International Summer Institute
for Business Management (ISIBM)

APPLICATION FORM AND GUIDELINES

(This form is only to be used if paying by bank wire or money order)

Peter B. Gustavson School of Business, University of Victoria
PO Box 1700 STN CSC, Victoria BC Canada V8W 2Y2
Phone: +1-250-472-4721  Cell: +1-250-634-4098
Email: isibm@uvic.ca
http://www.execprograms.uvic.ca/InternationalSummerInstituteBusinessManagement
Application Guidelines

Admission Requirements

Students must:

- be undergraduate or graduate students
- be currently enrolled in, and recommended by, officially recognized universities/colleges
- have a minimum TOEFL score of 500 (paper-based) or 173 (computer-based) or an equivalent proof of English language ability, if the primary language of your home country is not English
- provide medical insurance proof for the duration of the program

Program Guidelines

Students must:

- be punctual, attend and participate in classes
- let program staff know if travelling outside of Victoria
- behave responsibly and abide by the regulations of the University of Victoria

We reserve the right to deny admission and to refuse re-admission to students who do not fulfill the above conditions.

How to Apply

1. Complete the application form and the self-assessment of English language skills in this guide.
2. Submit 1 photo with your application by email, mail or fax to:

   INTERNATIONAL SUMMER INSTITUTE FOR BUSINESS MANAGEMENT

   Peter B. Gustavson School of Business, University of Victoria
   PO Box 1700, STN CSC Victoria, BC, Canada V8W 2Y2
   Tel: +1 - 250 - 472 - 4721
   Fax: +1 - 250 - 472 - 4497
   E-mail: isibm@uvic.ca

3. Learn about the program fees:

   - ISIBM 1 Program - $4500 CAD       Deposit - $600 CAD
   - ISIBM 2 Program - $4200 CAD       Deposit - $500 CAD

The program fee includes accommodation, meal plan and extra-curricular activities. The deposit is part of the tuition fee, not an additional cost, and the deposit must be received no later than June 1 for ISIBM 1 and July 1 for ISIBM 2.

4. Pay your fees:

   You may send your payments by the following options:

   **Credit Card**

   We accept Visa, MasterCard, and American Express.
   Please contact the ISIBM team at isibm@uvic.ca for further assistance.

   **Bank Wire**

   - Specify the wire is for **ISIBM, Peter B. Gustavson School of Business**
   - Write the **student name** clearly on the bank wire
   - Fax wire receipt to the ISIBM office at +1-250-472-4497
   - Send bank wire to:

     Royal Bank of Canada 1079 Douglas Street
     Victoria, BC V8W 2C5 Canada
     Transit #08000
     Institution #003
     Account Number #000-009-1
     SWIFT ROYCCAT2
     Account Name: Peter B. Gustavson School of Business,
     University of Victoria (Re: ISIBM)

   **International Money Order**

   Money orders should be in Canadian funds and made out to the
   Peter B. Gustavson School of Business, University Of Victoria.
5. Final Registration Deadlines:
   - for ISIBM 1 is June 1, 2015
   - for ISIBM 2 is July 1, 2015

6. Under new Canadian legislation, you do NOT need a student visa (study permit) to attend the ISIBM program. You will need a letter of acceptance from the University of Victoria and a receipt for your tuition deposit before leaving your home country. Students may be required to obtain a temporary resident visa to enter Canada for the term of study.

Refund and Cancellation Policy

July (ISIBM1):

Application deposits are fully refundable up to and including March 31 (less a $150 service fee). Cancellations received April 1 to April 30 are subject to a $200 cancellation fee. Cancellations received May 1 to June 1 are subject to a $300 cancellation fee. Deposits are non-refundable after June 1 but all tuition paid is refundable until the start of the program.

August (ISIBM 2):

Application deposits are fully refundable up to and including April 30 (less a $150 service fee). Cancellations received May 1 to May 31 are subject to a $200 cancellation fee. Cancellations received June 1 to July 1 are subject to a $300 cancellation fee. Deposits are non-refundable after July 1 but all tuition paid is refundable until the start of the program.

The University of Victoria reserves the right to cancel the program prior to the start date. In the event of cancellation, the university will return all deposits and tuition paid by the student at that time. The University of Victoria is not responsible for compensating students for travel arrangements. Students are advised to purchase cancellation insurance in the rare event that the program is cancelled.

Application Checklist

- Completed and signed the Application Form on page 3
- 1 photo
- Completed English Language self-evaluation form on page 4
- Deposit for either ISIBM 1 (July) or ISIBM 2 (August)
- A copy of English language skills proof (if applicable e.g. TOEFL or IELTS)

Contact us

For further information, or if you have any questions, please write, phone, or email us: International Summer Institute for Business Management, Peter B. Gustavson School of Business, University of Victoria, PO Box 1700 STN CSC, Victoria, BC, Canada V8W 2Y2 Phone: +1-250-472-4721
**ISIBM 2015 APPLICATION FORM**

### Personal Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Preferred or “Nickname”</th>
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- **Gender**
  - [ ] Male
  - [ ] Female

Date of birth: **YYYY-MM-DD**

- **Nationality**
  - **____________________**

- **Passport Number**
  - **____________________**

### Home/Permanent Address

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<tr>
<th>Address</th>
<th>City</th>
<th>Province/State</th>
<th>Country</th>
<th>Postal Code</th>
<th>Phone</th>
<th>Fax</th>
<th>E-mail Address</th>
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Please indicate any special requirements (i.e. medical, diet, wheelchair access, etc.) of which program staff should be aware:

___________________________________________

___________________________________________

___________________________________________

### Program(s) Selection

- [ ] ISIBM 1 July 2015 (4 weeks)
- [ ] ISIBM 2 August 2015 (3 weeks)

### Background Information

<table>
<thead>
<tr>
<th>University Name</th>
<th>Department</th>
<th>Year of study</th>
<th>Other Education</th>
<th>How did you hear about ISIBM? <em>(Insert code here if you were given one)</em></th>
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What do you hope to gain from this program? What are your expectations?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

### Recommendation

*Please have a current professor or university representative complete this section.*

Recommended by *(name of professor):* ____________________________________________________________________________

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<th>Name of College/University:</th>
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I verify that this applicant is a student in good standing of ______________________________

________________________________________________________________________

*(Name of College/University) and recommend him/her as a participant in the University of Victoria Summer Studies Program.*

PRINT NAME: ____________________________

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<th>Signature</th>
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### Release

Personal information contained on this form is collected under the **Freedom of Information and Protection of Privacy Act** and will be used only for the purpose of the Summer Studies programs by the Gustavson School of Business, University of Victoria.

Signature of Applicant ____________________________

Date ____________________________

Signature of Parent or Guardian *(If applicant under 19 years of age)*

__________________________

Relationship to Applicant ____________________________

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<tr>
<th>Guardian’s Address</th>
<th>City</th>
<th>Province/State</th>
<th>Country</th>
<th>Postal Code</th>
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<th>Fax</th>
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**Release**

*(If applicant under 19 years of age)*
# Self-Assessment of English Language Skills

Please put a check mark (✓) in the box to show your response:

## Listening

I can listen to the news or the weather forecast on the radio and pick out specific information.

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<th>50% of the time</th>
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I can understand movies, shows, or other kinds of entertainment on television.

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## Reading

I can read an article and pick out specific items of information.

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I can read an article and understand the main idea.

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## Writing

I can write a letter about my interests and experiences.

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I can summarize the information contained in a short newspaper article.

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## Speaking

I can introduce people at work, parties, etc.

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I can tell people about myself, my education, and my family in some detail.

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## Other

I have studied the English language for the following number of years:

- 0-3 years ❑
- 4-6 years ❑
- 7-10 years ❑
- 10+ years ❑

I was able to complete this form without the use of any kind of dictionary.

Yes ❑

No ❑

I have taken the TOEFL or other English exam within the last two years. If yes, please enclose a copy of your score with this form.

Yes ❑

No ❑

Please note that applicants who are unable to answer 50% or better to all questions may not have adequate language skills to successfully complete the business courses offered in this program.