

This program is offered by Assiniboine Community College in partnership with Robertson College. All questions about your program admission or registration should be directed to international.admissions@educationcanadagroup.ca.

To be eligible for graduation at Robertson College, all international students must complete the 5-week PACE program, which covers essential employability skills in Canada as well as the Canadian workplace culture.

Please note, it is **NOT** a language class and students must meet the program's admission requirements to enroll.

APPLICATION CHECKLIST

Completed Application Form

Application fee of CAD \$225.00 (the application fee is non-refundable and is required for the application to be processed)

Post-secondary degree/diploma and transcripts with official English translations

High school diploma and transcripts with official English translations

Proof of English Language Proficiency with test results

Copy of Passport Page with Photo

Copy of Valid Study Permit (if you have one)

APPLICATION PROCESS

- Complete your application form and ensure you have all items listed in the Application Checklist
- Scan all documents and submit your PDF file by email to international.admissions@robertsoncollege.ca
- Pay the non-refundable application fee
- Once your completed application form and non-refundable fee has been received, your application will be processed by our International Admissions team.
- If offered a seat, pay the non-refundable admission deposit* in order to secure a seat and receive a letter of acceptance

* The 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.

Laptop Requirements

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:

Windows 10 PC; Minimum 4GB Memory; Up to 2GB of free hard drive space; WiFi enabled; Microsoft Office

MAC computers may 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.

#1. Personal Information

Please provide all information above as it appears on your legal identification documents. Self-identification information is collected by ACC for statistical purposes and to assist in providing appropriate services. Information on individual applicants is strictly confidential.

Personal Information

Have you previously attended ACC?	YES	NO
First Name	Middle Name	Last Name
Preferred First Name		Previous Name (If applicable)
Date of Birth (YYYY-MM-DD)	Gender	
	Male	Female Unspecified
Telephone	Home Mobile Other	E-mail

Address

Permanent Home Address		
City	Country	Postal Code
Is mailing address the same as above?	YES	NO (Please provide details below)
Mailing Address		
City	Country	Postal Code

Current Status

I am currently	completing high school or	have graduated from high school
I am currently studying at a	college	university
I am holding a post-secondary	diploma	certificate degree
I am applying for readmission after academic withdrawal		

Services to Students (These questions assist the college in providing services to students)

Do you require services for disability or medical need?	YES (Please provide details below)	NO
---	------------------------------------	----

Citizenship

Country of Citizenship	
Passport Number	Passport Expiry Date (YYYY/MM/DD)
Do you have a valid study permit?	YES (Expiry date: YYYY/MM/DD) NO

#2. Agent/Representative Information

Emergency or Alternate Contact

Emergency Contact Name	Relationship to Applicant
Phone #	Email
Do you have a contact person who may act for you during the application process? YES (Please provide details below) NO	
Name	Authorized Agents Other Representatives
Phone #	Email

#3. Program Choice

Program Choice

Please select the program you are applying for. If your First Program is not available, we will consider your application for your Second Program.

First Program & Start Date	Second Program & Start Date
----------------------------	-----------------------------

#4. Educational Background and English Language Proficiency

English Language Proficiency

What is your first language?	
If you have written, or plan to write, TOEFL, CanTest, MELAB, IELTS, CAEL, or PTE Academic, enter the date, test name and score received (if applicable).	Test & Score: Date:

Educational Background

Secondary Institution Name (i.e. High School)	Country
Highest grade level completed	Dates Attended (yyyy/mm – yyyy/mm)
Post-Secondary Institution Name (i.e. University or College)	Country
Highest diploma/degree completed	Dates Attended (yyyy/mm – yyyy/mm)
Post-Secondary Institution Name	Country
Highest diploma/degree completed	Dates Attended (yyyy/mm – yyyy/mm)

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 or by visiting our website at robertsoncollege.ca/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 and the affiliated institution 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, Robertson College policies and procedures and the affiliated institution's academic policy.
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 and Assiniboine Community 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 and Assiniboine Community 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.

Signature of Applicant

Date