Education Planner BC (EPBC) Application Portal

How to Apply for the BCom Dual Degree or Twinning Program







STEP 1: Talk to Your **Home University**

- Before applying to the program, please make sure you talk to your Home University.
- Through your Home University, you will learn how the program works, what the requirements are and the application process.



Programs

Faculty & research 🗸

Alumni & giving V

About ~

Info for... Community & industry International partners International students Current st

Undergraduate programs

If you think you're not the business type, think again. At the Gustavson School of Business, we help develop and prepare well-rounded students are conscientious and passionate about driving positive change.

Bachelor of Commerce (BCom)

The Gustavson Bachelor of Commerce (BCom) program builds the foundation to take you anywhere you want to go. We are a top-ranked business school, emphasizing innovation, applied learning and responsible leadership.

Explore the program

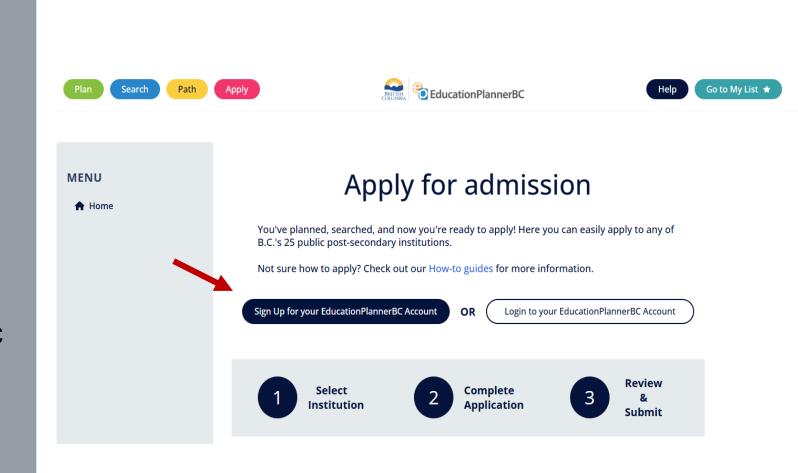






STEP 2: Go To EBPC Website

- Go to Education Planner BC (EPBC) website:
 https://apply.educationplannerbc
 .ca/
- On the website, click on "Sign Up for your EducationPlannerBC Account"





STEP 3: Create Account

- 1. To create an account, click on the "EducationPlannerBC" button.
- 2. Insert your preferred email and choose a password you will remember.
- 3. Read the "Collection, Use and Disclosure of your Personal Information". Put a checkmark beside "I have read, understand and agree to the Terms of Use" on all <u>3 pages</u>. They will have green checkmarks. (see image)
- 4. Click "Create Account" button

Create Account



Collection, Use, and Disclosure of your Personal Information

Consent and Collection Notice

Collection, Use, and Disclosure of your Personal Information

The information included in your EducationPlannerBC (EPBC) account and any application to attend a post-secondary institution may be collected by EPBC, the Ministry of Education and Child Care, the Ministry of Post-Secondary Education and Future Skills (PSFS), or the Institution identified in your application (the "Public Bodies") under Sections 26(c), 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The purposes of this collection are limited to:

- (i) collecting or confirming your Personal Education Number;
- (ii) processing and supporting your application to a Post-Secondary Institution, including information provided from the time of account creation, when an application is started, when an application is submitted, and following the submission of an application;
- (iii) policy research and program planning or evaluation by the Public Bodies, including information campaign evaluation; and

I have read and understand the Notice above and consent to and authorize EPBC to use and disclose my personal information for the purposes described.









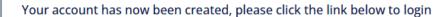
STEP 4: Confirm Account

- 1. You should receive an email from mailer@educationplannerbc.ca to confirm your Account. It will take 5-10 minutes. Check your junk mail or trash in case it gets sent there.
- 2. Once you have received the email, click on "Confirm your account".
- 3. The link will take you to the EPBC website.



Account Created

Your account information has been emailed to elsay@uvic.ca. If you do not receive this email in the next 5 to 10 minutes, please check your junk and trash folders for an email from mailer@educationplannerbc.ca.



Login to your EducationPlannerBC Account

About EPBC Work with us FAQ Glossary Resources Contact us

EducationPlannerBC acknowledges the traditio territory of the Coast Salish Peoples, including t xwməθkwəyəm (Musqueam), Skwxwú7mesh Úxv and səlililwəta? (Tsleil-Waututh) Nations, and th unceded territories of the lakwaŋan (Lekwunger peoples on which the EducationPlannerBC Van offices are situated.



STEP 5: Login to Account

- The email link will take you to the EPBC website and you will receive an "Account Confirmation Successful"
- 2. Click the "Login to Account" button
- 3. Sign into your EPBC Account

Account Confirmation



Account Confirmation Successful

Thank you for confirming your account. A Welcome message has been sent to your email inbox which includes an overview of the application process.

You may now submit applications to post-secondary institutions and use the full features of EducationPlannerBC with this account.

Login to Account



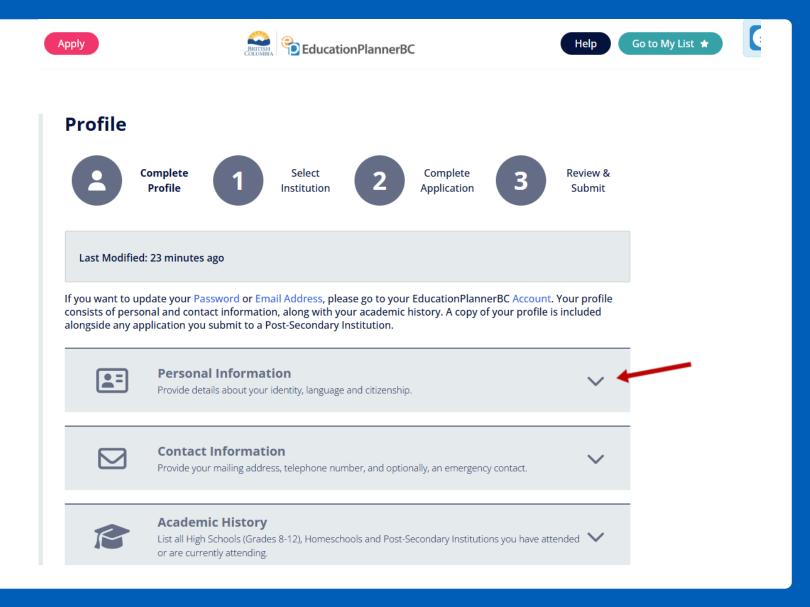
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STEP 6: Complete Profile

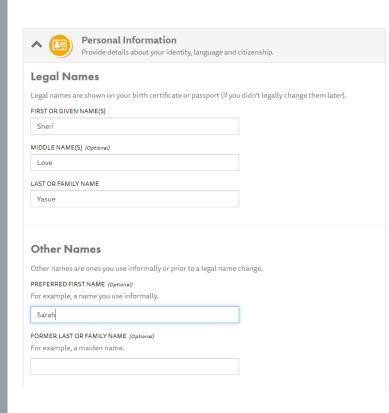
- Once you login to your account, please fill out the information to complete your profile.
- You will see 3 sections to fill out: Personal Information, Contact Information, and Academic History.
- 3. Start with "Personal Information". Click the arrow button to begin.





STEP 7: Personal Information Section

- 1. Please use your **exact** names in your passport.
- 2. Choose a preferred name, such as nickname, if you wish.
- 3. Select your Date of Birth.
- 4. Select your Gender Identity.
- 5. Remember to press "save" at each opportunity!



Other Details

DATE OF BIRTH

If your birthdate is not available in this field, please contact the institution's Admissions department directly regarding their policies for underage students.

2003	March	~	02 ~				
COUNTRY OF BIRTH (Optional)							
Denmark			x ~				

Gender Identity

PLEASE	INDICATI	EYOUR	GENDER
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o ...

People whose current gender is woman. This includes cisgender and transgender people who are women.

O Man

People whose current gender is man. This includes cisgender and transgender people who are men.

O Non-Binary

People whose current gender is not exclusively a woman or man. This includes people who do not have one gender, have no gender, are gender fluid, or are Two-Spirit.

- O Prefer not to answer.
- (Not specified)

WOULD YOU SAY YOU ARE

Cisgende

People whose sex assigned at birth is the same as their gender.

Transgende

People whose sex assigned at birth is different from their gender.

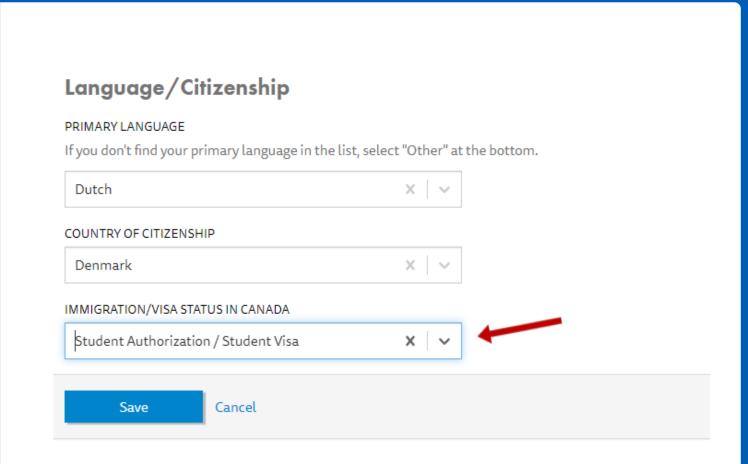
O Prefer not to answer.

(Not specified)



STEP 8: Personal Information Section Continued

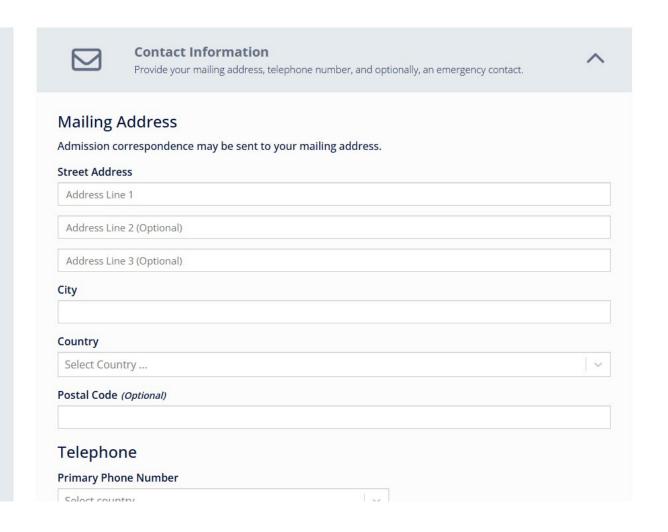
- 1. Select your Language that you use at home and your Country of Citizenship. If you have more than one citizenship, choose the one you will be entering Canada with.
- 2. The "Immigration/Visa Status in Canada" option will pop up when you choose your citizenship. Choose "Student Authorization/Student Visa".
- 3. Remember to press "save" at each opportunity!





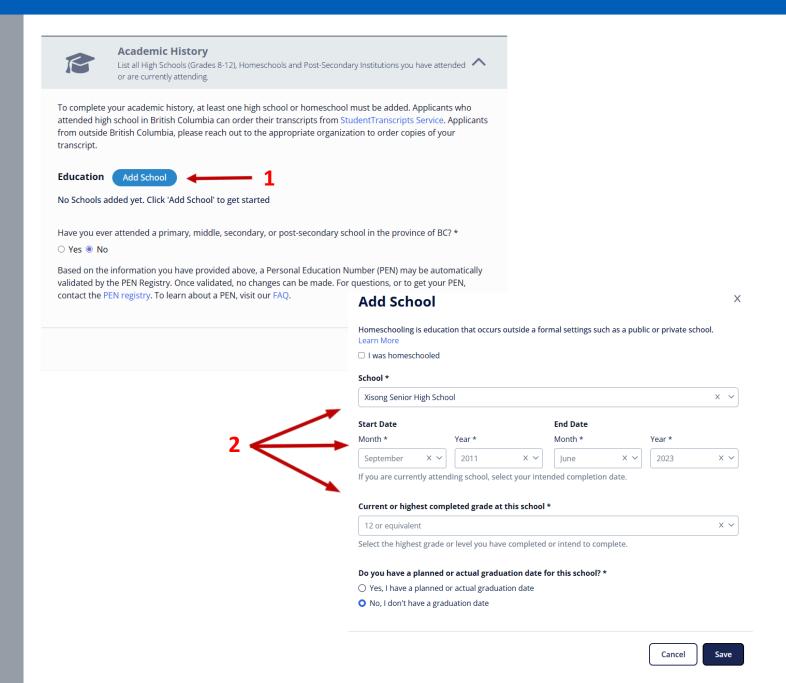
STEP 9: Contact Information Section

- 1. Fill in your home address where mail can be sent to.
- 2. Put in your main phone number in the "Primary Phone Number" section. The "Additional Phone Number" is optional.
- The "Emergency Contact" is optional.
- 4. Remember to press "save" at each opportunity!



STEP 10: Academic History Section, High School

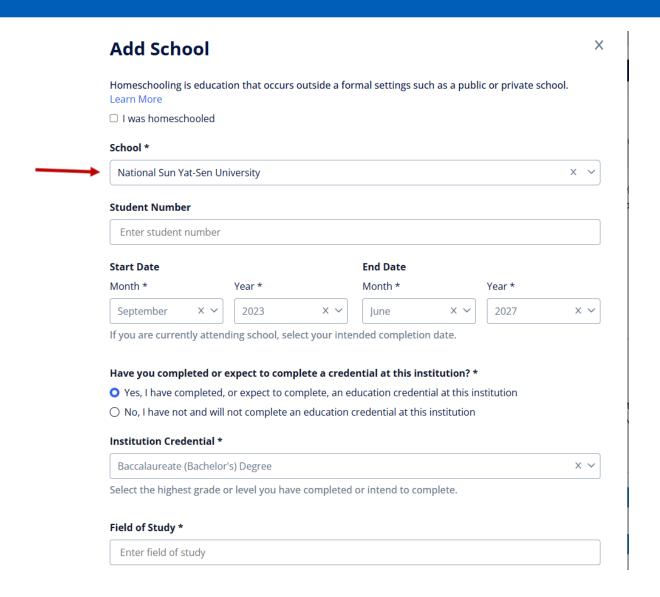
- This section will ask for information about your high school and current home university.
- 2. Click on "Add School".
- 3. First, add your high school. If it is not on the drop-down list, click on the "add it here" button.
- 4. Select grade completed as "12 or equivalent", unless you completed an IB Diploma at your high school.
- 5. Add high school graduation date if applicable.
- 6. Click "save".





STEP 11: Academic History Section, Home University

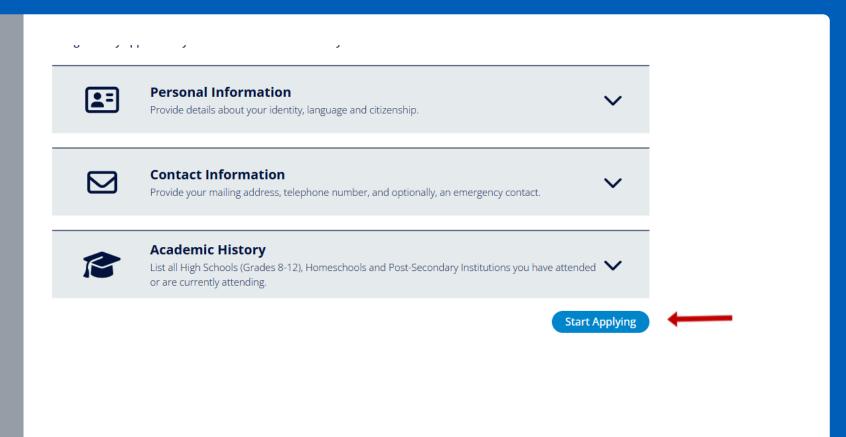
- 1. Click "Add School" again.
- 2. Add your current home university. If your university is not on the drop down list, click on the "add it here" button.
- 3. The student number is optional. Add your start date and potential end date at your Home University.
- 4. Click whether credential or degree awarded and fill out information
- 5. Click "save".





STEP 12: Begin Application

- 1. After **completing** your Profile Information (Personal information, Contact information, Academic History), you may now begin your application to UVic.
- 2. The "Start Applying" button is found on the Main Profile page.

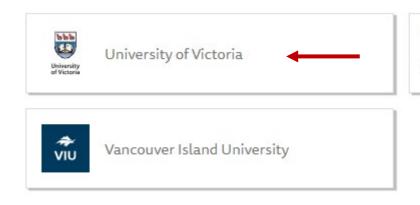




Vancouver Community College

STEP 13: Choose Institution

- 1. You will be given a list of schools of where you can apply.
- 2. Scroll down the menu to find "University of Victoria"





STEP 14: Create Application

- 1. Before you create your application, we recommend that you review all the information your Home University has provided about the program requirements, application procedures, etc.
- 2. When you are ready, click "Create Application".



Information for Applicants

Before you start your application:

- Learn how to apply
- Check application deadlines
- Explore programs and requirements
- · Connect with a recruiter

This application is for new undergraduate applicants to UVic only.

If you are applying for Law, Graduate Studies or are current/returning UVic student, go here.

Application

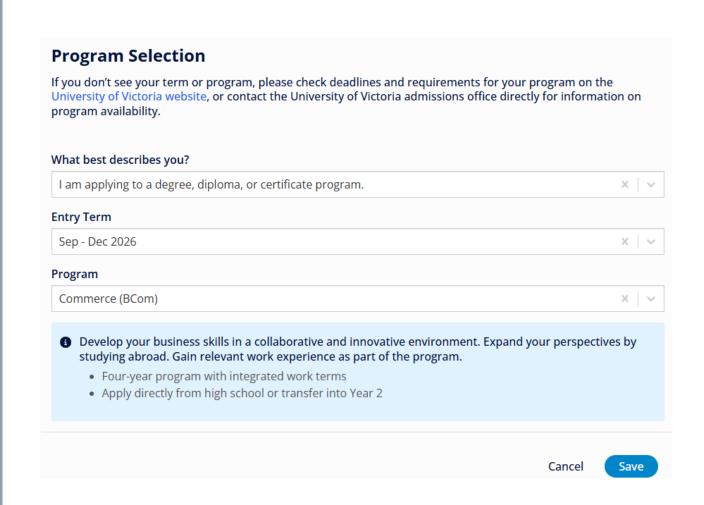






STEP 15: Program Selection

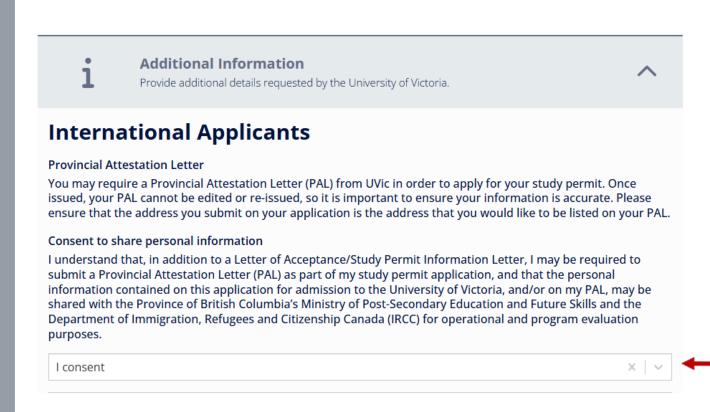
- 1. Select "I am applying to a degree, diploma, or certificate program".
- 2. Select the "Entry Term" of the year you are applying. (Fall or Spring). If you are unsure, ask your Home University.
- 3. In Program, select "Commerce"
- 4. Press "save" after filling out the section.





STEP 16: Additional Information

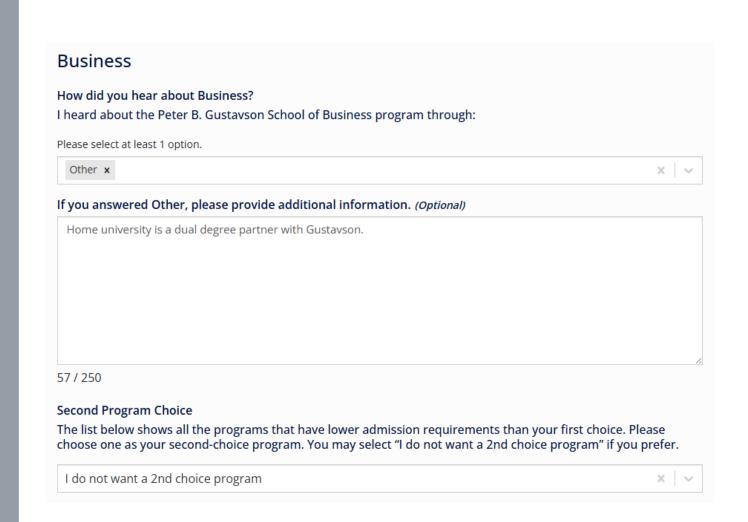
- 1. In the "Additional Information" section, as an International Applicant, you will be asked to submit accurate personal information for immigration purposes.
- 2. In the dropdown menu you will be asked to consent to sharing this information to the Canadian government.





STEP 16: Additional Information Continued

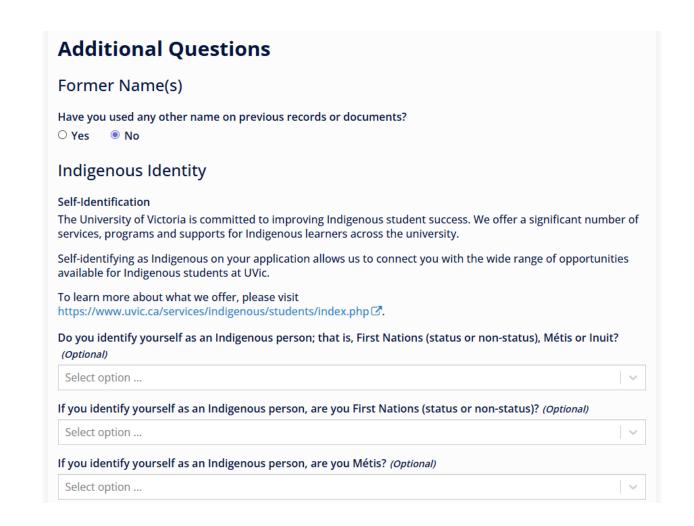
- 1. Next, you will be asked how you heard about the program. You can choose "Other" and say your home university is a dual degree or twinning partner with the Gustavson School of Business.
- 2. You will be asked if you have a "Second Program Choice", please select "no".





STEP 17: Additional Information Continued

- 1. If you have changed your name or have another name on old records/documents, please fill out "Former Names" section.
- 2. "Indigenous Identity"
 questions are for Canadian
 domestic students only. You
 may leave these questions
 blank.





STEP 18: Additional Information Continued

- 1. "Youth in Care" questions are for Canadian students only.

 Please answer "No".
- 2. If you need any "Academic Accommodations" due to a physical or learning disability, please select "You want more information". See website for details if you are unsure.

Youth in Care

Youth in Care Identity

UVic is dedicated to supporting BC youth in care. UVic and the Government of British Columbia offer awards to eligible youth in care to cover their tuition and student fees. Additional funding may also be made available to assist with living expenses.

To learn more and review the **definition of youth in care** we invite you to visit our website at www.uvic.ca/registrar/safa/youth-in-care/index.php ...

If you have reviewed the definition of youth in care as defined on the linked website and would like to self-identify your status to the University of Victoria, please complete the following questions.

Are you or have you been a youth in government care in the province of British Columbia as defined by the definition (see link above)? (Optional)

○ Yes

■ No ○ (Not specified)

Academic Accommodations

Academic Accommodations (Optional)

If you are a student seeking academic accommodations and would like to receive information about registering with the Centre for Accessible Learning, indicate this in the following drop-down:

Select option ...





STEP 19: Additional Information Continued

- 1. You will be asked if you would like to give consent to a "Proxy". A proxy is someone you are giving permission to make enquiries about your application on your behalf during the evaluation period.
- 2. You may answer "yes" or "no". If you answer "yes", you will need to fill out information.

Proxy information - permission to release personal information You may give permission for someone else (called your "proxy") to make enquiries about your application on your behalf during the evaluation period. The evaluation period begins when the application is submitted and ends on the first day of classes. Without consent this information will not be recorded with your application. You may also change your proxy information at any time by contacting us. Do you want to designate a proxy? Yes O No I consent to the release of information concerning my application for admission to the person(s) named below during the evaluation period only. Select option ... Designated proxy 1: First name (Given name) 0/50 Last name (Family or surname) 0/50 Relationship to you Select option ...



STEP 20: Additional Information, Consent

- 1. Please "agree" to the requirements to share your academic history and personal information with the university. This is required for admission purposes.
- 2. Please choose "I agree" on both drop down menus.
- 3. Click "save" after you finish the section.
- 4. Click "Review & Submit"

ACADEMIC HISTORY

REQUIREMENT TO DISCLOSE INFORMATION: POST-SECONDARY INSTITUTIONS

You are required to state the names of all post-secondary educational institutions where you have registered, regardless of length of attendance (including in-progress studies, withdrawals, incomplete and failed studies) and to provide the official transcripts.

Providing incomplete or incorrect information may jeopardize your application.

For more information, including the penalties for failing to disclose registration at another post-secondary institution, review Requirement to disclose information \square in the University of Victoria Undergraduate Calendar.

Before answering the following statement, please update the academic history you provided in the Profile section of the application, if needed.

I have read the above REQUIREMENT TO DISCLOSE statement and understand the consequences of providing incomplete or incorrect information. I verify that I have provided the names and dates at all post-secondary institutions where I registered.



LEGAL DECLARATIONS

UVIC DECLARATION

The university collects the personal information on this form pursuant to the University Act, RSBC 1966, c.468 and section 26 of the Freedom of Information and Protection of Privacy Acts. The information you provide on this form is used for purposes of admission, registration, and other decisions on your academic status and may be provided to the relevant students' society and alumni association. It may also be used for research purposes, but in those cases, individual identities will not be disclosed. If you wish further information, please contact the Office of the Registrar of for an information sheet or read UVic Policy 4400, Access to Student Records of.

APPLICANT DECLARATION

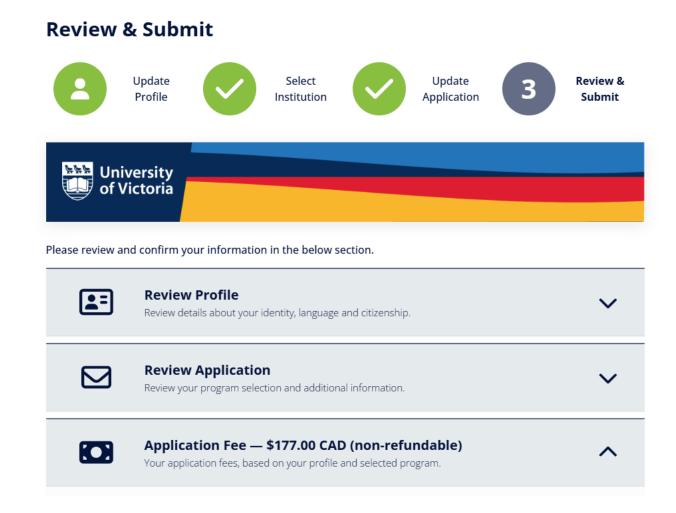
I accept and submit myself to the statutes, rules, regulations, and ordinances of the University of Victoria as authorized by the Senate and the Board of Governors and the faculty or school in which, in due course, I shall be registered and to any amendments thereto which may be made while I am an applicant or student of the University and I promise to observe the same. I consent and authorize the disclosure of any information to the University of Victoria by an educational institution for the purpose of verifying the accuracy and completeness of information provided as part of this process and I understand that an admission or registration granted on the basis of this application or supporting documents may be revoked if the information given is untrue in any material respect. I accept that the information on falsified documents is shared with the Association of Universities and Colleges of Canada.





STEP 21: Review Application

- Review your profile and application to make sure information is correct.
- Write down the Application Reference Number for your records.
- 3. There is a non-refundable Application Fee. You may select to pay it via credit card.





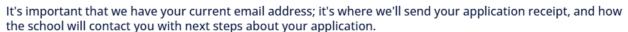
STEP 22: Final Steps

- You will be asked to confirm that your registered email address is the one you will be checking.
- 2. You will need to confirm "Consent for Information Disclosure" and "Declaration of Applicant". Please read the document and check the 2 boxes.
- 3. Select "Submit Application".

Confirm Email Address

Is your current email address, elsay@uvic.ca?

Yes, this is my current email address.



If you need to update your email address, please do so at EducationPlannerBC Account - Update Email, before proceeding to Make Payment.

Consent for Information Disclosure and Declaration of Applicant

provided from the time of account creation, when an application is started, when an application is submitted, and following the submission of an application;

(iii) policy research and program planning or evaluation by the Public Bodies, including information campaign evaluation; and

(iv) your possible future use of EPBC's Transcript Exchange services.

☑ By checking this box, I confirm the following: I have read and understand the Notice above and consent to and authorize EPBC to use and disclose my personal information for the purposes described; and I have read, understand, and agree to the EPBC Website Terms of use ☑ and Privacy ☑.

☑ I hereby certify that the information provided in this Application is true, accurate and complete.



STEP 23: Final Steps, Pay Application Fee

- 1. Please pay the Application Fee as indicated. Enter credit card information.
- 2. Click "Submit".



Application Fee Payment



This page will time out after 5 minutes.

Do NOT close your browser window or click your browser's back button while the payment is processing.

Please see our Help section on Common Payment Questions to troubleshoot declined payments and related questions.

When payment is complete, you will receive:

- a confirmation message on screen stating payment is complete, and
- an email message with receipt and information on next steps for your application, and
- a list item on your Submitted Applications page, and
- follow-up messages from the institution to which you applied, once your application is reviewed.

Back to Application

Amount		
Card Number		
Expiry Date (MMYY)	MMYY	
CVV		What's this?
Submit Conditions		



STEP 24: You're Done!

1. Please email Elsa Yan at gsbintlasctdir@uvic.ca to let us know that you have applied.

Thank you for applying to the Gustavson School of Business!

We look forward to reviewing your application.





