produce, direct, write and edit documentary or specialized productions.	High school graduation or equivalent or mature student status; interview; letter of interest.

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
MOTION PICTURE ARTS continued		
Costuming for Stage and Screen Diploma		
2 years (1 year after certificate) 61.5 credits Starts in September	For those interested in a costuming career. Offers advanced training in costume construction, textiles for costumers, and the fundamentals of costume design.	Completion of the Costuming for Stage and Screen certificate; interview.
Costuming for Stage and Screen Certificate		
8 months, 33 credits Starts in September	Graduates are qualified for entry-level positions in motion picture and theatre costuming departments.	High school graduation or equivalent or mature student status; interview; portfolio.
Advanced Costuming for Stage and Screen Certificate		
8 months, 28.5 credits Starts in September	For professionals wishing to upgrade and acquire new skills. Offers advanced training in costume construction, textiles for costumers and the fundamentals of costume design.	Two years of post-secondary education in related area of study, or departmental approval; interview.
Grip Work for Digital Imaging and Film		
1 month intensive, 3 credits Starts in the summer	Courses fast track successful graduates into the video and film industries in the grip department.	High school graduation or equivalent.
Lighting for Digital Imaging and Film		
1 month intensive, 3 credits Starts in the summer	Courses fast track successful graduates into the video and film industries in the lighting department.	High school graduation or equivalent.
VISUAL & PERFORMING ARTS		
Bachelor of Music in Jazz Studies Degree		
4 years (2 years after diploma) 123 - 132 credits Starts in September	Graduates work as performers, teachers and composers, or continue their musical development at the graduate level or as part of an Arts & Sciences education.	Successful completion of the Capilano University Jazz Studies diploma or its equivalent; theory placement test and audition for transfer students only.
Jazz Studies Diploma		
2 years, 62.5 credits Starts in September	Graduates work as performers, teachers and composers, or continue their musical education. Ladders into the Jazz Studies degree.	Admission as per Arts & Sciences, p. 62; audition; theory entrance examination.
Music Diploma		
2 years, 62 credits Transfer to year 3 university Starts in September	Leads to careers in elementary and post-secondary education, private music instruction, conducting, composition, musicology, performance, music therapy, music criticism and music publishing.	Admission as per Arts & Sciences, p. 62; audition; theory test; ear test; interview.
Conducting in Music Certificate		
8 months, 20 credits Class starts in September	Graduates will be able to conduct choral and instrumental ensembles effectively and confidently.	Successful completion of a Music diploma, Bachelor of Music degree or Bachelor of Education degree; interview.
Arts and Entertainment Management Diploma		
2 years, 60 credits Starts in September	Graduates work in marketing, event planning, promotions, and tour and artist management for arts and entertainment organizations.	High school graduation or equivalent or mature student status; interview.
Advanced Arts and Entertainment Management Certificate		
12 months, 34 credits Starts in May	Graduates work in marketing, event planning, promotions and tour and artist management for arts and entertainment organizations.	Two years of post-secondary education; interview.
Acting for Stage and Screen Diploma		
3 years, 100 credits Starts in September	For those interested in a professional acting career. Offers specialized training in acting for stage and screen; voice and movement; private vocal training; directing, and film and stage projects.	High school graduation or equivalent or mature student status; interview; audition.
Musical Theatre Diploma		
3 years, 97 credits Starts in September	For those interested in a professional theatre career. Offers specialized training in acting, singing, dancing, film acting and music theory.	High school graduation or equivalent or mature student status; audition; interview.
Technical Theatre Diploma		
2 years, 60 credits Starts in September	Prepares graduates for careers in lighting, painting, props, sound, set construction and stage management.	High school graduation or equivalent or mature student status; interview.

Fine & Applied Arts

Faculty of Fine & Applied Arts

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
VISUAL & PERFORMING ARTS continued		
Theatre Institute Certificate		
1 year, 24 credits Starts in September	Offers the opportunity to develop advanced skills in directing, costume design, stage management and technical production.	Two years of post-secondary education or equivalent; interview; audition and/or portfolio.
Studio Art Diploma		
2 years, 66 credits Starts in September	Introduces the fundamentals of art making and visual analysis. Graduates often continue their studies at universities, art schools or in college art programs.	High school graduation or equivalent or mature student status; portfolio; information session.
Art Institute Certificate		
1 year, 24 credits Starts in September and January	Advanced studies in sculpture, printmaking, ceramics and media art.	Post-secondary degree or equivalent experience; resumé; portfolio; proposal.
Textile Arts Diploma		
2 years, 60 credits Starts in September	A foundations program encouraging exploration and experimentation. Graduates work as professional artists, craftspeople and designers.	High school graduation or equivalent or mature student status; portfolio; faculty interview.
Advanced Textile Arts Certificate		
1 year, 30 credits Starts in September	Graduates work as professional artists, craftspeople and designers. Some work in film and theatre productions or for arts organizations.	Two-year diploma in the visual arts or equivalent; portfolio; faculty interview.

Preparatory Studies

Faculty of Student Services and Development

PROGRAM DETAILS	DESCRIPTION	ADMISSION REQUIREMENTS
ENGLISH AS A SECOND LANGUAGE (ESL)		
English as a Second Language (ESL) Certificates and Citations		
Starts in September, January and May	Courses improve competency in English for work, daily life and post-secondary study.	High school graduation or equivalent and one of: English Language Assessment (ELA) Test or Capilano ESL Placement Test.

APPLICATION FOR ADMISSION/READMISSION

IMPORTANT - PLEASE READ THE INSTRUCTIONS ON PAGE 2 OF THIS DOCUMENT CAREFULLY

Have you ever attended Capilano University or Capilano College? Yes <input type="checkbox"/> No <input type="checkbox"/>		CAPILANO UNIVERSITY/CAPILANO COLLEGE STUDENT NUMBER	
PERSONAL DATA (PRINT CLEARLY) - Full Legal Name Required (as it appears on birth certificate or passport)			
LEGAL SURNAME - LAST OR FAMILY NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME	FORMER LEGAL SURNAME (IF ANY)
PERMANENT ADDRESS - NUMBERS/STREET			PERMANENT HOME PHONE NUMBER (with area code)
CITY	PROVINCE	COUNTRY	POSTAL CODE
CELL PHONE NUMBER (with area code)		LOCAL PHONE NUMBER (with area code)	
LOCAL ADDRESS (IF DIFFERENT FROM ABOVE) - NUMBERS/STREET			MAIL CORRESPONDENCE TO: <input type="checkbox"/> PERMANENT ADDRESS <input type="checkbox"/> LOCAL ADDRESS
CITY	PROVINCE	COUNTRY	POSTAL CODE
E-MAIL ADDRESS			
GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		TITLE: <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS	
SOCIAL INSURANCE NO.		DATE OF BIRTH - YYYY/MM/DD	
DISABILITY SERVICES REQUESTED? CONTACT 604.983.7526			
COUNTRY OF CITIZENSHIP:		PRIMARY LANGUAGE	
NON-CANADIAN CITIZENS Please check (✓) your current status <input type="checkbox"/> Permanent Resident (Must submit certified copy of Permanent Resident Card) DATE LANDED _____ <input type="checkbox"/> International (Study Permit, Student from other country) <input type="checkbox"/> Other _____		Please check (✓) one <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other (Specify) _____	
WHERE DID YOU RESIDE IN THE PREVIOUS YEAR? Please check (✓) one only <input type="checkbox"/> In BC <input type="checkbox"/> In another province <input type="checkbox"/> In another country			
WHAT WAS YOUR MAIN ACTIVITY DURING THE PAST YEAR? Please check (✓) one only <input type="checkbox"/> Student in secondary school <input type="checkbox"/> Student in college <input type="checkbox"/> Student in university <input type="checkbox"/> Unemployed seeking work <input type="checkbox"/> Employed <input type="checkbox"/> None of the above			
WOULD YOU DESCRIBE YOURSELF AS ABORIGINAL? Check (✓) one only <input type="checkbox"/> Yes <input type="checkbox"/> No			
IF YOU CHECKED YES ABOVE, PLEASE CHOOSE ONE OR MORE OF THE FOLLOWING: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit			
PREVIOUS EDUCATION (Official transcripts are required from all institutions attended. Applications will not be processed if previous education information is incomplete.)			
SECONDARY SCHOOLS ATTENDED (Most Recent First)		B.C. PERSONAL EDUCATION NUMBER (PEN)	
		HIGHEST GRADE COMPLETED <input type="checkbox"/> 8 (or less) <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13	
NAME OF SCHOOL	CITY/PROVINCE/COUNTRY	ENTERED (YYYY/MM)	LEFT (YYYY/MM)
NAME OF SCHOOL	CITY/PROVINCE/COUNTRY	ENTERED (YYYY/MM)	LEFT (YYYY/MM)
POST SECONDARY INSTITUTIONS ATTENDED (Most Recent First)			
NAME OF INSTITUTION	LOCATION	DEGREE/DIPLOMA/CERTIFICATE OBTAINED	ENTERED (YYYY/MM)
NAME OF INSTITUTION	LOCATION	DEGREE/DIPLOMA/CERTIFICATE OBTAINED	ENTERED (YYYY/MM)
NAME OF INSTITUTION	LOCATION	DEGREE/DIPLOMA/CERTIFICATE OBTAINED	ENTERED (YYYY/MM)
PROGRAM APPLIED FOR Use specific program name as listed in the Capilano University calendar or on the University website.			CASHIER'S OFFICE USE ONLY
First Choice _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Term: <input type="checkbox"/> Fall Term 20____ (Sept-Dec) <input type="checkbox"/> Spring Term 20____ (Jan-Apr) <input type="checkbox"/> Summer Term 20____ (May-Aug) Campus: <input type="checkbox"/> North Vancouver Campus <input type="checkbox"/> Sunshine Coast Campus <input type="checkbox"/> Squamish Campus			
Second Choice _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			
Term: <input type="checkbox"/> Fall Term 20____ (Sept-Dec) <input type="checkbox"/> Spring Term 20____ (Jan-Apr) <input type="checkbox"/> Summer Term 20____ (May-Aug) Campus: <input type="checkbox"/> North Vancouver Campus <input type="checkbox"/> Sunshine Coast Campus <input type="checkbox"/> Squamish Campus			
DECLARATION			
I hereby declare that all information I have submitted in this application for admission is true and complete and that no information has been withheld to the best of my knowledge. I understand that any omission or misrepresentation of information may result in the cancellation of my admission or registration status at any of the institutions to which I am applying. I understand that falsifying documents or information on the application may result in immediate permanent dismissal from Capilano University and I accept that information on falsified documents, including the application for admission, is shared with other post-secondary institutions. I authorize the release of all BC secondary interim and final grades by the BC Ministry of Education to Capilano University and I agree that my name may be released to my school or school district for consideration for Capilano University Entrance Scholarships, if applicable. Completion and submission of this signed application permits Capilano University to request and/or confirm any information necessary to support my application for admission. Information collected on this application as well as subsequent information placed in my student record, as per section 35 of the Freedom of Information and Protection of Privacy Act of British Columbia, will be used on a confidential basis, for purposes of admission, registration, research, alumni development, student association, and other purposes consistent with the mandate of the institution. Capilano University reserves the right for the Registrar to share information with the Ministry of Advanced Education, Training and Technology, or other related government agencies. Any questions concerning the collection and use of this information should be directed to the Privacy Assistant: privacy@capilanou.ca . If I am admitted to Capilano University I agree to familiarize myself with and comply with the most current rules, regulations, and policies of Capilano University during my tenure as a student at the University.			
SIGNATURE OF APPLICANT:		DATE (YYYY/MM/DD):	
REGISTRAR'S OFFICE USE ONLY		REF NUMBER _____	
		COPIED TO _____ COPIED BY _____ DATE _____	

APPLICATION FOR ADMISSION/READMISSION

INSTRUCTIONS - PLEASE READ CAREFULLY

Mail to: Registrar's Office, 2055 Purcell Way, North Vancouver, B.C., V7J 3H5
Tel: 604.984.4990 Fax: 604.984.1798 Web site: www.capilanou.ca

Only completed applications with required documentation will be processed. The first official contact will always be by mail. It is, therefore, important to maintain up-to-date information at the University. The University does not accept responsibility for problems caused by incorrect address information. This is an application for admission to Capilano University, and DOES NOT constitute registration in any particular program or course.

Admission to Capilano University does not guarantee registration into a particular program or course. The University reserves the right to limit enrolment in any program or course.

HOW TO APPLY

A) READ THE ONLINE CAPILANO UNIVERSITY CALENDAR/WEBSITE

It is important that applicants understand the nature of the program for which they are applying. All applicants must meet the admission requirements listed in the online calendar. New students are expected to read the online University calendar or University website for program information, application procedures and timelines. Students may then contact the Advising Centre at 604.984.4990 to sign up for an admission workshop. Most career and vocational programs also hold information meetings throughout the year for potential students. For times and locations of these meetings, contact the Advising Centre or telephone the department directly using the phone numbers listed in the online University calendar or on our website.

B) COMPLETE THE APPLICATION FOR ADMISSION FORM CAREFULLY

Return the form to the Registrar's Office at Capilano University with all necessary documents. The information entered on this form becomes part of your permanent record. Answer all questions fully and accurately; failure to do so may result in your application being returned to you or not being processed. Date of receipt is the business day when the **fully completed** form reaches the Registrar's Office. Please be advised that you can apply for transfer credit by completing a "Request for Transfer Credit/Substitution/Exemption/Prior Learning Assessment" form, available from the Registrar's Office.

C) INCLUDE SUPPORTING DOCUMENTATION

Confirmation of admission status is not given until all required documents are submitted. Required documents include, where applicable, official transcripts from secondary schools and any institutions of higher education attended, a certified copy of the Permanent Resident card, official TOEFL, ELA, IELTS or CAEL results. **ALL TRANSCRIPTS AND OTHER DOCUMENTS FILED IN SUPPORT OF STUDENT APPLICATIONS BECOME THE PROPERTY OF THE UNIVERSITY AND ARE NOT RETURNED OR PHOTOCOPIED.** Original documents which cannot be replaced should not be sent. A **CERTIFIED COPY** of the original will be accepted.

D) FEES

Canadian/Permanent Resident - New Applicants

Include the \$40.00 application fee. Please do not mail cash.

International - New Applicants

Include the \$125.00 application fee. Please do not mail cash.

All Applicants for Readmission

Include the \$40.00 application fee. Please do not mail cash.

E) ENGLISH LANGUAGE REQUIREMENT

If English is not your first language, or you have received your education in another language, you are required to submit, along with your application, one of the following: TOEFL score (Test of English as a Foreign Language), ELA (English Language Assessment), IELTS (International English Language Testing System), or CAEL (Canadian Academic English Language Assessment).

TRANSCRIPT INFORMATION

A) B.C. SECONDARY SCHOOL TRANSCRIPTS

Submit the **official transcript** for grade 11 and grade 12, G.E.D., or the last grade attempted. Marks for students presently in grade 12 in a B.C. high school will be submitted to Capilano University from the Ministry of Education, provided the student has notified Capilano University of their B.C. Personal Education Number (PEN) and followed the instructions given at their school.

B) ALL OTHER EDUCATIONAL INSTITUTIONS' TRANSCRIPTS (INCLUDING INTERNATIONAL TRANSCRIPTS)

Students should provide an **official transcript** which indicates subjects completed and standing in each, and have it mailed directly to the Registrar's Office, Capilano University. Report cards are **not** considered to be official transcripts. **INTERNATIONAL DOCUMENTS MUST BE TRANSLATED INTO ENGLISH BY AN APPROVED TRANSLATION SERVICE.**

QUESTIONS?

Please forward any questions about the Application for Admission/Readmission process to admissions@capilanou.ca.

USE OF PERSONAL INFORMATION NOTIFICATION

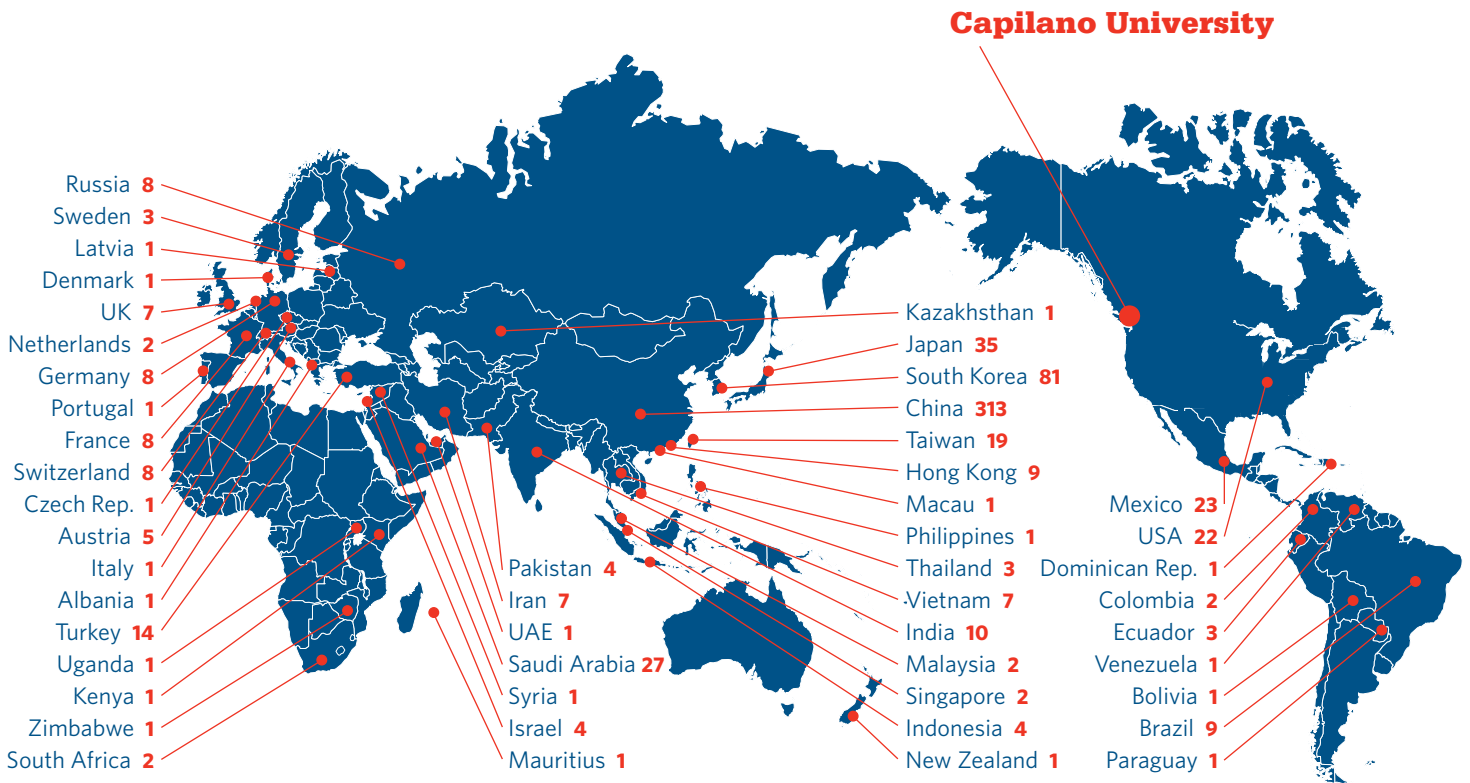
Personal information on your student record will be used to verify your Personal Education Number (PEN) or to assign one to you. The PEN is a nine digit number assigned to each student as they enter the British Columbia education system. This identification number follows the student through their K-12 and post-secondary education. This number is used for multiple purposes including the distribution of funding to schools, transition analysis between schools, districts and post-secondary education, exams and student reporting.

The Freedom of Information and Protection of Privacy Act guarantees the privacy of information that is collected, regulates how it is collected and who has access to it. The PEN program follows the guidelines set out by the Freedom of Information and Protection of Privacy Act
<http://www.mser.gov.bc.ca/privacyaccess/>.

If you have any questions about the use of the PEN, please contact the Privacy Assistant in writing at privacy@capilanou.ca.

International Students at Capilano University ////////////////

SEPTEMBER 2010 - 671 STUDENTS FROM 50 COUNTRIES



ONLINE RESOURCES

APPLY FOR ADMISSION

capilanou.ca/admission

DETAILED PROGRAM INFORMATION

capilanou.ca/programs

CURRENT SEMESTER DATES

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