



University of Victoria

Office of the Registrar
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2
Phone: 250-721-8121
Fax: 250-721-6225

APPLICATION TO ENROLL IN A SECOND BACHELOR'S DEGREE PROGRAM

Applications will not be processed until first degree requirements have been confirmed. Normally students are admitted as unclassified year, non-degree pending the results of the second degree application.

Approval process takes a minimum of four to six weeks.

Grid for SURNAME and GIVEN NAME(S) entry

Grid for UVIC IDENTITY NUMBER entry (starts with V 0)

SURNAME

GIVEN NAME(S)

UVIC IDENTITY NUMBER

Address form with fields: Apt, Street or P.O. Box, Address, City, Province, Postal Code, Country, Area Code, Telephone Number, Email Address

New Students must only complete this form and return it to the address above.

Continuing students must complete this form, an Application for Reregistration form and pay the 2nd degree fee.

IMPORTANT: Official transcripts of all previous post-secondary studies must be submitted to the Office of the Registrar (if you have not already done so) before your application for a second degree may be considered...

NOTE: Completion of an Associate Degree (2 Yr.) does not constitute grounds upon which to apply for a Second Bachelor's Degree.

NOTE: A \$52.00 evaluation fee may be required. You will be notified if this fee is to be assessed.

Please note that Second Bachelor's Degree Program forms received after April 15 may not be processed in time for approved students to participate in 3rd Year Registration (normally late June/early July).

SECOND BACHELOR'S DEGREE PROGRAM APPLICATION (BE SPECIFIC):

\$11.75 is required with this form from continuing students only. Payment may be made by cash, debit, credit card, cheque or money order.

* In order to comply with the Payment Card Industry Security Standards, we regret that we can no longer accept credit card payments by mail or fax. Applications to Enroll in a Second Bachelor's Degree will now only be accepted by mail when paid by cheque or money order.

FACULTY (e.g. SC, FA): _____

DEGREE (e.g. BA, BSc): _____

PROGRAM: [] General Areas: _____ (A General Program MUST HAVE two Areas of Study)

[] Major Area(s): _____

A short summary outlining your motivation in pursuing this Second Bachelor's Degree Program is required to initiate and assist in the evaluation of your application. Summarize on the reverse side of this form.

PREVIOUS DEGREE PROGRAM(S) COMPLETED AT: _____ Name of Institution(s)

DEGREE(S) GRANTED (e.g. B.A., B.Sc.): _____ Year Completed: _____

SEE REVERSE ->

DATE STAMP box

PERSONAL SUMMARY/SECOND BACHELOR'S DEGREE APPLICATION

Due to an increased number of second degree applications, and high demand for registration in courses, students are advised that **not all applications for registration in a Second Bachelor's Degree Program may be accommodated.**

Please summarize your interest in your selected area(s) of study and indicate any area(s) of particular interest in the subject.

DATE: _____

SIGNATURE: _____

The University of Victoria is committed to treating personal information in accordance with FIPPA and the university's privacy policy. The collection of personal information by the University of Victoria is in accordance with section 26 of the Freedom of Information and Protection of Privacy Act (FIPPA) and the University Act. The university uses the personal information for the purposes of providing educational and related services. For a detailed listing of the collection purposes see [Schedule A, Procedures for the Management of Personal Information](#) on the University Secretary's website. Should you have any questions concerning your personal information please contact the access and privacy office at foipp@uvic.ca.

ADVISING OFFICE USE ONLY:

AR/RO: _____ ADVISOR: _____ RETURN TO: _____

Approval granted to enroll in the following Second Bachelor's Degree Program: _____

Effective sessional date /conditions of program approval (if applicable): _____

UVic studies completed prior to degree completion elsewhere where credit was used towards degree elsewhere

Approval Denied. Comments: _____

Authorizing Signature: _____ Date: _____

Approval notice issued to student by Advising Denial Notice Issued _____