

Undergraduate Students at 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 UVic:**

1. **Apply to the University of Victoria 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 your account 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 make sure you are aware of the [UVic application deadlines](#). The application deadline for summer courses is March 31, and for fall courses is May 15; late fees apply. Exceptions may be made for summer courses starting in July or later. **We strongly recommended completing this step as quickly as possible, as there can be a 4-6 week response time.**

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

2. **Submit a Letter of Permission to UVic Admissions**

You must obtain a letter of permission from the Registrar's Office or Student Advising Office at your home university. This Letter of Permission must be **sent directly to [Undergraduate Admissions at UVic](#) by your home university**. The letter waives the

requirement for you to submit an academic transcript to UVic Undergraduate Admissions. The Letter of Permission allows you to take the course(s) approved by BMSC, **and does not entitle you to take any other courses at UVic.**

This is an [example](#) of a 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 home university's policies.

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 may not be able to complete your course registrations.**

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 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](#).