

## Application Procedures for Career Programs

All transcripts and documents supporting a student's application should be original or notarized. These documents, along with the application fee, should be submitted in order for VCC to begin the application process.

### Note\*

We cannot offer admission to programs that have a current wait list for domestic students. Before applying, please check with us at [study@vcc.ca](mailto:study@vcc.ca).

### Step 1

Apply on-line at <http://www.vcc.ca/applying-to-vcc/apply-register.cfm>  
(This is the most convenient, quick and accurate method of application)

### Step 2

Pay an application fee of \$125 online (not the \$30 indicated on the online application)

### Step 3

Mail the following to VCC International Education:

1. Original or notarized transcripts
2. Original or notarized TOEFL or IELTS documentation
3. Other required items (requirements vary by program)
4. Proof of payment of an application fee of \$125 (after completing your online application, you can download proof of payment)

Mailing address:

VCC International Education  
250 W. Pender St.  
Vancouver, BC  
V6B 1S9  
Canada

### Step 4

After receiving **ALL** documents and fees as indicated above, the application will be considered **COMPLETE** and it will be reviewed within three weeks. Please note that until we receive all documents and/or payments, the application will be considered incomplete, and the student will not be accepted, registered or waitlisted for the chosen program.

### Step 5

A letter of acceptance will be mailed within four-five months prior to the start of the program depending on seat availability and waiting lists.