

November 29, 2019  
BVC Student ID: 418832

Dear Lnu, Ravneet Kaur:

Congratulations! You have been accepted to the Bow Valley College Hospital Unit Clerk Certificate program starting May 4, 2020. **Please read all next steps carefully.**

**THIS IS AN OFFER OF ADMISSION, NOT AN OFFICIAL LETTER OF ACCEPTANCE**

**STEP 1: STUDY PERMIT – Check Processing Times**

It is important to apply for a Study Permit before the submission deadline and within the processing times posted on the Immigration, Refugees, and Citizenship Canada (IRCC) website at <http://www.cic.gc.ca/english/information/times/temp.asp>. Remember to add 2-3 weeks to the application processing time for transit between the Visa Application Centre and IRCC office.

Please email [international@bowvalleycollege.ca](mailto:international@bowvalleycollege.ca) to decline the seat if there is not enough time to apply for a study permit before Bow Valley College's submission deadline. **We cannot refund or adjust your admission to the next start date if your visa does not arrive in time.**

Deadlines and refund information is found in the **"Learner Account Policy regarding Cancellations and Refunds"** on the documents page of the website at <https://bowvalleycollege.ca/schools/international-education/documents>. Please read this document before confirming your seat.

**STEP 2: MyBVC ACCOUNT – Update Your Personal Information**

Your MyBVC account login has been sent to the email address listed on your application. If you did not receive this email, reset your password at <https://account.mybvc.ca/PasswordReset.aspx>

Only **ONE** Letter of Acceptance is issued, which uses the exact information submitted in your application. Log in to your MyBVC account **BEFORE** paying your Confirmation Fee to ensure the information for your Letter of Acceptance will be correct.

In your MyBVC account, select "Registration" and then "Change Address" from the drop-down menu:

- **Personal Information** – This should be the legal name in your passport. If it is incorrect, email a copy of your passport and we can update it for you.
- **Contact Information** – This is where you currently live and will apply for a study permit from. If this is incorrect, please enter the correct information and click "Update Contact Information".

**STEP 3: CONFIRM YOUR SEAT – Pay the Confirmation Fee**

If you updated your personal information, reviewed the IRCC site and study permit submission deadline, and you are prepared to confirm your seat, please pay the \$1,500 CAD non-refundable, non-transferable confirmation fee **before 1:00 pm (MST) on December 19, 2019**. If we do not receive proof of payment before the deadline, your application will be closed and the seat offered to the next applicant.

A **"Payment Options"** document can also be found on the documents page of the website at <https://bowvalleycollege.ca/student-resources/financial-services/paying-your-fees>. Since bank transfers take longer to process, a transfer receipt is acceptable as proof of payment but you must submit it before the deadline.

This \$1500 CAD confirmation fee will be deducted from your first term's tuition and fees. The remaining balance for the first term will be visible in your Statement of Account after individual course registrations.

Estimated tuition and fees are available on the website at <https://bowvalleycollege.ca/admissions/tuition-and-fees>. Simply scroll down the list to find your program. Fee deadlines are listed with other general important dates on the website at [www.bowvalleycollege.ca/importantdates](http://www.bowvalleycollege.ca/importantdates)

Additional important dates specifically for international learners are located at <https://bowvalleycollege.ca/schools/international-education/prospective-international-learners/important-dates-for-international-learners>.

**STEP 4: LETTER OF ACCEPTANCE – Access your MyBVC Email**

The official Letter of Acceptance will be issued electronically 2-3 business days after your Confirmation Fee payment has been processed and will be issued **only to your MyBVC EMAIL, [r.lnu832@mybvc.ca](mailto:r.lnu832@mybvc.ca)**

We look forward to welcoming you to Bow Valley College. If you have any questions, please send your reply to [international@bowvalleycollege.ca](mailto:international@bowvalleycollege.ca).

Sincerely,

**Bow Valley College – International Education Department**

345 - 6 Avenue SE Calgary AB T2G 4V1

Ph: +1-403-410-3476

E: [international@bowvalleycollege.ca](mailto:international@bowvalleycollege.ca)

W: [international.bowvalleycollege.ca](http://international.bowvalleycollege.ca)