

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

100% online program

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 or 902-494-2100.

9 months – Part-Time	6 months - Accelerated
<ul style="list-style-type: none"> September 24, 2019 to July 26, 2020 January 21, 2020 to October 25, 2020 	<ul style="list-style-type: none"> January 21, 2020 to July 26, 2020

Application deadline for Fall 2019 Part-Time program is September 17, 2019.

*Note: For the Winter/2020 6-month accelerated full-time program (Jan 21 to Jul 26, 2020), you will be taking **two** courses at the same time starting Feb 25, 2020 and your workload for the week will double.*

Program Fee (subject to change)

The total tuition cost of the UBC CILPP program is **\$8,820**, plus a \$175 non-refundable application fee. Students must register for all **seven** courses at the same time for the program fee. Once you have been accepted to the program:

- you can pay for all seven courses and save with **one lump-sum** payment **OR**
 - Earlybird Program Fee:** \$8,330 (\$1,190 per course). Register at least **4 weeks** prior to the program start date.
 - Standard Program Fee:** \$8,820 (\$1,260 per course). Registration deadline is **1 week** prior to the program start date.
- you can register and pay for **one** course at a time.

All fees are in Canadian dollars and are subject to change. Fees may be paid by Visa®, MasterCard®, bank draft or wire transfer. Please contact us for details on how to make your payment by bank draft or wire transfer. Course fees include all course materials.

Cancellation Fee: If you choose to withdraw from the UBC CILPP program/course, the following refund policies apply:

- Up to 21 days prior to the UBC CILPP start date: full refund less \$150 cancellation fee.
- Within 21 days of UBC CILPP start date: no refund will be issued.*

***Note:** *If you withdraw from the CILPP program/course within 21 days of the program start date due to medical (or bereavement) reason, supported by a doctor's letter from a practicing medical physician, your tuition refund will be processed on a pro-rated basis for the unfinished portion of the program/course.*

The refund will be pro-rated from the time the doctor's letter is received by the administrative staff, minus the \$150 cancellation fee.

Application Form

Personal Details * required information

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:

Canadian post-secondary education transcript or degree document (minimum of two years of a completed Canadian post-secondary education). *Note education institution here:*

International credential evaluation report for foreign degrees or diplomas. *Note foreign educational institution name here:*

A letter from a supervisor indicating a minimum of two years' related Canadian work experience in the field of immigration

If you have selected Canadian post-secondary education or international credential, **please specify the name of the institution.**

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)
	Canadian English Language Proficiency Index Program (CELPIP – General Test)
	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 accelerated full-time program.

Application Form

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 in the UBC CILPP Program Handbook 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:

- Admission
- Academic progress
- Operating other UBC-related programs
- Registration
- Notification of future courses

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:

Manager
Marketing Services
UBC Continuing Studies
604-410-5950 University Boulevard
Vancouver, BC, V6T 1Z3