

**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**

<b>Word/Term</b>	<b>Definition</b>
Applicant	An applicant is an individual who has applied to one or more programs at Algonquin College.
Conditional Offer of Admission	A Conditional Offer of Admission is an offer of admission into a program, conditionally issued to an applicant based on proof of registration and before the successful completion of one or more of the published admission requirements for the program.
Highly Competitive Program	A Highly Competitive Program is a program for which the number of eligible applications exceeds the number of qualified applicants required to fill the program.
International Applicant Confirmation Date	Date by which applicants must confirm their acceptance in their chosen program by paying their required fees.
International Student	An International Student is a temporary resident who is legally authorized to study in Canada and does not hold Canadian citizenship or Permanent Resident of Canada status. These students do not qualify for an international fee exemption as defined in our Fees Exemption policy.

Ontario College Credential Program	An Ontario College Credential Program is an Ontario College Certificate, Diploma, Advanced Diploma, Graduate Certificate or Degree program as outlined in the Ontario Qualifications Framework by the Government of Ontario.
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## 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 the specified program application closure date of the semester on a first-come, first-served basis, provided 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 (as per federally published timeline estimates). Should International applicants not be able to claim their seat by the Fees Due Date indicated on their Letter of Acceptance, 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 [country admission requirements](#), program admissions requirements, 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, 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. Transcripts from private, non-accredited institutions are not normally accepted. International applicants are usually required to complete an internationally recognized English language test. A list of accepted tests will be published on the College's website. International applicants will not be required to take any other additional English language 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. Eligibility will be determined by the Registrar's Office and the eligibility list will be published on the College [website](#).
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 approved EAP Placement Test or submit one of the accepted standardized test results to determine the appropriate EAP level.
12. International applicants who have been unsuccessful in two or more programs may be required to provide additional documentation including an action plan detailing steps taken to ensure their academic success in a future program before admittance to further programs.

## PROCEDURE

	<b>Action</b>	<b>Responsibility</b>
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 International Education Centre, as applicable.	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