

NON-UVIC STUDENT INFORMATION

2023 University of Victoria – UVic-Tsawout Field School

This document has been put together by UVic Anthropology office and is meant as a guideline only.

This document contains information for **Non-UVic students** to outline the processes and costs associated with participating in our University of Victoria Tsawout Field School: [ANTH 343](#) and [ANTH 344](#).

For deadlines, application and other details please see the field school's webpage: <https://www.uvic.ca/socialsciences/anthropology/undergraduate/fieldschools/tsawout/index.php>

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1) Apply & Get accepted into the field school

- **Acceptance** into the field school is **the first step in the process of registering**.

2) Apply for admission to UVic

Once you have been accepted into the field school, please contact UVic's Office of the Registrar (OREG). You first need to be admitted to UVic before our department can register you in the specific anthropology course. Please direct questions to OREG about the exact tuition cost and registration requirements:

- **Admission** questions: 1-250-721-8121
- **Tuition** questions: 250-721-7032 or 1-800-663-5260

The admission procedure can take considerably more time for non-UVic students, so please plan accordingly.

There are few different categories of applicants – more information here, but again, OREG is the place to check which category works best for your situation:

www.uvic.ca/future-students/undergraduate/admissions/short-term/index.php

Most students will fall under the **visiting students** category:

www.uvic.ca/future-students/undergraduate/admissions/short-term/visiting/index.php

To apply:

1. Complete online application (pay [application fee](#))
 - You should receive two emails:
 - i. Confirmation email (usually within 3-5 business days after application submitted) with your UVic's student number (V0xxxxxxx). Use your student number to create a UVic [NetLink ID](#), which will enable you to access the UVic application portal.

NON-UVIC STUDENT INFORMATION

2023 University of Victoria – UVic-Tsawout Field School

- ii. Introductory email from UVic admissions assistant (usually within a week of your application submitted) and instructions on what to do next
2. Submit your Letter of Permission (LOP)
 - You must arrange for **your** university or college to send a letter of permission to Undergraduate Admissions. The letter must include: the session for which permission is given (e.g. Summer 2023) AND the specific courses to be taken while you are visiting UVic (e.g. ANTH 343 and ANTH 344)
 - Your application will not be processed until this information is received.
3. Pay acceptance deposit by the deadline provided in your admission letter. This deposit will be put towards your tuition.

More on how to apply here: <https://www.uvic.ca/future-students/undergraduate/admitted/index.php>

3) Contact ANTH office to get registered

Once your UVic application process is complete and you have been admitted to UVic, you need to send your student number (V0xxxxxx) to Jindra Belanger at anthtwo@uvic.ca so you can be registered/enrolled into the relevant courses (ANTH 343 and ANTH 344).

To recap

- You must first be accepted into the field school
- All students must be enrolled at UVic before they can be registered in a UVic course.
- You will not be able to register yourself in the field school courses as there is a department permission block/requirement.
- Jindra Belanger (Anthropology undergraduate & graduate program assistant) (anthtwo@uvic.ca) will enroll all students in the field school courses. In order to do this, she requires your name and student number (V0xxxxxx).
 - You will be enrolled once your field school fees have been paid and all documents have been received (signed waiver, consent and liability forms).
 - You will receive a confirmation once your registration is complete.

Other information:

Transfer Credits

It is **your responsibility** to find out from your home institution what the steps are to have transfer credits recognized (e.g. our UVic students taking courses elsewhere need to supply an official transcript to Office of the Registrar before their transfer credits will be evaluated and approved. Students might be also required to provide course outlines of any courses they took.)

Fees

- **Tuition fees:** international or domestic

NON-UVIC STUDENT INFORMATION

2023 University of Victoria – UVic-Tsawout Field School

- Budgeting/tuition: <https://www.uvic.ca/registrar/safa/planning/index.php>
- **UVic Application fees**

Auditing

Auditing is rarely approved for field school courses and has to be discussed with instructor beforehand. More about this option [here](#)

- **Auditing fees**: international or domestic

If instructor is willing to accept an auditor, complete and sign this form: [audit form](#). Then forward to anthtwo@uvic.ca. We will get the instructor's approval and then send it over to OREG for processing.

Graduate students

Are you a graduate student from another university wishing to take courses for credit in your graduate program? Read this document and if your university is part of the "[Western Dean's Agreement](#)" program complete the form (if it isn't there is info on this form too – page 3).