

# EPBC APPLICATION PROCESS

Centre for International Experience



**CAPILANO**  
UNIVERSITY

# 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.

Sign Up for your EducationPlannerBC Account

OR

Login to your EducationPlannerBC Account

## Create Account

### How would you like to continue?



#### EducationPlannerBC

Use an email and password to create an account.



#### BC Services Card

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 [personal email address](#) that you use often. We will contact you via this email address regarding your application.
- <http://apply.educationplannerbc.ca>

# COMPLETE YOUR PROFILE

## Profile



Last Modified: 21 hours ago

If you want to update your [Password](#) or [Email Address](#), please go to your [EducationPlannerBC Account](#). 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 Institution.



### Personal Information

Provide details about your identity, language and citizenship.



### Contact Information

Provide your mailing address, telephone number, and optionally, an emergency contact.



### Academic History


List all High Schools (Grades 8-12), Homeschools and Post-Secondary Institutions you have attended or are currently attending.



Start Applying

- 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 complete each section, the icon will change to green. You won't be able to apply until all your icons are green.

# PERSONAL INFORMATION

**Personal Information**  
Provide details about your identity, language and citizenship.

### Legal Names

Legal names are shown on your birth certificate or passport (if you didn't legally change them later).

**First or Given Name(s)**  
First Name

**Middle Name(s) (Optional)**

**Last or Family Name**  
Last Name

### Other Names

Other names are ones you use informally or prior to a legal name change.

**Preferred First Name (Optional)**  
For example, a name you use informally.

**Former Last or Family Name (Optional)**  
For example, a maiden name.

## Other Details

### Date of Birth

If your birthdate is not available in this field, please contact the institution's Admissions department directly regarding their policies for underage students.

2000-01-01

### Country of Birth (Optional)

Select Country of Birth ...

Afghanistan

Albania

Algeria

American Samoa


Andorra

Angola

Anguilla

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

# CONTACT INFORMATION

**Contact Information**  
Provide your mailing address, telephone number, and optionally, an emergency contact.

### Mailing Address

Admission correspondence may be sent to your mailing address.

**Street Address**  
2055 Purcell Way

Address Line 2 (Optional)

Address Line 3 (Optional)

**City**  
North Vancouver

**Country**  
Canada

**Province**  
British Columbia

**Postal Code**  
V8B 0N8

## Telephone

### Primary Phone Number

Canada

(604) 986-1911

If you enter your country's calling code, please include a '+' sign at the beginning.

### Additional Phone Number *(Optional)*

Select country...

Enter phone number...

If you enter your country's calling code, please include a '+' sign at the beginning.

- 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

## Emergency Contact

To provide emergency contact information, click the checkbox below and provide the name, phone number and email of your emergency contact.

☒ Provide an emergency contact

### Emergency Contact's Full Name

Emergency Contact's Full Name

### Emergency Contact Info

#### Primary Phone Number

Canada

+1 604 986 1911

If you enter your country's calling code, please include a '+' sign at the beginning.

#### Additional Phone Number (Optional)

Select country...

Enter phone number...

If you enter your country's calling code, please include a '+' sign at the beginning.

#### Emergency Contact's Email Address


Capilano@capilano.ca

Cancel

Save

- 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).

# ACADEMIC HISTORY

**Academic History**  
List all High Schools (Grades 8-12), Homeschools and Post-Secondary Institutions you have attended or are currently attending.

To complete your academic history, at least one high school or homeschool must be added. As a British Columbian applicant, order your transcripts from StudentTranscripts Service. Applicants from outside British Columbia, please reach out to the appropriate organization to order copies of your transcript.

Have you ever attended a primary, middle, secondary, or post-secondary school in the province of BC?

☐ Yes ☐ No

### High Schools and Homeschools

School	Location	Dates Attended	Current or Completed Grade	Grad Date	
No schools to list. Add a school by clicking the 'Add' button below.					

To complete your academic history, at least one school must be added.

[Add School](#)

▲ At least one school must be added to save this section.

### Post-Secondary Institutions

Institution	Location	Dates Attended	Credential	Date Awarded	
No Post-Secondary Institutions to list. Add an institution by clicking the 'Add' button below.					

[Add School](#)

[Cancel](#) [Save](#)

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

# ACADEMIC HISTORY

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

☐ Yes ☒ No

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.

Country

Canada

Province or Territory

British Columbia

School

Select School...

100 Mile House Junior Secondary - 100 Mile House

6 Mile Lodge - Merritt

A D Rundle Middle School - Chilliwack

A L Fortune Secondary School - Enderby

A R MacNeill Secondary School - Richmond

A W Neill Middle School - Port Alberni

Are you unable to find your school by name? (Optional)

☒ Yes ☐ No

Name of Other British Columbia School

BC High school

Please add the full name of your school here.

City/Town

North Vancouver

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.



# ACADEMIC HISTORY

## Attended Start Date

September ▼ 2010 ▼

## Attended End Date

June ▼ 2013 ▼

If you are currently attending school, select your intended completion date.

## Current or highest completed grade at this school

12 or equivalent

x | ▼

Select the highest grade or level you have completed or intend to complete.

Cancel

Done

## High Schools and Homeschools

School	Location	Dates Attended	Current or Completed Grade	Grad Date	
East West International School - Phnom Penh	Cambodia	November 2009 to October 2014	IB Diploma		<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> This is the school from which I have graduated or plan to graduate					
BC High school	British Columbia, Canada	September 2010 to June 2013	12 or equivalent		<input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> This is the school from which I have graduated or plan to graduate					

Add School

- 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 ☒ 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).

# ACADEMIC HISTORY

Current or highest completed grade at this school

12 or equivalent

Planned or Actual Graduation Date

June

2013

Select the date you received the credential, or the expected date.

Cancel

Done

## High Schools and Homeschools

School	Location	Dates Attended	Current or Completed Grade	Grad Date	
East West International School - Phnom Penh	Cambodia	November 2009 to October 2014	IB Diploma		 
<input type="checkbox"/> This is the school from which I have graduated or plan to graduate					
BC High school	British Columbia, Canada	September 2010 to June 2013	12 or equivalent	June 2013	 
<input checked="" type="checkbox"/> This is the school from which I have graduated or plan to graduate					

Add School

## Post-Secondary Institutions

Institution	Location	Dates Attended	Credential	Date Awarded	
No Post-Secondary Institutions to list. Add an institution by clicking the 'Add' button below.					

Add School

Cancel

Save

- 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



Update  
Profile



Select  
Institution



Complete  
Application



Review &  
Submit

### Continue Applying to an Institution

You have no in-progress applications to display.

### Start Applying to an Institution

Start a new application by selecting the corresponding institution below.



Capilano University

### Information for Applicants

#### 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

Create 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

Reference No. 88117617

Last Modified: a few seconds ago



## Program Selection

Select the program you're interested in applying for at Capilano University.



## Additional Information

Provide additional details requested by Capilano University.



When do you want to start your program?

Spring 2025 (January Term)



Fall 2024 (September Term)

Spring 2025 (January Term)

Summer 2025 (May Term)

Select the option that best describes you.

New International Applicant



New International Applicant

New International Applicant (Current Study Permit Holder)

Current Student-Changing Program

Returning Student

- 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

## First Program Choice


### Credential

Select Credential

- Academic Upgrading
- Associate Degree
- Bachelor's Degree**
- Certificate
- Citation
- Diploma
- Post-Baccalaureate Certificate
- Post-Baccalaureate Diploma

### Program

Business Administration Diploma

 Click here for more information about this program.


### Campus

Select Campus

- North Vancouver**
- Squamish

- 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

**Additional Information**  
Provide additional details requested by Capilano University.

**Upload Your Supporting Documents**  
Documents must be in PDF format with a maximum file size of 10MB.

**High School Transcript (Required)**

- Current High School Students:** Upload your most recent high school proof of grades.
- BC High School Students:** Send your official electronic transcripts directly to CapU through the [Student Transcripts Services](#).
- All Other Applicants:** Upload your final original high school transcript (senior secondary mark sheets) showing proof of graduation. If your graduation date is not stated on your transcript, a graduation certificate is required. Upload all transcripts together, if you have attended more than one school.

Browse ...

**College or University Transcript (Optional)**

- Upload your transcript (mark sheets) with proof of completion of credentials, if applicable. After admission into CapU, if you wish to request transfer credits, you will be required to provide official transcript(s).
- If you have attended more than one institution, upload all transcripts together.

Browse ...

**Proof of English Language Requirements (Optional)**

Upload your IELTS, TOEFL, or other accepted documents listed on the university's [English Language Requirements](#) page.

Browse ...

## A copy of study permit (Optional)

Upload a scanned copy - if you currently hold a valid study permit or have received a Port of Entry (POE) Letter of Permission.

Browse ...

## A copy of passport (Optional)

Upload a scan of your passport picture page - which displays your personal details including your name and date of birth.

Browse ...

## Additional Supporting Documents (Optional)

Upload any additional documents for your application, such as a letter of permission, etc.

Browse ...

- 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](#) 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.
- **VISP (Visiting International Student Program) Student** - You are a visiting 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 [Visiting International Student Program](#) or [Exchange Student Program](#) student.

# ADDITIONAL INFORMATION

## Previous Affiliation

If you have been assigned a Capilano ID number before, it is important that we link your application to it.

Do you have a Capilano University ID? (previous or current student, applicant, or employee) *(Optional)*

☒ Yes ☐ No ☐ (Not specified)

## Permissions to Release/Agent Information

If an agent is representing you, please select YES and fill out each section.

Do you grant permission for a person or agent to access your information? *(Optional)*

☒ Yes ☐ No ☐ (Not specified)

## Previous Affiliation

If you have been assigned a Capilano ID number before, it is important that we link your application to it.

Do you have a Capilano University ID? (previous or current student, applicant, or employee) *(Optional)*

☒ Yes ☐ No ☐ (Not specified)

Your CapU ID: *(Optional)*

0/9

Most recent term attended or applied for: *(Optional)*

Please enter term and the year e.g. Fall 2020.

0/50

## Permissions to Release/Agent Information

If an agent is representing you, please select YES and fill out each section.

Do you grant permission for a person or agent to access your information?

*(Optional)*

☒ Yes ☐ No ☐ (Not specified)

First and Last Name of the person or agent

Agent name

10/50

Agency or Agent Company Name if you have authorized an agent. *(Optional)*

Agency name

11/50

Email Address of the authorized person or agent

agent@agency.com

16/50

- If you have a Capilano University ID, select 'Yes' and enter your CapU ID (100XXXXXX).
- If an agent/person representing your application, please select 'Yes' and fill out all information.



# ADDITIONAL INFORMATION

## Scholarship Funding

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

Will you be funded by a scholarship granting organization? *(Optional)*

☒ Yes ☐ No ☐ (Not specified)

## Scholarship Funding

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

Will you be funded by a scholarship granting organization? *(Optional)*

☒ Yes ☐ No ☐ (Not specified)

Contact name

0/50

Organization Name

0/50

I hereby authorize Capilano University to release admissions, registration, and tuition information to this organization.

Select option ...



## 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 ...



Cancel

Save

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

- 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



Update  
Profile



Select  
Institution



Update  
Application



Review &  
Submit



Please review and confirm your information in the below section.



### Review Profile

Review details about your identity, language and citizenship.



### Review Application

Review your program selection and additional information.



### Application Fee — \$135.00 CAD (non-refundable)

Your application fees, based on your profile and selected program.



### Application Fee

An application fee is required for each submitted application.

To change your application after it is submitted, please contact the Admissions department at Capilano University.

#### Payment Options

- ☒ I will pay by credit card when submitting my application.
- ☐ I have an approved application fee waiver.
- ☐ (Not Specified)

Capilano University accepts the following cards:



Visa credit cards and pre-paid cards  
Visa Debit is not accepted



Mastercard credit cards  
Mastercard Debit is not accepted



American Express credit cards

Please have your payment method ready before you click Make Payment.

You will have 5 minutes to enter your payment.

### Confirm Email Address

Is your current email address, jisj6808@outlook.com?

- ☒ Yes, this is my current email address.

It's important that we have your current email address; it's where we'll send your application receipt, and how the school will contact you with next steps about your application.

If you need to update your email address, please do so at [EducationPlannerBC Account - Update Email](#), before proceeding to Make Payment.

### Consent for Information Disclosure and Declaration of Applicant

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. I understand that falsifying documents or information on the application for admission 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 postsecondary institutions. I agree that my name may be released to my school or school district for consideration for Capilano University Entrance Scholarships.

- ☒ By checking this box, I confirm the following: I have read and understand the Notice above and consent to and authorize EPBC to use and disclose my personal information for the purposes described; and I have read, understand, and agree to the EPBC Website [Terms of use](#) and [Privacy](#).

- ☒ I hereby certify that the information provided in this Application is true, accurate and complete.

- 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](#)

Amount \$135.00

Card Number

Expiry Date (MMYY)

CVV  What's this?

[Submit](#) [Terms & Conditions](#)



EducationPlannerBC

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@capilano.ca](mailto:inted@capilano.ca)

## **Regional Offices:**

India Subcontinent: [subcontinent1@capilano.caa](mailto:subcontinent1@capilano.caa)

Latin America: [latam@capilano.ca](mailto:latam@capilano.ca)

Southeast Asia: [asia@capilano.ca](mailto:asia@capilano.ca)

Korea and Japan: [northasia@capilano.ca](mailto:northasia@capilano.ca)

Greater China: [china@capilano.ca](mailto:china@capilano.ca)

Africa: [africa@capilano.ca](mailto:africa@capilano.ca)



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