

# North Island College Dual Credit Application Steps for EducationPlannerBC

1. Log into EducationPlannerBC (EPBC) [here](#)
  2. Complete the application Process as outlined below.
- For a first-time user click on Sign up for your EducationPlannerBC Account

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Plan

## Apply

# Apply for admission

You've planned, searched, and now you're ready to apply! Here you can easily apply to any of B.C.'s 25 public post-secondary institutions.

Not sure how to apply? Check out our How-to guides for more information.

Sign Up for your EducationPlannerBC Account OR Login to your EducationPlannerBC Account

- 1 Select Institution
- 2 Complete Application
- 3 Review & Submit

- Once you have signed up for your EPBC account complete your Profile. Profile only needs to be set up once and Contact Information may be updated at any time. Click on the blue Start Applying button once your Profile is completed.

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Plan > Apply > Profile

## Apply

Submitted Applications

### Profile

UPDATE PROFILE      1 Select Institution      2 Complete Application      3 Review & Submit

LAST MODIFIED  
a few seconds ago

*If you want to update your Password or Email Address, please go to your EducationPlannerBC Account.*

Your profile consists of personal and contact information, along with your academic history. A copy of your profile is included alongside any application you submit to a Post-Secondary Institution.













- Personal Information  
Provide details about your identity, language and citizenship.
- Contact Information  
Provide your mailing address, telephone number, and optionally, an emergency contact.
- Academic History  
List all High Schools (Grades 8-12), Homeschools and Post-Secondary Institutions you have attended or are currently attending.

Start Applying

- Select Institution – Click on North Island College

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 Coast Mountain College	 College of New Caledonia
 College of the Rockies	 Douglas College
 Emily Carr University of Art and Design	 Justice Institute of British Columbia
 Kwantlen Polytechnic University	 Langara College
 Nicola Valley Institute of Technology	 North Island College
 Northern Lights College	 Okanagan College

- Once you have selected North Island College you will be taken to the Information for Applicants page. Ensure you have read the information supplied and once done, click on the blue Create Application button.


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Submitted Applications

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Update Profile Select Institution COMPLETE APPLICATION Review & Submit



Information for Applicants

This information is for all new and returning students, both domestic and international, applying to programs at North Island College.

Upon receipt of your application, North Island College (NIC) will send an email to your personal email address that includes your NIC student email and login information. Please check your junk folder if you have not received it. All subsequent correspondence will be directed ONLY to your NIC email address.

**When applying, you will be required to choose a campus location, regardless of delivery method. Please apply to the campus listed for your program, or to the campus location you would attend for on-campus classes.**

International Applicants:  
NIC is currently accepting international applicants for a limited number of programs. Only available programs will show on the list when you select the term.

### Application


Create Application

- Once you click on the blue Create Application button you will be taken to the Program Selection and Additional Information stage. Click on Program Selection, once you have completed this section you will be taken to the Additional Information page automatically.

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Reference No. 1083972 Delete Application

LAST MODIFIED a few seconds ago

Program Selection  
Select the program you're interested in applying for at North Island College.

Additional Information  
Provide additional details requested by North Island College.

- Complete the required information on the Program Selection page (Program, Campus and Term are drop down selection fields. Once completed, click on the blue Save button.

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### Program Selection

Select the program you're interested in applying for at North Island College.

Program Selection

If you don't see your term or program, please check deadlines and requirements for your program on the North Island College website, or contact the North Island College admissions office directly for information on program availability.

WHAT CATEGORY BEST DESCRIBES YOU?

Dual Credit x | v

SELECT YOUR PROGRAM

University Studies x | v

CHOOSE YOUR CAMPUS

Comox Valley x | v

WHICH TERM DO YOU WISH TO START?

Winter 2024 x | v

Cancel Save

- Complete the Additional Information page by selecting your school district using the drop-down function.
- A completed sponsorship form signed by your school **and** a completed release of information form are required to up be uploaded at the time of application. *Forms can be downloaded in the application, or at [nic.bc.ca/dual-credit](http://nic.bc.ca/dual-credit) under "Getting Started"*
- If you require support from our Department of Accessible Learning Services, select Yes. Canadian Armed Forces is option and is not required by Dual Credit applicants.
- Once completed, click on the blue Save button.

**What school district are you applying from?**  
Please select the school district you are applying from in the list below. If you are unsure, you can visit the [School District Boundaries](#) website for more information.

Select option ... ▼

▲ This field is required.

**Dual Credit Sponsorship Form**  
Download and complete the [Dual Credit Sponsorship form](#). Submission of this document as a PDF is required to complete your application.

[Browse ...](#)

**Dual Credit Release of Information Form**  
Download and complete the [Release of information form](#). Submission of this document as a PDF is required to complete your application.

[Browse ...](#)

**Indigenous Identity**

Do you identify yourself as an Aboriginal person of Canada?  
The term Aboriginal person refers to First Nations, Métis and Inuit peoples of Canada.

Yes    No    (Not specified)

Do you wish to be contacted by the Department of Accessible Learning Services for the purposes of requesting academic accommodations due to a disability or medical condition? *(Optional)*  
The [Department of Accessible Learning Services \(DALSS\)](#) provides support to North Island College students who identify as having a disability which may impact their ability to study. If you identify as a student with disability and require academic accommodation, please visit the website for more information. This support services question is a voluntary disclosure.

No x | ▼

Have you served in the Canadian Armed Forces? *(Optional)*

No x | ▼

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Cancel [Save](#)

- Once applicants have completed the required sections select the Review and Submit Application button.



Please review and confirm your information in the below section.


✓



**Review Profile**

Review details about your identity, language and citizenship.


✓



**Review Application**

Review your program selection and additional information.

^



**Application Fee — \$0.00 CAD (non-refundable)**

Your application fees, based on your profile and selected program.

Amount	Description
\$ 0.00	Domestic Dual Credit
<b>\$ 0.00</b>	<b>Total</b>

**Application Fee**

To change your application after it is submitted, please contact the Admissions department at North Island College.

PAYMENT OPTIONS

- No charge.
- (Not Specified)



- Once review has been completed and the applicant is satisfied with the information, and the appropriate Confirmations are completed, click on the blue Submit Application button.

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### Confirm Email Address

Is your current email address, **darin.bellham@nic.bc.ca?**

Yes, this is my current email address.

It's important that we have your current email address; it's where we'll send your application receipt, and how the school will contact you with next steps about your application.

If you need to update your email address, please do so at EducationPlannerBC Account - Update Email, before proceeding to Make Payment.

### Consent for Information Disclosure and Declaration of Applicant

I declare that the information I have submitted in this application is true and correct. Completion of this application permits North Island College (NIC) to request and/or confirm any information necessary to support my application for admission. Falsifying any documents or information submitted will result in the immediate cancellation of admission or registration at the college. I understand that this application is a request for admission and does not guarantee admission to any program or course. Admission is subject to meeting program and course prerequisites and to space availability. Decisions on my admission will be made only after the application fee and all required documents have been submitted. I agree to abide by the established rules and regulations of North Island College, including those of the program in which I shall be registered.

#### Freedom of Information and Protection of Privacy

I have read and understand the Notice above and consent to and authorize EPBC to use and disclose my personal information for the purposes described.

I hereby certify that the information provided in this Application is true, accurate and complete.

[Submit Application](#)

- Once submitted the applicant will receive an email confirmation from EPBC.
- North Island College Admissions will then receive the application via an automated download and be in contact with the applicant.