

FOR OFFICE USE ONLY

Student ID# _____ Student Name _____ Received _____ Notified _____

PLEASE PRINT CLEARLY**Name**

First name

Middle name/initial

Last name

UVic Student Number

(if you have one)

Date of Birth

(Required to produce unique ID)

DD / MM / YYYY

☐ Canadian Citizen ☐ Permanent Resident ☐ Other**TOEFL/IELTS score**

(If applicable you must provide photocopy of test results)

Address

City

Postal Code

Country

Phone**Email****Employer****Current Position****Address**

City

Postal Code

Country

Phone**Fax**

How did you first hear about this program?

SEND YOUR COMPLETED APPLICATION TO

Mail Diploma Program in Public Relations
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2
Canada

Phone 250-721-6129

Fax 250-721-8774

Email prprogram@uvic.ca

High School Graduation ☐ Yes Year: _____ ☐ No

Name of school

City/town

Post Secondary Education

Date

Institution

Degree/other

Date

Institution

Degree/other

Professional Qualifications

Please provide a brief synopsis of your work experience.

How do you expect to benefit from taking this program?

PAYMENT: This application must be accompanied by the application fee of \$150 (cheques should be made payable to University of Victoria)

**If you wish to pay by credit card, please call Registration:
250-472-4747**

☐ Cheque ☐ Money Order ☐ Visa ☐ MasterCard ☐ Amex**University
of Victoria**

ADMISSION CRITERIA

You need one of the following to be eligible for admission:

- must hold an undergraduate degree or its equivalent, and three years (part-time or full-time) professional experience in any field
- at a minimum, graduation from secondary or high school is normally required for entrance into the program, in addition to five years of work experience
- any combination of equivalent education and work experience
- volunteer experience in a related field and/or a strong motivation to acquire a credential in public relations, but with no previous professional experience

We are open to learners with a variety of educational or professional backgrounds. Our expectation is that you have a commitment to learn and achieve your continuing education goals. If you do not meet the admission requirement(s) listed above, we still strongly encourage you to contact us at prprogram@uvic.ca to discuss your options.

HOW TO APPLY FOR ADMISSION

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Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2
Canada

Phone: 250-721-6129

Fax: 250-721-8774

Before registering for the diploma program or a single course, you must complete an application form and accompany your application form with an application payment fee of \$150.

Diploma students must take the prerequisite course, Public Relations Theory and Practice, either before other courses or at the same time. An admission committee will review your application and then you will be advised of the registration process. Following registration, you will be placed on an interest mailing list to ensure advance notification of the course registration.

FOR MORE INFORMATION, PLEASE CONTACT US

Email: prprogram@uvic.ca

Web: www.continuingstudies.uvic.ca/diploma-PR

WITHDRAWALS AND REFUNDS

All courses in the Diploma Program in Public Relations have limited enrollment.

Students who wish to withdraw from a course must notify the Public Relations Program office prior to the final day of class to ensure that they are removed from the class list and are not awarded a failing grade.

Students who withdraw from a course within six calendar days of the course start date will be eligible for a refund of their course fees, less a \$75 administration fee. Withdrawal requests received after this period will not be eligible for a refund.