

## Undergraduate Students at a non-WCUMSS Member Canadian University

After you have been accepted by BMSC, apply and register as a **Visiting Student at UVic** (five steps):

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

Visit [UVic's Visiting Student page](#) and submit an [application for undergraduate studies](#). Once you have created a profile and complete the "Level of study" questions, there will be a section in the online application form titled "Type of Study". You should choose the option "Visiting from another institution on a letter of permission".

You will need to pay a \$74.75 (updated 2018) UVic undergraduate application fee, (\$122 for International students) when you submit the online form. Please make sure you are aware of the [UVic application deadlines](#). The application deadline for summer courses is March 31, and for fall courses is April 30; late fees apply. However, there may be exceptions for Block 3 summer courses starting in July. **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, phone the UVic Undergraduate Admissions Office at (250) 721-8121.

### B) **Submit a Letter of Permission to UVic Admissions**

The Letter of Permission must be **sent directly to [Undergraduate 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. The Letter of Permission waives the requirement for you to submit an academic transcript to UVic Undergraduate Admissions. 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 [Undergraduate Student Registration Guide](#)

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