

November 7, 2023

Md Rezoan Farhan  
301-8680 Montcalm Street  
Vancouver, BC  
CAN V6P 4P8  
[mdrezoanfarhan1577930@applystudents.com](mailto:mdrezoanfarhan1577930@applystudents.com)

CNA Student #: 20200562

### LETTER OF ACCEPTANCE

Dear Md Rezoan:

Congratulations! I am pleased to inform you that you have been accepted to attend College of the North Atlantic's Strategic Leadership & Project Management (Year 1, Semester 1) program offered at our Prince Philip Drive campus starting in the Winter 2024 semester.

To meet the conditions of your acceptance, please note the following:

1. You **must** pay \$4,084 CAD (\$3,985 tuition for the first semester and a \$99 non-refundable confirmation fee) by **November 21, 2023**. If payment is not received by this date, your acceptance will be cancelled, the application withdrawn, and the seat will be offered to another eligible applicant.
2. You **must** complete online registration during the dates set out by the College. For students in programs with waitlists, failure to complete online registration will result in the cancellation of your acceptance and your application withdrawn, with your seat in the program being offered to another applicant."

An online registration timetable and other important information pertaining to your program will be e-mailed to you at a later date. In order to prevent any delays in communications, please notify us of any changes to your mailing address, email or phone number(s).

Please note that all fees are subject to change. All College programs are subject to cancellation if enrollments are not sufficient. Programs and courses are subject to change without notice.

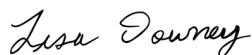
All students who are accepted to CNA (domestic and international) must be aware that **should there be a government-issued public advisory, there may be an adjustment in the required supporting documentation for entrance into a program**. The college reserves the right to modify these requirements under the direction of a Public Advisory. If there are additional requirements, further directions on the submission process will be provided to those accepted.

As a result of the COVID-19 global pandemic many countries are restricting travel. Please ensure you stay up to date with current travel restrictions that may impact your studies.

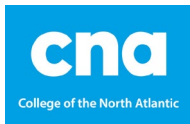
The College of the North Atlantic looks forward to welcoming you as a student. For any additional information regarding programs, campuses and student services, please visit the College website at [www.cna.nl.ca](http://www.cna.nl.ca). If you have any questions or concerns, please do not hesitate to contact us at [internationaladmissions@cna.nl.ca](mailto:internationaladmissions@cna.nl.ca).

**Please see second page for detailed information regarding your acceptance for Winter 2024.**

Yours truly,



Lisa Downey  
Registrar



**LETTER OF ACCEPTANCE (Details Required for IRCC)**

**Issued November 7, 2023**

**PERSONAL INFORMATION**

**GIVEN NAME(S):** Md Rezoan **FAMILY NAME:** Farhan

**DATE OF BIRTH:** September 21, 1999

**STUDENT ID NUMBER:** 20200562

**STUDENT'S FULL MAILING ADDRESS:**

301-8680 Montcalm Street, Vancouver, BC, CAN, V6P 4P8

**INSTITUTIONAL INFORMATION**

**COLLEGE OF THE NORTH ATLANTIC**

P.O. Box 5400  
Stephenville, NL  
Canada A2N 2Z6

Tel: 709-643-0827  
Fax: 709-643-7959  
E-Mail: registrar@cna.nl.ca  
Website: www.cna.nl.ca

**DESIGNATED LEARNING INSTITUTION NUMBER:** O19441088976

**TYPE OF SCHOOL:** Public

**TYPE OF TRAINING PROGRAM:** Academic

**PRIMARY CONTACT:** Lisa Downey, Registrar  
Telephone: 709-643-0827  
Email: lisa.downey@cna.nl.ca

**PROGRAM INFORMATION**

**PROGRAM OF STUDY:** Strategic Leadership & Project Management (Year 1, Semester 1)

**CAMPUS:** Prince Philip Drive

**PROGRAM START DATE:** January 2, 2024

**PROGRAM END DATE:** December 19, 2025

**INTERNSHIP/WORK TERM:** Yes - Unpaid

**DATES OF WORK TERM:** 7 week work placement September - December 2025

**ACADEMIC STATUS:** Full-time

**HOURS OF INSTRUCTION:** 30 hours per week

**LEVEL OF STUDY:** Post Diploma

**DELIVERY METHOD:** On Campus

**EXPIRATION OF ACCEPTANCE:** January 2, 2024

**ESTIMATED FEES:**

YEAR 1 Tuition = \$9,963; Compulsory Fees = \$579; Books = \$1,511; Health & Dental = \$550

YEAR 2 Tuition = \$9,963; Compulsory Fees = \$579; Books = \$1,511; Health & Dental = \$550

**CONDITIONS OF ACCEPTANCE:**

- Student must pay \$4,084 (first semester tuition & non-refundable confirmation fee) by **November 21, 2023**.
- Student must complete online registration during the dates set out by the College. For students in programs with waitlists, failure to complete online registration will result in the cancellation of the acceptance and the application being withdrawn.
- Student must submit approval of valid study permit issued by Canada Immigration by December 15, 2023
- Student must submit a work permit issued by Canada Immigration prior to work term/placement (if applicable)

Lisa Downey  
Registrar

Dear Student:

Congratulations on your acceptance to College of the North Atlantic!

Below are a few important notes regarding your acceptance.

- Payment of \$4,084 **CAD** (tuition for the first semester and the non-refundable confirmation fee) must be made by the deadline stated on your letter of acceptance. If payment is not received by that date, your application will be withdrawn, and the seat offered to another eligible applicant.
- College of the North Atlantic has partnered with *PayMyTuition* for international payments. All payments, unless otherwise noted, can be paid via *PayMyTuition* – which will allow you to pay from any bank, in any country in any currency at better than bank exchange rates. *PayMyTuition* is fast, simple, and cost effective. Click [here](#) to make your international payment.
- If payment is being made from within Canada, please E-Mail [International Admissions](#) for domestic payment options.
- When you receive your visa approval, please e-mail proof of approval to [International Admissions](#). If proof of approval is not submitted by the deadline stated on your letter of acceptance, you will not be enrolled in your program.
- You **must** provide your original study permit/other valid immigration document, and any other necessary documents required as a condition of your acceptance (eg. transcripts, etc.) on or before the date noted on your letter of acceptance.
- Payment of compulsory fees, health and dental fees, and purchase of books must be made at the beginning of each semester.

You can check the IRCC website at [HERE](#) for detailed information on study permit applications, application times, questions regarding working while studying, etc.

Please feel free to contact [International Admissions](#) should you have any questions.

We look forward to seeing you in January!

## Student Account Access

### Student Services Login

Go to the CNA website [www.cna.nl.ca](http://www.cna.nl.ca)

- **My CNA > Get Started > Student Self Service > Login to Student Services**

#### Login Information:

- **User name** = enter the CNA ID (noted on top right of acceptance letter)
- **Password**
  - Password = 'temporary password' sent to your personal email in a previous message from [NOREPLY@cna.nl.ca](mailto:NOREPLY@cna.nl.ca) with the subject "CNA Student Network Account"
  - Previously logged in? Password = previous password used  
If the College network was accessed in the past 180 days, the password will be whatever it was set to at that time; if the password has been forgotten, refer to **Password Reset** instructions below

If experiencing difficulties with the Login process, email the Help Desk at:

[SSHeldesk@cna.nl.ca](mailto:SSHeldesk@cna.nl.ca)

### Password Reset

Go to the CNA website [www.cna.nl.ca](http://www.cna.nl.ca)

- **My CNA → Get Started → Reset Your Password**
- Follow the on-screen instructions to complete the reset process.

If experiencing difficulties with the Password Reset process, email the Help Desk at

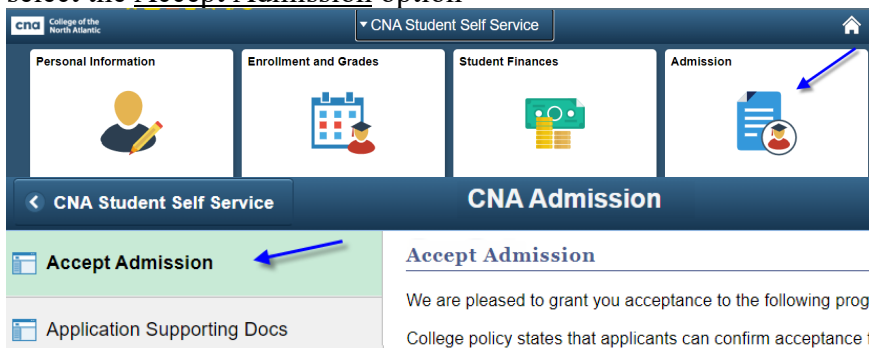
[SSHeldesk@cna.nl.ca](mailto:SSHeldesk@cna.nl.ca)

# Accept Admission - International

## ACCEPT the seat

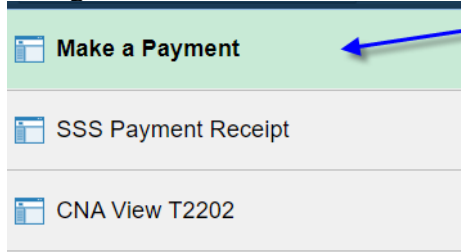
This document outlines the steps for international applicants, who have been offered an acceptance, to **Accept** the offered seat using the Accept Admission option via Self Service.

**NOTE:** College policy states that applicants can confirm acceptance for ONE program only within an academic year (Sept – Aug).

Step	Details																
1	<p>Log into Self Service <a href="https://ps-web1.cna.nl.ca/psp/CSPROD/?cmd=login&amp;languageCd=ENG&amp;">https://ps-web1.cna.nl.ca/psp/CSPROD/?cmd=login&amp;languageCd=ENG&amp;</a> go to the ‘Admission’ tile and select the <u>Accept Admission</u> option</p> 																
2	<p>The displayed page will contain instructions on the Accept Admission process; it will also list the program(s) for which a seat has been offered in a grid</p> <p><u>Accept Admission</u></p> <p>We are pleased to grant you acceptance to the following program(s).</p> <p>College policy states that applicants can confirm acceptance for ONE program only within an academic year (Sept – Aug).</p> <p><u>To Accept the seat.</u> If you are accepting a seat for a program where the confirmation fee is applicable (refer to <b>Confirmation Fee Required</b> column in the grid below), this fee must be paid prior to completing acceptance, proceed to Step 1</p> <p>Fall/Winter - Confirmation Fee is \$3894 Spring – Confirmation Fee is \$1997 (some programs may require \$3894 payment)</p> <p>If you are accepting a seat for a program where the confirmation fee is not applicable (refer to <b>Confirmation Fee Required</b> column in the grid below), proceed to Step 2.</p> <p>Step 1:</p> <p>Navigate to the <u>Make a Payment</u> page found under the <b>Student Finances</b> tile. At the end of the payment process, an electronic receipt is displayed (and emailed) - it will contain an <b>Author #</b> which is required to complete this acceptance process. <b>Please Note:</b> payments from outside Canada, must be made using the <b>Pay My Tuition</b> option; there is a 1-3 day processing time before an <b>official</b> payment receipt from the College will be received. This receipt will contain a <b>Receipt #</b> which is required to complete this acceptance process.</p> <p>Once the official electronic receipt from the College is received, return to this page to finish the process.</p> <p>Step 2:</p> <p>Click the <b>Accept/Decline</b> button for the applicable program, then select <b>I ACCEPT ADMISSION</b> and follow the on-screen instructions.</p> <p><u>To Decline the seat.</u> Click the <b>Accept/Decline</b> button for the applicable program, then select <b>I DECLINE ADMISSION</b> and follow the on-screen instructions.</p> <p><b>NOTE:</b> Once you accept or decline admission to a particular program, it will no longer appear on this page.</p> <p>Select the program you would like to accept or decline.</p> <table><tr><th>Academic Year</th><th>Term</th><th>Application Number</th><th>Program</th><th>Campus</th><th>Primary/Secondary Choice</th><th>Confirmation Fee Required</th><th>ACCEPT/DECLINE</th></tr><tr><td>2022</td><td>Fall 2022</td><td>002-XXXX</td><td>Geographic Information Systems</td><td>Corner Brook Campus</td><td></td><td>Y</td><td><a href="#">ACCEPT/DECLINE</a></td></tr></table> <p><b>**IMPORTANT**</b> If the <b>Confirmation Fee Required</b> column in the grid displays:</p> <ul style="list-style-type: none"><li>➤ ‘Y’ for the program being accepted → proceed to Step 3 in this document</li><li>➤ ‘N’ for the program being accepted → proceed to Step 4 in this document</li></ul>	Academic Year	Term	Application Number	Program	Campus	Primary/Secondary Choice	Confirmation Fee Required	ACCEPT/DECLINE	2022	Fall 2022	002-XXXX	Geographic Information Systems	Corner Brook Campus		Y	<a href="#">ACCEPT/DECLINE</a>
Academic Year	Term	Application Number	Program	Campus	Primary/Secondary Choice	Confirmation Fee Required	ACCEPT/DECLINE										
2022	Fall 2022	002-XXXX	Geographic Information Systems	Corner Brook Campus		Y	<a href="#">ACCEPT/DECLINE</a>										

3 When accepting a seat for a program where the **Confirmation Fee Required** column in the grid displays a 'Y', the payment must be completed first before proceeding to the next step

- Navigate to the 'Student Finances' tile and select the Make a Payment option



- Follow the on-screen instructions to pay the required Confirmation fee

**Payment Options:**

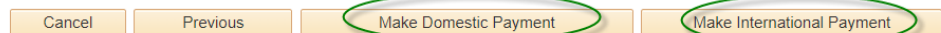
- Domestic Payment → if payment is made using this option, an electronic receipt is displayed (and emailed) once the transaction is finalized; this receipt will contain an **Author #** which can be used to complete the process to accept the seat
- International Payment (payments outside of Canada) → if payment is made using this option, there is a 1-3 day processing time before an official payment receipt from the College will be received. This receipt will contain a **Receipt #** which can be used to complete the process to accept the seat

[Make a Payment](#)

[Confirm Payment](#)



Your payment of **\$1,000.00 CAD** will be collected through our secure third party payment provider.



- Navigate back to the 'Admission' tile and select the Accept Admission option

4 Review the grid on the page, select the Accept/Decline link for the program being 'accepted'

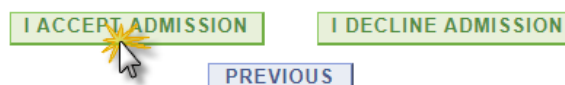


5 Click the **I ACCEPT ADMISSION** button

**Accept Admission**

<b>Institution</b>	College of the North Atlantic	<b>Career</b>	Credit
<b>Admit Term</b>	Fall 2022	<b>Program</b>	Business Admin-Accounting
<b>Application Number</b>	00: [REDACTED]		Business Admin-Accounting
		<b>Campus</b>	Corner Brook Campus

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.



- 6 If the **Confirmation Fee** is applicable to the program:
- Enter the **Author #** or **Receipt #** (noted on the payment receipt from step 2) and press the **CONFIRM ACCEPTANCE** button

If you intend to accept admission into the above program please enter the authorization code (Author # or Receipt #) that appears on your receipt that was emailed to you confirming payment.

Author #/Receipt #

CONFIRM ACCEPTANCE

PREVIOUS

### Receipt Samples:

#### Domestic Payment Sample Receipt

```

===== TRANSACTION RECORD =====
College of the North Atlantic DEMO0123
1234 Demo Street
Vancouver, BC V6B 4X2
Canada

TYPE: Purchase

ACCT: Visa $ 3,894.00 CAD

CARD NUMBER : #####1111
DATE/TIME : 19 Jul 22 11:53:30
REFERENCE # : 001 002121 M
AUTHOR. # : ET173678
TRANS. REF. : 000000092732

Approved - Thank You 000
  
```

#### International Payment Sample Receipt

**cna**

**Official Receipt**

Transaction Date: Mar 11, 2022 16:50:19

Receipt No: 773678

Name: [Redacted]

Reference: I-32 [Redacted]

Register: PMT

College of the North Atlantic  
P.O. Box 5400  
Stephenville  
Newfoundland & Labrador  
A2N 2Z6

HST# 106954019RT0001

If the **Confirmed Fee** is not applicable to the program, press the **CONFIRM ACCEPTANCE** button

CONFIRM ACCEPTANCE

PREVIOUS

- 7 A message will display to confirm the process was completed successfully
- [Accept Admission](#)

We are pleased that you have accepted admission for this program, and look forward to welcoming you! Please contact Student Services or [SSHeldesk@cna.nl.ca](mailto:SSHeldesk@cna.nl.ca) should you need any further assistance.

- 8 Press the 'home' icon to return to the main Self Service page



## Final Offer Letter

ApplyProof date / date de ApplyProof: November 9th, 2023 / 9 novembre 2023

Verify Document

Vérifier le document

### HOW TO VERIFY DOCUMENT / COMMENT VÉRIFIER LE DOCUMENT

EN

To verify this document, click the button on the top right or go to [applyproof.com](https://applyproof.com) and enter the **ApplyProof Code** and **Passcode**

Or copy the link into your browser:  
[applyproof.com/A3916608](https://applyproof.com/A3916608)

**APPLYPROOF CODE**  
**A391 6608**

FR

Pour vérifier ce document, cliquez sur le bouton en haut à droite ou allez sur [applyproof.com](https://applyproof.com) et entrez le **Code ApplyProof** et le **Passcode**

Ou vous pouvez aussi copier ce lien dans votre navigateur:  
[applyproof.com/fr/A3916608](https://applyproof.com/fr/A3916608)

**PASSCODE**  
**1999/09/21**

Have more questions? Visit our [FAQ page](#). / Vous avez d'autres questions? Visitez notre [page FAQ](#).