



Procedure Title	Procedure No.	
Admissions – International	E-1.01b	
Executive Responsible	Administrator Responsible	
Vice President Academic	Registrar	
Approving Body	Approval Date	Date of Next Review
Board of Governors	June 30, 2026	June 2031
Associated Policy and Resources		
Admission Decision - Application for Appeal Form		
Admissions Policy and Procedure E-1.01		
English Language Proficiency College Standard ES-1110-CS		

PURPOSE

To outline the requirements and procedures for international applicants to access programs at the College of New Caledonia (CNC). It provides flexible admission pathways that remove barriers and improve access to post-secondary education across the communities we serve.

PROCEDURE

1. Admission

- 1.1 International applicants will follow the same *Admissions Procedures* to the college unless additional information is given in these procedures.
 - a) Any visiting international student must provide the College with a valid study permit and scanned coloured copy of their passport.
 - b) All international applicants, regardless of the program they are applying to, must demonstrate proficiency in English.

2. Assessing Admission

- 2.1 The College will follow the regulations outlined by Immigration, Refugees and Citizenship Canada (IRCC).
- 2.2 International applicants are required to pay an application fee, applicable tuition rates, and fees.
- 2.3 International applicants may have to provide English translations of all required documents.
- 2.4 For certain programs and transfer credit, official transcript evaluations will be required

- 2.5 Accepted students are required to have a valid study permit to attend programs as required.
- 2.6 The College will reserve seats in identified programs or courses for international students. Unused seats will be released on the institutional release date.
- 2.7 The College reserves the right to restrict enrolment for a minimum of one year for any applicant who submits fraudulent documents.
- 2.8 Once the student has been assessed and met admission requirements, they will be provided with a conditional Letter of Offer.
- 2.9 A Letter of Admission will be issued upon receipt of the commitment deposit outlined in the Letter of Offer. The Letter of Admission does not guarantee a seat in the program. Seats are awarded using a first-qualified process based on the order visa confirmations are received by the Admissions Office.
- 3. **Program or Offering Change Requests**
 - 3.1 Any requests to change a program during the admissions process will be considered by Admissions Officers, and will depend on seat availability in the desired program.
 - 3.2 Continuing students may apply to change their program, but must complete their first semester of study in their original program.
 - 3.3 Program changes are not guaranteed and are subject to approval and space availability.
- 4. **Withdrawing Applications**
 - 4.1 Applicants may request to withdraw their application by notifying the Admissions office in writing and providing any necessary documentation.
 - 4.2 The College reserves the right to withdraw an application for reasons including, but not limited to:
 - a) An application remains unpaid for more than 30 days;
 - b) For reasons stated in the Application Declaration;
 - c) The College is unable to reach the applicant using the phone and/or email contact information on file;
 - d) Cancellation, deferral, or seat availability of a program.
 - e) Fraudulent documentation.
- 5. **Expired Offers**
 - 5.1 Letters of Offer that are not responded to by the commitment deposit deadline will be considered expired and will be closed.
- 6. **Request to Reactivate an Application**
 - 6.1 An applicant may submit a written request to reactivate a cancelled or expired application within one year of the file closure. At such time, the Admissions Office will determine if additional documents and/or fees are required to fully reactivate the application and commence with processing.

- 6.2 Applicants or returning students who wish to reapply or apply to a different program more than 12 months after their file was closed are required to submit a new application and applicable fee(s), along with updated supporting documents. Transcripts, if previously submitted and still on file with the College, may be used in support of a new application and need not be resubmitted unless additional courses have been completed in the meantime.
7. All applications will be reviewed under current academic regulations, admission requirements, and program requirements. All applications are subject to current tuition/fees.

Definitions and Acronyms	
Admission Requirements	The minimum qualifications required for entrance to a program.
Applicant	An individual who completes an application for admission to the College of New Caledonia.
Commitment Deposit	A deposit paid by applicants after acceptance to a CNC program (<i>see Tuition, Fees, and Refunds Policy E-1.15</i>).
Continuing International Student	An individual who was registered in a program in the previous academic term.
International Applicant	An individual who does not possess Canadian Citizenship or permanent resident status under Canadian immigration regulations.
Letter of Admission	A letter issued by CNC indicating the applicant has been accepted into the program. The letter is issued after the student satisfies all admission requirements and pays the required commitment deposit. The letter is recognized by the Government of Canada and contains all necessary information to help facilitate the processing of study permit application by IRCC.
Letter of Offer	Correspondence sent to an applicant who has met the admission requirements, offering them admission to the College. This letter will contain the details related to accepting the offer to attend the College and the necessary commitment deposit required to receive a Letter of Admission.
Returning International Student	An international student who has no activity in two (2) consecutive major terms (Fall/Spring). This student must reapply to the program and submit a new application and be assessed as a new international student if they wish to continue studies.
Supporting Information	
Related Policies, Forms, Documents, Websites	Change of Enrolment Status E-1.14 Domestic Application for Admission Form International Application for Admission Form Tuition, Fees, and Refunds Policy E-1.15
Acts and Regulations	BC Colleges and Institute Act Section 19(1)(f), 23(1)(m) BC Freedom of Information and Protection of Privacy Act Department of Citizenship and Immigration Act