

September 10, 2018

## LETTER OF ACCEPTANCE

TO WHOM IT MAY CONCERN:

RE: Student Name: Gurpreet Singh  
Citizenship: India  
Date of Birth: January 26, 1996  
Gender: Male  
VIU Student ID: 656965480  
Program: Graduate Certificate in Business  
Internship/Co-op: N/A  
DLI #: O19395299688

The above-listed student has been accepted at Vancouver Island University for the study period of January 4, 2019 to December 31, 2019. The program of studies will be Graduate Certificate in Business.

All students attend full-time, which consists of a minimum 9 credit hours of formal study per week.

International students accepted to study an academic program at Vancouver Island University have met the following requirements:

- VIU English entrance requirements
- Academic program admission requirements
- Paid the first installment fees

**The deposit of academic fees has been paid.** Note that books, supplies, living expenses and accommodation are the responsibility of the student.

Students must attend the first day of class.

Sincerely,



Lora Cai, Admissions & Registration Officer  
International Education

September 10, 2018

**Student Name:** Gurpreet Singh  
**VIU Student ID:** 656965480  
**Date of Birth:** January 26, 1996  
**Email:** gurpreet26singh96@gmail.com  
**Start Date:** January 4, 2019  
**Program Length:** one-year (estimated)  
**DLI #:** O19395299688

Dear Gurpreet:

Congratulations on your acceptance to Vancouver Island University (VIU)! At VIU we highly value the contributions of our students who come from Canada and more than 40 countries around the world.

Your full-time program of studies will be Graduate Certificate in Business. This is a post-degree certificate program and can be completed within a one-year period of study. We look forward to welcoming you and having you join us in the Spring 2019 semester.

**Condition of Acceptance:**

Full acceptance is subject to the submission of your final official university transcripts (original language and certified translation to English). Official documents or notarized copies must be delivered to VIU, by mail or courier, no later than December 15, 2018 or your admission will be revoked. In the event that any discrepancy exists, VIU will use the official documents to reassess your eligibility for admission.

All students attend full time studies and are expected to report on the first day of class. Students in the academic program attend a minimum of 9 credit hours of formal classes per week. The program completion dates will vary depending on your progress in your studies; as well as your possessing or achieving the necessary academic program/course prerequisites.

**Two installments of fees have been paid** (See the updated payment schedule on Page.3). The cost of books, supplies, living expenses and accommodation are the responsibility of the student and fees are subject to change without notice.

If you have any questions about our university, or need to defer your program start, please contact our office by email at [study@viu.ca](mailto:study@viu.ca). We wish you much success in your studies at Vancouver Island University!

Sincerely,



Lora Cai, Admissions & Registration Officer  
September 10, 2018

## PAYMENT SCHEDULE

**Student Name:** Gurpreet Singh  
**VIU Student ID:** 656965480  
**Date of Birth:** January 26, 1996  
**Program:** Graduate Certificate in Business  
**Start Date:** January 4, 2019

**All fees are quoted in Canadian dollars and are subject to change without prior notice.**

Payment	Amount	Due Date
Application Fee	\$ 150.00	PAID
First GCIB Tuition Installment (Includes Student Activity and Student Union Fees)	\$ 10,203.18	PAID
Second GCIB Tuition Installment (Includes Student Activity and Student Union Fees)	\$ 10,203.18	PAID
Basic Medical Insurance (Valid for first 4 months. Visit <a href="http://international.viu.ca/medical-academic">international.viu.ca/medical-academic</a> for more information)	\$ 249.50	PAID
Extended Health and Dental Plan (This is not basic medical insurance; charged annually)	\$ 275.00	PAID

*\$200.00 late fee will be charged if tuition is not paid by the corresponding dates.  
 Extra fees for medical, textbooks, supplies, and living expenses are not included in the total tuition figures above.*



# Congratulations!

## Your next steps to becoming a student at VIU...

### 1. Apply for your Study Permit (and other government travel documents)

All international students studying in Canada in programs of 6 months or longer need to have a Study Permit. Use the attached Letter of Acceptance (LOA) to apply for your [study permit](#) from the nearest Canadian Embassy, Consulate or High Commission. In addition you will need either a Temporary Resident Visa or an Electronic Travel Authorization. [Click here](#) to learn which document is required for citizens from your country. If your program has an internship or work practicum, (see Box 24 on your LOA) you also must apply for a [co-op work permit](#) with the same application. Visit [VIU immigration information](#) or [Immigration, Refugees and Citizenship Canada](#) for more information.

### 2. Begin your Pre-arrival “Course” and Sign up for Smooth Sailing; International Student Orientation (ISO)

Join *International Ready, Set, Go – Launchpad to Success at VIU* the online pre-arrival program for International Students at VIU. This program will help you learn what you need to do to prepare you for your arrival in Canada and to get ready for your studies at VIU. Plan time to review this information before you arrive at VIU. [Click here to find out more about how to use this tool](#). Read more [pre-arrival information](#) here.

Sign up for International Student Orientation (ISO) on **Saturday, August 25, 2018**. All international students – regardless of program – are expected to join. Click here for more info: [Smooth Sailing: International Student Orientation](#).

### 3. Prepare your academic plan

Start to prepare for course registration (selection). Review the [web-registration tutorial](#) and learn how to enroll in courses. If you want further help, and are in Nanaimo already, you can attend one of the in-person [Course Selection and Registration sessions](#). If you wish to consult an Advisor from afar, please email [advising.international@viu.ca](mailto:advising.international@viu.ca). **Important:** Watch your email for more information about your registration date and time! Registration for Fall and Spring semesters begins in **May**. (Note: For certain programs such as Hospitality, Tourism, Design and others, you may notice that you have already been assigned courses prior to semester start up. Please don't drop your enrollment from these classes!)

### 4. Explore your housing options

Now is the time to think about where you want to live. Apply early if you wish to live in residence [on campus](#) (**before May 1 for Fall Semester**) or in the community in a [homestay](#) arrangement (**at least 2-3 months in advance of your program start**). Information on off-campus housing options can be found: [Off-Campus Housing](#).

### 5. Send your official/original documents

All students coming to VIU must supply us with official academic documents and transcripts – which become property of the university and **will not be returned**. If you have not already done so, please send your official final high school and post-secondary transcripts to: International Admissions, Vancouver Island University, 900 Fifth Street, Nanaimo BC Canada V9R 5S5

### 6. Apply for Transfer Credit

If you have academic credits from a previous post-secondary program or International Baccalaureate (IB) program you [may](#) be able to transfer credits to VIU. If you would like recognition/credit for in your undergraduate program at VIU, apply for [transfer credit](#) by completing the online form and by providing course outlines and original documents to international admissions. Contact us at [study@viu.ca](mailto:study@viu.ca) if you have questions.

### 7. Learn about Medical/ Health Insurance Coverage at VIU

Read up on your [medical insurance programs](#) at VIU. [Guard.me](#) is our new medical insurance provider for international students. Check out [Guard.me](#) 's website to understand more.

### 8. Let's be friends - Add us to your “safe sender” list, Join us on Facebook

Don't miss any important updates or information – be sure to add “@viu.ca” to your email safe sender list! Follow us on social media (@worldviuiss) and watch for updates on Facebook, Twitter and Instagram.

### 9. Contact us if you need to defer your start date (or cancel your program)

If for any reason you need to change when you start your program at VIU, or you haven't been successful in obtaining a visa and wish to cancel or defer your enrollment, please contact us right away at: [Study@viu.ca](mailto:Study@viu.ca). Click here for more information on [VIU International Tuition Fee Deferral and Refund Policy](#).

**We look forward to welcoming you to VIU!**