ISIBM APPLICATION FORM AND GUIDELINES

This form is only to be used if you are referred by select agents, select institutions, or paying by bank wire/money order.

INTERNATIONAL SUMMER INSTITUTE FOR BUSINESS MANAGEMENT
ISIBM Application Form

Application Guidelines

**How to Apply**

**Admission Requirements**

**Students must:**
- be undergraduate or graduate students,
- be currently enrolled in, and recommended by, officially recognized universities/colleges,
- please contact the ISIBM team should you not currently be enrolled in a program and would like to attend. Students will be approved on a case-by-case basis,
- 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

1. We reserve the right to deny admission and to refuse re-admission to students who do not fulfill the above conditions. The deposit is due at registration. If students are not accepted into the program, they will be given a full refund. If there is any doubt about a student’s ability to be accepted into the program, they should contact the ISIBM team in advance of registration.

1. **Complete the application form and the self-assessment of English language skills in this guide. Please send application by email, fax, or mail 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: summerprog@uvic.ca

2. **Learn about the program fees:**

   ISIBM July Program $4500 CAD + 5% GST  
   Deposit - $600 CAD + 5% GST
   ISIBM August Program $4350 CAD + 5% GST  
   Deposit - $500 CAD + 5% GST

   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 the program registration deadline.
ISIBM Application Form

3. 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 summerprog@uvic.ca for further assistance.

**International Money Orders**
Money orders should be in Canadian funds and made out to the Peter B. Gustavson School of Business, University of Victoria.

**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)

4. Final Registration Deadlines:
- for ISIBM July is June 15
- for ISIBM August is July 1

5. 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

ISIBM July:
Application deposits are fully refundable up to and including March 31 (less a $150 + 5% GST service fee). Cancellations received April 1 to April 30 are subject to a $200 + 5% GST cancellation fee. Cancellations received May 1 to June 1 are subject to a $300 + 5% GST cancellation fee. Deposits are non-refundable after June 1 but all tuition paid is refundable until the start of the program.

ISIBM August:
Application deposits are fully refundable up to and including April 30 (less a $150 + 5% GST service fee). Cancellations received May 1 to May 31 are subject to a $200 + 5% GST cancellation fee. Cancellations received June 1 to July 1 are subject to a $300 + 5% GST 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
- Completed English Language self-evaluation form on page 4
- Deposit for either ISIBM July, August
- A copy of English language skills proof (if applicable e.g. TOEFL, IELTS, or equivalent)

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 Application Form

Personal Information

First Name__________________________________
Last Name__________________________________
Preferred or “Nickname”_______________________

   □ Male   □ Female

Date of birth:   Y Y Y Y – M M – D D

Nationality __________________________________
Passport Number_____________________________

Background Information

University Name_____________________________
Department_________________________________
Year of study________________________________
Other Education______________________________

How did you hear about ISIBM? (Insert code here if you were given one)

What do you hope to gain from this program? What are your expectations?

___________________________________________
___________________________________________
___________________________________________

Home/Permanent Address

Address___________________________________
City______________________________________
Province/State______________________________
Country___________________________________
Postal Code________________________________
Phone____________________________________
Fax______________________________________
E-mail Address______________________________

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 (4 weeks)   □ ISIBM 2 August (3 weeks)
ISIBM Application Form

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
______________________________________________________________

Guardian’s Address
______________________________________________________________

City
______________________________________________________________

Province/State
______________________________________________________________

Country
______________________________________________________________

Postal Code
______________________________________________________________

Phone
______________________________________________________________

Fax
______________________________________________________________

E-mail Address
______________________________________________________________
# Self-Assessment of English Language Skills

## Listening
- I can listen to the news or the weather forecast on the radio and pick out specific information.
  - Never
  - Less than 50% of the time
  - More than 50% of the time
  - Always
- I can understand movies, shows, or other kinds of entertainment on television.
  - Never
  - Less than 50% of the time
  - More than 50% of the time
  - Always

## Reading
- I can read an article and pick out specific items of information.
  - Never
  - Less than 50% of the time
  - More than 50% of the time
  - Always
- I can read an article and understand the main idea.
  - Never
  - Less than 50% of the time
  - More than 50% of the time
  - Always

## Writing
- I can write a letter about my interests and experiences.
  - Never
  - Less than 50% of the time
  - More than 50% of the time
  - Always
- I can summarize the information contained in a short newspaper article.
  - Never
  - Less than 50% of the time
  - More than 50% of the time
  - Always

## Speaking
- I can introduce people at work, parties, etc.
  - Never
  - Less than 50% of the time
  - More than 50% of the time
  - Always
- I can tell people about myself, my education, and my family in some detail.
  - Never
  - Less than 50% of the time
  - More than 50% of the time
  - Always
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Please put a check mark (✓) in the box to show your response:

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.