

INTERNATIONAL STUDENT ADMISSION PROCESS CHECKLIST

Here is a checklist of tasks to ensure your application is processed and completed promptly. It will allow us to provide you with a fast, streamlined and efficient process.

STEP 1 SELECT YOUR ENGLISH PROGRAM

- Secretarial Studies DVS 5857
- Accounting DVS 5731
- Medical Office Specialist DVS 5857 + AVS 5874
- Secretarial + Legal DVS 5857 + AVS 5873

STEP 2 CONFIRM YOUR DECISION

- Ensure you have the correct paperwork and the timeline to start your program. Every country and student's situation varies, so it is best to know your situation first-hand.

STEP 3 PREPARE THE FOLLOWING DOCUMENTS *

- Copy of Official Passport
- Birth certificate or affidavit
- High School Diploma or equivalent
- Official transcript and diploma (must have successfully passed grade 12 or higher)
 - ▶ *A certified translation must accompany documents if they are not in French or English.*
- Proof of French/English proficiency as per Cestar College language requirements
- Curriculum vitae (CV)
- Letter of Explanation (LOE) (often informally called a Statement of Purpose or Letter of Motivation)
- Comparative evaluation -from MIFI or another recognized authority (if available)
- Letter of financial support (Affidavit)
 - ▶ Parents must provide either a notarized letter or a signed declaration that includes the following information:
 1. *They are the students' official sponsors.*
 2. *They commit to covering tuition and living expenses totalling approximately \$21,000 per year for the duration of the program.*
 3. *They must clearly state that the funds are "unencumbered," meaning they are not tied up in any way that would prevent the student from accessing them.*
 4. *Proof of funds (bank statement from the last four months)*

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STEP 4 COMPLETE THE STUDENT APPLICATION FORM

- You must complete and sign the International Student Application form and ensure all the documents required for Acceptance to the program are attached to the application.
 - ▶ *To ensure consistency and validity, the signature on the application form must match the one on your passport.*
- If you have a representative or agent, the release of information section must be completed and signed by the student.

STEP 5 SUBMIT YOUR DOCUMENTS

- Create your CCD student portal account "[Apply Now](#)" & upload the required documents.

STEP 6 REGISTRATION

- A **non-refundable** admission fee of **\$50** is required at the time of application.
- The **first installment** must be made on **the first day of classes**.

Once a student submits an application and pays the \$50 non-refundable application fee, the payment does not guarantee admission, acceptance, visa approval, enrolment in a specific program, or space availability.

The application will be reviewed in accordance with Cestar College's admission requirements and policies.

The application fee is strictly non-refundable under all circumstances, regardless of the outcome of the admission decision.

THE LETTER OF ACCEPTANCE (LOA) WILL BE ISSUED ONLY AFTER:

- All required documents have been received
- Academic eligibility is confirmed
- The language proficiency is validated
- Administrative and financial conditions are met