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### **GUIDING PRINCIPLE**

Regarding admissions, the New Brunswick Community College - Special Operating Agency (NBCC - SOA), hereafter called "*The Organization*", has adopted the "First Qualified, First Accepted" concept. The policy reflects the Organization's intention to promote access to postsecondary level technical and occupational training as per their mandate. The instructional and administrative requirements set out herein have as their goal the implementation of an effective, fair and transparent system, the application of which should not constitute an obstacle to admission.

The intent of this policy is to ensure a just, equitable and accessible admission service to international applicants within the Organization.

### **POLICY STATEMENT**

#### **General Information**

For applications that are forwarded to the College Admissions Service (CAS), priority is given first to permanent residents of New Brunswick, then to those from other Canadian provinces and territories, and to those from other countries.

The provisions of this policy apply to regular and contract programs in the Postsecondary (PS) and Secondary Education (SE) Careers .

The admission process must support the concept of "First Qualified, First Accepted" principle.

An amount that reflects administrative costs is required for every international application for admission.

The process must take into consideration the necessary delays for submitting an

application, communication, acquiring study permit and to arrive on time for registration to the campus.

### **Residency**

An applicant with "international" residency is any applicant who is not a permanent resident, or who does not have either landed immigrant or refugee status.

### **Deadlines**

All deadlines must allow reasonable delays for sending communication and for International applicants to obtain their student permit on time.

CAS is committed to send an acknowledgement of the receipt of an application within three (3) business days.

CAS is committed to send an application status within ten (10) business days.

### **Seat Reservation**

In principle, all seats are reserved for applicants with New Brunswick residency status. However, in order to have programs more accessible to minority groups and targeted clients, and to meet the internationalization goals of the Province of New Brunswick, the NBCC College and le Collège CCNB, a prescribed number of seats (2% of Collège CCNB seats and 10% of NBCC College seats) are designated for international applicants, whose applications are considered on a continuous basis. These seats are reserved for a period of twelve (12) months beginning April 1st of each year.

### **Items Required for Evaluating an Application**

The applicant must provide the following items in order for CAS to proceed with the evaluation of the file:

- Application form (using the approved NBCC-CCNB Application Form);
- Application fee;
- Official transcript(s) in the applicant's language or origin attesting to the successful completion of high school and/or post-secondary education;
- Official transcripts translated by a certified translator if the language of origin is different from English or French; and
- Translated official documentation attesting to successful completion of a national exam (as applicable).

### **Program Admission Requirements**

To be admissible to a post-secondary program, applicants must have a minimum of a high school diploma.

The high school transcript must be recognized by the New Brunswick Department of Education, by the government of a Canadian province, and/or from the country of origin. If applicable, an international applicant must successfully pass the national exam

of the country of origin in order for the NBCC College to grant a New Brunswick High School equivalency.

Depending on the program, an international applicant must have completed or be in the process of completing the prerequisite courses as identified by the NBCC College.

The submitted documentation must be sufficient to demonstrate that the international applicant meets the admission requirements of the program.

### **Conditional Admission**

An applicant demonstrating that he is in the process of meeting the admission requirements will be granted a conditional admission to the desired program.

### **Additional Requirements**

Some programs have additional requirements that do not constitute an "academic admission requirement". These requirements must be clearly communicated to the applicant.

Adequate competency in the English language is required for international applicants. The NBCC College may request the submission of a valid test score on a recognized linguistic test if a) the applicant's first language is not English or b) secondary education has not been in English.

**Note:** An International student must also purchase health insurance from a carrier of the institution's choosing.

An international student must pay medical insurance at the same time as remittance of the deposit (confirmation) fee.

### **Confirmation of Acceptance**

The applicant is required to confirm his or her acceptance by submitting the requisite payment. The process must allow a reasonable amount of time to confirm a) without extending the deadline unnecessarily, b) to allow time to withdraw the application if the applicant doesn't confirm, and c) to issue a letter of acceptance to another qualified applicant.

### **Appeal**

Any person may appeal a decision regarding his or her application for admission by submitting a notice of appeal in writing to the College Admissions Service within thirty (30) days of notification of the decision.

## **SUGGESTION BOX**

*Your suggestions for improvement to this document and/or its content*

## CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
Org-4105	<a href="#">Admissions</a>	Policies	Provincial Management Representative		Assistant Deputy Minister
Org-4107.003	<a href="#">International Admissions Process</a>	Procedures	Provincial Management Representative		Assistant Deputy Minister

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