# **EPBC APPLICATION PROCESS**

**Centre for International Experience** 



#### CREATE YOUR EPBC ACCOUNT

#### Apply for admission

You've planned, searched, and now you're ready to apply! Here you can easily apply to any of B.C.'s 25 public post-secondary institutions.

Not sure how to apply? Check out our How-to guides for more information.

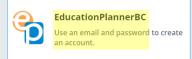


OR

Login to your EducationPlannerBC Account

#### Create Account

#### How would you like to continue?





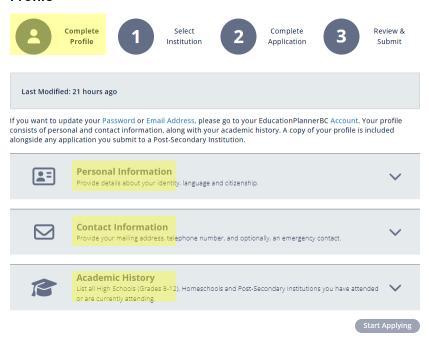
If you're a B.C. resident, you can create an account using your BC Services Card and the BC Services Card app.

- To apply using Education Planner BC, you will need to create an account using a <u>personal email address</u> that you use often. We will contact you via this email address regarding your application.
- http://apply.educationplannerbc.ca



### **COMPLETE YOUR PROFILE**

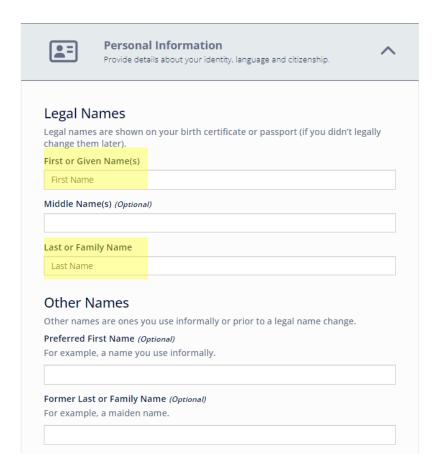
#### **Profile**

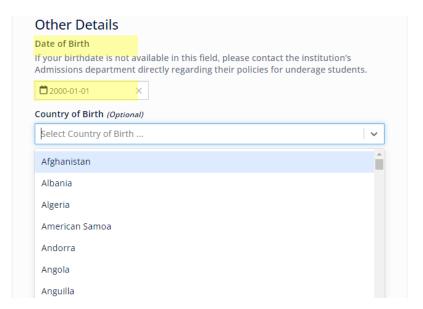


- Your profile consists of personal and contact information, along with your academic history. A copy of your profile is included alongside any application you submit to a post-secondary institutions.
- As you compete each section, the icon will change to green. You won't be able to apply until all your icons are green.



# PERSONAL INFORMATION

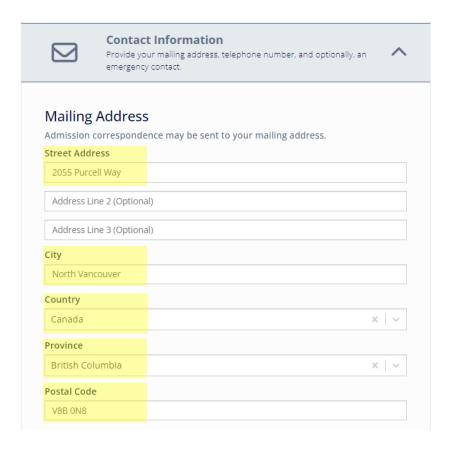




 Enter your legal names and date of birth as shown on your passport.



## **CONTACT INFORMATION**

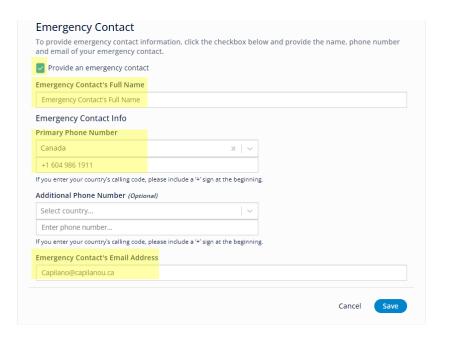




- Enter your current mailing address and telephone number.
- \* This mailing address will be indicated on admission letters, such as the letter of offer/acceptance, or provincial attestation letter, if applicable.

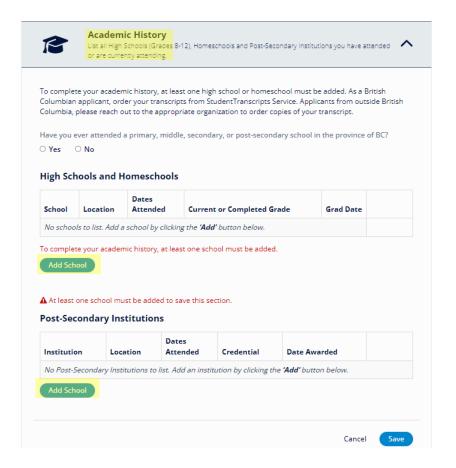


## **CONTACT INFORMATION**



- Click the checkbox to provide emergency contact information.
- \* This is optional, but we highly recommend that you provide the emergency contact information of an immediate family member (please do not enter your agent information here).





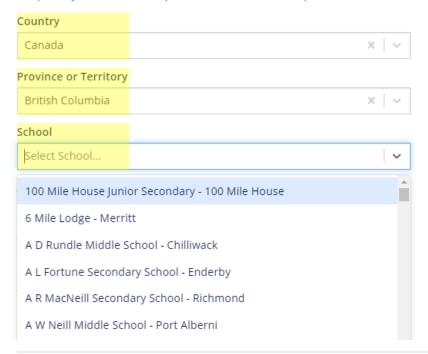
- List all high schools and post-secondary institutions you have attended or are currently attending
- Click the 'Add School' button to enter your information



Are you wanting to add a homeschool to your academic history?



Homeschooling is education that occurs outside a formal setting such as a public or private school. Homeschooling is often conducted by a family member or tutor inside the home. It does not include remote and/or distance learning that occurs when students are educated at home, but the curriculum is delivered by a public or private school. Homeschooling does not include learning that may occur when public or private school are temporarily closed, for example due to the coronavirus pandemic.





Please add the name of the city or town where this school is located.

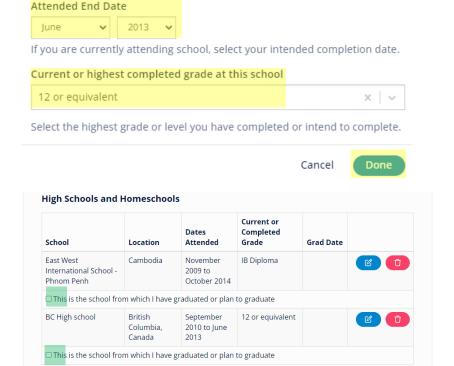
- Select country and school from the list provided.
- If you are unable to find your high school, click the 'Yes' button and manually enter the school's name and city/town.



Attended Start Date
September 
2

Add School

2010

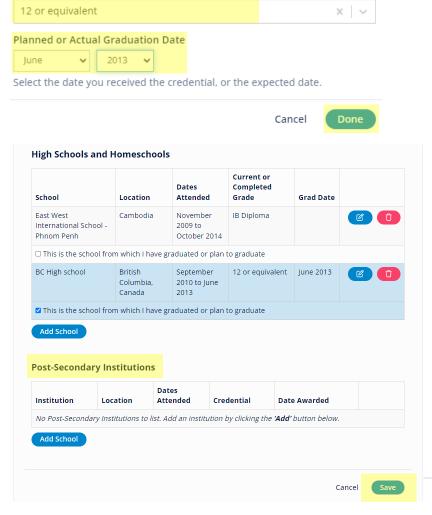


 Select your attended start & end date and current/highest completed grade at this high school and press 'Done' button.

- You can add one or more high school information.
- Select the checkbox for the school from which you have graduated or plan to graduate (this option is available if you select '12 or equivalent' or 'IB Diploma' for the current or highest completed grade).



Current or highest completed grade at this school



Enter your planned or actual graduation date.

- Add your post-secondary institutions, if applicable and press 'Save'.
- \* You must complete this part if you are applying for the Post-Baccalaureate programs.



## **SELECT INSTITUTION**

#### Select Institution



Profile



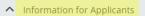


Application

3

Review & Submit





#### Before you start your application:

- · Choose your program
- · Ensure you meet the minimum admission requirements
- Check your program application deadlines. Most applications open 11 months prior to the start of the term
- · Visit our how to apply section
- · Have copies of your documents ready in PDF format to upload
- Be ready to pay your non-refundable application fee (\$50 Domestic/\$135 International)

Your application will be considered received once all submission steps are completed and your application appears in your 'Submitted Applications' list.

**International applicants:** Upload a copy of your passport and valid study permit for admission priority. We are currently accepting applications for the Spring and Summer 2025 terms. Only available programs will be shown for the term you select.

If you have any questions, click here to talk to an advisor.

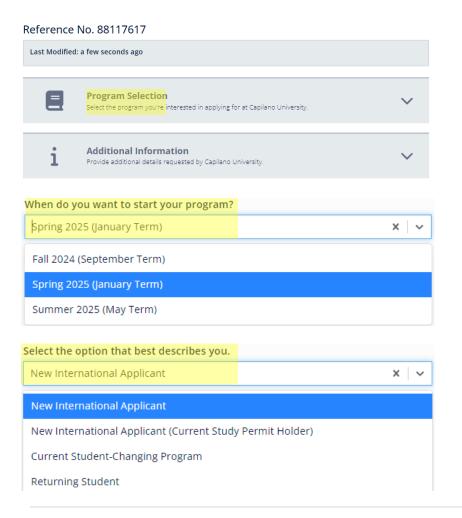
#### **Application**



- Select Capilano University to start a new application. Make sure to read the 'Information for Applicants' to find out important information.
- Click the 'Create Application' button to get started.



## **PROGRAM SELECTION**

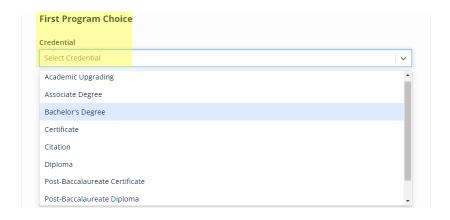


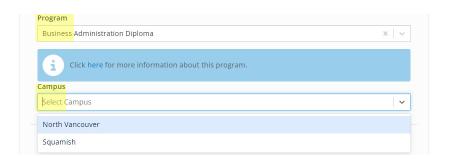
- Select the term.
- \*Most applications open 11 months prior to the start of the term.

- Select your applicant type:
  - New International Applicant
  - New International Applicant (Current Study Permit Holder)
  - Current Student Changing program
  - Returning Students



## **PROGRAM SELECTION**

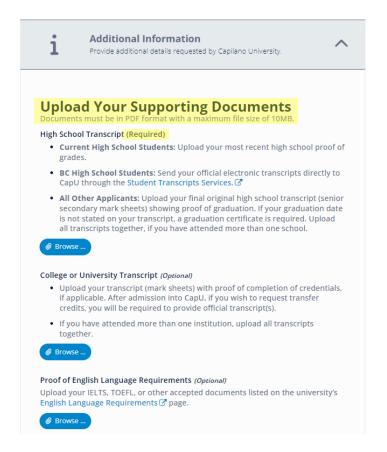


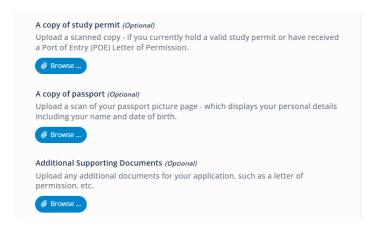


- You may apply for up to two programs.
- Select your Credential, Program and Campus.
- \*If you don't see your term or program, please check deadlines and requirements for your program on the Capilano University website.



## **UPLOAD DOCUMENTS**





- Upload your supporting documents.
- You must upload the 'Required' documents to progress further in the application process.
- 'Resume' is required for the following programs:
  - Diploma in Tourism Management International
  - North American Business Management (& Applied)
  - Global Hospitality & Tourism Management (+ Letter of Intent)



#### ADDITIONAL INFORMATION

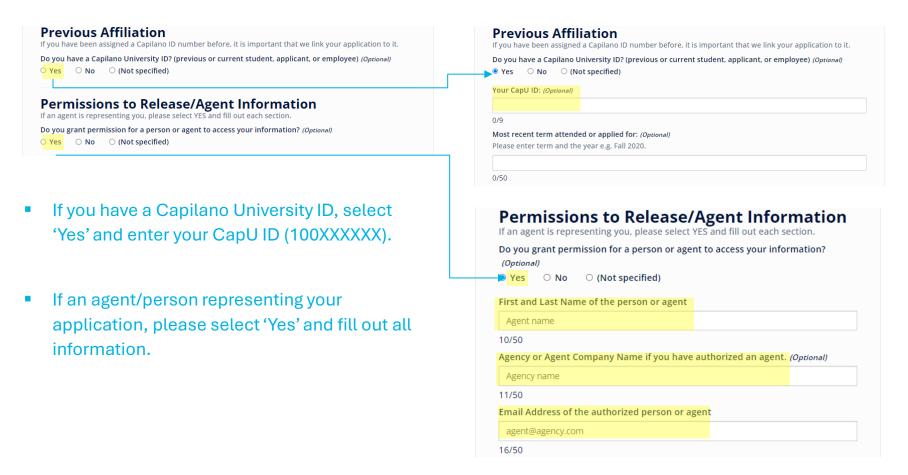
#### **English for Academic Purposes (EAP)** Would you like to be considered for our English for Academic Purposes (EAP) program if you are not directly admissible to your first-choice program? (Optional) Successful completion of our **English for Academic Purposes (EAP)** ✓ program will enable you to fulfill the English Language Proficiency of for admission into CapU programs. Select option ... Yes No Tell Us About Yourself Only applicable to Non-Regular students Select your admission status, if applicable: (Optional) Incoming Exchange Student - You have been nominated to study abroad by a CapU partner for an exchange. international student from outside Canada for one or two terms only. • Visiting Student - For one term only, you want to transfer a course(s) back to your home institution in Canada. Note: a letter of permission is required. If none of the above applies to you, you are considered a regular International applicant and do not need to select one. Select option ... Incoming Exchange Student VISP (Visiting International Student Program) Student Visiting Student Not Specified

- If you would like to add our English for Academic Purposes program, please select 'Yes'.
- English for Academic Purposes (ESL)

 Select 'Not Specified' if you are not a <u>Visiting International Student Program or</u> <u>Exchange Student Program student.</u>

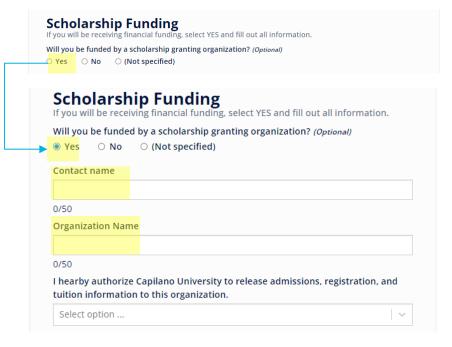


## **ADDITIONAL INFORMATION**





## **ADDITIONAL INFORMATION**



 If you will be receiving financial funding, select 'Yes' and fill out all information.

- Support Services

  Do you wish to register with Accessibility Services for the purpose of requesting academic accommodation due to a documented disability? (Optional)

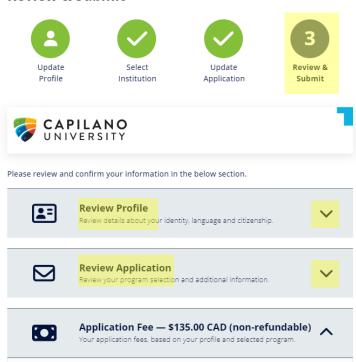
  If you are a student who needs academic accommodation to lower disability-related barriers impacting your education, please contact Accessibility Services ♂ as soon as possible to begin the process of registration with their office.

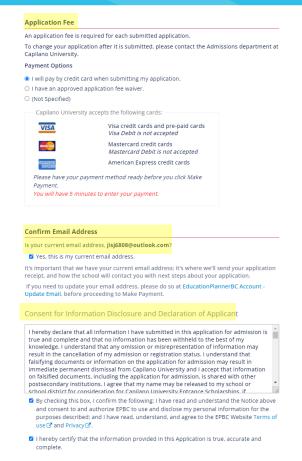
  Select option ...
- If you wish to register with Accessibility Services, please select 'Yes' and visit our website for more information
- Centre for Accessibility Services



### **REVIEW & SUBMIT**

#### **Review & Submit**





- Select 'Review & Submit' to go over your information and make any final edits before submitting your application
- Before you submit your application, you may be prompted to pay an application fee, confirm your current email address and provide consent for Information Disclosure and Declaration of Applicant.



#### **REVIEW & SUBMIT**

#### **Application Fee Payment**



This page will time out after 5 minutes.

Do NOT close your browser window or click your browser's back button while the payment is processing.

Please see our Frequently Asked Questions to troubleshoot declined payments and related questions.

When payment is complete, you will receive:

- · a confirmation message on screen stating payment is complete, and
- · an email message with receipt and information on next steps for your application, and
- · a list item on your Submitted Applications page, and
- follow-up messages from the institution to which you applied, once your application is reviewed.

#### **Back to Application**





Your application (reference # 8811618
Business Management Applied Post-Bacc Diploma program has been submitted to Capilano University for review.

Capilano University now has your application and will contact you about the next steps.

If you have questions about your submitted application, please contact Capilano University. The admission/registrar's office can advise you about:

- · The status of your submitted application
- · The next steps in the admission process
- Where to submit transcripts and other supporting documents
- · How to make changes to your submitted application
- · Your student number

Other questions? Visit our Frequently Asked Questions: https://educationplannerbc.ca/help.

Do not reply to this email.

Thank you, EducationPlannerBC Contact Us

EducationPlannerBC Suite 1250 – 700 West Pender Street Vancouver, BC V6C 1G8 Canada

 Once you have successfully submitted your application you will see a confirmation note on the page and receive an email and receipt.



# **QUESTION?**

#### Wong and Trainor Centre for International Experience (CIE)

2055 Purcell Way, North Vancouver, BC, Canada V7J 3H5

+1 604 990 7914

inted@capilanou.ca

#### **Regional Offices:**

India Subcontinent: <a href="mailto:subcontinent1@capilanou.caa">subcontinent1@capilanou.caa</a>

Latin America: <a href="mailto:latam@capilanou.ca">latam@capilanou.ca</a>

Southeast Asia: asia@capilanou.ca

Korea and Japan: northasia@capilanou.ca

Greater China: china@capilanou.ca

Africa: africa@capilanou.ca







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