

**CONTINUING  
STUDIES@UVIC**

# Agent Training: Business Programs at UVic



University  
of Victoria



# Victoria, British Columbia

- 🍁 **CAPITAL CITY** of British Columbia
- 🍁 **#3 BEST CITY** in the world (CN Traveler 2022)
- 🍁 **POPULATION:** 400,000
- 🍁 **20-MINUTE** flight to Vancouver or Seattle
- 🍁 **WARMEST CLIMATE** in Canada
- 🍁 **TOP ISLAND DESTINATION** in Canada
- 🍁 **WORLD-FAMOUS** gardens and parks
- 🍁 **CLEAN, SAFE + MULTI-CULTURAL**



# The University of Victoria

- **#2 “Comprehensive University”** in Canada
- Student population: 22,000
- 10 Faculties and 2 Divisions offering academic degrees, diplomas and certificates
- Research-intensive university with 5 areas of special focus: climate, health, social justice, technology and Indigenous-led scholarship
- International partnerships with more than 200 post-secondary institutions worldwide





# UVic Division of Continuing Studies

A division dedicated to **adult education** and **professional development** programming in the following areas:

- English Language Training (through the “UVic English Language Centre”)
- Business, Science and Technology
- International Teacher Training
- Arts, Culture and Languages
- Health, Safety and Public Relations



# Business Administration Programs

- **Certificate in Business Administration – “CBA” (12-16 months)**
- **Diploma in Business Administration – “DBA” (24-28 months)**

Participants enjoy expert teaching, flexible delivery formats, and optional micro-certificates:

- Business Communication
- Business Finance
- Marketing Communication
- Administrative Technology
- Business Intelligence and Data Analytics



# Business Administration Programs

## Certificate in Business Administration (CBA)

**Start Dates:** January, May, September  
**Program Length:** 12-16 months (full-time)  
**Total courses:** 8 (3 courses per term)  
**Each course:** 13 weeks per course  
**Accommodation:** Private housing  
**Language Level:** IELTS 6.0 (no section < 5.5);  
Duolingo 110 overall score  
**Tuition:** \$10,408 CAD (incl. fees + materials)

## Diploma in Business Administration (DBA)

**Start Dates:** January, May, September  
**Program Length:** 24-28 months (full-time)  
**Total courses:** 14 (3 courses per term)  
**Each course:** 13 weeks per course  
**Accommodation:** Private housing  
**Language Level:** IELTS 6.0 (no section < 5.5);  
Duolingo 110 overall score  
**Tuition:** \$17,820 CAD (incl. fees + materials)

*Note: Tuition fees are subject to change. Please check the website for updates.*

# Business Administration Program Content

## CBA Required Courses (5)

- Business Administration
- Business Writing
- Organizational Behaviour
- Financial Accounting
- Marketing

***Plus 3 elective courses***

## DBA Required Courses (9)

- Business Administration
- Business Writing
- Interpersonal Bus. Communication
- Organizational Behaviour
- Financial Accounting
- Marketing
- Finance
- Strategic Management
- Strategic Leadership

***Plus 5 elective courses***

# Admission Requirements

## To qualify, candidates must provide:

- A transcript showing a minimum of high school completion.
- *(Mature applicants who do not meet this requirement may also be considered on the basis of minimum five years' work experience and must provide a resume.)*
- Two years of professional, full-time work experience (or post-secondary education) is recommended. This can be demonstrated on a CV / resume.
- Meet English Proficiency requirement (see next slide)

***All correspondence for applications submitted by an agency will be with the agent***



# English Proficiency Requirement

**International students must provide proof of English proficiency.**

Accepted proof of English Proficiency (any one of the following):

- Transcript showing graduation from a Canadian secondary school
- Four years of full-time academic studies in which all language of instruction is English at a high school or post-secondary institution
- Successful completion of a recognized degree from an accredited university in which all instruction is in English, in a [recognized English-speaking country](#)
- IELTS (academic) 6.0 overall (no sub-score < 5.5)
- Duolingo 110 overall score
- UVic [Intensive English \(ELPI\)](#) level 570\*
- TOEFL IBT 79 (no sub-score less than 17); please note: TOEFL IBT *Home Edition* is not accepted.
- Successful completion of approved English partner pathway level

*\*Students may qualify for conditional admission if registered in the Intensive English (ELPI) program.*

# Application Process for Business Programs

## Steps

- ✓ Submit an online application form *via your Continuing Studies account*
- ✓ Upload English Proficiency proof and secondary school transcript of grades.
- ✓ Pay the \$300 application fee.
- ✓ Once paid, admission staff will follow up to confirm application under review.
- ✓ If all requirements are met, admission staff emails a payment link to pay the \$3,500 deposit – must be paid within 3 weeks to accept offer.
- ✓ Once deposit is paid, admission staff emails the acceptance welcome package.

## Fees

Full-time Program	CBA	DBA
Application Fee (non-refundable)	\$300	\$300
Program Deposit (non-refundable)	\$3,500	\$3,500
Estimated Tuition	\$7,080	\$12,390
Student Services Fees	\$2,028	\$3,380
Estimated Textbook costs	\$1,000	\$1,750
<b>Estimated Total</b>	<b>\$10,408</b>	<b>\$17,820</b>
	<b>CAD</b>	<b>CAD</b>

*Note: Tuition fees are subject to change. Please check the website for updates.*

# Application Process: Conditional Admission

**For students who satisfy all requirements except for English proficiency:**

1. Submit CBA/DBA application, indicating student will apply to the ELC's [Intensive English \(ELPI\)](#) program.
2. We will charge \$300 business application fee, checking documents, ensuring the student meets the education requirement and advise them to apply for the ELPI program.
3. Once we have received the ELPI application, we will process that application, charging the required fees, and issuing the ELC acceptance documents.
4. We will then go back to the CBA/DBA application and send the acceptance deposit email to pay the \$3,500 program deposit.
5. Once the program deposit has been received, will proceed in processing the application, issuing the conditional CBA/DBA acceptance email.

# Application Process Reminders

## Please note:

- Applications must be fully complete (with all required documents and \$300 application fee paid) to be reviewed by our team. ***The preferred student email must be included on the program application.***
- Once student is admitted, documents confirming their program admission will be sent to the agent.
- A PAL, Provincial Attestation Letter, (if applicable) will be sent ***directly to the student***
- Important program and course registration information will be sent ***directly to the student. It is important that students continue to monitor their email for important messages.***
- Ensure students are aware of our [deadlines](#). There are **no** exceptions made for the following deadlines:
  - fee payments
  - deferrals or withdrawals
  - course registrations



Questions? Contact Us 😊



**CONTINUING  
STUDIES** @UVIC

**Continuing Studies at UVic:**  
[www.continuingstudies.uvic.ca](http://www.continuingstudies.uvic.ca)

**Division International  
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