

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. E37
	ORIGINATOR International Education Centre	
	APPROVED BY President's Executive Committee	
TITLE ADMISSION OF INTERNATIONAL STUDENTS	EFFECTIVE DATE 2009.04.01	REPLACES 2007.05.30

PREAMBLE

As an institution recognized for its openness and International Education initiatives, the College will continue to work toward increasing the enrolment of International students from around the world into postsecondary programs. Admitting International students to the College supports the Strategic Plan goal of internationalization and preparing our graduates for the global workplace.

POLICY

All College programs will be open to International students based upon their qualifications and the required program admissions criteria. They will be assessed in accordance with timelines established by the College.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. The College will evaluate all applications from International applicants in a fair and equitable manner.
2. In order to be considered for admission, International applicants must meet the following:

College Eligibility: College eligibility criteria for International applicants will be the equivalent of an Ontario Secondary School Diploma (OSSD).

Program Eligibility: Program eligibility criteria for International applicants will be equivalent to that established for Canadian applicants. International applicants must demonstrate English proficiency by providing the International English Language Test (IELTS) or similar standardized test results if their language of previous instruction has not been English. International applicants will not be required to take any other additional testing.

3. Applications will be considered at any time before registration, as long as there are seats available. If the International applicant does not claim the offered seat by the Confirmation Date, the seat will be made available to the next qualified applicant from the wait list. After the Confirmation Date, International applicants will be processed on a first-come, first-served basis, as long as there are seats available.
4. International applicants are encouraged to submit application forms to the College as early as possible.
5. International applicants will be assessed according to the program admissions criteria, based on their academic transcripts and English language proficiency.
6. International applicants, who have been educated outside Canada, must submit proof of their academic record to the College. Documents submitted in languages other than English must be submitted with a certified true translation.
7. The College will assess transcripts and consult the Academic Department, as required.
8. The College has established English language entry levels for all its programs. 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. International applicants may choose to be tested by the College. International applicants are usually required to complete an internationally recognized test such as the International English Language Test (IELTS), Test of English as a Foreign Language (TOEFL) or Canadian Academic English Language Assessment (CAEL).
9. Successful International applicants may be required to take an 'English as a Second Language' support class that will focus on the skills necessary for the successful completion of the College program. Those with lower scores may be considered on an individual basis and could be required to do preparatory or additional language courses.
10. Where exceptions to the established English language entry level are deemed to be reasonable, the International Education Centre, in consultation with the Language Institute and the Academic Department whenever possible, will determine the International applicant's suitability to the program.

GRADUATION/LANGUAGE REQUIREMENTS

In exceptional circumstances, at the discretion of the Chair and with the approval of the Executive Dean/Dean and the Registrar, International students whose first language is not English may be allowed to graduate without having met all of the program communication requirements.

SUPPORT SERVICES

In order to support the International student to graduation, the International Education Centre will be responsible for arranging peer tutoring or other assistance upon the request of the International student or the Academic Department.

(Original signed by)
Vice President, Academic

(Original signed by)
Registrar