

EVERGREEN COLLEGE

APPLICATION GUIDE FOR INTERNATIONAL STUDENTS

- This guide is designed for students who wish to apply to Evergreen College.
- It provides all the necessary information, instructions and application forms.
- Read all the instructions carefully before you begin the application process.
- Photocopy the blank forms and use one as a working copy.

- Gather all the necessary documents and fill all the required forms.
- Please remember to print clearly and make a photocopy of the finished documents for your records.

- Follow the steps in “Applying to Evergreen College” to complete the application process.
- Steps 1, 2, 3, 4 and 5 will tell you how to prepare and submit your application for admission.
- Step 6 will help you to make a successful transition to Evergreen College after you have been admitted.

APPLYING TO EVERGREEN COLLEGE

Step 1

Application Requirements

1. International Student Application for Admission

Your file will be opened after the following items have been received in the original/scanned/faxed version:

- 1) A complete International Student course application form
- 2) A copy of a photo ID – passport front page is preferable
- 3) Official academic documents
- 4) Brief resume/CV
- 5) CDN \$500 non-refundable International Student Application fee.

2. Fees

2.1 Non-refundable Admission Fee

All new students admitted to Evergreen College, including international students, are required to pay a one-time CDN \$500 Application Fee. This fee is non-refundable and cannot be waived. Your application for admission cannot be reviewed unless we have received your CDN \$500 non-refundable Application Fee.

The non-refundable application fee should be submitted in the form of a credit card payment, an international money order or a check drawn on a Canadian bank, made payable to the Evergreen College, in the amount of CDN \$500.

Important: Print your full legal name and birth date on your check or money order.

2.2 Non-Refundable Homestay Application Fee

All International Students wishing to enrol in Evergreen College Homestay Program are required to pay a one-time CDN \$150 Homestay Application Fee. This fee is non-refundable and cannot be waived.

Your application for Homestay Program cannot be reviewed unless we have received your CDN \$150 non-refundable Homestay Application Fee.

2.3 Airport Pick-Up Fee

If you want Evergreen College to arrange the airport pick-up service for you, you have to include CDN \$100 Airport Pick-Up Service Fee.

3. Official or Certified Copies of all Educational Records

Include any official transcripts, marks, or grade reports, and any certificates, degrees, diplomas, or statements of graduation or completion. If you are currently attending secondary school, college or university, send all available records at this time, including courses in progress.

Final records are required upon completion of the course work or program.

All records should be submitted in the native language, and credentials written in languages other than English must also be accompanied by a literal, notarized English translation.

4. Personal Essay (strongly recommended but not required)

The personal essay should be no more than 1-2 typed pages, and your full legal name and date of birth should be clearly visible at the top. Include any information that you think will be valuable in the evaluation process, such as your educational aspirations, travel and work experience, creative talents, factors affecting your academic record, or anything else that might be of use and interest to the admission committee.

5. Contacting Evergreen College

If sending any correspondence by mail, allow sufficient time for mail to be delivered to Canada.

Most items typically require 10 days to two weeks from within Canada and even more time when sent from other countries.

By Mail:

Evergreen College
67 Yonge St, Suite 402
Toronto, Ontario
M5E 1J8, Canada

By Phone/Fax/Email:

Evergreen College
Tel: 1.416.365.0505
Fax: 1.416.365.0504
Email: admissions@evergreencollege.ca

Step 2

Selection Decision

All course applications are reviewed and all decisions are made in the Office of Admissions. Your application will be assessed and if you are academically eligible for admission to Evergreen College you will receive an Approval Statement. Please note that the approval letter is not an official acceptance letter and cannot be used to obtain Study Permit (Visa).

Step 3

Paying Tuition Fees

After you receive a positive selection decision and the Letter of Acceptance, ***you don't have to submit the Tuition Fee Deposit*** right away to register for your program of choice. This Letter of Acceptance can be used to obtain Study Permit (Visa). However, you have to pay your total fee upon arrival to Canada before starting your program of choice.

Step 4

Applying for Study Permit (Visa)

Once you received the official Letter of Acceptance, you have to apply for Study Permit (Visa).

Persons who are outside Canada who are not Canadian citizens or Permanent Residents of Canada and who wish to study temporarily in Canada are required to obtain a study permit. A study permit is issued if the application is accepted.

Study Permit (Visa) are not issued from within Canada. You must apply to Citizenship and Immigration Canada (CIC) which is located in your nearest Canadian Embassy, High Commission or Consulate. CIC is a Canadian government department, and operates independent of any Canadian educational institution. Official information on requirements should be obtained from a CIC office in Canada, a Canadian Embassy or consulate overseas and/or on the CIC website at <http://www.cic.gc.ca>

For more information about applying for a Study Permit outside Canada please check the following link:

<http://www.cic.gc.ca/english/pdf/kits/guides/5269E.PDF>

Also, please check the Appendix A - "Frequently Asked Questions About Visa Issuance".

Step 5

Confirming Your Enrolment

5.1 After You Have Received Visa.

Once you have received Study Permit (Visa), you must notify the Admissions Office immediately.

You will receive further instructions about paying the remaining portion of the Tuition Fees for your program/course,

schedule, student policies and regulations at Evergreen College as well as some useful information about life in Canada and how to prepare your transition to Canada.

5.2 If Your Visa Is Denied.

Ask the consul to give you a written explanation for the denial. Contact our Admissions Office immediately to explain what happened and mail us the written denial. Please note that you must mail us the original written letter of denial. Give us the date and place of the denial and, if possible, the name of the consular officer who issued it.

Sometimes, if it is clear there has been a simple misunderstanding, or if your documents were not acceptable to the consul, we can provide the additional information needed to help you get the visa.

Sometimes, though, our Admissions Office can do nothing to help. If this is the case, you will be eligible for a refund on the Tuition Fee deposit you paid for the program/courses of your choice upon the receipt of the original denial letter. Please refer to Evergreen College “International Students Refund And Cancellation Policy” for more information on refund/cancellations.

Step 6

Transition to Canada

After you have been admitted and successfully obtained a Study Permit (Visa) it is time for you to prepare for your stay in Canada. Please check the following link for more information about studying in Canada, arriving at customs, getting health insurance, work regulations for foreign students, etc: <http://www.cic.gc.ca/english/study/>

INTERNATIONAL STUDENTS REFUND AND CANCELLATION POLICY

If you find it necessary to withdraw from Evergreen College, you have to follow the steps below. Step 1 explains how to cancel your enrolment at Evergreen College. Step 2 explains how to assess your eligibility for a refund. Step 3 describes the way refunds are issued.

Step 1

Cancellation Letter

1.1 Cancellation Request

If you decide to cancel your enrolment at Evergreen College, you must notify the Office of Admissions in writing by mail or fax. Please note that we have to receive a written cancellation letter. No verbal or email cancellation letters will be accepted. Include your full name, address, student identification number, and term/year (e.g. Fall 2007) in your letter.

1.2 Contacting Evergreen College

By Mail:

Evergreen College
67 Yonge St, Suite 402
Toronto, Ontario
M5E 1J8, Canada

By Phone/Fax:

Evergreen College
Tel: 1.416.365.0505
Fax: 1.416.365.0504

If sending any correspondence by mail, allow sufficient time for mail to be delivered to Canada. Most items typically require 10 days to two weeks from within Canada and even more time when sent from other countries.

Important: Keeping Your Mailing Address Current

We send mailings to you at the mailing address you put on your application regarding admission, registration, and orientation, as well as other information. If your address changes after you've submitted your application, notify the Office of Admissions immediately.

Step 2

Applying for Refund

2.1 International Student Application Fee

All new students admitted to Evergreen College, including international students, are required to pay a one-time CDN \$500 Application Fee. This fee is not refundable and cannot be waived.

2.2 Homestay Application Fee

All International Students wishing to enrol in Evergreen College Homestay Program are required to pay a one-time CDN \$150 Homestay Application Fee. This fee is refundable provided we received a written cancellation request from you for this program 5 (five) weeks prior to the start date of your Homestay Program.

2.3 Airport Pick-Up Fee

If you requested Evergreen College to arrange the airport pick-up service for you, and have included the Airport Pick-Up fee CDN \$100 and decided not to use it – this fee is refundable provided we received a written cancellation request from you for this service 3 (three) weeks prior to the booking date for this service.

3. Cancellation After Acceptance Letter Has Been Issued

If you find it necessary to withdraw from Evergreen College after receiving the official Letter of Acceptance, no refund will be given for the CDN \$500 Application Fee paid prior to applying for the visa. For the refund policy on Airport Pick-Up please see P.2.2 & 2.3

Important: If you cancel your enrolment before obtaining Study Permit (Visa), Evergreen College will nullify an admission and revoke the Acceptance Letter for an international student admission. Enrolment cancellation information will be provided to the Canadian Immigration Authorities.

4. Cancellation After Obtaining Study Permit (Visa)

If you decided to cancel your enrolment at Evergreen College after obtaining Study Permit (Visa), no refund will be given for the CDN \$500 Application Fee paid prior to applying for the visa. For the refund policy on Airport Pick-Up please see P.2.2 & 2.3

Important: If you cancel your enrolment after obtaining Study Permit (Visa), Evergreen College will nullify an admission and revoke the Acceptance Letter for an international student admission. Enrolment cancellation information will be provided to the Canadian Immigration Authorities.

5. If Your Study Permit (Visa) Is Denied

If your Study Permit (Visa) is denied, Evergreen College will retain the CDN \$500 International Student Admission Fee, and CDN \$150 Homestay Application Fee (if applicable). Refunds will be given free of charge for the Tuition Fee Deposit paid prior to applying for the visa. For the refund policy on Airport Pick-Up please see P.2.2 & 2.3

6. If Your Program/Course Is Cancelled By Evergreen College

Refunds for the CDN \$500 Admission Fee and CDN \$150 Homestay Application Fee will be given free of charge when your program/course is cancelled by College. Refunds for Tuition Fee Deposit and any other portion of the Tuition Fees paid prior to attending the first day of the program/course will be given free of charge when your program/course is cancelled by College. For the refund policy on Airport Pick-Up please see P.2.2 & 2.3

7. Partial Refund Before a Program Begins

You are entitled to a refund of Tuition Fee paid for a program, except that the college is allowed to retain 20% of the total fees for the program or CDN \$500, whichever is less if:

- o You withdraw from the program before it begins;
- o You do not meet the program's admission requirements before the program begins;
- o The college cancels the contract for the program within 45 days of the start of the program because you do not attend the first 14 days of classes.

8. Cancelling Your Enrolment After the Program/Course Begins

If you withdraw from the program after the program begins, you may be entitled to a refund of fees paid for the program, depending on how much of the program has been delivered. In most cases, the college is allowed to retain 20% of the total fees for the program or CDN \$500, whichever is less, plus the fees paid with respect to the portion of the program that has been delivered by the college

Receiving Refund

If you are eligible for a refund under the conditions above, you will receive the refund within 30 days of receipt of written letter of cancellation from you. All refunds will be provided in the same format as the original payment (e.g. a refund for Credit Card payment will be credited back onto your Credit Card).

APPENDIX A

FREQUENTLY ASKED QUESTIONS ABOUT VISA ISSUANCE

What is the visa interview like?

There are many different methods of applying for a Canadian visa. In some countries, you can drop your visa application and materials in a drop-box. In others, it is possible to mail in the application. In many countries, an interview is required.

The Canadian consul who interviews you is required to determine that your documents are genuine, that you intend to enrol as a full-time student, that you have enough money to support yourself and will not need to use the Canadian social welfare system, and that you intend to return home after you finish your studies.

The consul may ask a variety of questions, such as:

- Where are you going to study?
- What are you going to study?
- How will you use that degree in your home country?
- Is this the first time you are applying for a student visa?
- Have you ever traveled to Canada before? If yes, what did you do there?
- Do you plan to remain in Canada after your studies?
- What qualifies you for the studies you are going to undertake?
- Does your family (or other financial sponsor) really have enough money to support you?
Are any members of your family currently living in Canada? If yes, what are they doing there?
- If you are married, is your spouse going to travel with you? What about your children, if you have children?
- When do you plan to finish your studies?
- What will be your first destination in Canada?

The consul who interviews you may be overworked and tired, and probably has many people to interview besides you, so the consul may or may not be friendly, and may or may not ask you several questions. It is important to convey a positive personal impression when you interview with the consul, so that the consul doesn't deny the visa to you for "personal" reasons. Conveying a "positive impression" means such things as:

- Be clean and neat in your appearance.
- Look at the consul when talking with him or her.
- Answer questions directly and honestly.
- Certainly, do not make any untrue statements.
- Answer only the questions asked.
- Smile.

You might say:

I. I'm nervous about applying for a visa. What are the reasons that visas are denied?

The two main reasons visas are denied are:

- (1) inadequate financial support and
- (2) failure to prove “non-immigrant intent.”

(1) If the consul believes you do not have enough money to be a full-time student, the consul will not issue you a visa. It is important to take proof of your ability to pay for your tuition, fees, living expenses, books, and health insurance. Usually a bank statement or a letter from your department (if you have a graduate assistantship) will be sufficient.

(2) Proving “non-immigrant intent” means that you need to be prepared to convince the consul, if s/he asks you, that you intend to return to your home country after you finish your studies in Canada.

The law requires a consul to deny a student visa to anyone the consul believes intends to remain in Canada permanently.

You will be in a good position to prove “non-immigrant intent” if you have a job in your country you will return to, or if there is a good chance you can get a job in your country with the degree you will receive from our College, or if you have close family members there (parents, spouse, children), or if you own property there.

II. What if my visa is denied?

Ask the consul to give you a written explanation for the denial. Contact our Admissions Office immediately to explain what happened and **mail us** the written denial. Give us the date and place of the denial and, if possible, the name of the consular officer who issued it.

Sometimes, if it is clear there has been a simple misunderstanding, or if your documents were not acceptable to the consul, we can provide the additional information needed to help you get the visa.

Sometimes, though, our Admissions Office can do nothing to help. The law concerning student visas gives consular officers very wide latitude, so their decisions can seem arbitrary.