

NSCC Program Application

nsc.ca/applyonline

nsc

Application for Admission

Applications can also be submitted online at nsc.ca/applyonline

Apply early

NSCC makes offers of admission to eligible applicants in order of their application completion date in all programs except competitive entry programs, which have specific application deadlines. Applications are considered complete when all application-related documentation is received. Many programs fill quickly each year, so the sooner we receive your complete application, the better your chances of being admitted.

International applicants are encouraged to apply early as a valid study permit is required to study in Canada and a co-op work permit is required to complete your program.

Before you apply

- **Review** your chosen program's admission requirements.
- You can have one active application with up to two choices.
- Your choices will be assessed in order of preference.
- Changing one or both choices requires a new application and fee.
- Homeschooled applicants, applicants with an Individual Program Plan (IPP), mature students and applicants who lack sufficient recognized documentation will require further assessment.
- If you want to be **readmitted** into a program but didn't complete all credits from first term, you are required to complete a new application.
- If you have not completed high school and are at least 19 years of age, you will be considered a **mature student**. You may be required to complete courses to meet admission requirements.

About your documentation

- **Official transcripts** must be received in a sealed envelope or sent directly from the school by email or mail. Faxes are not acceptable. If you graduated from a Nova Scotia public high school in 2012 or later, you can provide your Nova Scotia Student ID Number (PSN) on the last page of this application and we will retrieve your transcript for you.
- **Interim transcripts** should be submitted if you are currently enrolled in courses/programs required for admission.
- **Advanced standing** is available if you have significant post-secondary credits that meet the learning outcomes for the first year of a two-year program. To apply for advanced standing, please submit all relevant post-secondary documentation with your application.
- All documentation except official French transcripts from Nova Scotia public high schools must be submitted in English.
- Documents in a language other than English must be translated by a certified translator (indicated with a stamp or seal and signature on the document).
- Applications without supporting documentation will be cancelled after 90 days. Applications to competitive entry programs without supporting documentation will be cancelled after the published application deadline.
- Once you have applied, you will gain access to our application management system, MyNSCC. You can then check your MyNSCC for a list of documents required to complete your application.
- Applicants using international credentials to meet admission requirements may be asked to submit documentation to an NSCC approved credential verification service provider to be evaluated for equivalency.
- All submitted documents are recorded and shredded to protect privacy and **will not be returned**. If you have any questions, please contact us.

If you change your mind

- Changing your program choices requires a new application and fee.
- A new application cancels your previous application.
- Carry any choice you want to keep from your old application to your new one. This is especially important if you were admitted or waitlisted on your old application.
- **Contact us** by phone at 902-491-4911 (toll free 1-866-679-6722) or by email at admissions@nsc.ca if you need help.

Additional admission requirements

- Many programs have additional course or admission requirements which are time sensitive to your admission to the College.
- Check your program on nsc.ca/programs for the latest requirements.

Self-identification

If you are a member of an Indigenous community or if you are African Canadian, there may be initiatives on your campus such as mentorship opportunities, cultural students' networks, and supports arranged through your Student Services team. Student Services Advisors support students and work with faculty and staff to help you access services and culturally relevant resources and tools that enhance success at college.

If you are a student with a disability, you may be able to access accommodations, such as extra time and alternate format texts, to remove or reduce barriers. You may also be eligible for funding to support equipment and services related to academic accommodations and learning supports. For information about how to register with Accessibility Services, visit nsc.ca/accessibilityservices.

Nova Scotia Community College recognizes that the land upon which we work, live, and gather is unceded territory and the ancestral homeland of the Mi'kmaq Nation. We are committed to upholding an equitable learning environment. *If you have questions or concerns, you can contact Human Rights, Equity and Inclusion at 1-888-472-5238 or humanrights@nsc.ca.*

Dispute resolution

The NSCC application shall be governed by the laws of Nova Scotia and in all respects shall be considered to be a Nova Scotia contract. Students irrevocably submit to the jurisdiction of the courts of Nova Scotia in respect of any and all matters, including disputes arising from or relating in any manner whatsoever to this application and/or student's enrolment at the College.

Submit your application

Forward your completed application form, fee, official transcripts and any other admission documents to one of the addresses below or submit them at any NSCC campus. All submitted documents become the property of NSCC and will not be returned. Your application must be complete before it can be processed.

Mailing address:

NSCC Admissions
P.O. Box 220
Halifax, NS B3J 2M4

Courier Address:

NSCC Admissions
5685 Leeds Street
Halifax, NS, Canada B3K 2M2

Questions?

902-491-4911 | 1-866-679-6722 (toll free in Canada):
admissions@nsc.ca

NSCC Program Application

Personal Information (please print clearly)

Full name (first, middle, last)

(This name will appear in all communications, class lists, and on your credential.)

Other name (first, last)

Date of birth (month/day/year)

(If another name appears on your supporting documentation/transcripts include it here. eg: Maiden name)

Gender Identity: Male Female Non-binary/another identity:

Apartment number

Mailing address (street address, rural route or P.O. Box)

City/Town

Province

Country

Postal code

Home telephone

Cell phone

Email address

NSCC student ID number (If you have one)

(We will correspond with you via this email address. Please ensure it is secure and accessible.)

English Language Proficiency

Is English your first language? Yes No, my first language is:

Citizenship Status

Canadian Citizen Permanent Resident (Copy of Permanent Resident card required.) International Student

Refugee with protected person status Other:

(Country of citizenship)

Program Choices

You can apply for two program/campus combinations with one application fee. Changing one or both of your original two choices will require the submission of a new application and fee. Your application will be considered for the next intake for which you are eligible.

First/preferred program choice

Campus/Location

Second program choice (Leave blank if you do not have a second choice)

Campus/Location

Continuing Care applicants must complete the following:

Have you ever been convicted of a criminal offence for which you have not received a pardon? Yes No

For more information, please review additional admission requirements.

Application Fee

The non-refundable \$25 application fee (C\$75 International, \$0 ALP, \$0 Achieve, \$0 EAP) must be received for your application to be processed. Mail this application to the address indicated or drop it off at your nearest NSCC campus. **Please do not send cash, and do not send credit card information by email.**

Credit Card Cheque/Money order (Payable to NSCC. No post-dated cheques.) Cash, Debit, or Visa Debit (only when paying in person.)

Credit card #:

Exp. Date

Name of Cardholder

(Visa, Mastercard, Discover or American Express)

(month/year)

(as it appears on the card)

Educational History

Please list all schools you attended or are attending, even if the program was not completed. Applications without complete documentation cannot be processed regardless of the date of submission of the application.

High school:

Academic Credentials Completed: High School Diploma Adult High School Diploma GED I am/was home schooled

Graduation date or last calendar year attended Nova Scotia High School Student ID Number (if your graduation date is 2012 or later.)
(month/year)
(Find your 10-digit High School Student ID Number in PowerSchool or on your Nova Scotia High School ID card. By providing us with your ID, you grant us permission to retrieve your transcript for you.)

Previous community college, university and/or other education:

Name of institution Credential name
Graduated? No Yes, year of graduation:

Self-Identification Questionnaire (optional)

NSCC is committed to fostering a diverse culture and community. This section is voluntary. The information collected may be used by the College to advise you of services and to assist in assessing and improving student services.

Do you self-identify as a person with a disability? Yes No

Indigenous:

Do you self-identify as an Aboriginal/Indigenous person? Yes No

If yes, do you self-identify as: Mi'kmaw Inuit Métis

If Mi'kmaw, are you a registered member of one of the 13 Nova Scotia Mi'kmaq communities? Yes No

Racially Visible:

Do you self-identify as a racially visible person? Yes No

Do you self-identify as Black/African Descent? Yes No

Do you self-identify as historically Indigenous Black/African Nova Scotian? Yes No

Permission to Release Personal Information (optional)

NSCC only releases information about your admission status with your consent. Please let us know if there is anyone you would like to grant access to your admission status.

1st person 2nd person

Certification

I understand that it is my responsibility to arrange for the submission of transcripts and that the application will not be considered complete until all required final documentation is received. I acknowledge that all submitted documents become the property of NSCC and will not be returned. I certify that the information in this application is accurate and correct to the best of my knowledge. I understand that the College will collect, use and disclose my personal information in a confidential manner that is consistent with the operation of a post-secondary institution. My consent is conditional upon Nova Scotia Community College complying with their legal duties and obligations to manage the collection, use and disclosure of personal information.

Applicant signature Date (month/day/year)

For information on how NSCC collects, uses and discloses personal information, please visit nsc.ca/privacy

For office use only

Student ID Receipt number Received (month/day/year)