

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

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

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

Go to [uvic.ca/apply](http://uvic.ca/apply)

- Scroll down to **Go to Education Planner BC** and click
- Sign up for your Education Planner BC account if you do not already have one (you may have one if you applied for any of the colleges or universities in BC.
- Complete the Personal information, contact information and Academic History. You will need to list a post-secondary institution or the incorrect messaging will come. (If you list a high school or post-secondary institution outside of Canada then you will be charged an out of country application fee of \$142)
- Select UVic
- Click on Start Applying
- Complete program Selection – the first question is "What Best Describes You?" you should select "**I am Visiting from another institution on a letter of permission.**"
- Select May-Aug 2023 for Entry term
- Program = Science: Non-Degree
- Complete Additional Information

Save, review and submit the application, you will need a credit card to pay for the application fee.

In terms of documents UG Admission, you will only require the Letter of Permission from the home institution and are not required to submit transcripts at this time.

Please make sure you are aware of the [UVic application deadlines](#). The entry point for summer courses is March 31, and for fall courses is May 15. 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 non-refundable acceptance deposit to UVic**

The 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](#).