



Please find the application form from the attachments (International student or domestic student application form) , and please complete and submit the application form online or by email after you finish it.

You will become a student from City Vancouver Academy after finishing the following steps. It is almost there!

The 1st step:

Please submit the following documents to City Vancouver Academy, then we will establish an official student file for you, which is also required by BC Ministry of Education.

If you are an international student, please provide:

1. Application Form
2. Scanned Passport (Personal Information Page)
3. Scanned valid Study Permit
4. Scanned valid Student Visa
5. Scanned Custodianship Declaration if you are under 19 years old
6. Scanned most recent Two-Year Report Cards
7. Scanned proof of Medical Insurance

If you are a domestic student, please provide:

1. Application Form
2. Scanned valid PR Card or Canadian passport
3. Scanned Photo ID of your parents or guardian if you are under 19 years old
4. Scanned most recent Two-Year Report Cards
5. Scanned proof of Medical Insurance

The 2nd step:

1. Based on the transcript you provided, our Academic Advisor will contact you soon by email or phone for your interview about your individual course plan and to see what are the courses we can transfer for you from your home country.
2. Note: Please remember to check your email regularly including junk mail.

The 3rd Step:

Our administration officer will review your documents at this time.



After approved, school will issue the **Tuition Invoice** and **Welcome Letter** to you by email.

The 4th Step:

Pay the tuition.

(City Vancouver Academy accept Visa card, Master Card, Debit Card, Bank Draft and Wire Transfer)

Note: Please use the following information:

The fees should be wired directly to the bank for City Vancouver Academy. All amounts are in Canadian dollars.

TD CANADA TRUST

SWIFT CODE: TDOMCATTOR / CC CODE: 000497130

Transit #97130

Institution/Bank #004

Unit 2100-3779 Sexsmith Road Richmond BC Canada

TEL: 604-654-8878

(or the correct address and transit of the branch where your account is located)

Beneficiary Name(s): City Vancouver Academy INC

Beneficiary Address: #2165-8766 Mckim Way, Richmond BC, V6X 4G4 Canada

Beneficiary Account # : 97130-5269445 (CAD)

****Payment particulars must indicate the student's name****

The 5th Step:

Once payments are received, an **Official Receipt** and a **Formal Letter of Acceptance** will be issued. You are officially enrolled at City Vancouver Academy.