

International Student Application Form

Education Canada Group / Robertson College

Education Canada Group (ECG) is the parent company of Robertson College and handles all of the college's international education applications.

MANDATORY TRAINING FOR ALL INTERNATIONAL STUDENTS

In order to meet Robertson College graduation eligibility, all international students must take a 12-week additional program focused on employability skills in Canada as well as Canadian workplace culture. Please note it is NOT a language class and students must meet the chosen program's admission requirements to enroll.

APPLICATION CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> 1. Completed Application Form | <input type="checkbox"/> 7. A Statement of Purpose regarding your academic and career plans |
| <input type="checkbox"/> 2. Application fee of CAD \$225.00 (the application fee is non-refundable and is required for the application to be processed) | <input type="checkbox"/> 8. Two Letters of Reference to support your academic plans. Please clearly state your references' names and contact information (optional) |
| <input type="checkbox"/> 3. High school diploma and/or transcripts from post-secondary institutions with official English translations | <input type="checkbox"/> 9. Copy of your updated resume/CV listing your recent relevant work experience |
| <input type="checkbox"/> 4. Proof of English Language Proficiency with test results | <input type="checkbox"/> 10. Original document of any additional relevant training/professional standings earned |
| <input type="checkbox"/> 5. Copy of Passport Page with Photo | |
| <input type="checkbox"/> 6. Copy of Valid Study Permit (if you have one) | |

APPLICATION PROCESS

1. Complete your application form and ensure you have all items listed in the Application Checklist
2. Scan all documents and submit the PDF file by email to internationaladmissions@educationcanadagroup.ca
3. Pay the non-refundable application fee
4. Once the completed application and tuition fee are received, your application will be processed by our International Admissions team.
5. Pay your tuition deposit if you've received an Offer Of Admission
6. Receive your Letter Of Acceptance
7. Pay your tuition fee balance by the tuition deadline as indicated in the Tuition Payment Policy
8. Bring your original documents, passport and valid study permit to the orientation on the first day of class. **Please note, students are required to have a laptop**

Part 1 - Personal Information

Please Print		
Family Name (as it appears on your passport)	Given Name (as it appears on your passport)	
	Preferred name	
Date of Birth (yy/mm/dd)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Citizenship	Other Language(s) Spoken	
Permanent Address in Home Country		Postal Code
City	Province/State	Country
Phone ()	Email Address	

Emergency Contact	
Name	Relationship to Student
Phone ()	Email
Do you have physical/medical concerns that we must know about?	Do you have any allergies that we must know about?

Part 2 - Program Choice

Program Choice	
Program for which you are applying (First Choice)	Program Start Date
Program for which you are applying (Second Choice)	Program Start Date
OFFICE USE ONLY: Robertson ID number (if already issued)	

Part 3 - Educational History

Secondary Education (ie. High School) <i>(Original Transcripts must be provided)</i>		
Institution Name	Country	
Credential Earned	Date of Graduation	Dates Attended (mm/yy - mm/yy)

Post-Secondary Education (ie. University or College) <i>(Original Transcripts must be provided)</i>		
1) Institution Name	Country	
Credential Earned	Date of Graduation	Dates Attended (mm/yy - mm/yy)
2) Institution Name	Country	
Credential Earned	Date of Graduation	Dates Attended (mm/yy - mm/yy)

English Language Proficiency Documents (If Applicable)	
Language Proficiency Assessment: <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/> CanTest <input type="checkbox"/> Other <i>Original Documentation must be provided. (Must have been completed within two years prior to application)</i>	
Credential Earned	From (mm/yy - mm/yy) to (mm/yy - mm/yy)

Part 4 - Employment Background

Employment Background	
1) Employer	Country
Job Title	From (mm/yy - mm/yy) to (mm/yy - mm/yy)
2) Employer	Country
Job Title	From (mm/yy - mm/yy) to (mm/yy - mm/yy)

Part 5 - Homestay

Homestay Information		
If homestay services are required, please complete and submit a Homestay Application . More information is available at robertsoncollege.com/international-education		

Part 6 - Agency Information

Agency/Referral Information (If Applicable)		
Agency	Contact Name	Phone
Mailing Address	City	Country
Email (if using a representative, this will be the primary contact for all Robertson College information until the first day of class)		

ROBERTSON COLLEGE PRIVACY POLICY

Any information captured as part of the admissions process is kept protected via current industry-standard information security measures and will only be used for purposes that are consistent with activity necessary to the operation of the college, in compliance with the provisions of the Freedom of Information and Protection of Privacy Act.

For more information, please contact our Admissions Advisors at international.admissions@educationcanadagroup.ca or by visiting our website at robertsoncollege.com/privacy-policy

SIGNATURE AND DECLARATION OF APPLICANT

1. I declare that the information I have provided is factually correct and complete.
2. I understand the Referral Agency is permitted to represent me up to and including my first day of class at Robertson College.
3. I authorize Robertson College to verify information submitted as part of this application package. I understand that if false documents are submitted to Robertson College, my application or registration will be canceled, and this information may be shared with other educational institutions and the Government of Canada.
4. I understand that Robertson College has the right to request additional documentation or credential information.
5. I understand and acknowledge that it is my responsibility to be aware of, and comply with, all Robertson College policies and procedures.
6. I understand the application fee is non-refundable, is required and the application will not be processed until this fee is received.
7. I agree to purchase medical insurance, as determined by Robertson College, as part of my academic program. I understand this is a mandatory policy.
8. I understand that my admission is subject to assessment of my qualifications and availability of classroom seats. Admission to the College does not guarantee the availability of any individual course.
9. In consideration of Robertson College registering me for an academic program, I hereby release Robertson College, its officers, employers, servants, agents, contractors and subcontractors from any and all claims and waive any and all claims I may have now or in the future against Robertson College, its officers, employers, servants, agents, contractors, and subcontractors that arise out of or are related in any way to my involvement in any program and all associated activities.
10. I have read and understand all of Robertson College's policies and procedures, including the Refund Policy, and the Student Handbook. I understand that the omission or misrepresentation of any information is sufficient grounds for canceling my admission or registration.

Signature of Applicant

Date

Signature of Parent (*required if student is under 18 years old*)

Date