How-to: Apply

1 Create your EducationPlannerBC account

To apply using EducationPlannerBC, you'll need to create an account following the steps below. You can use your EducationPlannerBC account to apply to any B.C. public post-secondary institution.

Apply for admission

You've planned, searched, and now you're ready to apply! Here you can easily apply to any of B.C.'s 25 public post-secondary institutions.

Not sure how to apply? Check out our How-to guides for more information.

Sign Up for your EducationPlannerBC Account   OR   Login to your EducationPlannerBC Account

Login credentials

Use an active email address that you use often. The institution(s) you apply to will contact you via this email address.

If you're a B.C. resident, you can also create an EducationPlannerBC account using your BC Services Card.

Create Account

How would you like to continue?

EducationPlannerBC
Use an email and password to create an account.

BC Services Card
If you're a B.C. resident, you can create an account using your BC Services Card and the BC Services Card app.

EducationPlannerBC

2 Consent to storing personal information

EducationPlannerBC stores your personal and application information and we require your consent to do so. See the Terms of Use and Privacy Policy at the bottom of our website for more information.

Collection, Use, and Disclosure of your Personal Information

The information included in your EducationPlannerBC (EPBC) account and any application to attend a post-secondary institution may be collected by EPBC, the Ministry of Education and Child Care, the Ministry of Advanced Education and Skills Training (AEST), or the Institution identified in your application (the "Public Bodies") under Sections 26(c), 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPPA). The purposes of this collection are limited to:

(i) collecting or confirming your Personal Education Number;

(ii) processing your application to a Post-Secondary Institution;

(iii) policy research and program planning or evaluation by the Public Bodies; and

(iv) your possible future use of EPBC's Transcript Exchange services.

By accepting the language in this Notice, you acknowledge this collection of your personal information and consent for the Public Bodies to use and disclose your personal information for the above purposes pursuant to FOIPPA s. 32(a), 32(b), 33(2)(c), and 33(2)(d). If you do not agree to this Notice you cannot use most EPBC services.

EPBC Login Information Sharing

You may use your EPBC account to access protected resources in participating Institutions, where applicable. By accepting the language in this Notice, you consent that your EPBC login information will be shared with the participating Institution to support your verified access to the Institution's resources.

The EPBC Transcript Exchange Hub

EPBC also operates a Transcript Exchange Hub. You initiate and authorize transcript releases from whatever body holds those transcripts, to support your application to attend another post-secondary institution, inside or outside of Canada, wherever your desired institution is. When you initiate or authorize a transcript release, your Transcript information is collected, used, and disclosed by EPBC and the participating Institutions under FOIPPA s. 27(1)(a)(i), s. 32(a), s. 32(b), s. 33(2)(c) and s. 33(2)(d).

EPBC and AEST may collect and aggregate data, including metadata, generated as a result of the transcript exchange process for the purpose of policy research and program planning or evaluation under FOIPPA s. 26(e) and 32(a).

If you have any questions regarding the collection, use and disclosure of your personal information as set out in this Notice, contact:

Executive Director
EducationPlannerBC
1250-700 West Pender Street
Vancouver, BC V6C 1G8
info@educationplannerbc.ca ☑

3 Complete your profile

Your profile consists of personal and contact information, along with your academic history. A copy of your profile is included alongside any application you submit to a post-secondary institution.

As you complete each section, the icon will change from orange to green. You won't be able to apply until all of your icons are green.

Personal Information
Provide details about your identity, language and citizenship. ⌄

Contact Information
Provide your mailing address, telephone number, and optionally, an emergency contact. ⌄

Academic History
List all High Schools (Grades 8-12), Homeschools and Post-Secondary Institutions you have attended or are currently attending. ⌄

4 Select an institution

After you have completed your profile, you are ready to start applying. The first step is to select the institution you'd like to apply to.

Select Institution
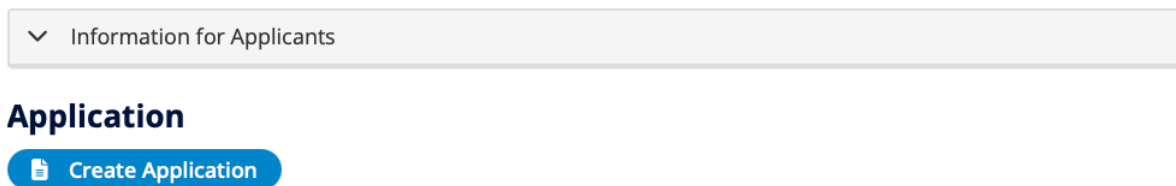
| | Update Profile | 1 | Select Institution | 2 | Complete Application | 3 | Review & Submit |

Start Applying to an Institution

Start a new application by selecting the corresponding institution below.

Camosun College	Capilano University
Coast Mountain College	College of New Caledonia
College of the Rockies	Douglas College
Emily Carr University of Art and Design	Justice Institute of British Columbia
Kwantlen Polytechnic University	Langara College
Nicola Valley Institute of Technology	North Island College
Northern Lights College	Okanagan College
Selkirk College	Simon Fraser University
Thompson Rivers University	University of British Columbia
University of Northern British Columbia	University of the Fraser Valley
University of Victoria	Vancouver Community College
Vancouver Island University	

Top Tip: Make sure to read the 'Information for Applicants' drop down section to find out important institution-specific information. Then click Create Application to get started.

Information for Applicants

Application

📄 Create Application

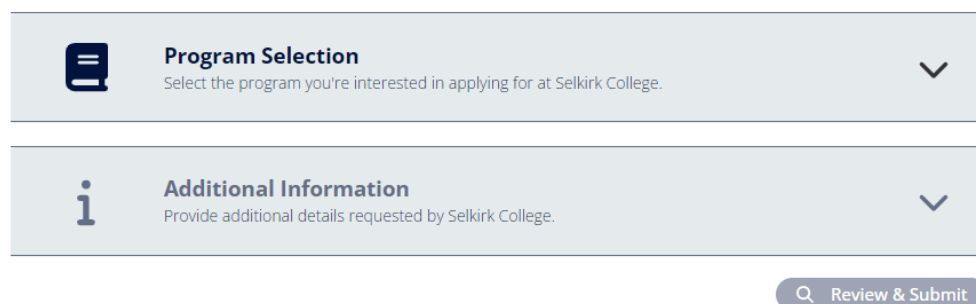## 5 Select a program

Now that you have selected an institution it's time to select the program you would like to apply to.

The questions on the application form will be different for each institution. Be prepared with your intended program choice, faculty, term, and the type of student you are applying as.

Program Selection
Select the program you're interested in applying for at Selkirk College.

Additional Information
Provide additional details requested by Selkirk College.

🔍 Review & Submit

6 Additional information

The institution you are applying to may require additional information from you. These questions could be program specific or about your identity.

Top Tip: The EducationPlannerBC application form does have an auto-save function, allowing you to continue an application that you already started. However, issues or mistakes can happen. We recommend that you save any long written answers on your computer in a notepad file. This will ensure none of your answers get lost!

7 Review & submit

Select 'Review & Submit' to go over your information and make any final edits before submitting your application. Once you hit submit, you will no longer be able to make any changes to your application yourself and you will need to contact the institution that you applied to do so.

Complete Application

Update Profile — Select Institution ✓ — Update Application ✓ — 3 Review & Submit

8 Application fee

Before you submit your application you may be prompted to pay an application fee, confirm your current email address and provide consent for Information Disclosure and Declaration of Applicant. Please note that application fees vary by institution, applicant type, and program.

9 Submit

Once all of your icons are green you are ready to submit. Once you have successfully submitted your application you will see a confirmation note on the page, and receive an email and receipt. Submitted applications are found on your account under the "submitted applications" tab.

Update Profile — Select Institution ✓ — Update Application ✓ — 3 **Review & Submit**

Congratulations!

You now know how to apply using EducationPlannerBC! To submit another application, select a new institution and follow steps 4 - 9.

BRITISH COLUMBIA | EducationPlannerBC