

299 Doon Valley Dr.
Kitchener, Ontario N2G 4M4**CONESTOGA COLLEGE INTERNATIONAL EDUCATION OFFICE****Date:** May 18, 2020Harjot Singh
Village Salar
Distt Sangrur , Punjab
148022, India**Student Number:** 8729594

Dear Harjot Singh

Congratulations on your full-time acceptance to Conestoga College. Your letter of acceptance can be used to apply for your study permit at the [Canadian Embassy](#) or Canadian High Commission in your country. As it can often take several weeks to process your study permit, please apply as soon as possible.

Please also be sure to visit our [International Scholarship website](#) for scholarship opportunities.

B.Y.O.D. – Bring Your Own Device

Some programs require you to bring your own device. It is your responsibility to ensure that you bring the appropriate device for your program. Please visit the [Conestoga College website](#) to verify if your intended program requires you to bring your own device.

Students accepted to a program that includes a practicum within the School of Health and Life Sciences

must complete mandatory health and safety requirements to be eligible for work-integrated learning experiences (WIL). These prerequisites are required by legislation and WIL agencies for all persons working in this sector. To locate information on your WIL Document Requirements, please visit our myConestoga webpage at www.myconestoga.ca:

Login ID: WILdocumentforms**Password:** International2

Your WIL document requirements must be completed prior to attending any WIL experience.

Please contact WIL Document Services at WILdocumentservices@conestogac.on.ca or 519-748-5220 ext. 3101 should you have any questions.

Information regarding **mandatory program and international students' orientations** will be sent to you approximately 8 weeks before your program start date. **These mandatory events will be held prior to the first day of classes.** Please plan your arrival date accordingly.

Note: International students who have been accepted to a program with a co-op placement, an internship or an unpaid field education component, even if the activity is paid or unpaid, on or off campus, or full-time or part-time are required to have a co-op work permit. This information is provided on your letter of acceptance. There is no cost to apply for this permit. The work permit required for co-op placements, internships or unpaid field education can only be used for activities assigned as part of your program of study. It is your responsibility to ensure you have the proper authorization.

For up-to-date information, and to apply on-line for a co-op work permit, please visit [Citizenship and Immigration Canada \(CIC\)](#). Should you have any questions regarding this process, please contact an International Student Advisor in the International Office at internationaloffice@conestogac.on.ca.

We look forward to welcoming you to Canada and Conestoga College.

Best wishes,

Anita Couto
Director, International Enrolment and Operations
Conestoga College

Conestoga College: Letter of Acceptance

Date of Issue: May 18, 2020



INTERNATIONAL 

PERSONAL INFORMATION

| | |
|---|--|
| Family Name: Singh | CAQ: No |
| Given Name: Harjot | Student's Full Mailing Address: Village Salar Distt Sangrur , Punjab 148022, India |
| Date of Birth: November 18, 2001 | |
| Student ID #: 8729594 | Referring Agent (if applicable): Sia Immigration Solutions Inc. |

INSTITUTIONAL INFORMATION

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|---|--|
| Full Name and Address of Institution: Conestoga College 299 Doon Valley Dr. Kitchener, Ontario N2G 4M4, Canada Phone: +1 519 748 5220 X3556 | Type of School/Institution: Public Website and Email Address: http://www.conestogac.on.ca internationaladmissions@conestogac.on.ca |
| | Designated Learning Institution #: O19376158572 |

PROGRAM INFORMATION

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|--|---|
| Program Status: Full-Time Program of Study: Office Administration - Executive (1096) Credential: Ontario College Diploma Campus: Guelph Campus Program Length: 2 Academic Year(s) (Periods Of 8 Months) Level of Study: Level 1 First Day of Classes: September 08, 2020 Estimated End Date: April 23, 2022 | Hours of Instruction: 24 (estimated) Exchange Program: No Internship/Work practicum: Unpaid Field Placement Required Length of Internship (hours): 90 (estimated) Work Terms: 1 terms Field of Work: Unknown <small>Note: you are required to apply for a co-op work permit at the same time that you apply for your study permit, using the letter included with your acceptance letter. A co-op work permit is mandatory for students to begin any unpaid/paid placement or co-op work terms.</small> |
| Estimated tuition fee for the first academic year of the program (8) months of study: \$15,852.01, Cdn Estimated tuition fee for the first semester of the program (4) months of study: \$8,402.00, Cdn Tuition varies by program. Please check the Conestoga College website for exact fees. Please Note: This program cannot guarantee late arrivals. Please plan to attend your orientation and begin your studies on the first day of classes. | Scholarship/Teaching Assistantship/Other Financial Aid: No This letter of acceptance replaces all previous offers issued and will expire unless: <ul style="list-style-type: none">• A \$1500.00 tuition deposit is received by the College on or before: June 15, 2020• The balance of the first semester tuition fees are paid and received by: June 30, 2020• Proof of study permit authorization/approval letter along with proof of co-op work permit authorization/application is uploaded to the Ontariocolleges.ca International Application. <small>Note: If the above payments are not received by the college before the dates listed above, you may not be eligible for the program.</small> |
| Conditions of Acceptance: <ul style="list-style-type: none">• N/A | |

Signature and name of institution representative:
Anita Couto, Director, International Enrolment and Operations

May 18, 2020

Designated Learning Institution No.: O19376158572

RE: Harjot Singh
Student ID #8729594
Date of Birth: November 18, 2001

To Whom It May Concern,

This is to confirm that the above named student has been accepted into the following program that has a Co-op Required/Co-op Optional/Internship/Unpaid Field Placement component.

You must present this letter with your Letter of Acceptance to the Canadian Border Services Agent upon your first entrance to Canada.

PROGRAM NAME: Office Administration - Executive (1096), Guelph Campus

PROGRAM START DATE: September 08, 2020

PROGRAM COMPLETION DATE: April 23, 2022

As part of acceptance into this program, the student must complete the following practical experience. Since the work term(s) are an integral part of the program, they must be completed in order to graduate.

TOTAL NUMBER OF HOURS: 90

TOTAL NUMBER OF WORK TERMS: 1 terms

TYPE OF PRACTICAL EXPERIENCE: Unpaid Field Placement Required

Due to work permit processing times and tight timelines upon acceptance into this program, **a co-op work permit is required at this time** to meet the above requirement should the opportunity for the student become available.

Please contact the Conestoga College International Office at internationaladmissions@conestogac.on.ca should you require any additional information.

Sincerely,



Anita Couto
Director, International Enrolment and Operations
Conestoga College

INFORMATION FOR STUDENTS

Payment of Tuition

A complete list of payment options can be found on the Conestoga International website at:

<https://international.conestogac.on.ca/how-to-apply/international-fees.htm>.

A complete guide to the Refund and Withdrawal Policy can be found on the Conestoga International website at:

<https://international.conestogac.on.ca/how-to-apply/international-fees.htm#refund>.

Advanced Standing/Credit Transfer

If you wish to have consideration for advanced standing/credit transfer based on your previous studies, you must begin the process after you receive your letter of acceptance and BEFORE you arrive in Canada. Review for Advanced Standing/Credit Transfer cannot be done during the start of a new semester. Individual credit transfers may be requested if you believe you have completed an equivalent course (or more) at another post-secondary institution.

To request a credit transfer, please submit the following three components:

1. **Completed [Credit Transfer Request Form](#)**
2. **An official transcript from your previous post-secondary institution(s)**
Note: Transcripts must be in an envelope sealed by the sending institution. Opened copies, as well as those that have been photocopied/printed/scanned, cannot be accepted. International transcripts must be formally assessed by an agency like ICAS or WES; we would require an official copy of the assessment.
3. **Course outline(s) for the course(s) you previously completed and are using as the basis for exemption.**
Note: Course outlines must include: course title, number/code, description, learning objectives, topics covered, textbook(s) used, assignments, evaluation scheme, etc. The outline should reflect the semester in which you successfully completed the course. (i.e. Same Academic year)

Requests are forwarded to the Academic Team for review and students are notified of the decision(s) through email.

The Credit Transfer Request Form and corresponding outlines may be submitted via [email](#). If you do not have an official, sealed transcript (as described above), please request your previous institution(s) to mail one to: CreditTransfer@conestogac.on.ca

Please review the [Advanced Standing and Credit Transfer Policy](#):

<http://www.conestogac.on.ca/credit-transfer/transfer.jsp>

Before you leave to come to Canada

<https://international.conestogac.on.ca/student-support/index.htm>

1. **Arrange for Housing** - various options available to you.
2. **Airport transfer** - you may make your airport pick-up reservation.
3. **Health insurance** - the College mandatory health insurance will cover you from the first day of class. Be sure you are adequately covered with alternate insurance until that date.

Remember: It is up to you to make your own housing and airport pick-up arrangements. If you need additional help, please contact the International Education Office at internationaloffice@conestogac.on.ca.

Arrival and Orientation

The International Student Services department can provide you with valuable information regarding arrival and orientation. Please email internationaloffice@conestogac.on.ca.

Other Relevant Information:

If you have been accepted to both English for Academic Studies and a diploma/degree program, your admission to the diploma program is based on successful completion of English for Academic Studies. Students entering degree/post graduate/Nursing programs must achieve an overall grade average of 80% with no grade less than 75% in Level 4 of EAS.