Graduate Students at a non-PMSA Member Canadian University that does NOT fall under the Western Dean's Agreement

As a graduate student, you have a few options:

A. If you need credit from your BMSC course(s), the simplest and least expensive option is to **apply to the University of Victoria (UVic) as a visiting undergraduate student**, but you **must** have prior agreement from your home university that you will receive graduate credit from the BMSC course(s). It is your responsibility to ensure that UVic's undergraduate course credits are transferrable as graduate credit for your degree program at your home institution. If you take this option, **follow the instructions for registering as an undergraduate student at a non-PMSA member university.**

B. If you need credit from your BMSC course(s) and **must** apply to the University of Victoria as a **visiting graduate student** (this is required if the course(s) you will be taking at the BMSC are graduate level courses), you will need to apply to the School of Graduate Studies at UVic. Please contact the BMSC University Programs Coordinators (university@bamfieldmsc.com) and we will send your name to UVic's Graduate Director so they know to expect your application. Follow the steps below to apply and register as a UVic visiting graduate student.

C. If you do not need credit from your BMSC course(s), auditing them is a less expensive option, **but you may be less likely to be accepted into the course(s) you are interested in**. Contact the BMSC University Programs Coordinators (university@bamfieldmsc.com) for more information.

After being accepted into your BMSC course(s), follow these steps to register as a **visiting graduate student** at the University of Victoria:

1. Obtain a Letter of Permission from your university

You must obtain a Letter of Permission from the Registrar's Office or Student Advising Office at your home university. The Letter of Permission must be **sent directly to Graduate Admissions at UVic by your home university.** You may also be required to submit an official academic transcript (the Letter of Permission does not necessarily waive this requirement). The Letter of Permission allows you to take the course(s) approved by BMSC, **it does not entitle you to take other courses at UVic**.

This is an **example** Letter of Permission which the Advising Centre for Science, Social Science and Humanities at UVic asks their students to fill out. The requirements of your Letter of Permission will vary depending on your university's policies, and it may take several weeks for your university to issue the Letter. It is strongly recommended that you begin step 2 of this process once you have requested your Letter of Permission, **do not wait for the Letter to be issued.**

2. Apply to UVic as a visiting student through PASBC

Visit **UVic Graduate Admissions page** and follow the links to **apply online through PASBC**. All the information needed to apply to UVic can be found on this website. There will be a section in the online application form titled "Specify Application Type". You should select **"Completing courses for general interest or as a visiting student**" from the drop-down menu.

You will need to pay a **UVic graduate application fee** when you submit the online form. Please make sure you are aware of the **UVic application deadlines**. These deadlines vary depending on the UVic graduate program you apply through.

For more information, contact the **UVic Graduate Admissions and Records office** (250-472-4657).

We strongly recommend completing this step and the previous step as quickly as possible as there can be a 4-6 week processing time after all your application documents are received by UVic.

3. Pay a non-refundable acceptance deposit to UVic

Once you have been accepted as a visiting graduate student by UVic, you must pay a non-refundable acceptance deposit. This deposit will be applied to your UVic tuition **and is separate from BMSC's course deposits**.

4. Set up a Netlink ID and notify BMSC University Programs

You will need to set up a **Netlink ID** in order to log in to UVic's online course registration system. Once you have done so, you should be assigned a UVic student number (V-number). Please send this number to BMSC's University Programs Coordinator (university@bamfieldmsc.com) and let us know your visiting student application is complete. **If you do not send us your V-number, you will not be able to register for your BMSC course(s).**

5. Register for your BMSC course(s)

Use UVic's online course to register for the BMSC course(s) for which you have been accepted. Course registration codes at UVic will be included in your acceptance message from BMSC. **It is your responsibility to ensure that UVic course credits are transferable to your degree program at your home institution.**

For more information about registration, see UVic's the **Graduate Student Application Checklist**.

If you have trouble registering please contact the BMSC University Programs office.