

INSTRUCTIONS

Please read the following instructions carefully before filling out the application form. Submit the documents required as shown on the checklist along with the completed application form to The Office of International Business Development, Durham College.

NOTE: It is strongly suggested to fill out the International Student Application Form on a computer. If filling application out by hand, please print very clearly.

1. **Personal information:** Student's name should be identical to the one appearing on his/her passport.
2. **Student Contact information:**
 - Student's full mailing address and student's valid email address are both required.
 - Please ensure the accuracy of the contact information as it will be appeared on the Letter of Acceptance.
3. **Agent information:** a proper space is designated for our partners to fill in their information.
4. **Program of interest:**
 - Each student can choose up to TWO post-secondary programs.
5. **Academic information:** The diploma and transcripts from listed the secondary and/or post-secondary school are required.
6. **English proficiency:**
 - A copy of the official test score result is required.
 - Students who plan to apply under the Student Partnership Program (SPP) are required to take IELTS test ONLY.
7. **CultureWorks English as Second Language Program**
 - Quality English Language Training is provided through our on-campus partner CultureWorks.
8. **Accommodation/airport pickup:** Indicate any additional services needed.
9. **Application checklist:**
 - Must indicate if student will apply under SPP or not. Students applying from India will be required to apply under SPP India.
 - All the documents on the checklist should be included with the student's application form when submitted.
 - Any document not in English must be accompanied by a certified translation.
10. **Payment options:** Student application will not be processed unless the \$100 CAD application fee is received.

*** Only complete applications will be processed and missing information or documents may cause a delay in processing a student's application.***

International Student Application

FOR OFFICE USE ONLY

Application #: _____ Student #: _____ Date Received: _____

1. PERSONAL INFORMATION (as it appears on your passport)

Family/Last Name _____ Given/First Name _____
 Nationality _____ Date of Birth (dd/mm/yyyy) _____ Gender: Male Female

2. STUDENT CONTACT INFORMATION (Please print clearly, as it will appear on the Letter of Acceptance)

Street _____
 City _____ Province _____ Postal Code _____ Country _____
 Phone _____ E-mail _____

3. AGENT INFORMATION (if applicable)

Company Name _____ Contact Person _____
 Street _____
 City _____ Province _____ Postal Code _____ Country _____
 Phone _____ E-mail _____

4. PROGRAM OF INTEREST

Choice	Program Title	Code	Start Date (month/year)
1			
2			

5. ACADEMIC INFORMATION

Last School Attended _____
 Highest Level Passed _____ Country _____ Year of Completion _____

6. ENGLISH PROFICIENCY

IELTS Score* Listening _____ Reading _____ Writing _____ Speaking _____ Overall _____
TOEFL Score Overall _____ Paper based Computer based Internet Based
Date IELTS/TOEFL Completed (dd/mm/yyyy) _____ Indicate any upcoming IELTS/TOEFL test dates _____

* SPP applicants IELTS **ONLY**, TOEFL not accepted.

7. CultureWorks English as Second Language Program

CultureWorks offers three intakes each academic year: January Intake April Intake September Intake
 I require medical insurance through CultureWorks with my ESL program
 I also require medical insurance for my family members through CultureWorks:
 Name _____ DOB (dd/mm/yyyy) _____ Relationship to the applicant _____
 Name _____ DOB (dd/mm/yyyy) _____ Relationship to the applicant _____

8. ACCOMMODATION / AIRPORT PICKUP

- I would like to stay in Residence.
 I require Airport Pick Up.
- I would like to stay with Homestay.
 If living with relative or friend, list city in Ontario _____

9. APPLICATION CHECKLIST

I am applying under General SPP India SPP China Other (please indicate) _____

I have enclosed the following documents:

- \$100 CAD Application Fee (non-refundable)
 Completed and signed Durham College International Student Application Form
 Translated and notarized senior secondary education diploma
 Translated and notarized senior secondary education transcripts
 Translated and notarized post-secondary education diploma (if applicable)
 Translated and notarized post-secondary education transcripts (if applicable)
 IELTS or TOEFL test results* or Grade 12 English Credit from an Ontario Secondary School
 A copy of valid passport

* SPP applicants IELTS ONLY, TOEFL not accepted.

10. PAYMENT OPTIONS (Please indicate below your method of payment for \$100 CAD application fee)

- Make certified cheques or money orders payable to **Durham College**
 If paying by credit card, please complete the following: VISA MasterCard
 Card Number _____ Name of Cardholder _____
 Expiry Date (mm/yy) _____ Signature of Cardholder _____

11. DECLARATION / RELEASE OF INFORMATION

I declare that the above information is true and complete. I understand that any false or incomplete information submitted in support of my application may invalidate my application and result in the withdrawal by Durham College of any offered place, and that this withdrawal may also take place at any time during my enrolment and information will be given to Canada Immigration. I authorize Durham College to obtain any details relating to my academic record at the institution(s) listed with the application in order to evaluate my application and; to release information regarding the status of my application to my agent and/or to CultureWorks if ESL program is required.

Date: _____ Signature of Applicant: _____

In accordance with section 39(2) of the Freedom of Information and Protection of Privacy Act, you are advised that the personal information collected on this form is collected under the authority of the Ministry of Colleges and Universities Act, R.S.O., 1990 and Regulation 770. It will be used by Durham College personnel only for relevant College activities and may be used for statistical and administrative reporting purposes of the College. No personal information will be made available to third parties.

Please submit completed application package and \$100 CAD application fee to:

Office of International Business Development, Durham College
 2000 Simcoe Street North, SSB210, Oshawa, ON L1H 7K4
 Phone: 905-721-2000 x7608 | Fax: 905-721-3014 | Email: internationalapplications@durhamcollege.ca