

Graduate Students at a non-WCUMSS Member Canadian University that does NOT fall under the WDA

As a graduate student, you have a few options:

1. If you do not need credit there is a less expensive, non-credit (audit) option. Email the BMSC [University Programs Office](#) for more information.
2. If you need credit, the simplest and least expensive procedure is to apply to UVic as an *undergraduate* student **with prior agreement from your home university to give you graduate credit for your course(s)**. *It is your responsibility to ensure that UVic/BMSC undergraduate course credits are transferrable as graduate or undergraduate credit to your degree program at your home university.* Follow the instructions given for registering as an **undergraduate student at a non-WCUMSS university**.
3. If you decide to apply as a *graduate* student (which you need to do to take any of the graduate level BMSC courses), you will need to apply to the School of Graduate Studies at UVic. The University Programs Coordinator will send your name to the Graduate Director at UVic so they will not be surprised by your application. Follow the steps below to apply and register as a graduate student.

Apply and register as a **Visiting Student at UVic** (five steps):

A) **Apply to the University of Victoria as a visiting student.**

Visit [UVic Graduate Admissions page](#) and follow the links to **apply online through PASBC**. All the information needed to apply to UVic can be found on this website.

There will be a section in the online application form titled “Specify Application Type”. You should select the **“Completing courses for general interest or as a visiting student”** option from the drop down menu.

You will need to pay the **UVic graduate application fee** when you submit the online form.

Please make sure you are aware of the [UVic application deadlines](#). It is strongly recommended to get applications into UVic as quickly as possible, as there can be a 4-6

week response time. For more information, contact the [UVic Graduate Admissions and Records office](#) (250-472-4657).

B) Submit a Letter of Permission to UVic Admissions

The Letter of Permission must be **sent directly to [Graduate Admissions at UVic](#) from your home university**. You can obtain the letter from the Registrar's Office or Student Advising Office at your home university. You may be required to submit an official academic transcript (the Letter of Permission in the case of graduate students does not necessarily waive this requirement). The Letter of Permission allows you to take the course(s) approved by BMSC, but does not entitle you to take other courses at UVic.

This is an [example](#) of a Letter of Permission, which the Advising Centre for Science, Social Science and Humanities at UVic asks their students to fill out.

C) Pay a \$200 non-refundable acceptance deposit to UVic

Once you have been accepted to UVic Admissions, pay a \$200 non-refundable acceptance deposit. The \$200 deposit will be applied to your UVic tuition.

D) Set up a Netlink ID

You will need a [Netlink ID](#) in order to login to [UVic MyPage](#), an online system for registering for courses at UVic.

E) Register for your course(s)

You will need to login to [UVic MyPage](#) to register. Register at UVic for the BMSC course(s) for which you have been accepted. Course registration codes at UVic will be included in your acceptance message from BMSC (Step 2). **It is your responsibility to ensure that UVic course credits are transferable to your degree program at your home institution.**

For more information about registration, see the [Graduate Student Application Checklist](#).

If you have trouble registering (i.e. trouble with pre-requisites), contact the BMSC [University Programs office](#).