

To be eligible for graduation at Robertson College, all international students must complete the 10-week PACE program which covers essential employability skills in Canada as well as the Canadian workplace culture. Please note, is it NOT a language class and students must meet the program's admission requirements to enroll.

### APPLICATION CHECKLIST

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

### APPLICATION PROCESS

1. Complete your application form and ensure you have all items listed in the Application Checklist
2. Scan all documents and submit your PDF file by email to [international.admissions@robertsoncollege.ca](mailto:international.admissions@robertsoncollege.ca)
3. Pay the non-refundable application fee
4. Once your completed application form and non-refundable fee has been received, your application will be processed by our International Admissions team.

## Part 1 - PERSONAL INFORMATION

<b>Please Print</b>		
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	
Address		Postal Code
City	Province/State	Country
Phone ( )	Email Address	

<b>Emergency Contact</b>	
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

<b>Program Choice</b>	
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) (Original Transcripts must be provided)		
Institution Name	Country	
Credential Earned	Date of Graduation	Dates Attended (mm/yy - mm/yy)

Post-Secondary Education (ie. University or College) (Original Transcripts must be provided)		
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)

ESL Credentials	
Language Proficiency Assessment: <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/> CanTest <input type="checkbox"/> Other	
Original Documentation must be provided. (Must have been completed within two years prior to application)	
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 - 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)		

### INTERNATIONAL STUDENT TUITION PAYMENT & REFUND POLICY

The \$1500/\$2500 admission deposit is non-refundable under any circumstances other than a visa rejection issued by IRCC. An official visa rejection letter from IRCC must be submitted within 4 weeks from the date of the rejection.

Any portion of the tuition fee not received by the due date may be subject to a late payment fee of \$100 and an additional 5% will be charged on the outstanding balance 6 days after the due date.

For more information, please refer to the International Tuition Payment Policy and International Refund Policy at [robertsoncollege.com/international-students/forms-and-policies-for-international-students/](http://robertsoncollege.com/international-students/forms-and-policies-for-international-students/).

Initial \_\_\_\_\_

### 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@robertsoncollege.com](mailto:international.admissions@robertsoncollege.com) or by visiting our website at [robertsoncollege.ca/privacy-policy](http://robertsoncollege.ca/privacy-policy).

Initial \_\_\_\_\_

## 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 and that my 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 an assessment of my qualifications and the 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, Student Pre-Arrival Booklet and the Student Handbook. I understand that the omission or misrepresentation of any information is sufficient grounds for canceling my admission or registration.

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Signature of Applicant

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Date

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

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Date



### GRADUATION REQUIREMENTS

- Successful completion of the PACE program
- Successful completion of Practicum
- Successful completion of the Academic program
- Passing IELTS General Testing with no band below 6.0 before Graduation
- Completion of required meetings with Career Services Advisor

### POST-GRADUATE WORK PERMIT DISCLAIMER

Students graduating from a private college are not eligible for post-graduate work permit (PGWP). However, students may qualify for a different stream of work permit after receiving an employment offer. Our International Student Services team can help you through the process.

I, \_\_\_\_\_ (name), understand that Robertson College is not listed as one of the eligible institutions for PGWP.

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SIGNATURE

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DATE

### WORK PERMIT APPLICATION

You are eligible to apply for a work permit once you have successfully obtained an employment offer. Our team will help you with the application to MPNP to receive a support letter for your work permit.

### CAREER SERVICES

As a student of Robertson College, you will receive help and support from the Career Services department. Once you have met our graduation requirements, we will support and work with you until you find employment.

You will also have access to Lifetime Career Services – in the future, if at any time you wish to change employment, you can request assistance from our Career Services team. We will help you search for new employment, review and revise your resume and help you prepare for your next interview.

All Robertson international students are required to bring their own devices to class. It is a student's responsibility to have a laptop set up with the following requirements:

## Technical Requirements

- Windows 10 PC
- Minimum 4GB Memory
- Up to 2GB of free hard drive space
- WiFi enabled
- Microsoft Office
- MAC computers are acceptable for most programs

## Virtual Class

Students are required to have a speaker, microphone and camera\* available for virtual classes. External devices should be connected to your laptop and ready to use for the virtual class if the built-in speaker, microphone or camera is not functioning.

*\* Failure to do so may be considered a negligence of responsibilities as a student*

## Program Specific Requirements

Accounting & Payroll Administrator program:  
MACS do not support the required accounting software. You must have an alternate available with a Windows operating system or be familiar with the parallels to run the required accounting software.

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_

I understand and agree with the above written requirements and acknowledge that the requirements are necessary in order to attend and participate in class at Robertson College.

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

Date: \_\_\_\_\_

Please contact [helen.lee@robertsoncollege.ca](mailto:helen.lee@robertsoncollege.ca) if you have any questions regarding laptop requirements



**AUTHORIZATION FOR  
CREDIT CARD PAYMENT**

**STUDENT INFORMATION (PLEASE COMPLETE SECTION IN FULL)**

LEGAL FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE# \_\_\_\_\_ E-MAIL: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

**PAYMENT INFORMATION (CHECK ALL THAT APPLY)**

Application Fee CAD \$225.00 (Non-refundable\*)

Tuition Deposit of CAD \$1500.00 (Non-refundable\*)

Tuition Deposit of CAD \$2500.00 (Non-refundable\*)

Other Amount: \$ \_\_\_\_\_ For \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

*\*Please see International Refund Policy for details*

**CREDIT CARD INFORMATION ( VISA MASTER )**

CARD NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARD HOLDER NAME: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ CVC: \_\_\_\_\_

\_\_\_\_\_  
Signature

**FOR OFFICE USE ONLY**

DATE RECEIVED:

RECEIPT NO: