

LAW ENFORCEMENT STUDIES DIPLOMA PROGRAM APPLICATION GUIDE

Create a profile with [Education Planner BC](#) and submit your application and \$75.00 application fee.

Our Admissions Department will email you an acknowledgement of application receipt. This email will include your JIBC student number.

Gather all of your supporting documents (incomplete applications will not be accepted)

You must meet the following entrance requirements for admission to the program:

1. Documentation confirming Canadian Citizen or Permanent Resident status.
2. Proof of high school graduation with a minimum grade of a C in English 12 or equivalent. Applicants in Grade 12 can submit their interim transcript as part of their application until they receive their final high school transcript.
3. Applicants must submit any/all previous post-secondary transcripts.
4. Completion of a Criminal Record Check showing no convictions for any violent criminal offense and no outstanding criminal charges.
5. An essay of 250 words outlining the reasons why the applicant wishes to be a student in the Law Enforcement Studies Diploma program submitted with the application.
6. Two letters of reference from non-family members. Download the LESD Confidential Letter of Reference Form and follow the directions on the form.

All supporting documents must be submitted to our Admissions Department. Incomplete applications will not be accepted.

All applications will be reviewed after the application deadline. Applicants will be notified at their admissions status within 2 weeks of the application deadline. As applications exceed the number of seats we are able to offer, the application process is highly competitive. Students will be carefully selected based on the merits of their completed applications.

Students who are **accepted** will be required to pay a \$500.00 deposit within 2 weeks of receiving their acceptance letter to secure their seat in the program. More information will follow after the deposit due date.

Students who are **waitlisted** will remain on the waitlist until the first day of class. Should a seat become available, the student will be contacted by email. We do not provide waitlist status updates.

Students who are not offered a seat, are welcome to reapply.

INTERNATIONAL APPLICANTS

The language of instruction at JIBC is English. All international students are required to meet or exceed the English language requirements for all certificate, diploma, degree and graduate certificate programs offered at the Institute. Students should be familiar with these minimum requirements, which are detailed in [JIBC Admissions Policy](#)

If English is not your first language you must submit one of the following evaluation results:

- TOEFL evaluation showing a score of 220 or greater (if computer-based), 560 or greater (if paper-based), or 83 or greater (if internet-based)
- IELTS evaluation showing an overall band score of 6.5 with no individual band scoring less than 6.0 (Academic Module).

All international transcripts must be authenticated and evaluated using either of these two services:

- World Education Services (WES) [World Education Services](#)
- International Credential Evaluation Service (ICES) [International Credential Evaluation Services](#)

Please visit our International Studies webpage for more information: [JIBC International Students](#)

TRANSFER CREDITS

To help students attain their academic and employment goals, JIBC welcomes credit transfer from other post-secondary institutions and other organizations where course or program equivalencies have been established. JIBC works toward developing courses and programs that will be accepted by other post-secondary institutions and other organizations for credit transfer or course equivalency.

Visit [BC Transfer Guide](#) to check for course equivalencies. Note, 50% of the content of the credential must be taken at the JIBC.

All transfer credit requests must be submitted 60 days prior to the start of the program, we recommend submitting your request with your application. Please complete the Request for Transfer Credit Form:

[Request for Transfer Credit Form](#)

LAW ENFORCEMENT STUDIES DIPLOMA PROGRAM DOCUMENT SUBMISSION FORM

Please check the following documents are attached:

- High School Transcripts – Official sealed copy
OR
- High School Transcripts – Requested from the Ministry of Education to be sent directly to the JIBC
- Interim High School Transcripts (for students currently completing grade 12)
- Any and all post-secondary transcripts must be submitted
- Criminal Record Check

To request a criminal record check, visit your local police detachment. Please note some records checks can take several weeks to be processed, plan accordingly. Fingerprint and vulnerable sector checks are not required.

- Proof of Citizenship (passport, birth certificate, Permanent Resident Card, study permit - copies only please)
- 250 Word Essay – Please take extra care with your essay, this is an integral part of your application. Your essay is your opportunity to showcase your experiences including, community service, work, education, and motivation.
- Visit our website at www.jibc.ca/lesd to download the [Confidential Letter of Reference Form](#). Please ensure your referee has sent our Admissions Department the completed form before submitting your Document Submission Form with the supporting documents. If you are submitting paper copies of the form, they must be received as per the instructions on the form.
- Reference Letter #1
- Reference Letter #2

I declare that all statements made in this application are true and correct and I understand that any misrepresentation of material facts herein may cause forfeiture of my rights to successfully complete the Law Enforcement Studies Program.

Signature of Applicant

Print Name

Date

Please submit ALL documentation along with this form in one package.

Please forward your document submission package to be **received by the application** deadline to:

Admissions – LESD
Justice Institute of British Columbia
715 McBride Boulevard
New Westminster, BC V3B 5T4
Email: admissions@jibc.ca