

## UBC Certificate in Immigration: Laws, Policies and Procedures (CILPP)

Applicants should carefully read and understand the UBC CILPP **Program Handbook** before applying to the program.

Program staff will review completed application forms in the order they are received. Applicants will be notified by email if their applications are accepted or declined. An application may be declined if it is incomplete or if staff concludes that the applicant does not meet the language proficiency or other prerequisites of the program, as indicated by the applicant's submitted materials. Tuition payment instructions will be included in the acceptance notification email. Your seat is not guaranteed until tuition is received. If you require assistance with your application form, please contact Debbie Gordon, [debbie.gordon@dal.ca](mailto:debbie.gordon@dal.ca) or 902-494-2100.

**\*= required information**

### Program

- UBC Certificate in Immigration: Laws, Policies and Procedures (9 months)  
100% Online Program (**part-time**) – **September 26 – July 3, 2018**

### Program Fee

The total tuition cost of the CILPP program is \$6,090, plus a \$175 non-refundable application fee. You can save \$245 by paying by the earlybird deadline. Flexible payment methods are also available (pay per course at \$945 per course). Earlybird discounts available for payment received three weeks before program or course start date.

All fees are in Canadian dollars and are subject to change. Fees may be paid by Visa<sup>®</sup>, MasterCard<sup>®</sup> or bank draft.

Course fees include all course materials.

**Cancellation Fee:** \$150 if it is done 21 days prior to module start date; with medical note.

# Application Form

## Personal Details

Title\*:  Mr  Mrs  Ms.  Dr  Prof

Legal First Name(s)*:	
Legal Family Name(s)*	
Home Address*:	
City and Province*:	
Postal Code*:	
Country*:	
Telephone (day)*:	( )
Telephone (evening):	( )
Email*:	

## Status in Canada\*

- Canadian Citizen
- Canadian Permanent Resident
- Foreign National (Non-Canadian)

## Educational or Immigration Work Experience\*

Please select one of the following proof of Canadian education, proof of foreign education or immigration work experience:

<input type="radio"/>	Canadian post-secondary education transcript or degree document (minimum of two years of a completed Canadian post-secondary education). <i>Note education institution here:</i>
<input type="radio"/>	International credential evaluation report for foreign degrees or diplomas. <i>Note foreign educational institution name here:</i>
<input type="radio"/>	A letter from a supervisor indicating a minimum of two years' related Canadian work experience in the field of immigration

## English Language Proficiency\*

An English language test and minimum score are required of all UBC CILPP applicants. This requirement helps ensure that learners are prepared to succeed in our rigorous academic program. For more details and a list of how you can meet the language requirement, please refer to **Admission Process** on the website.

Please select one of the following:

- International English Language Testing System (IELTS-Academic)
- Canadian Academic English Language Assessment (CAEL)
- Michigan English Language Assessment Battery (MELAB)
- CANTEST

<i>Note test centre name here:</i>	
<i>Note test date here:</i>	

## Requirement for Online Learning\*

In order to participate in the UBC CILPP Certificate Program you must confirm the following statements:

- I have regular access to a computer in order to access the courses online.
- I have my own email account and high-speed internet connection.
- I am comfortable communicating through email in English.
- I can receive and open email attachments.
- I can use search engines to find information on the internet.
- I can use a word processing program (e.g. MS Word) and can copy and paste text between applications.
- I am prepared to devote a minimum of 18 hours per week to work on the part-time program or 36 hours in the full-time program.

## Declaration\*

By checking the text box below, I declare that the information I have supplied on this form is complete and accurate. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrollment. I have read and understood the published program information on the UBC CILPP Program Handbook and/or on the website. I agree to abide by the program policies which are current at the time of my application.

- I agree to the declaration above.

Signature: \_\_\_\_\_

Date: (day/month/year) \_\_\_\_\_

## Stay Up-to-Date

How did you find out about this program?

Would you like to stay informed about new courses, new terms, special offers and events? Just tell us how you would like us to contact you. If you do not check off these boxes you will still receive communications relating to the administration of your course/program. Select one.

- Email: \_\_\_\_\_
- Mail:

## Privacy

We respect your privacy. Your contact information will not be released to others outside UBC or Dalhousie University College of Continuing Education.

Personal information provided on the registration form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (“FIPPA”), RSBC 1996, c.165, as amended. The information will be used for the purposes of:

<ul style="list-style-type: none"><li>• Admission</li></ul>	<ul style="list-style-type: none"><li>• Academic progress</li></ul>	<ul style="list-style-type: none"><li>• Operating other UBC-related programs</li></ul>
<ul style="list-style-type: none"><li>• Registration</li></ul>	<ul style="list-style-type: none"><li>• Notification of future courses</li></ul>	

UBC collects, uses, retains and discloses information in accordance with FIPPA. UBC may share the disclosed personal information within the University to carry out its mandate and operations.

Information, in aggregate form only, may also be used for research purposes and statistics. Should you have any questions about the collection of information, please contact the Manager, Marketing Services, UBC Continuing Studies, 604-410-5950 University Boulevard, Vancouver, BC, V6T 1Z3.