



Application for Admission

Law Enforcement Studies Diploma

APPLICATION FEE: A \$75.00 non-refundable fee is charged for applications.

All dates and fees are subject to change without notice. Applications are accepted on an ongoing basis (but before the start of classes), subject to space availability.

- **STEP 1**

Fill in the application form completely and accurately. Include supporting documents and applicable non-refundable fees. Applications received without *appropriate documentation and fees will not be processed. **All documentation filed in support of this application becomes the property of the Justice Institute of BC and will not be returned or photocopied.**

**Appropriate documentation includes:*

1. Documentation confirming Canadian Citizen or Permanent Resident status, or a valid Study Permit for international students;
2. Proof of completion of Grade 12 (or recognized equivalent) with a C or above in English 12.
3. Completion of a Criminal Record Check showing no convictions for any violent criminal offense that would cause the student to have a current firearms prohibition and no outstanding criminal charges;¹
4. A valid Drivers License;
5. If English is not the first language of the applicant, submission of a TOEFL evaluation showing a score of 220 or greater (if computer-based), 560 or greater (if paper-based), 83 or greater (if internet-based), or equivalent demonstration of proficiency in the English language;
6. An essay of 250 words outlining the reasons why the student wishes to be a student in the Law Enforcement Studies Diploma program submitted with the application;
7. Completion of a PAR-Q evaluation (a physical readiness questionnaire) with results acceptable to the Institute;
8. Three letters of reference from non-family members.

¹ A Criminal Record Check is required because some course content may be sensitive or privileged and the students will have access to firearms for a portion of their education. In addition, students normally require a clear criminal record prior to employment in any law enforcement or regulatory agency.

- **STEP 2**

Bring the completed application package to the Registration Office or mail to:

Registration Office
Justice Institute of BC
715 McBride Boulevard
New Westminster, BC
V3L 5T4 Canada

NOTE:

- Official notification of application status will be sent to you by mail. Therefore, it is important that you notify the JIBC of any address change by mail, e-mail or phone at: register@jibc.ca or 604.528.5590
- The JIBC wants our students to succeed. If you have learning, emotional or physical challenges that may impact on your success as a student, it is in your best interest to work with the Disability Counsellor to ensure that you have the necessary supports to be successful. To contact the Disability Counsellor, email: disability@jibc.ca or phone 604.528.5884. Confidentiality is assured.

PREVIOUS POST-SECONDARY EDUCATION (College or University)

1. Institution Name: _____ Location: _____ TO _____
month/year month/year

2. Institution Name: _____ Location: _____ TO _____
month/year month/year

*** Entrance Requirements Check List:**

- Documentation confirming Canadian Citizen or Permanent Resident status, or a valid Study Permit for international students;
- Proof of completion of Grade 12 (or recognized equivalent) with a C or above in English 12.
- Completion of a Criminal Record Check showing no convictions for any violent criminal offense that would cause the student to have a firearms prohibition and no outstanding criminal charges;
- A valid Drivers License;
- If English is not the first language of the applicant, submission of a TOEFL evaluation showing a score of 220 or greater (if computer-based), 560 or greater (if paper-based), 83 or greater (if internet-based), or equivalent demonstration of proficiency in the English language;
- An essay of 250 words outlining the reasons why the student wishes to be a student in the Law Enforcement Studies Diploma program;
- PAR-Q evaluation (a physical readiness questionnaire)
- Three letters of reference from non-family members
- Application fee of \$75.00

DECLARATION OF APPLICANT:

Have you ever been suspended/expelled from any post-secondary institution? Yes No

I certify that all statements on this application are true and complete and that no information has been withheld. I understand that any misrepresentation of this information may result in the cancellation of my admission or registration status and that falsifying documents or information on the application may result in immediate permanent dismissal from the Justice Institute of BC. Completion of this signed application permits the Justice Institute of BC to request and/or confirm any information necessary to support my application for admission.

I authorize the release of all British Columbia secondary school interim and final grades by the British Columbia Ministry of Education to the Justice Institute of BC. If I am admitted to the Justice Institute of BC, I agree to familiarize myself with and to abide by the most current policies of the Institute during my tenure as a student at the Institute.

In signing this application for admission, I understand that this information, along with subsequent information placed in my student records will be used for the purposes of admission, registration, research, alumni and development, student association and other purposes consistent with the mandate of the Institute. The Justice Institute of BC also reserves the right for the Registrar to share information with the Ministry of Advanced Education, Training and Technology, or other related government agencies. The Justice Institute of BC further reserves the right for the Registrar to share information with other post-secondary institutions in situations where an applicant has been found to have falsified documents or other information on their application for admission. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. The information on the admission form is being collected under the authority of the College and Institute act.

Signature: _____

Date: _____

- FOR OFFICE USE:**
- Acknowledgement of Application
 - Fees Paid
 - Application Approved
 - Acceptance Letter Sent
 - PLAR Complete
 - Added to Database