

AA07**Admission of International Students**

Classification:	Academic Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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PURPOSE

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

SCOPE

International students applying to postsecondary programs.

DEFINITIONS

Word/Term	Definition
Confirmation Date	Date by which applicants must confirm their attendance in their chosen program.
Applicant	Individual applying to a program
Conditional Offer of Admission	Offer of admission into a program issued before the successful completion of one or more of the published admission requirements for the program
Highly Competitive Program	A program for which the number of eligible applications exceeds the number of qualified applicants required to fill the program
Ontario College Credential Programs	Ontario College Certificate, Diploma, Advanced Diploma, Degree and Graduate Certificate Programs.

POLICY

1. Most College programs will be open to International students based on their qualifications and ability to meet the required program eligibility criteria. Programs with restricted access based on domestic demand or other factors will be explicitly identified on the program webpage.
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. International applicants are encouraged to submit an online application to the College as early as possible.

4. 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.

5. Applications for International students will be considered at any time before registration on a first-come, first-served basis, as long as there are seats available in the program selected and the applicant holds a valid study permit or has enough time to apply for a study permit. Should International applicants not be able to claim their seat by the Fees Due Date indicated on their Letter of Acceptance due to conditions beyond their control, they are to contact the Registrar's Office who will assess each case and determine if an extension can be granted. If International applicants do not claim the offered seat by the Fees Due Date or extension date given, the seat will be made available to the next qualified applicant.

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

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 will not be required to take any other additional testing unless required by professional associations.

10. International applicants who complete a minimum of one year of recognized, full-time post-secondary education (not language training) in English in an English speaking country may be exempt from the requirement to submit an English language test; this eligibility will be determined by the Registrar's Office in accordance with current study permit processing requirements for an applicant's country of citizenship.

11. Eligible International applicants may study in an English for Academic Purposes (EAP) program prior to their academic program to upgrade their English language skills. This program focuses on the skills necessary for the successful completion of their selected College program. Applicants will write an Algonquin College EAP Placement Test to determine the appropriate EAP level.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Contact the International Education Centre for information on College programs and the application process.	International applicant
2. Submit an online application to a specific program with proof of College and Program eligibility 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.	International applicant
3. Assess International applicants according to College and Program eligibility criteria in consultation with the academic department(s) and the International Education Centre.	Registrar's Office
4. Offer an acceptance to the selected or alternate program, indicating the Fees Due Date.	Registrar's Office
5. Submit the required payment to the College by the payment due date noted in the Letter of Acceptance.	International applicant
6. In the case of an admissions decision review request, international applicants use the Admissions Review procedure outlined in section 3, under Procedures in AA04 Admissions policy.	International applicant

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA04 Admissions
SA06 Fees

RELATED MATERIALS

None