Dual Degree Program Application Procedure:

1. **Who is eligible to apply for the Dual Degree Program?**
   The Gustavson Dual Degree Program is open to second and third year international students who are currently studying in one of our [Dual Degree Partner Universities](#).

2. **How to apply for the dual degree program?**
   We recommend you to apply to the Dual Degree Program through your home institution. You may also apply through our International Programs’ office, but it is your obligation to inform your home institution that you will submit an application package to Gustavson.

3. **What documents do I need to submit?**
   There are three steps to complete your application.
   
   1) **Prepare all the application documents which include the following:**
      - Application Form
      - Supplemental documents
      - The official transcript + In progress courses list
      - Transcripts and Proof of English Language Proficiency
   
   2) **Scan and email all the application documents to Sheri Love at sdlove@uvic.ca**
   
   3) **Mail all the original documents to this address, the mail should be received by the office no later than January 8**
      Room 278, Business and Economics Building
      International Programs of Peter B. Gustavson School of Business
      University of Victoria
      PO Box 1700 STN CSC
      Victoria, BC, V8W 2Y2
      Canada
4. Where can I find the application form?
   You can get the application form from your home institution’s International Office. If you have more questions about which office to contact, please ask us.

5. How to prepare the supplemental documents?
   All supplemental documents listed below must be uploaded as one single PDF file when you submit your application.

   ① Current resume
   • Prepare a current resume that includes all of the components in the Gustavson resume template (maximum of 2 pages), which you can find from the link below https://www.uvic.ca/gustavson/assets/docs/Undergraduate/Gustavson%20resume%20template.pdf
   • You may follow the template or use your own layout

   ② Personal statement
   • Answer the following question in paragraph format (minimum of 250 words):
     "What are the three things that you want us to know about you, and how will these contribute to your success in university and our Bachelor of Commerce program?"

   ③ Short-answer question
   Answer one of the following questions in paragraph format (minimum of 100 words):
   • "Our Bachelor of Commerce program has features, including experiential learning, international exchange and specializations, that differentiate it from others. Which of these differentiating features appeals to you the most and why?"
   • At the Gustavson School of Business, we see things differently. Please tell us: "what change would you like to see in the world and how can you contribute to this change?"

6. The official transcript
   • You’ll need to provide us with your official transcript sent directly from your home institution no later than January 8. The transcript should include your first whole year and the first term of second year studies. In some cases, transcripts may be sent when they are ready in late Jan.
   • Your grade has to meet the admission requirements which our recruiter presented at your home university.

7. How should I pay the application fee?
   Uvic does not accept payment by credit card for the application fee. You can send your payment to the University of Victoria via international wire transfer.
   https://www.uvic.ca/vpfo/accounting/services/tuition/index.php
   Wire transfer instructions:
   1. Provide the University of Victoria bank information to your bank:
2. Ensure that your bank uses your name in the reference field for the wire transfer.
3. Send a scanned copy of your payment receipt to sdlove@uvic.ca and tuition@uvic.ca to ensure that we are made aware of your payment. Failure to do so will mean it will take longer for your tuition payment to be identified. You are responsible for ensuring that the payment arrives before January 8.

**Reminders:**
Routing banks often take a $25 wire transfer fee from your payment, so the amount the University of Victoria receive is less than what you pay. In order to avoid your payment being short, you should include $25 extra in your wire transfer payment amount. However, DO NOT SEND more than this extra $25 in your wire transfer. Any overpayments will be credited to future tuition and will not be refunded to the student.

If you are calculating currency exchange rates be sure to use the sell exchange rate.

**For more information about how much you need to pay, please check:**
https://www.uvic.ca/registrar/students/fees/application/index.php