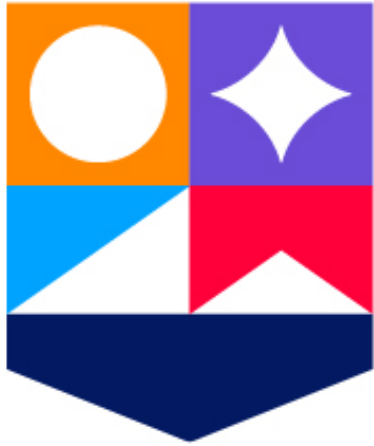


FALL 2021 AND WINTER 2022



**Bow Valley
College**

AUTHORIZED AGENT MANUAL FOR
FALL 2021 AND WINTER 2022
APPLICATIONS

APRIL 2021

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Before Applying

- This guide is directed specifically for applications for the **Fall 2021** and **Winter 2022** intakes, which are completed via APAS.
- To submit applications for Spring 2022, please refer to the [Agent Guide to Submit an Application in VAS](#)

Before submitting an application, our agents should have full comprehension of our [Learner Account Policy](#) as well of our admission process. The Learner Account Policy dictates the guidelines related to deadlines, refunds and cancellations. You can find the latest version here: <https://bowvalleycollege.ca/schools/international-education/documents>

HIGHLIGHTS OF THE LEARNER ACCOUNT POLICY

Please ensure the following points are discussed with the applicant prior applying:

1. Study Permit Deadline and loss of confirmation fee.
2. The confirmation fee is non-refundable and non-transferable.
3. The International Learner Preparation Day is mandatory.
4. Arriving on-time for start of term means attending the New Student Orientation and International Learner Preparation Day.
5. No course registration results in an automatic closure prior to start of term.
6. Change of start dates is not offered.

STEP 1. PREPARE A PLAN CONSIDERING THE DEADLINES AND PROCESSING TIMELINES

The agent is expected to create a plan for our applicants to ensure timelines are taken in consideration to ensure a successful application and prevent unwanted fee charges.

The timelines to consider are –and are not limited to:

- **Bow Valley College Study Permit Submission Deadline:** last day to provide proof of study permit approval in order to keep the seat in the program or proof of study permit rejection to qualify for a confirmation fee refund. Failure to meet the deadline will result in the loss of the confirmation fee. Important Dates and Deadlines for International Learners:

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<https://bowvalleycollege.ca/schools/international-education/prospective-international-learners/important-dates-for-international-learners>

- **Immigration, Refugees and Citizenship Canada Study Permit Processing Timelines:** the timelines vary depending the location of the visa office and volume of applications during peak periods. It is recommended to plan with sufficient time considering possible delays and transit time. You can verify them here: <http://www.cic.gc.ca/english/information/times/temp/students.asp>
- **Processing Confirmation Fee and/or Tuition for your program at Bow Valley College:** A confirmation fee is required to receive a Letter of Acceptance. Once the confirmation fee is required, applicants must submit their payment before the given deadline. Those who choose to pay via wire transfer should allow at least two weeks for the funds to be processed AND proof of wire transfer payment should be emailed immediately to us.
- **Bow Valley College Application Processing Timelines:**

Applications for Career Programs	4 – 6 weeks after all admission documents are received
Applications for ELL program and career program	4 – 6 weeks after all admission documents are received
Applications for ELL program only (no career program)	3-5 business days

- **Gathering Documents to Apply for Visa and Study Permit:** Time required for the applicant to compile documentation to apply to come to Canada with a permit. Please refer to IRCC requirements to apply for a study permit. In some cases applicants will also need to request a Co-op Work Permit if the program includes a practicum, internship or work experience component.
- We recommend that all learners who require a Co-op Work permit for their program apply at the time of obtaining their study permit or prior to the start of their program if they already have a study permit.
- It is very important that learners in the following programs obtain their Co-op Work Permit before the start of their program as their practical components are scheduled to commence the first week of the program or during the first term:
 - **Early Learning and Child Care Certificate and Diploma programs**
 - **Education Assistant Certificate program**
 - **Aboriginal Addictions Services Counselling Certificate and Diploma programs**For those programs that offer the practicum in the first semester the learner should apply for the co-op

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work permit at the same time they apply for the study permit . For information on applying for a Co-op Work Permit with a study permit please visit: <http://www.cic.gc.ca/english/study/work-coop.asp>

- **Gathering Documents for Admission into the College:** Time required for the applicant to compile documentation to apply to Bow Valley College.

STEP 2. CHOOSE THE PROGRAM AND START DATE

- When choosing a program, the applicant and agent should discuss the long-term goals of the applicant. **All our 1 year certificate and 2 year diplomas are Designated Learning programs that qualify** our graduates for the Canadian Post-Graduate Work Permit Program (as long as the graduate meets the rest of the requirements of the PGWP program). For the applicants who are interested in qualifying for the Alberta Immigrant Nominee Program (AINP) it is recommended that they learn which programs and occupations are accepted under the AINP and which are not. Additional information regarding the AINP requirements can be found here: <http://www.albertacanada.com/opportunity/programs-and-forms/ainp-aos-alberta-opportunity-stream.aspx>
- **Program availability** is published in the Agent Portal and updated weekly. It is important to check program availability before submitting an application as programs fill up quickly. Applicants who are waitlisted are not eligible to receive a Letter of Acceptance until the College is able to offer a seat.

Application Opening Date	Intake
December 1st (or first Monday of the month)	Winter
April 1st (or first Monday of the month)	Spring
August 1st (or first Monday of the month)	Fall

STEP 3. ALBERTA STUDENT NUMBER (ASN)

Students who have not previously studied in Alberta will need to apply for an ASN through the online portal My Alberta Digital ID (MADI): <https://account.alberta.ca/>

- If applicant has applied or attended a school or post-secondary institution in Alberta, they will already have an ASN. To find their ASN you can use [the ASN Lookup service](#). As creating a second ID for an applicant will cause delays in the processing of the application, we recommend using the look up service to first check if an ID already exists. If they do not have an ASN, you can also use this service to request one.

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- The MADI account (user name and password) belongs to the applicant (learner) and not the representative. When the Agent Representative creates the account on behalf of the learner, it is expected that the Representative provides the access information to the learner in a timely manner.

STEP 4. SUBMIT YOUR ONLINE APPLICATION

For more information on the application process, visit the [International Application](#) webpage.

Ensure to enter the **applicant's personal email to which they have access** in the "Personal Information" fields. This information is critical for the college to maintain transparency in our communications. Authorized Agents are responsible for representing our institution in an ethical manner. Entering another email address that is not of the applicant would be considered as misrepresentation and may lead to the termination of our contract.

The agent information will be entered in the "Agent Representative" field. You must include the APAS code attached to your contract number. The APAS number is an alphanumeric code that starts with a "P" followed by 4 numbers (Example: P1234). If you enter the wrong APAS code, the application will be assign to a different agent and commission will be paid to that agent.

- **Declaration of Canadian Post-Secondary Education.** It is mandatory for all applicants who have or will complete Canadian post-secondary studies to declare it at the time of the application. Applicants who fail to declare their Canadian education will not qualify for transfer of credits or admission into the program for failing to comply with the admissions policy.

Note: Applicants who have applied for previous program through APAS can access their same account. Please ensure personal information such as address, personal e-mails is updated for any new applications.

STEP 5. SUBMIT PROOF OF ADMISSION REQUIREMENTS

Provide proof of all applicable academic admission and English Language proficiency requirements to support your application.

- **Certificate, Diploma and Post-Diploma Programs:** email the academic documents and proof of English language proficiency to admissions@bowvalleycollege.ca. Include the BVC ID or ASN in the subject line.
- **International ELL program:** email proof of English language proficiency to agents@bowvalleycollege.ca. Include the BVC ID or ASN in the subject line.
- Copy Bow Valley College's Regional Representative when applicable. If the applicant is coming from one of these regions, you and the learner can get additional support and advise from our Regional Representatives:
 - **Latin America:** latinamerica@bowvalleycollege.ca – Laura Hay, Market Representative
 - **India:** india@bowvalleycollege.ca – Isha Sehgal, Market Representative
 - **Vietnam:** vietnam@bowvalleycollege.ca – Erik Nguyen, Market Representative

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STEP 6. CONSENT TO RELEASE INFORMATION FORM (CRI)

All third party acting on behalf of the student with Bow Valley College must submit the Consent to Release Information form signed by the applicant. This form authorizes Bow Valley College to release information regarding the student's record to a specified individual or agency. You may download a copy of the CRI form from our website at <https://bowvalleycollege.ca/schools/international-education/documents>.

Please submit the form to agents@bowvalleycollege.ca. We will not be able to share updates with agents when CRI form for each application is not submitted.

STEP 7. OFFER OF ADMISSION

You will receive an Offer of Admission via e-mail. To accept the offer and reserve your seat in the program, you must complete the payment of a non-refundable, non-transferable confirmation fee of \$1,500 before the deadline indicated in the Offer of Admission e-mail. By paying the confirmation fee the applicant is confirming the seat for that program for that specific start date and is accepting the terms and conditions as outlined in the Learner Accounts Policy of not meeting the college deadlines.

Conditional Offer of Admission

Conditional Offers are extended on a case-by-case basis, at the discretion of the Admissions Officer, when a student meets all but one of the Academic or English proficiency admissions requirements for a Certificate or Diploma program and is already registered in the required course.

RECOMMENDATIONS. Before submitting the confirmation fee:

- Make sure that there is sufficient time to submit and process the study permit application and submit proof of approval or rejection before the Study Permit Deadline. Please contact the International Education Department of Bow Valley College prior to paying the confirmation fee if you do not feel you have sufficient time to obtain your study permit before the deadline.
- Review and explain the Learner Account Policy to your client to ensure they have complete understanding of terms of the non-refundable and non-transferable confirmation fee.
- Deferrals and start date adjustments are not eligible. If an applicant decides to start a different program or change the start date, a new application form and fees must be submitted and paid.

Student with multiple applications should take in considerations that:

We Can:

- We can switch confirmation fees from a future intake to an earlier one.
Example: the student had confirmed a Winter 2020 program and later gets admission into a Fall 2019 program, the learner can choose to move the confirmation fee to the Fall 2019 program.

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- We can switch the confirmation fees between programs in the same intake.
Example: the student had confirmed Business - Winter 2020 and later gets admission to Software Development - Winter 2020, the learner can choose to move the confirmation fee to Software Development.

We Can't:

- We cannot switch back after the change has been applied.
- We cannot switch the confirmation fee from an earlier intake to a future intake.
Example: the student confirmed Fall 2019 and later gets admission into a Winter 2020 program, if the learner prefers to attend the later intake, they will have to pay a confirmation fee for the Winter 2020 and the confirmation for the Fall 2019 program will be forfeited.

To make a payment, review our payment options at <https://bowvalleycollege.ca/schools/international-education/documents>.

Waitlist Notification

Students are waitlisted when they have met all admission requirements for a program but there are no available seats for their chosen start date. Students can remain waitlisted until a seat opens up or until the study permit submission deadline for applicants on a waitlist, however, we are unable to provide an Offer of Admission or a Letter of Acceptance until a seat becomes available. We cannot predict when or if a student will be offered a seat and generally advise students to submit a new application and fee to apply for a following intake.

Missing Requirements Notification

After the documents' assessment the applicant does not meet the minimum requirements for the program. At this point we will contact the applicant/agent with a "Missing Requirements" email note providing the results of the assessment and the pending requirements. We cannot provide an Offer of Admission until the applicant meets all the program requirements and seats are available to offer.

STEP 8. MYBVC ACCOUNT LOGIN AND MYBVC STUDENT EMAIL

All accepted applications receive an e-mail with MyBVC account information. It is IMPORTANT that applicants (not representatives) log in to this account immediately as the temporary password is only valid for a limited time period. It is expected that the agent reminds the applicants to set up their student email immediately as this will be the official method of ALL FUTURE communication between the college and the student.

Course registration for our Certificate, Diploma and Post-Diploma programs is done through the MyBVC account. Students will receive communication to their MyBVC with information on how to register for courses. Agent or

other representatives of the learners are **not permitted** to register learners for their courses, this must be done directly by the learner.

If students requires additional support to access their MyBVC student portal, please have them contact the International Education Department.

STEP 9. LETTER OF ACCEPTANCE

Upon payment of the Confirmation Fee, within 3 business days an electronic letter is emailed to the student's MyBVC e-mail account and to the Authorized Agent Representative (if the CRI form was submitted to us).

Conditional Letter of Acceptance

The Conditional Letter of Acceptance is e-mailed to the student's MyBVC e-mail, and copied to the agent, 2-3 business days after paying the \$1,500 non-refundable, non-transferable Confirmation Fee.

STEP 10. APPLY FOR THE CITIZENSHIP AND IMMIGRATION CANADA STUDY PERMIT

Apply for the Canadian Study Permit as soon as possible as there can be significant delays during peak processing times. Some programs include a work experience component or a co-op internship. For these programs, international learners need to apply for a co-op work permit as well as a study permit. Information to apply for a co-op work permit is included with the Letter of Acceptance.

Once your client has obtained the Study Permit Approval Letter from IRCC please e-mail a copy to the International Education Department at Bow Valley College. We also require a copy of the Study Permit once the student arrives to Canada.

***IMPORTANT: ALL LEARNERS MUST SUBMIT A COPY OF THE STUDY PERMIT APPROVAL LETTER/VALID STUDY PERMIT BY THE REQUIRED DEADLINES.** Failure to do so may result in an automatic loss of registration and confirmation fee. Important Dates and Deadlines for International Learners:

Important Dates and Deadlines for International Learners:

<https://bowvalleycollege.ca/schools/international-education/prospective-international-learners/important-dates-for-international-learners>

STEP 11. ATTEND THE NEW INTERNATIONAL STUDENT ORIENTATION (ISO)

Students will receive information through their MyBVC e-mail account to register for the event. Attendance is mandatory. Key information related to academic success, student life and the rights and responsibilities as an international student will be discussed during the session. The themes presented during the day are based on the most serious and common challenges that our International Learners face and support in avoiding situations that will impact their success.

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In addition to the [International Student Orientation](#), the student is expected to attend the General [New Student Orientation](#).

The International Education Team looks forward to meeting all new international students when they arrive to start classes!

ADDITIONAL PRE-INTAKE PREPARATION

Right after moving to Canada, international learners start a process of adaptation to a new country, a new language, a new culture and also to a new academic system. In addition to that, many of our learners are returning to study after an extended period of time and with additional responsibilities (such as work and family). Very often, the transition to a new environment can create challenges for international learners and when the right steps are not taken, the learners can end up out of track of their academic and personal goals.

Having our learners' needs on top of mind, the college services include the Learner Success Services Department (LSS) to support our learners in adjusting to the academic system and a new life in Canada. Among their many units of service they hold the Academic Success Centre, dedicated to support the learners with their studies and help them reach their goal. Here is where learners can meet with learner coaches and tutors.

In preparation to become a learner at Bow Valley College, please have your clients familiarize with these services so they can reach out to them in a timely manner. To start, remind them to register and attend **NSO, ISO** (please refer to the previous section) and also invite them to participate in these complementary workshops:

- **Learning Boot Camp.** This workshop will sharpen the learner's study, learning, and organizational skills. It is an aide to plan how to balance work, life, and school while connecting with students, staff, and campus services. More information: <https://bowvalleycollege.ca/about/events/2017/lss-events/learning-boot-camp>
- **Technology Boot Camp.** This workshop introduces the learner to college technology tools like D2L (study platform) and MyBVC (student portal). Participants learn how to be a successful student in an online/blended learning environment and sharpen your online learning and organizational skills while connecting with students, staff, and campus services. More information: <https://bowvalleycollege.ca/about/events/2017/lss-events/technology-boot-camp>
- **Leveling the Learning Field.** A four-part workshop studies how culture and language affect internationally educated learners' success in a Canadian post-secondary schools. More information: <https://bowvalleycollege.ca/student-resources/student-life/intercultural-centre>

Another unit of LSS is the RGO Library and Learning Commons is our in-house library. They also provide academic support to our learners. We recommend their workshops as many international learners are not familiarized with the academic style and rules of the Canadian academic system and struggle in class, affecting their academic performance. Among their most relevant workshops for international learners are:

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- **Plagiarism and Academic Honesty at Bow Valley College** – understanding intellectual property, academic honesty and plagiarism and Bow Valley College’s policies and consequences for misconduct: <http://bowvalleycollege.libguides.com/academic-honesty>
- **APA Style – making citations and references:** <http://bowvalleycollege.libguides.com/apa-style/>

For additional information please visit:

- **Learner Success Services:** <https://bowvalleycollege.ca/student-resources/learner-success-services>
- **Academic Success Centre:** <https://bowvalleycollege.ca/student-resources/academic-services/academic-success-centre>
- **RGO Library and Learning Commons:** <https://bowvalleycollege.ca/student-resources/rgo-library-learning-commons>
- **Intercultural Centre:** <https://bowvalleycollege.ca/student-resources/student-life/intercultural-centre>

OTHER INFORMATION

Police Information Check (PIC) + Vulnerable section search (VSS)

Some programs include non-paid clinical placements or work experience in agencies where employers require a mandatory PIC + VSS. For these programs, applicants receive conditional acceptance. Students living outside of Canada must submit an original copy of their International PIC and a Freedom of Information and Protection of Privacy (FOIP) form as part of the admission process. Please contact the International Education Department for further details or PIC requirements for specific programs.

FOIP

Students must complete this form and send the original along with their Police Information Check.

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How to Apply Chart



Notes on Submitting Applications and Communicating with the College

Emailing Admissions Admissions@bowvalleycollege.ca

- **What you can send:**
 - For Certificate and Diploma programs
 - Only to submit (after the application is submitted):
 - academic documents (transcripts, certificates and proof of English language proficiency)
 - Application summary (this is a new requirement since some agents are not including the proper student identification number in the emails sent)
- **What you should not send:**
 - Please **refrain from** sending follow up emails or any other types of documents to Admission (CRI, wire transfers, passports, etc).
 - This mailbox is managed by admission officers and they can only receive the academic documents. They cannot assess academic documents before an application is submitted. Any updates/feedback about a particular application will be handled through the Agents Mailbox.

Emailing Agents Agents@bowvalleycollege.ca

- **What you can send:**
 - Send us **all your inquiries** related to applications.
 - Send us **wire transfer information, CRIs, Refusal Letters from IRCC**, etc.
 - For the International ELL program, please send us the proof of English language proficiency (this is reviewed by a different officer and we will forward the document to the responsible officer)
- **What you should not send:**
 - We do not need to receive a copy of the admission documents, since you will be sending them directly to Admissions.

Emailing IEConnect ieconnect@bowvalleycollege.ca

- **What you can send:**
 - Send us all proof of immigration documents: study permits, approval letters, student visas, co-op work permits.
- **What you should not send:**
 - Study permit rejection letters or any other document that is not proving the student status of the learner.

Emailing International international@bowvalleycollege.ca

- **What you should not send:**
 - **Please refrain from emailing this mailbox.** They do not handle anything related to Authorized Agents. The volume of emails in this mailbox is much bigger.
 - The emails you send to this mailbox will have a **delayed response** since they will be forwarded to Agents. This can take up to 2 weeks.

All this information has been updated in our Guidelines that you can download from the Agent Portal.

Here is a summary of your main email contacts:

Content:	Email to:	Additional Comments:
Submission of academic documents and proof of English proficiency (transcripts)	Admissions@bowvalleycollege.ca	Copy the market representative when applicable: <ul style="list-style-type: none"> • Latinamerica@bowvalleycollege.ca • India@bowvalleycollege.ca • Vietnam@bowvalleycollege.ca
<ul style="list-style-type: none"> • All inquiries related to applications • Consent to Release Information form • Payment information • Refund requests 	Agents@bowvalleycollege.ca	Copy the market representative when applicable: <ul style="list-style-type: none"> • Latinamerica@bowvalleycollege.ca • India@bowvalleycollege.ca • Vietnam@bowvalleycollege.ca
Immigration documents (study permit approval letters, visas, study permits)	IEConnect@bowvalleycollege.ca	

Alberta Post-secondary Application system (APAS)

APAS is an online application system that anyone can use to apply to programs at one or more of Alberta's post-secondary institutions. BVC uses APAS as an online application form. Prior to submitting an application online, please review the APAS International Student Guide. The guide and the link to APAS are available at:

international.bowvalleycollege.ca/Apply

SIAMS: If the applicant has not previously applied online, an account will need to be created.

APAS INFORMATION

Student Information

Personal Information: This must be the student's information. Applicants must use their Legal First Name(s) and Legal Last Name(s), as printed on their passport. If the student does not have a Legal Last Name, but does have a Middle/Second Name, then the Middle Name can be written on the Legal Last Name line. If fields are not applicable, do not write 'NA', or NA may be registered as the student's last name.

Date of Birth: Please write year, month, and day.

Gender: Select Male or Female.

Addresses:

- Current – The address where the applicant currently resides. This address will be printed on all official documentation issued to the student, including the Letter of Acceptance and receipts, and should belong to the student.
- Alternate – The address where the applicant will be living after arrival in Calgary (not required for application submission).

Contact Information: The telephone and e-mail information MUST be the student's. It is very important the student's personal e-mail information is provided in this section.

- Contact information for any authorized representatives of the student will appear at the end of the application, in the "Who is completing the application?" section.

High School Courses and Marks: This is optional for international applicants. Admission eligibility will be determined by the review of the provided transcripts, which demonstrate completion of academic admission requirements.

Select an Institution: Choose Bow Valley College.

Select a Program: Please choose ONE program per application. Multiple programs require separate applications.

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- Applications open 13 months prior to a program start date. Many of our programs are very popular and become waitlisted (full) over 6 months in advance.

Delivery Mode: Students applying for a Canadian Study are advised to apply for a Full Time, Traditional Classroom program as part-time studies are ineligible for Citizenship and Immigration Canada's student work permit programs. Please review www.cic.gc.ca for more information.

Campus: Our main campus is Calgary Downtown.

Start Date: Base the start date according to the plan which should consider the study permit submission deadline, IRCC processing timelines and college admission timelines.

- ELL Terms: Our ELL program offers 5 levels; each is approximately 15 weeks in duration.

Agent Information

Who is completing the application?: Agency contact information must be included here. If a signed Consent to Release Information form has been submitted, the application communications will be conducted through the agent by e-mail and all original documents will be mailed to the agent.

Pay and submit your application

The non-refundable and non-transferable application fee must be paid BEFORE an application will be processed. The online application may be submitted without credit card information, in which case, the application fee must be paid directly at the college.

Payment Options for APAS: We accept cash and debit (in person only), credit card (through APAS only), or wire transfer. If paying by wire transfer, please include student information (name and ASN or BVC ID) as well as enough additional funds to cover transit fees charged by the banks (don't forget to email us a copy of the wire transfer confirmation). Review our payment options at <https://bowvalleycollege.ca/schools/international-education/documents>.

It is the responsibility of students and agents to ensure the Application fee, Confirmation fee, and Tuition and Fees are paid in full.

Learner Account Policy

[Tuition & Fees and Learner Accounts Policy](#)

Please visit our website for current tuition and fees as well as important information about refunds:

<https://bowvalleycollege.ca/schools/international-education/documents>

All tuition and fees must be paid in full before the start of classes. No discounts are available.

[Adjusted Intakes](#)

Students wishing to change their program intake must submit a new application with application fee. We **review** requests to postpone start dates only for exceptional cases where the student can submit formal documents proving unforeseen circumstances, such as:

- Visa delay, providing the student applied with ample time compared to the timeframe provided by IRCC : cic.gc.ca/English/information/times/temp/students.asp
- Medical condition of the student

Intake adjustment requests are not guaranteed and are analyzed on a case by case basis with a final decision by the Office of the Registrar.

[Third Party Online Payment](#)

After the learner has been accepted into the program, they can give access to a third party to submit a credit card payment via MyBVC portal. We accept Visa and Mastercard payments. To give access to a third party to make an online payment, please review the [Guideline to Request a Third Party Payment](#)

For additional information on other payment option and instructions on the new online banking system please visit: <https://bowvalleycollege.ca/student-resources/financial-services/paying-your-fees>

Revised on April 9, 2021