International Undergraduate Students on Exchange to a non-PMSA Member Canadian University

After you have been accepted into your BMSC course(s), you must apply and register as a Visiting Student at the University of Victoria (UVic) through the following steps:

1. Obtain a Letter of Permission

You must obtain a letter of permission from the Registrar's Office or Student Advising Office at the Canadian university you will be on exchange to. This Letter of Permission must be **sent directly to Undergraduate Admissions at UVic by the university you will be on exchange to.** The Letter waives the requirement for you to submit an academic transcript to UVic Undergraduate Admissions and allows you to take the course(s) approved by the BMSC. **It does not entitle you to take any 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 exchange university's policies, and it may take several weeks 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 Education Planner BC

- **Sign up for an Education Planner BC account** if you do not already have one (you may have an account if you previously applied for any colleges or universities in BC). When creating you count make sure to fill out Personal Information, Contact Information, and Academic History. You must list a post-secondary institution, or you will not see the correct messages on Education Planner BC.
- While signed into your account select UVic on the Education Planner BC main page, then select Start Applying.
- Complete Program Selection – the first question is "What Best Describes You?", you should select "I am visiting from another institution on a letter of permission.".
- For Entry Term, select May-Aug of the current year.
- For Program, select Science: Non-Degree.
- Complete the Additional Information section.
- Save, review, and submit your application. You will then need to pay UVic's undergraduate application fee using a credit card.

You then must ensure a Letter of Permission is submitted on your behalf as described in the next step. **You do not need to submit transcripts to UVic Undergraduate Admissions.**

Please ensure you are aware of the UVic application deadlines. The application deadline for summer courses is March 31, and for fall courses is April 30; late fees apply. Exceptions may be made for summer courses starting in July or later.

For more information, contact UVic Undergraduate Admissions at (250) 721-8121 or by email at studentsupport@uvic.ca.

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 student, you must pay a non-refundable acceptance deposit. This deposit will be applied to your UVic tuition. **It is not related to BMSC 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 exchange program and to your home institution.**

For more information about UVic registration, see the Undergraduate Student Registration Guide.

If you have trouble at any stage of this process (other than Stage 1), contact the BMSC University Programs office.