

Admission Checklist

The following checklist will help you determine if you have submitted all the documentation required to support your application and to allow the Olds College Admission Office to make a timely admission decision.

1. Submit application to Olds College through [Apply Alberta](#)
2. Pay application fee (\$150 + GST)
3. Email the following documents to international@oldscollege.ca and include the ASN you were assigned by Apply Alberta in the body of the email:
 - a. Copy of all educational documents (secondary school transcripts, post-secondary school transcripts), translated into English, if necessary
 - b. Copy of English Language Proficiency test results, if necessary (ie: IELTS, TOEFL, etc)
 - c. Copy of passport
 - d. Copy of study permit (if already in Canada on a study permit)
4. Submit any program specific requirements, if necessary (ie. career investigation, questionnaire, verification form, etc).
5. Make arrangements for certified original transcripts (high school and post-secondary, if applicable) to be sent to Olds College.
6. Receive Offer of Admission from Olds College
7. Apply for Study Permit, if applicable
8. Pay Tuition Deposit through [Flywire](#)
9. Submit proof of application for Study Permit, if applicable

International applicants must meet admission requirements for the program to which they have applied. The program requirements vary and can be found on the program page of the Olds College website.

Admitted applicants will be sent an email to the address provided on their application form, indicating that a seat is being held for them in their program of choice. The official admission letter and other supporting documents will be attached to that email. These will be used by the admitted student to apply for any required study permits or visas.

International Documentation Assessment

Before you can receive an offer of admission, your original transcripts/diplomas/examination certificates must be submitted to Olds College for evaluation. All applicants to Olds College are assessed based on the completion of education at senior secondary/high school level. Applicants who have completed education in another country must have graduated with appropriate high school documents and credentials.

Transcript assessment will be completed by the Olds College Admission Office

- Once you have applied, a preliminary admission assessment will be completed and for the purposes of this assessment international documents can be scanned and sent by e-mail to international@oldscollege.ca. Documents should be combined into one single PDF document. If scanned copies are difficult to read because of poor copy quality, they will not be accepted.
- Once a preliminary admission assessment has been completed, the Admission Officer will request that official transcripts be sent to Olds College by the issuing institution or organization, in a sealed envelope.
- If your documents are not in the English language, you must provide a certified English literal translation (word-for-word) with the documents at the time of submission.
- Applicants may be required to submit verification documentation to support their application (e.g. WAEC scratch card/e-pin, Admit Card, etc.)
- Once official documents have been received, and presuming that there is still space in the desired program, an Offer of Admission will be made.
- Delays in receiving official documents may result in the applicant being placed on a waiting list if the program reaches capacity before official documentation is received. It is important that international applicants send official documents to Olds College when an application is submitted.

Please refer to our [International Document Requirements](#) (link to PDF that Jen will provide) to learn which documentation to submit. If your country isn't listed, contact international@oldscollege.ca to determine what specific documents are required to be submitted.

English Language Proficiency

All international applicants to Olds College must demonstrate English Language proficiency. The following countries are not required to demonstrate their English Language Proficiency because English is the primary language (mother tongue/native language):

<ul style="list-style-type: none"> ● Anguilla ● Antigua and Barbuda ● Australia (Australian English) ● Bahamas ● Barbados ● Bermuda ● Belize (Belizean Kriol) ● British Indian Ocean Territory ● British Virgin Islands ● Canada (Canadian English) ● Cayman Islands ● Falkland Islands 	<ul style="list-style-type: none"> ● Gibraltar ● Grenada ● Guam ● Guernsey (Channel Island English) ● Guyana ● Ireland (Hiberno-English) ● Isle of Man (Manx English) ● Jamaica (Jamaican English) ● Jersey ● Montserrat ● Nauru ● New Zealand (New Zealand English) 	<ul style="list-style-type: none"> ● Pitcairn Islands ● Saint Helena ● Saint Kitts & Nevis ● Saint Vincent and the Grenadines ● Singapore ● South Georgia & South Sandwich Islands ● Trinidad & Tobago ● Turks and Caicos ● United Kingdom ● U.S. Virgin Islands ● United States
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All applicants who reside in countries not noted above must provide an English Language Proficiency Assessment, in the Academic stream, with their application or proof of successful completion of an approved English Language Pathways program. All English Language Proficiency Assessments will be verified online by the Admission Officer.

English Language Assessments must be valid within two years of the application date.

- Test of English as a Foreign Language (TOEFL) IBT- Internet based test - overall score of no less than 80 with no academic section below 18
- International English Language Testing System (IELTS) - no band below 5.5, with an overall band score of no less than a 6.0
- Canadian Academic English Language Assessment (CAEL) Online - overall score of no less than 60, with no band below 50
- Pearson Test of English (PTE) - score of at least 53-54 with no communicative skill profile below 53

Tuition Deposits

Admitted students are required to pay a \$1,000 tuition deposit according to the timeline below to secure a seat in the program. Tuition deposit payments are due:

- **Within 30 days:** if you are admitted 4 or more months prior to program start date
- **Within 14 days:** if you are admitted within 4 months of the program start date or if you are offered a seat to a competitive or a waitlisted program
- **Due immediately upon admission:** if admitted within 2 weeks of the program start date for any program

The tuition deposit due date is indicated in the official admission letter and email.

Olds College has partnered with **Flywire** to provide international students with a safe and convenient way to pay their Tuition Deposit and Tuition & Fees. Please visit oldscollege.flywire.com to make your payments.

IRCC Portal Screenshot

All International students are required to submit a screenshot of their Immigration, Refugees and Citizenship Canada (IRCC) portal indicating they have applied for their Study Permit and required travel permits.

Refunds

The \$157.50 application fee is non-refundable.

The \$1,000 tuition deposit is fully refundable up to 4 months prior to the start of their program (if the program starts on September 4, the tuition deposit is refundable until May 4). Applicants cancelling their application within 4 months of the program start date are not eligible for a refund.

Exceptions are only made if the applicant is denied their study permit/visa. In this case, the \$1,000 tuition deposit will be returned, minus an administration fee.

It is recommended that interested international applicants apply early and pay the tuition deposit as soon as possible, to support the study permit application process. Processing times can vary and it's important to start the process as far in advance as possible. Current processing times are available on the [IRCC](#) website.

Communication

Olds College requires the personal email address and contact telephone number of each applicant, so that we can communicate directly with that individual.

The email address and telephone number provided on the application form must belong to the applicant, and not to an agent.

If an agent is working with an applicant, that applicant can fill out the [Consent to Release Information Form](#) online to give permission to Olds College to release information to the named individual(s) about the applicant's status in the admission process.

Living On Campus

It is strongly encouraged that international students live on campus. Living on campus is convenient, safe and provides opportunities to meet other students from around Alberta and Canada.

There are 2 different residence options:

1. Centennial Village, our apartment-style residences where you have your own room with a private bathroom. There are no kitchen facilities in these units, so they require a Meal Plan.
2. College Courts, our 4-bedroom townhomes, where you have your own private room but share 2 bathrooms, a kitchen, living room & dining area with 3 other students.

More information about the on-campus accommodations can be found on our website. We encourage admitted students to apply for campus housing as early as possible.

Commuting

Many students are inclined to live in the larger centres, like Calgary or Red Deer, and then commute to Olds College. This is a viable option, if you have your own reliable transportation.

Please keep in mind that the weather and road conditions can be quite poor in the winter months, so commuting 45 minutes - 1 hour each direction every day can become difficult.

We strongly encourage students to consider living in on-campus housing to prevent missing too many classes due to commuting issues.

There is no public transportation between Calgary and Olds or Red Deer and Olds.

Attendance

Regular attendance is highly encouraged, and in some programs mandatory, to ensure that you will be successful in your program. Olds College prides itself on the hands-on learning opportunities that we provide our students, so it's imperative that you attend classes consistently.

Life at Olds College

Olds College is located in the town of Olds, Alberta. Located in Central Alberta, we are approximately 1 hour north of Calgary and about 45 minutes south of Red Deer, situated just off of the #2 Highway.

Olds is a thriving town (population of about 9,000 people) with many of the amenities of a larger community, such as large department stores, unique local business, restaurants & pubs, a bowling alley, a small movie theatre, and many vibrant community events.

We are also close to larger centres and tourist destinations, so students can drive in to Calgary for a shopping trip or to go to the theatre, or even take a quick trip to the beautiful Rocky Mountains.

Amenities and services available at Olds College include:

- Broncos Athletics
 - Soccer, Futsal, Basketball, Volleyball, Badminton, Curling, Women's Hockey & Rodeo
- CLC Fitness Centre
 - Weights, Cardio Equipment, Indoor Track, Squash & Racquetball Courts, Fitness Classes, Intramurals & more!
- Olds Aquatic Centre
- The Crossing Pub
- Student Clubs
- Students' Association Olds College (SAOC) Events
- The Market at Olds College
 - Retail Meat Store
 - Olds College Brewery
 - Greenhouse Sales
 - Campus Store
- Health & Wellness Centre
 - Doctors & Nurses, Indigenous Centre, Accessibility Services, Massage Therapy, Counselling, and Testing Centre
- Learning Commons
 - Technology Support, Tutoring, Library Support
- Botanic Gardens & Constructed Wetlands
- Cafeteria