



# First College Application For Admission

First College Administration Office  
532 Leon Ave, Second Floor,  
Kelowna, BC V1Y 6J6  
Phone: 1.778.754.2888  
Fax: 1.778.478.6610  
Email: enrollment@firstcollege.ca  
www.firstcollege.ca

Use of an Agency (if applicable – First College designated agents only):

Agency Name			
Agent Code	Contact Person		
Phone Number			
Email Address			

<b>FOR OFFICE USE ONLY</b>
Student ID: _____

NOTE: Admissions information will be sent to the above email address.

## PART 1: Program & Start Date

**APPLICATION PERIODS: Applications are only accepted if submitted during the application periods.**

Program Name: \_\_\_\_\_  
(Please use Dropdown menu to select)

Program Start Date: \_\_\_\_\_ (Month/Year)

Location: Kelowna

Kelowna Campus:  
532 Leon Ave, Second Floor, Kelowna, BC V1Y 6J6

**NOTE:**  
Before applying, check the program availability for your preferred start date online at [www.firstcollege.ca](http://www.firstcollege.ca), or contact with an Admission/Enrollment Advisor at [enrollment@firstcollege.ca](mailto:enrollment@firstcollege.ca) or (778) 754-2888

## PART 2: Personal Information

Family Name:	Given Name(s):
Date of Birth: _____ / _____ / _____ (DAY) (MONTH) (YEAR)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Country of Citizenship:	First Language:

## PART 3: Permanent Address

Address:	
City:	Province/District/State:
Country:	Postal/Zip Code:
Phone:	Email:

## PART 4: Current Mailing Address to be Indicated on Offer Letters and Receipts (if different from Part 3)

Address:	
City:	Province/District/State:
Country:	Postal/Zip Code:
Phone:	Email:

## PART 5: Emergency Contact

Name:	Relationship to you:
Telephone:	Email:
Canadian Custodian Name (for students under 19):	Telephone:

## PART 6: Release of Information

I hereby authorize the College to release any of the following items:

Application information, Admission status, Letter of Acceptance, Transcripts, Progress and Attendance records (if applicable) to:

Relative or Friend \_\_\_\_\_  Other Educational Institution \_\_\_\_\_

**NOTE:** If you use an agency, information about your admission and registration will be communicated to your agent.

## PART 7: Homestay Information Service Request

Do you require the homestay information?  YES  NO

If you checked "Yes", a Student Service Advisor will contact you by email.

**Please note some services can take up to 4 months to put into place.**

## PART 8: Optional Service Request

I am requesting information on services for students with an illness or disability  YES  NO

If you checked "Yes", a Disability Service Advisor will contact you by email.

**Please note some services can take up to 4 months to put into place.**

## PART 9: Select Payment Option

E-transfer to [payments@firstcollege.ca](mailto:payments@firstcollege.ca) with your print name. (Please send security question answer in separate email.)

Select Payment Option (\$150 CAD):

Credit Card# \_\_\_\_\_ Expiry: \_\_\_\_\_ CVS Code: \_\_\_\_\_

Cash – in person only during business hours, weekdays 8 am to 5 pm

Wire Transfer (Please contact Student Service Department to receive the banking information)

### PROTECTION OF PRIVACY

First College collects and retains student personal information under the authority of the College and Institute Act. The information will be used to admit, register and graduate students, record academic achievement, issue library cards, administer and operate academic, alumni and other College programs and other purposes consistent with the mandate of the College. Information on admission, registration and academic achievement may also be disclosed and used for statistical and research purposes by the College, other post-secondary educational institutions, the Industry Training Authority and the provincial government. Personal information provided for admission and registration and any other information placed into the student record will be collected, protected, used, disclosed and retained in compliance with British Columbia's Freedom of Information and Protection of Privacy Act (R.S.B.C. 1996, c. 165).

If you have any questions about the collection, use and disclosure of your personal information by First College, please contact the enrollment office, First College, 532 Leon Ave, Second Floor, Kelowna, BC V1Y 6J6, 1.778.754.2888.

### DECLARATION

I understand that the information I provide including subsequent information placed in my student records, will be used for the purposes of admission, registration, research, alumni and development and other purposes consistent with the mandate of the institution.

1. I understand that submission of this application does not guarantee admission to a program or course, and that admission is subject to meeting First College's prerequisites and space availability.
2. I agree to abide by the rules and regulations of First College as published in the Calendar, and those of the department and program in which I shall be registered and any changes which may be made while I am a student at First College.
3. I certify that the information I have provided in this application is complete and accurate and may be verified by First College. I understand that falsifying any documents or information submitted will result in immediate cancellation of my admission or registration at First College.
4. I understand that First College has the right to cancel a program due to low registration.
5. I understand that the application fee is non-refundable, and I have read and understand the First College refund policy at [www.firstcollege.ca](http://www.firstcollege.ca).
6. I understand that I will receive e-mail communications from First College regarding my application, registration, and any other information and updates related to my study at First College.

\_\_\_\_\_  
APPLICANT'S SIGNATURE IN ENGLISH (Do not print)

\_\_\_\_\_  
DATE (month/date/year)

**Admission Documents Check List**

**Check that you have included the following for the admission department :**

- Copy of your government issued photo ID (passport photo page, your driver license, etc.)
- Proof of documents related to the program admission
- Completed English Language Competency Self-Declaration Form (Faculty of Health - Health Care Assistant Program ONLY)
- Proof of the English Language Competency (Applicants whose first language is not English)

**Registration Process**

1. Submitting your completed application form and all related documents with the application fee. In the mean time, students are welcome to meet with the Student Advisor.
2. When all the application documents with fee is received, students will receive a receipt.
3. First College will take 5-10 business days (Domestic) or 15-30 business days (International) to review the required application documents that student submitted.
4. A Letter of Acceptance will be issued once your application is accepted. A written Enrolment Contract conforming to regulatory requirements must be signed by the student and/or by a parent or guardian if the applicant is a minor (not reached the age of 19 in British Columbia).

**Email to [admissions@firstcollege.ca](mailto:admissions@firstcollege.ca) or submit in person to First College a complete application package when you are ready to apply.**