

Admission Application Guide



How to Apply

STEP 1: Choose A Program

We offer **High School**, **Associate Degree**, and **University Transfer** programs.

To view detailed information about the programs, please visit our [website](#).

Columbia College operates on a **tri-semester system**. Students can begin their program at the start of any semester:

SEMESTER	TIME PERIOD
Fall	September to December
Winter	January to April
Summer	May to August

Applicants must meet Columbia College's academic [admission requirements](#) and [English language requirement](#).

STEP 2: Complete An Online Application

Submit your application through our [online application portal](#).

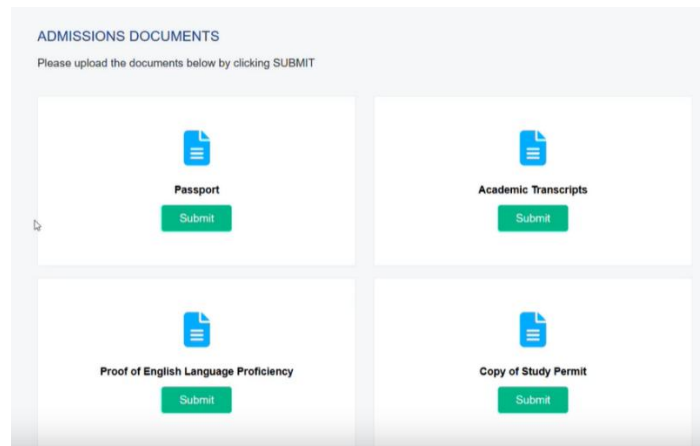
After successfully submitting it, you will receive an email with your login information sent to the email address provided on your application.

If you experience any issues logging in, please contact our IT Department at helpdesk@columbiacollege.ca.

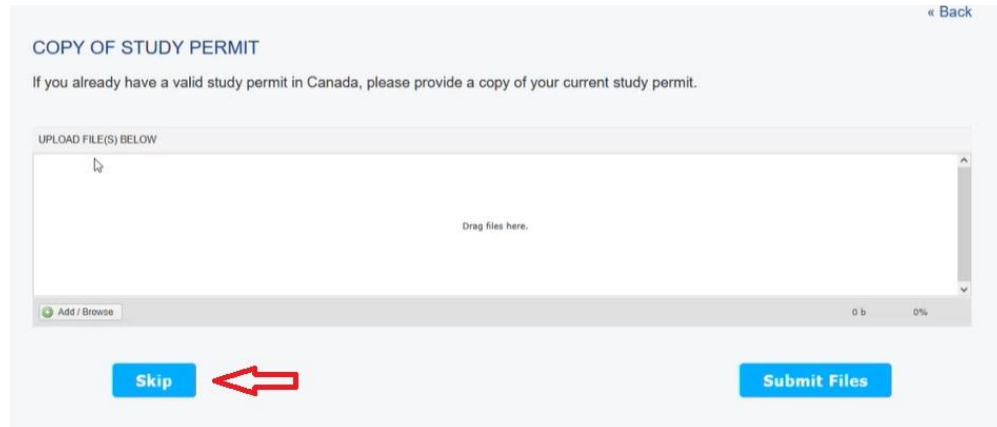
STEP 3: Upload Your Documents

Please upload clear copies of the following documents to your application portal:

1. Copy of Passport
2. Academic Transcripts (complete academic records)
3. Proof of English Proficiency (*if available*)
4. Copy of Study Permit (*if available, for local transfer students*).
5. Copy of Canadian PR card (*for permanent residents*)



If you do not yet have **Proof of English Proficiency** or a **Study Permit**, you may skip these items for now. Click “submit,” once you are on the upload page, click “**Skip**.”



The Admissions team will review the documents you submit. If your documents are complete and eligible, they will be approved.

If any documents are insufficient, they will be declined, and you will receive a notification. Please log in to your account to see the admissions notes indicating which documents need to be corrected or replaced.

STEP 4: Pay The Non-Refundable Application Fee

The application fee is **\$200 CAD** for international applicants and **\$50 CAD** for domestic applicants.

You will receive an email notification once your preliminary documents have been approved and payment can be made.

STEP 5: Wait For a Decision

Once the application fee has been received, the Admissions Department will review your application. Additional documents or information may be requested by the Admissions Officer, and updates will be sent to you or your agent via email.

It typically takes up to two weeks to process a complete application. If your application is successful:

- International students will receive an Offer of Admission and a Schedule of Fees.
- Domestic students will receive an Offer of Admission only. All relevant details, including next steps and payment instructions, will be outlined in the email.

Notes before proceeding to the next step:

- If you have not yet submitted proof of English proficiency, please provide your results to Admissions Department. You will be notified if you meet our English requirement. **Please ensure this is completed before initiating your tuition fee deposit.**
- If you do not have an external English test, we can arrange our internal Language and Writing Assessment (LWA).
- Students admitted to an Associate Degree or University Transfer program will receive a Student Enrollment Contract through MySIS, which must be reviewed and signed.

STEP 6: Accept Your Offer

To confirm your admission, pay your **full** tuition fee deposit by the deadline stated in your Offer of Admission. The deposit will be credited toward your tuition fees.

Once full payment is received:

- International students will be issued a Letter of Acceptance (LOA) and Provincial Attestation Letter (PAL) for study permit application.
All international students who are not Canadian permanent residents must adhere to the requirements and regulations set by Immigration, Refugees and Citizenship Canada (IRCC).
Once you receive your study visa approval, please contact Admissions to update your status.
- Domestic students will prepare for their first day. The Orientation team will contact you a few weeks before the start of orientation.

Additional important information:

- High School students are exempt from the PAL requirement.
- Students admitted to an **Associate Degree** or **University Transfer Program** must sign the **Student Enrollment Contract** through MySIS before we issue the LOA and PAL.

Should you have any questions, please feel free to contact the Admissions Department at admissions@columbiacollege.ca.