

Nova Scotia Community College Program Application

Personal Information

Please Print

Full Name (first, middle, last)

Preferred first name

Previous last name

Date of birth (mm/dd/yyyy)

Gender M F

Apartment number

Permanent mailing address (street address, rural route, or P.O. Box)

City / Town

Province

Country

Postal code

Home telephone

Work telephone

Cell phone

Email address (We will be corresponding with you via email.
Please ensure this address is secure and accessible.)

Student ID number
(if you've previously attended NSCC.)

English Language Proficiency

Is English your first language?

Yes No, my first language is:

(If no, proof of English language proficiency is required.)

Program Choices

You can apply for one or two program/campus combinations. Changes or additions to your choices require the submission of a new application and fee. Your application will be considered for the next intake.

Preferred program choice

Second program choice

Citizenship Status

- Canadian Citizen
- Permanent Resident (Copy of Permanent Resident card required)
- Refugee with protected person status
- Other (Please specify below)

Country of Citizenship (if not Canadian)

Application Fee

The non-refundable \$25 application fee (\$75 international, \$0 ALP) must be received in order for your application to be processed. Please do not send cash.

Visa Mastercard Discover American Express Cheque/Money Order (Payable to NSCC. No post-dated cheques.)

Credit card number

Exp. Date (mm/yy)

Name of Cardholder
(as it appears on the card)

Cardholder's signature

For office use only

ID

Receipt number

Received mm/dd/yyyy

NSCC

Educational History

Please include all educational history, even if the program was not completed. Applications without complete documentation cannot be processed regardless of the date of submission of the application. Official transcripts are required.

High school or GED:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of school	Grade completed	Date

Previous community college, university and/or other education:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Institution	Degree/Diploma	Year completed
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Institution	Degree/Diploma	Year completed

Health & Human Services Applicants

Have you been convicted of a criminal offence for which you have not received a pardon?

Yes No

Have you been convicted of an offence or investigated for an activity resulting in your name being placed on the Child Abuse Registry?

Yes No

Have you ever received any disciplinary actions (including any revocation of your licence to practise) as a member of another health and human service organization?

Yes No

Self-identification Questionnaire (optional)

NSCC is committed to fostering a diverse college culture and community. Completion of all or part of this section is voluntary. The information collected may be used by staff and faculty to advise you of services. It will also be used to assist in assessing and improving student services.

Do you self-identify as an Aboriginal person?

Yes No

Do you self-identify as a member of the African Canadian community?

Yes No

Do you self-identify as a person with a disability?

Yes No

If you require accommodation, please provide documentation of disability:

Enclosed

I will forward it

On file with NSCC Admissions

Additional Information

Certification

I understand that it is my responsibility to arrange for the submission of the transcripts and that the application without complete documentation cannot be considered regardless of submission date. I certify that the foregoing information is accurate and correct to the best of my knowledge. I understand that the College will collect, use, and disclose my personal information in a confidential manner that is consistent with the operation of a post-secondary institution. My consent is conditional upon Nova Scotia Community College complying with their legal duties and obligations to manage the collection, use, and disclosure of personal information.

<input type="text" value="X"/>	<input type="text"/>
Applicant Signature	Date (mm/dd/yyyy)

Permission to Release Personal Information (optional)

I hereby give consent to the release of the information concerning my application for admission during the evaluation period to:

Your written permission is required before any personal and financial information, including admission decisions, can be released to a third party. Access to your personal information will only be granted until your first day of classes.

<input type="text"/>
Name
<input type="text"/>
Relationship (e.g. Parent, guardian, guidance counsellor, spouse)

Further Information

Forward your completed application form, fee, official transcripts, and any other admission documents to the following address. All submitted documents become the property of NSCC and will not be returned. Your application must be complete before it can be processed and a decision made.

NSCC Admissions
P.O. Box 220
Halifax, NS B3J 2M4

Questions? Email admissions@nsc.ca or contact us by telephone or fax:

Tel: 902-491-4911
Toll free: 1-866-679-6722

Fax: 902-491-3514
Toll free fax: 1-866-329-6722

nsc.ca

Applying

Apply Early!

NSCC makes offers of admission to eligible applicants in order of application completion date. Applications are considered complete for the purposes of admission priority when all application-related documentation is received by NSCC Admissions.

International applicants are encouraged to apply early as a valid study permit is required to study in Canada.

Indicate Program/Campus Choices

You can apply for one or two program/campus combinations. Your choices will be assessed in order of preference. One program at two different campuses is considered two choices. Changes or additions to your choices require the submission of a new application and fee. NSCC Admissions will only assess applications for programs currently offered at nsc.ca.

Transcripts & Documentation

Send sealed copies of your official transcripts (high school, college, or university), or arrange with your previous school(s) to send the transcript directly to NSCC Admissions. All application-related documentation except for official French transcripts from Nova Scotia public high schools must be submitted in English. If your program choices require additional documentation (e.g. letters of intent, portfolios, resumes), ensure that you send all required components.

Applicants using international credentials to meet admission requirements may be asked to submit documentation to an NSCC-approved credential verification service provider to be evaluated for equivalency.

Your application is not complete and cannot be processed until Admissions receives all relevant documentation.

Self-Identification

If you are a member of an Aboriginal community, or if you are African Canadian, please complete the optional questionnaire. There may be initiatives on your campus, such as mentorship opportunities, cultural students' networks/societies, or customized services and supports, arranged through the Coordinators of Aboriginal Student Services and the Coordinators of African Canadian Student Services, who work with faculty and staff to ensure that the campus environment is inclusive and culturally relevant.

To be contacted about disability-related services, complete the optional Self-Identification Questionnaire. If you are a student with a documented disability, you may access accommodations such as alternate format texts, oral testing, extended time on tests, and reduced course load. You may also access funding for learning supports such as tutoring, note-taking, or assistive technology. To access academic accommodations and supports, please include disability documentation with your application. For more information about available services and required documentation, visit disabilityservices.nsc.ca.

If you would like to identify as a member of a community not listed contact the Office of Diversity and Inclusion at 1-888-472-5238.

Additional Information Section of Form

Use this section to provide any additional information that may be helpful in processing your application, such as seeking advanced standing in a program based on your previous learning, studying part-time, any special circumstances to be considered, or identifying the need for accommodation or a disability to be considered.

If You Change Your Mind

Changes or addition to your choices require the submission of a new application and fee. Submitting a new application cancels your previous applications.

Any choice you want to carry over from an old application must be present on the new application. This is especially important if you have already been admitted or placed on a waitlist.

Request your choices in order of preference. This is the order in which they will be assessed.

Collection, Use, and Disclosure of Personal Information

The collection, use, and disclosure of student information is protected by College policies and government legislation.

Collection

As part of the recruitment, admission, and enrolment process, the College collects a range of personal information. Following enrolment, it is anticipated that students will participate in academic, portfolio, graduation, and other activities where the College collects and may communicate their personal information.

Use

Personal information is used by the College for academic and administrative purposes. In addition, a student's personal affairs and welfare may also be monitored so the College can service individual needs. Certain personal information may be used to support college research activities, such as graduate surveys.

Disclosure

Certain information will be shared with the Student Association to keep their database current. The College will maintain a database of student, graduate, and alumni information on behalf of the NSCC Foundation for philanthropic activities. Personal information may be disclosed to government departments, co-sponsoring organizations and other educational institutions. Occasionally, information may be released, if required by a court order or other legal requirement.

Access

Students can request access to their personal information and can request the correction, deletion, or addition of information that is not accurate, complete, or up-to-date.

For more information on the confidentiality of student information, refer to the College's Academic Policy, Section 11 or contact the College's Chief Privacy Officer.



Contact Information

NSCC Admissions

PO Box 220
Halifax NS B3J 2M4
admissions@nsc.ca
nsc.ca

Phone

1-866-679-6722 (toll-free)
902-491-4911 (Metro Halifax)

Fax

1-866-329-6722 (toll-free)
902-491-3514 (Metro Halifax)

TTY

1-866-288-7034 (toll-free)
902-491-5509 (Metro Halifax)
Deaf and Hard of hearing

Updated September 2014