



# APPLICATION / REGISTRATION FORM

Vancouver University Worldwide (Official use only)

Name of receiving officer

Signatures of receiving officer

Date of receiving

Student Number

Affix one photograph here

Read below carefully before filling out this form

- a) After filling out this form, retain a photocopy and send form and enclosures by regular ordinary postal service. Preferably do not send by courier (or any to-be-signed-for) packages. Doing so can delay registry reception by a few days or more.
- b) Attach a personal photograph of approximately passport-photo size.
- c) The registry address of convenience is located in British Columbia. This does not imply that outcome degree parchments are necessarily signed and issued in BC. They may be issued in another Common Law jurisdiction.

Applicants start writing below (PLEASE WRITE IN BLOCK LETTERS USING BLACK INK ONLY)

1. First name Middle name Last name

2. NIC / SSN / Passport no. (optional)

Provide exact name you eventually want on your degree parchment.  
[We are only able to accept one version of your name and cannot include an alias].

3. Title  Mr  Ms  Mrs 4. DOB (DD/MM/YY) / / 5. Sex  Male  Female

6. Present address

Street address  
State / County / Province City  
Postal code Country Phone #1  
Phone #2 Fax Email

7. If attending at a Vancouver University member college, please identify by its name.  
[If a past student at a Vancouver University member college, please also state the year(s) attended]

Institution name  
Student ID [Issued by Vancouver University Member College]  
Years attended Number of years attended

8. Target qualification level

|                                              |                                       |                                     |                                      |
|----------------------------------------------|---------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Certificate/diploma | 1 year-equivalent                     | <input type="checkbox"/> PG Diploma | 5 years-equivalent                   |
| <input type="checkbox"/> Associate           | 2 years-equivalent                    | <input type="checkbox"/> Master     | 6 years-equivalent                   |
| <input type="checkbox"/> Licentiate          | 3 years-equivalent [Limited subjects] | <input type="checkbox"/> Master     | 5 years-equivalent plus thesis       |
| <input type="checkbox"/> Bachelor            | 4 years-equivalent                    | <input type="checkbox"/> Doctorate  | 6 years-equivalent with dissertation |

9. Degree focus

Arts  Applied Science  Business Administration  Education  ECE  General Studies  Technology  
 Other [Please specify]

Special Mention / Major if appropriate

10. Declaration [Please check as appropriate]

|                          |                                                                                                                                                                                                                           |                          |                                                                                                                                                                                                                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | I enclose a USD 100 non-refundable application and evaluation fee, and various initial photocopied documents relating to my degree option. [If sending from outside Canada/USA, please use an International Money order]. | <input type="checkbox"/> | I have read the degrees program circular. I appreciate that it endeavours to generalise requirements for degrees in various subjects and that precise requirements may vary.                                                                                                          |
| <input type="checkbox"/> | I understand that after completion of the degree process, and in addition to the registration fee now enclosed, I will be expected to remit the graduation fee as a precondition of issuance of degree.                   | <input type="checkbox"/> | I have read the A, B, C, D component guides in <a href="http://www.vancouveruniversity.edu/various_subjects.php">www.vancouveruniversity.edu/various_subjects.php</a> . If so needing, I understand that I may be required to undertake further learning or challenge examination(s). |
| <input type="checkbox"/> | I will also prepay any necessary and agreed external examination fee [non-refundable] or dissertation fee [non-refundable], and honour any commitments I may have made to affiliate colleges in this learning context.    | <input type="checkbox"/> | I understand that I need to send a preliminary proposal about my topic if I intend a master or doctoral dissertation.                                                                                                                                                                 |

|                          |                                                                                                                                                                                                                                                                   |                          |                                                                                                                                                                                                                                                                                           |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | I understand that the degree process into which I may be accepted may not necessarily be for the level, subject, or special mention (major) which I initially request.                                                                                            | <input type="checkbox"/> | I have already considered or inquired as to whether this degree is appropriate to my needs.                                                                                                                                                                                               |
| <input type="checkbox"/> | I request credit for past learning, as documented by enclosures and/or other documents to be submitted directly by institutions where I have studied in the past.                                                                                                 | <input type="checkbox"/> | I wish to be a member of the Vancouver University Colleges Society. <sup>1</sup>                                                                                                                                                                                                          |
| <input type="checkbox"/> | I enclose a description or photocopy of the available transcripts / employment verification for each component presently put forward towards my degree. Where possible I will request that official copies be sent directly to VUW by originating institution(s). | <input type="checkbox"/> | I understand that an identified award of diploma or degree is a matter of public record, and that transcripts may be reviewed in quality assurance contexts - but that my transcript or personal address will not be released to other third parties without my permission <sup>2</sup> . |
| <input type="checkbox"/> | I request some academic credit reflecting (___) years of related professional experience accompanied by continuing education [Enclose documentation].                                                                                                             | <input type="checkbox"/> | You may list me online as alumni when I graduate.                                                                                                                                                                                                                                         |
|                          |                                                                                                                                                                                                                                                                   | <input type="checkbox"/> | I have read the <i>Schedule of Costs</i> *.                                                                                                                                                                                                                                               |

### 11. Declaration to be signed by the applicant

I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct. I also agree to abide by above and other rules and regulations as defined by Vancouver University from time to time.

Signature:

Name:

Date:

Mail this form along with all documents to:

Vancouver University Consortium Office / Registry  
Lobby Mailbox 5, 550 Beatty Street  
Vancouver BC, Canada V6B 2L3

<sup>1</sup>Member-college students, external candidates, alumni, faculty and staff - all have the option of becoming an individual member of the Vancouver University Colleges Society and may attend, present motions, and vote etc at AGM and Special Meetings [Dates and location as posted from time to time on our website].

<sup>2</sup>Research M.Phil or D.Phil degrees are based on documents which necessarily must be open to public view. The transcript (but not personal addresses) of such degree is a matter of public record.

### \*SCHEDULE OF COSTS

If you are a student at a member college, you will be paying relevant fees to them directly. Member college fees may or may not include fees which are specifically due to Vancouver University [Registration and Graduation fees]. Please clarify with the member college you have enrolled in:

- **A1** Application/registration (\$100) fees of all candidates residing outside of Canada are to be remitted in United States currency.
- **A2** Application/registration (\$100) and graduation fees of all candidates residing in Canada may be remitted in Canadian currency.
- **B1** Graduation fees of 'external-degree' candidates, residing outside of Canada, are to be remitted in United States currency.
- **B2** Graduation fees of candidates who have completed a program at or through a member college (or candidate-member college) outside of Canada may be remitted in Canadian currency.
- Documentation must confirm completion of program at the Member or Candidate Member College, along with any other former studies as may be required in the aggregate-learning degree context.

| Details of costs                                |        | Master                                        | \$2000       |
|-------------------------------------------------|--------|-----------------------------------------------|--------------|
| Application / initial evaluation / registration | \$100  | Doctorate                                     | \$3000       |
| Certificate / Associate / Diploma               | \$500  | Mentoring of dissertation (if required)       | \$1250       |
| Licentiate                                      | \$750  | External examination(s) (if required) / block | \$250-\$1250 |
| Bachelor                                        | \$1000 | Individual course challenge exam              | \$125        |

All documentation and the other administration of services in this program are conducted on an individual-candidate basis and require professional evaluation of context and quality. Depending upon the candidate's individual situation and goal, VUW (Registry et al) may also have to supervise off-campus research and the preparation of a dissertation; prepare and mark one or more external examination; and give advice about appropriate readings and other learning materials; etc. Please note that on a time and overhead basis, these various processes are as costly to administer as regular on-campus instruction. And in addition to supporting Registry and related costs, graduation fees also contribute to the university's membership in academic organizations relating to student services, quality assurance, and fields of study. [Our fee structure is also less costly than those at comparable provincial and US state college programs charging a wider range of cumulative fees for various component services. When comparing fees, be sure to consider the cumulative cost].