EducationPlannerBC's Pre-application checklist

Step 1: Where to start

- [ ] Important conversations. Visit your school counsellor and talk to your teachers, parents, and other mentors. Ask questions and start learning about options and what may interest you after high school.
- [ ] Research and decisions. Explore www.EducationPlannerBC.ca to learn about careers, programs, and resources to help you find your path. Every journey looks a little different.
- [ ] Things to consider. What are your interests and goals? Learn about the costs of post-secondary and options for financial aid. Keep in mind location, class size, student living, athletics, co-op opportunities and more to decide what is the best fit for you. Visit www.EducationPlannerBC.ca/go/plan/things-to-consider to get prepared.

Step 2: Research

- [ ] Explore programs and institutions on www.EducationPlannerBC.ca/search
- [ ] Know the admission requirements for the programs you want to apply to. More details can be found on the institution's website.
- [ ] Understand all the associated costs with your studies to ensure you are prepared ahead of time. Learn more about the different types of expenses and support available on www.EducationPlannerBC.ca/go/plan/financial-resources

Step 3: Important dates

- [ ] When are applications due? Some applications have early admissions. Prepare early!
- [ ] Mark your calendar for when applications open and close!

Step 4: Prepare documents

Required documents are institution specific. Not all of the following will be necessary and will depend on the program/institution you apply to.

- [ ] Proof of citizenship
- [ ] High school transcripts - go to StudentTranscript Service if you attended high school in B.C. or the Yukon. (If you attended high school in another province, check with your high school or school district about getting a copy).
- [ ] Your B.C. Personal Education Number (PEN)*
- [ ] Official post-secondary transcripts from all post-secondary institutions you have attended*
- [ ] Study Permit*
- [ ] Resume*, personal statement*, reference letters*
- [ ] Writing samples*, portfolios*, supplemental applications*

* If applicable

Steps 5-8 →

Step 5: Review

- [ ] Double-check and triple-check your application form. Changes cannot be made to the application after you have submitted. Contact the institution if you have questions about your submitted application.

Step 6: Apply

- [ ] Apply through www.EducationPlannerBC.ca/apply. Please note, not all programs are available to apply for through the EducationPlannerBC application portal. Make sure to review this information on the institution's webpage.
- [ ] Application fees vary depending on the institution, program, and citizenship status. Make sure you have an accepted form of payment ready. Having difficulty submitting your payment or have additional questions? Check out our FAQ section "Application fees & financial assistance".

Step 7: Submit

- [ ] Received the receipt and confirmation email from EducationPlannerBC that your application was submitted.

The institution you applied to will contact you with next steps. This typically takes 3-10 business days. Make sure to check your Junk/Spam folders. Contact the institution if you have questions about your submitted application.

Step 8: Now that you've applied

- [ ] Review your application status.
- [ ] Explore financial assistance and scholarships to help fund your education.
- [ ] Check out housing options, clubs, sports, activities, and student services that are available to you. Campus life is an important part of your educational journey.