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APPROVED BY:	Durham College Leadership Team
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1. Introduction

Durham College (DC) offers a diverse mix of high-quality, relevant programs for career focused students. DC's admission processes are carried out in an objective and transparent manner, and admission standards are a clear signal to prospective international students about the preparation needed to succeed in college.

2. Purpose

This policy and procedure provides a framework by which all prospective international students shall be considered for full-time admission to a post-secondary program at DC.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. All international applicants have the right to fair and equitable assessment for admissions.
- 4.2. Admission requirements shall be established on a program-specific basis by the academic school and are subject to change. Program availability varies by semester and is subject to change.
- 4.3. Meeting minimum admission requirements does not guarantee admission into program.
- 4.4. International applicants may apply to a maximum of two (2) programs at the time of application.
- 4.5. An international applicant may be issued a conditional offer of admission to a program.
- 4.6. International applicants not admitted to the program of their choice may be offered the opportunity to apply for a different program.

- 4.7. International students seeking readmission to DC shall be subject to current program admission requirements and may be subject to additional conditions.
- 4.8. DC reserves the right to refuse readmission to international students who have been suspended or dismissed from the institution, for either academic or non-academic reasons, or because they have not met their immigration conditions of study as set out on their study permits and/or Canadian immigration laws and regulations.
- 4.9. DC reserves the right to verify the authenticity of any documentation provided as part of an international student application.

5. Procedure

5.1. Selection Process and Minimum Requirements for Credentials

The DC International Education Office will consider all international applicants to DC in an equitable, consistent and transparent manner. Random selection will not be used as an applicant selection technique.

Minimum Credential Requirements:

- For admission to a certificate, diploma, or advanced diploma, an international applicant must be a holder of an Ontario Secondary School Diploma (OSSD) or equivalent as determined by the DC international admissions team.
- For admission to a compressed fast track or graduate certificate program, an international applicant must be a holder of an Ontario Secondary School Diploma (OSSD) or equivalent and a college diploma/advanced diploma or university degree or equivalent as determined by the DC international admissions team.
- For admission to a degree program, an international applicant must be a holder of an Ontario Secondary School Diploma (OSSD) or equivalent, with six university/college courses at the Grade 12 level or equivalent as determined by the DC international admissions team.

5.2. Program Eligibility and Selection Criteria

- 5.2.1. Program eligibility criteria are established by academic schools, in consultation with the Executive Vice-President, Academic and the Office of the Registrar (RO).
- 5.2.2. International applicants are assessed according to program admissions criteria, based on their academic transcripts and English language proficiency.

- 5.2.3. International applicants, who have been educated outside Canada, must submit proof of their academic record. Documents must be a certified true translation, submitted in English, if the original documents are in a language other than English.
 - 5.2.4. Where selection criteria include aptitude tests, interviews, or a mandatory requirement to visit the college, alternative arrangements will be made available for international applicants.
 - 5.2.5. Any document submitted as part of the application process that is found to be fraudulent will result in the applicant being permanently refused admission to DC.
- 5.3. English Language Proficiency
- 5.3.1. International applicants, for whom English is not a first language, must provide proof of English language proficiency as an admission requirement for their selected program.
 - 5.3.2. International applicants are normally required to complete an internationally recognized test such as the International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL) or Canadian Academic English Language Assessment (CAEL). Information about requirements is available on DC's website.
- 5.4. International Application Process
- 5.4.1. An international applicant applying to a post-secondary program initiates the process by submitting an application through the DC International online application system.
 - 5.4.2. All international applications to DC received through the Durham College International online application system are acknowledged by e-mail.
 - 5.4.3. All documents must be submitted via DC International Application System or as requested by the international admissions team. These documents are considered property of the college and will not be returned to the applicant.
 - 5.4.4. All international applications received will be accepted and assessed, with offers of admission released, on an ongoing basis. Programs may close at any time, based on international seat availability, as well as the level of applicant confirmation and payment of fees.

- 5.4.5. Qualified international applicants will receive either a full offer of admission, a conditional offer of admission or be placed on a wait list. Students who are waitlisted due to the program being full will receive further instructions through the email address provided on the application.
 - 5.4.6. Students who apply to a program that is waitlisted will not have their applications assessed and will be notified that the program is closed through the email address provided on the application.
 - 5.4.7. All international applications to highly competitive programs may be ranked based upon the program's pre-determined selection, including academic grades and/or other assessments.
 - 5.4.8. International applicants receiving an offer of admission will either accept or decline the offer through DC's student portal. To secure their seat after confirming acceptance of an offer, international applicants must submit payment of first semester fees.
 - 5.4.9. Offers of admission will be issued to qualified international applicants as long as program seats remain available.
 - 5.4.10. Supporting documentation of accepted and registered international applicants students are a part of the student's permanent record.
 - 5.4.11. Supporting documentation of international applicants who are not accepted or not registered will be destroyed in accordance with DC's records retention policy and procedure.
 - 5.4.12. International applicants who were not accepted or not registered and apply to a program in a future application cycle are required to complete the full admissions process, including the submission of supporting documents.
 - 5.4.13. International applicants reapplying to a post-secondary program initiates the process by contacting the international admissions office.
- 5.5. International Admissions Appeals
- 5.5.1. International applicants may appeal an admission decision by contacting the DC's International Admissions Office and requesting an explanation of the admission decision, within five (5) business days from the date that the applicant was advised of the decision.
 - 5.5.2. DC's International Admissions Office will provide the applicant with a written explanation of the admission decision, within five (5) business days from the date of the international applicant's request.

5.5.3. International applicants seeking to appeal this decision may submit a written request for a final review to the Manager, International Recruitment and Admissions, within five (5) business days from the date of the written decision being issued.

5.5.4. The Manager, International Recruitment and Admissions will conduct a final review of the applicant's admission file and will communicate a decision in writing within five (5) business days from the date the appeal was received. All final review decisions are final.

5.6. Wait Lists

5.6.1. Wait lists are established for all programs where there are sufficient applications to support this activity. The number of spaces allotted for a wait list will be determined based on data from previous application cycles.

5.6.2. Upon request, the DC International Admissions Office will inform international applicants of their relative position on a program's wait list.

5.6.3. Wait lists are maintained until the fifth day of the program's start. International applicants not enrolled by that time must reapply to the program and repeat the admissions process.

5.7. Publication of Admissions Information

5.7.1. DC publishes information about admission requirements in print and electronic formats, including selection procedures for each program, the wait list process and the admissions decision review procedure.

5.7.2. Program pages on the DC website contain the most current program information.

5.7.3. In cases where admission requirements for a post-secondary program have become more stringent, international applicants will be notified of these changes through DC's website.

6. Roles and responsibilities

6.1. It is the responsibility of the Executive Vice President, Academic in collaboration with the Associate Vice President, Academic (Enrolment and International Education), to ensure this procedure is fully implemented.

6.2. It is the responsibility of the international applicant to be aware of program eligibility and English proficiency requirements, to ensure that information on submitted applications and in supporting documentation is true and accurate and to initiate the appeal process within prescribed timelines if not accepted for admission to a program.

6.3. It is the responsibility of the Senior International Admissions Officer to ensure that all initial admissions' appeals are reviewed and responded to within prescribed timelines.

6.4. It is the responsibility of the Manager of International Recruitment and Admissions to ensure that all final admissions' appeals are reviewed and responded to within prescribed timelines.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

Failure to administer the admissions process fairly and equitably may result in complaints and appeals and could have a negative impact on the reputation of the college and the human rights of the international applicant.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- List any forms, legislation or external resources