

## APPLICATION FOR ADMISSION

### Certificate of Visual Arts Program

Applications will be accepted in person, by mail or by email. If submitting by email, please send to [info@vancouverislandschoolart.com](mailto:info@vancouverislandschoolart.com). It is recommended that applications are submitted by July 31<sup>st</sup> for September entry.

Category of Study :  Full time\*  Part time\*

Program Start: Fall 20\_\_\_\_

#### Personal Information:

Name: \_\_\_\_\_  
last first middle

Address: \_\_\_\_\_  
apartment #, street  
city province postal code

Phone (day): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_ Email: \_\_\_\_\_

Female  Male  Non Binary Date of Birth: \_\_\_\_\_ First Language: \_\_\_\_\_  
year/month/day

#### Citizenship:

Canadian Citizen  Landed immigrant/permanent resident of Canada

Student Visa/Study Permit (country of citizenship) \_\_\_\_\_

#### Educational History: (attach on separate page if more space is required)

Name and Location of School: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Courses/Diploma/Degree: \_\_\_\_\_

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#### Admission Requirements:

- copy of photo ID
- 6 images (jpegs) of applicant's original work done in the last two years. Images must be a minimum of 640 pixels or 8 inches wide, 72 dpi is fine as long as image width is at least 640 pixels wide. Images can be sent on a CD, flash drive or through a file sharing program such as YouSendIt, Dropbox, WeTransfer or something similar. Include a list of titles, mediums and size of each image (submitted as a separate PDF or Word document). If you are emailing material use the following email address: [info@vancouverislandschoolart.com](mailto:info@vancouverislandschoolart.com) with **Application Materials and Your Name** in subject line.
- 300-400 word essay describing your reasons for pursuing the Certificate Program (submitted as a PDF or Word document).
- proof of high school graduation or mature student status (19 years or over and completion of English 12 or completion of BC Provincial English 12 exam with a minimum 60% or 'C' grade); or proof of post-secondary education (transcript).
- provided non-native speaking applicants have met all other application requirements, they will be required to meet with the Director for a language proficiency interview. If required, the applicant will be asked to complete the TOEFL English language test, with a min. 70%.
- completed application form with \$50 application fee (\$100 application fee for International students). Payment can be made by Paypal, E-transfer([wwelch@vancouverislandschoolart.com](mailto:wwelch@vancouverislandschoolart.com)), Interac or Credit Card (Mastercard or Visa). **Application deadline:** you may apply at any time and applications are on a first come, first serve basis (students wishing to apply for student loans will need to apply early to have their funding in place).

**Agreement:**

I have truthfully answered the questions in this Admission Application Form. I certify that the written work and images I have submitted with this application are completed by me. I also understand that payment in full, or arrangements for payment, must be made at the time of registration. I agree that I am responsible to meet the requirements of the Certificate Program as laid out in the policies of the Vancouver Island School of Art, accessible to me on the website.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

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**\* Important Program Information and Hourly Requirements:**

- Students must successfully complete 504 class hours of courses to complete a Certificate of Visual Arts.
- Full-time students are required to attend 21 hours per week of class time (7 courses per semester).
- Part-time students are required to attend a minimum of 6 hours per week of class time (2 courses per semester).

Please consult the website, [www.vancouverislandschoolart.com](http://www.vancouverislandschoolart.com) for further details on program requirements and policies.

The Vancouver Island School of Art is a Designated Learning Institution registered with the Government of Canada. **DLI# O111345278377**

The Certificate of Visual Arts program has been approved by the B.C. Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills & Training.



For office use:

Date application received: \_\_\_\_\_

Date fee paid: \_\_\_\_\_ Pay Method: CC Debit E-Transfer PayPal

Notes: \_\_\_\_\_

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