AA07  Admission of International Students

Classification: Academic Affairs
Responsible Authority: Dean, Academic Development
Executive Sponsor: Senior Vice President, Academic Vice President, International and Strategic Planning
Approval Authority: Algonquin College Executive Team
Date First Approved: 2007.05.30
Date Last Reviewed: 2016.06.29
Mandatory Revision Date: 2021.06.29

PURPOSE
To foster the admission of International students in the College’s postsecondary programs.

SCOPE
International students applying to postsecondary programs.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation Date</td>
<td>Date by which applicants must confirm their attendance in their chosen program.</td>
</tr>
</tbody>
</table>

POLICY

1. All College programs will be open to International students based on their qualifications and ability to meet the required program eligibility criteria.

2. The College will evaluate all applications from International applicants in a fair and equitable manner. They will be assessed in accordance with the timelines established by the College.

3. In order to be considered for admission, International applicants must meet the following:

   **College Eligibility:** College eligibility criterion for International applicants is the equivalent of an Ontario Secondary School Diploma (OSSD).

   **Program Eligibility:** Program eligibility criteria for International applicants are equivalent to that established for Canadian applicants.
4. Applications for International students will be considered at any time before registration, as long as there are seats available in the program selected. Should International students not be able to claim their seat by the Fees Due Date due to conditions beyond their control, such as visa processing, they are to contact the Registrar’s Office who will assess each case and decide on the length of time the seat will be held. If International applicants do not claim the offered seat by the Fees Due Date or extension dates given, the seat will be made available to the next qualified applicant from the wait list. After the Fees Dues Date or extension dates, International applicants will be processed on a first-come, first-served basis, as long as there are seats available.

5. International applicants are encouraged to submit application forms to the College as early as possible.

6. International applicants will be assessed according to the program admissions criteria, based on their academic transcripts and English language proficiency.

7. International applicants, who have been educated outside Canada, must submit proof of their academic record to the College. Documents submitted in languages other than English must be submitted with a certified true translation.

8. The Registrar’s Office will assess transcripts and consult the Academic Department and International Education Centre, as required.

9. The College has established English language entry levels for all of its programs. International applicants, for whom English is not a first language, must provide proof of English language proficiency as an admission requirement for their selected program. International applicants are usually required to complete an internationally recognized test such as the International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL) or Canadian Academic English Language Assessment (CAEL), or the Cambridge English Language Assessment. International applicants may choose to be tested at the College. International applicants will not be required to take any other additional testing unless required by professional associations.

10. Successful International applicants may be required to take an English for Academic Purposes (EAP) support class that will focus on the skills necessary for the successful completion of the selected College program. Those with lower scores may be considered on an individual basis and could be required to do preparatory or additional language courses.

11. The Registrar’s Office, in consultation with the Academic department, or the International Education Centre will determine the International applicant’s suitability to the program if an exception to the established English language entry level is deemed reasonable.

12. In order to support International students to successfully complete their chosen program, the International Education Centre will assist in arranging peer tutoring or access to other services available.
## PROCEDURE

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact the International Education Centre for information and help with the application process, including visas and study permits.</td>
<td>International applicant</td>
</tr>
<tr>
<td>2. Submit an application to a specific program with proof of an Ontario Secondary School Diploma (OSSD) equivalency and proof of their English proficiency to the Registrar’s Office. Documents submitted in languages other than English must be submitted with a certified true translation. Assessment of international credentials may be required.</td>
<td>International applicant</td>
</tr>
<tr>
<td>3. Assess International applicants according to College and Program eligibility criteria in consultation with the academic department(s) and the International Education Centre.</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>4. Offer an acceptance to the selected or alternate program, indicating the Fees Due Date.</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>5. Submit the required payment to the College by the payment due date noted in the Letter of Offer.</td>
<td>International applicant</td>
</tr>
</tbody>
</table>

## SUPPORTING DOCUMENTATION

None

## RELATED POLICIES

AA04 Admissions

## RELATED MATERIALS

None