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|  <p>University College of the North</p> <p>Policies & Procedures Manual</p> | <p># Pages:</p> <p>3</p> | <p>Policy Number:</p> <p>AC-01-21</p> |
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| <p>Title:</p> <p>International Applicants English Language Proficiency & Document Verification</p> | <p>Replaces:</p> <p>June 5, 2018</p> | |

POLICY STATEMENT

All applicants whose primary language is not English, or their previous education was conducted in another language must meet the regular UCN admission requirements.

PURPOSE OF POLICY

UCN has a limited number of Provincial Attestation Letters to provide to International Applicants who meet admission requirements and reserves the right to limit the number of international Applicants per Program.

The policy is intended to help all students be successful in their program of choice. Applicants must be proficient in English and will be required to demonstrate such through one of the listed tests.

PROCEDURES

1. Applicants are responsible to ensure that they meet the program requirements and deadlines before they apply.
2. Deadline for completed applications is April 1 or a minimum of five (5) months prior to the program start date. Incomplete applications will be rejected.
3. Applicants will be considered only in the Regular Student classification. These applicants are not eligible to apply in the Mature Student or Special Student classification.
4. An acceptance letter will be sent to applicants who meet admission requirements. It, along with other required documents, must be submitted to the Canadian Embassy or Consulate Visa Section to apply for a Study Permit.

English Language Proficiency Requirement

1. English is the primary language of instruction at University College of the North. Students

must demonstrate English language proficiency in order to participate in all aspects of course work.

2. Applicants with previous education outside Canada and/or education in a language other than English must submit proof of English proficiency with either of the following:

TOEFL with a minimum score of:

- 550 on the paper-based test with no less than 50 in each component or
- Internet-based test score of 80 with no less than 20 in each component.

IELTS with a Minimum Overall band score of:

- 6.5; with no individual band scores less than 6.0.
- One skill re-write will be accepted.

CELBAN: Canadian English Language Benchmark Assessment for Nurses (CELBAN) - Official version:

- Listening 10
- Reading 8.0
- Writing 7.0
- Speaking 8.0
- Vocabulary/Grammar NA
- CELBAN is applicable to the Diploma in Nursing program only as accepted by the College of Licensed Practical Nurses of Manitoba.

3. Minimum scores may vary according to individual programs.

English Language Proficiency Documentation Verification

- The UCN Assessment Office is a registered user of the online IELTS TRF Verification (verification service).
- An internationally credentialed student may submit their IELTS results to UCN in-person, or by post mail or email.
- UCN Assessment Office staff enter the IELTS reference number through IELTS TRF.
- Verification service to confirm the accuracy and legitimacy of the document.
- Documents must be accompanied by a notarized English language translation as required.

Academic Requirements

1. A list of acceptable academic admission requirements for international students shall be established and maintained by Enrolment Services. Specific programs may have additional admission requirements (for more information regarding specific program admission requirements please see the UCN Calendar).

Criteria for English Language Proficiency Waivers

Under certain circumstances an applicant may request a waiver of the English language proficiency requirement. They will need to provide supporting documentation to show that they meet one of the following conditions to receive the waiver:

1. Applicants will receive the waiver where English is the primary language in their country of origin.
2. Ten consecutive years of residency in Canada that may include years of study in Canada. The period of residency will be the time elapsed between the “Landed On” date and on the “Record of Landing” document and the start of the program.
3. Successful completion of secondary studies equates to meeting the entrance requirements of the University College of the North. Secondary education must include Grade 12 where appropriate.
4. Successful completion of post-secondary education equates to a minimum completion of 30 credit hours or equivalent.
5. Graduation from a Manitoba high school, with five credits at the Grade 12 level, which include one credit of English at the Grade 12 level with an average grade of 60%. Mature high school diploma with an overall average of 60% which includes one credit of English at the grade 12 level.
6. Graduation from a Canadian Curriculum secondary school (other than Manitoba curriculum) with a Grade 12 English grade of 60%
7. International Baccalaureate Higher Level English course, or a grade of four or greater on the Advanced Placement English examination (Language composition; Literature and Composition).
8. Successful completion of one university transferrable English course at least the 1000 level or year 1 with a minimum grade C.

NOTE:

Waivers may vary according to individual programs.

International Applicants requesting a waiver are required to provide the following supplemental information in addition to meeting regular requirements:

- Resume
- essay about a specified topic
- Participate in an interview with the Dean and Faculty

The essay and interview will provide required evidence of English Proficiency.

The Dean will submit a letter approving or denying the waiver request which will be filed in the applicant’s electronic student record.