



**NORTHERN LAKES**  
**COLLEGE**

# **International Student Guide**

**2024-2025**

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## INTERNATIONAL APPLICANT GUIDE

Thank you for your interest in Northern Lakes College (NLC). We are a Designated Learning Institution (DLI) and can accept and enroll international students who have the needed study permits. Please read the following information carefully. Remember that it is your responsibility to obey immigration regulations and maintain your immigration status while in Canada. As well International students are responsible for ALL study permits, travel, health insurance, housing, and financial arrangements.

### Who is an International Student?

International students are individuals who are **NOT** one of the following:

- **Canadian Citizens** – no specific ID required
- **Permanent Residents** (includes 'landed immigrants') – a certified true copy of a Provincial Government ID card, motor vehicle license, or permanent resident card is required to be kept on the student file
- **Refugee/Protected Persons** – documentation is required as proof of this status. [Click here to find out what documentation you are required to present.](#)
  - Please note, students who have valid proof of Refugee or Protected Persons status:
    - Are required to submit study and/or coop work permits
    - Do NOT pay international student rates.

### Before You Apply

#### Check admission requirements by program

On the website, find the program for which you want to apply. It is here that you check the admission requirements and confirm that you have successfully completed the high school subjects at the minimum grade. Please note, you must meet all general admission requirements for admission at Northern Lakes College. [Click here to see a list of programs that may be of interest to you.](#)

- You must meet the minimum academic requirements for the program
- All general admissions requirements must be met
- Admissions will only accept official documentation that demonstrates your qualifications for entry to the College and its programs

#### Meet English language proficiency requirements

English is the language of instruction and communication at Northern Lakes College. If your primary language is not English, you must include proof of English language proficiency.

We accept a number of the standardized language tests as proof of English language proficiency. This list can be found in Appendix A of this document. The scores you require can vary according to program type. Applicants **MUST** submit evidence that English language proficiency as part of the application process.

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Test scores must be no more than two years old.

We reserve the right to request proof of English language proficiency, even from applicants of countries on the exemption list. This list can be found in Appendix B of this document.

### Confirm admission deadlines

You must apply four months in advance of the start of the program. This gives you time to provide your documents and other information required by admissions. Application deadlines are firm.

Academic Upgrading Deadlines	Post-Secondary Deadlines
Fall Semester – May 1 <sup>st</sup> Winter Semester – October 15 <sup>th</sup>	Fall Semester – May 1 <sup>st</sup> Winter Semester – October 15 <sup>th</sup> Spring Semester – January 1 <sup>st</sup>

### Student funding

It is your responsibility to have your funding in place at least TWO months prior to the program start. Forward letters of Funding Sponsorship to our Sponsorship email at [sponsor@northernlakescollege.ca](mailto:sponsor@northernlakescollege.ca). Include your student ID number on Letters of Funding Sponsorship.

## Application Process

### Apply online

Go to our website to apply online. There is a \$50 non-refundable application fee for **each** application. This applies to all career programs. This amount is subject to change without notice.

### Submit application documents

Northern Lakes College cannot begin to review international applications until we receive copies of all of your supporting documents. If your documents are in a language other than English, you will need to submit both the original language document and a certified English translation, which must be complete, literal, word-for-word and in the same format as the original document.

If you attended an educational institution outside of Canada, we require specific documents to assess your credentials correctly. Arrange to have your academic transcript(s) **from each institution** (high school and post-secondary) sent **directly** to our office. If institution(s) give you documents in a sealed envelope, **do not open the sealed envelope**. All original documentation and sealed envelopes must be mailed to Admissions.

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When possible, our Specialists will evaluate your transcripts. If they are unable to do so, you will be required to use an approved organization to provide transcript evaluations accepted by Northern Lakes College. Specifically:

[International Qualifications Assessment Service \(IQAS\)](#)  
[The Canadian Information Centre for International Credentials \(CICIC\)](#)

When arranging for a transcript evaluation, ensure that you choose the assessment meant for **EDUCATIONAL PURPOSES**. Completed results of the assessment are to be sent directly from the issuing body to Northern Lakes College along with a copy of the transcripts. All assessment and shipping costs are the responsibility of the student. Note, the Admissions Department reserves the right to request further documentation.

### Placement Testing at NLC

You may choose to take a placement test to show that you have academic requirements. Testing is done online and can be arranged by sending an email to [Accuplacer\\_exam\\_scheduling@northernlakescollege.ca](mailto:Accuplacer_exam_scheduling@northernlakescollege.ca). Should you have any questions please call our Accuplacer line at 780-849-8609. Please note, that space is limited for testing, if you book a time you are expected to take your test.

Applicants who are applying for Academic Upgrading will require a placement test. This is to ensure you are placed in courses to meet with the best success.

All test results are valid for TWO years. You are not permitted to rewrite the test. You will NOT receive your test results. After test results are analyzed, you are informed in writing, via e-mail, if you have met the academic requirements or not.

Applicants who take the placement test and score too low for programming **cannot** then present additional supporting documents for review. The placement test is valid for TWO years.

### Notice of Decision

Check your email. We will send you important information that will assist with your application. We email several letter types to applicants. They include:

**Offered** - Meets requirement, you are emailed a survey, must complete and pay the international deposit to accept a seat in the program.

**Pending** – we have received and are processing your application. Submit all documents to Northern Lakes College at this time. Northern Lakes College **will NOT reassess** your application if you provide additional documentation after we close your application. It is important that you provide ALL documents.

**Conditionally Accepted** – we have reviewed all documents. You have met the entrance requirements. Next, you must provide your study permit and co-op work permit (if your program has a practicum placement) and make your \$5,000 deposit.

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**Waitlisted** – we added you to a list because our program is full. We will contact if you a seat becomes available. We contact waitlisted applicants in order.

**Accepted** – you are admitted into the program

**Registered** – you have made payment in full for the program

**Closed** – you did not meet the requirements for your program and your application is closed

### Being Accepted into a Program

#### International Deposit

All International students are required to pay a non-transferrable deposit of \$5000. This will hold your seat in the program. Letters of Acceptance and Provincial Attestation Letters will NOT be issued until the deposit has been paid in full.

If you show evidence that you are denied permits prior to term start, \$3500 will be reimbursed to you. The remaining \$1500 is non-refundable.

If you do not provide permits by the first day of class, do not show up to class or show evidence of denied permits after the first day of class, your deposit of \$5000 is non-refundable and non-transferrable.

This deposit will be deducted from your fall term fees or your first term.

#### Letter of Acceptance (LOA)

When accepted into a program you will receive a 3-paged LOA. You require all pages to apply for your study/coop work permits. Letters are signed and dated. Letters contain the maximum tuition amount. They do NOT have fees listed, book amounts, nor living expenses.

Letters of Acceptance will not be sent requested on your behalf until you have paid your International Deposit of \$5000.

#### Provincial Attestation Letter (PAL)

Who needs a PAL?

You NEED a Provincial Attestation Letter (PAL)	You do NOT NEED a Provincial Attestation Letter (PAL)
Your application for study permits was received by IRCC AFTER 8:30 a.m. (EST) on January 22, 2024.	Your application for study permits was received by IRCC BEFORE 8:30 a.m. (EST) on January 22, 2024.

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Your program is longer than 6 months.	Living in Canada and need to renew your study/work permits
Anyone else NOT included in the “who does not need a Provincial Attestation Letter (PAL)” <a href="#">EXEMPTION LIST</a>	Your program of student is less than 6 months.
	Living in Canada as a family member of study permit or work permit holders
	Primary or secondary school students (High School)

### Receiving your PAL

Northern Lakes College will apply for your PAL after you are accepted into a program and your Letter of Acceptance is written. You will receive BOTH your PAL and LOA from NLC by email – then you are ready to apply to IRCC for a study permit.

## After You Confirm Admission

### Tuition and Fees

You will receive an email outlining your tuition for the program. Please know that this amount does not include mandatory non-instructional or student association fees. Learner resource fees may also be required for your program. [Click here to see tuition amounts by program.](#)

Make all payments online at <https://www.northernlakescollege.ca/make-a-payment>. If you are having difficulty making an online payment, you may find this [“how-to”](#) helpful.

### Textbooks

We supply textbooks to students enrolled in Academic Upgrading after paying the Learning Resource Fee (LRF).

Students in post-secondary programs are required to purchase their own textbooks. Find the approved program textbook list, including pricing estimates, on our website. You are strongly encouraged to purchase textbooks prior to the start of term. You are not required to purchase new textbooks; however, you are responsible to ensure that textbooks are current.

### Providing Copies of Permits

Present your study permit at least THREE weeks prior to the program start date. In addition, you must present a copy of Government issued photo identification.

It is your responsibility to inform Canadian Immigration and Citizenship if you are changing post-secondary institutions.

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If you will not finish courses **before** the end date on your permit, you **MUST** apply to extend your stay as a student. Visit this website for instructions:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/extend-study-permit/how-to-apply.html>

Use our Designated Learning Number (DLI) number on your application. **Our number is 019391056848**. For details on obtaining study permits (student visas), contact the Canadian Embassy or Consulate in your home country or visit [www.cic.gc.ca](http://www.cic.gc.ca)

### **Programs SHORTER than Six Months**

You do NOT need a study permit for a course or program that lasts 6 months or less. You still need a valid travel document (electronic travel authorization or visitor visa) to come to Canada. You can still get a study permit – this allows you the ability to work on-campus or off-campus while registered as a full-time student.

### **Programs LONGER than Six Months**

To enroll in a program longer than six months, you **MUST** to have a **VALID** study permit.

### **ALL Programs with a Practicum or Work Study**

No matter the length of your program, if your program has a practicum or work-study, you **MUST** obtain a study permit **AND** co-op work permit **BEFORE** you start the program.

**If entering a program with a practicum**, you must present a satisfactory Police Information Check (“PIC”; or Criminal Record Check) to the program coordinator. Note, this documentation is **NOT** used to determine acceptance into a program but is required for practicum placement.

- If outside of Canada or if you have lived in Alberta for less than six months, your criminal record check must come from the country or province of residence.

**Present ALL documentation along with government issued photo identification no later than THREE weeks prior to program start dates.**

### **Health insurance**

Students are responsible for ensuring they have health care coverage during their stay in Canada. International students and their dependents, planning to remain in Alberta for 12 months or more, can apply for coverage with the Alberta Health Care Insurance Plan (AHCIP). They should apply within 90 days of arrival in Alberta.

- Students who have a 12 month Study Permit (for an Alberta Institution) and who will reside in Alberta for 12 months or more are eligible for AHCIP coverage.



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- Students with Study Permits valid for three months, but less than 12 months, may be eligible for AHCIP coverage when the application is accompanied by a letter from the student confirming their intent to reside in Alberta for at least 12 months.
- If the application for AHCIP coverage is received within three months of entry into Alberta, coverage is effective on the date of either entry into Alberta or the date signed on the Study Permit, whichever is later.

The following link provides more information on temporary residents and AHCIP health care coverage: <https://www.alberta.ca/ahcip-students.aspx#jumplinks-2>

Applicants planning to reside in Alberta for less than 12 months will have to arrange for their own health care coverage.

### Course Selection

Academic Upgrading – a Campus Instructor or Coordinator will assist you with course selection  
Post-Secondary – if needed, a program Coordinator or Chair will assist you with course selection

## International Student Frequently Asked Questions

1. When should I apply for my program?  
You must have applied a minimum of four months prior to the program start date. This will help ensure that the timelines are met for receipt of study permits and assessment of your academic credentials.
2. How long will it take my application to be processed?  
**Once we have received all required documents**, your application will take approximately two weeks to process.
3. What happens if I apply after or miss the deadline?  
If you apply after the deadline, your application is closed. You must reapply to be considered for the next intake.
4. What happens if the timeline for receipt of my permit (co-op work or study) is not met?  
If your permits fail to arrive on time, your application is closed. You must reapply to be considered for the next intake.
5. Can I bring my international transcripts to Northern Lakes College for assessment?  
No. You must have your transcripts assessed by an external Canadian service such as International Qualifications Assessment Service (IQAS). To obtain information about IQAS visit their website at <http://www.alberta.ca/iqas.aspx>

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6. What happens if I disagree with my academic credential assessment used for admission? (i.e. IQAS)  
We recommend you pursue an appeal through the organization that assessed your out of country transcripts.
7. What happens if I do not meet the admission requirements for my program?  
If you do not meet the entrance requirements, your application is closed. We may offer other programming options, such as Academic Upgrading or College and Career Preparation courses.
8. What happens if I do not submit a permit?  
Your application is closed. You must meet all regulations as set out by Canadian Immigration and Citizenship.
9. If my program has a practicum (work-study) component, what documents must be provided?  
You must provide both a study permit AND a co-op work permit.
10. If my program is normally offered as a full-time program for less than six months and I would like to take the program as part-time student for a period longer than six months, can I do this?  
Your permit must show the length of time you will be enrolled. Please note that part-time studies will not qualify you for a post-graduate work permit in Canada. You must be a full-time student for at least 8 months.
11. What happens if my work permit or my study permit ends before the program completion date?  
You must extend your permit by applying to Canada Immigration and Citizenship a minimum of three months (90 days) BEFORE the end of your current permit. Provide evidence of extension request to [admissions@northernlakescollege.ca](mailto:admissions@northernlakescollege.ca). If your permit expires, you are withdrawn from the program and must reapply.
12. What happens if my study permit is not approved before the program start date?  
Your application will be closed. Submit your study permit at least THREE weeks prior to the program start date.
13. Are there any special international admission requirements for applying for a trade?  
Yes. To apply for a trade program, applicants must be a Canadian citizen or Landed Immigrant. All trades programs require that you be a registered apprentice with Alberta Industry and Training to be eligible to take the program. For more information, please refer to <http://tradesecrets.alberta.ca/>.
14. What happens if I wish to switch programs after I have been accepted?  
All documents would be reassessed to determine if you meet the new program admissions requirements. Your study permit would have to reflect any change in the program timeline.

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15. When and how should the program fees be paid?

After processing your application and conditional acceptance is granted, a commitment deposit of \$5,000.00 is required. A commitment fee is a tuition deposit. A commitment deposit is a tuition deposit. After providing a copy of your study permit (and co-op work permit for programs with a practicum), you will receive full acceptance. Program enrollment documents and full payment will be due no later than ten business days prior to the start of your program. International students are assessed 3x the domestic rate for tuition fees only. Non-instructional and Student Association fees are assessed at domestic rates.

16. If I am unable to attend my program will I be refunded?

Please refer to our website for information on Fee and Refund practices.

17. Are there bursaries or scholarships available to international students?

Not at this time.

### Contacting Student Admissions

If you have questions about the application, process, or our programming please contact [admissions@northernlakescollege.ca](mailto:admissions@northernlakescollege.ca) or call admissions at 1-866-652-3456. Our offices are open Monday to Friday 8:15 a.m. – 4:30 p.m. (MST). You may email or leave a voice message after hours. Our address is:

Admission Services  
1201 Main St. SE  
Slave Lake, AB T0G2A3

### Appendix A

### English Language Proficiency Tests and Minimum Scores Required

Proficiency Test	Full Name of Proficiency Test	Minimum Score Required
<b>CAEL</b>	Canadian Academic English Language	Score of 60 with no subtest below 60
<b>CLBA</b>	Canadian Language Benchmarks Assessment	Score of 8 with no skill score below 7
<b>CELP</b>	Canadian English Language Proficiency Index Program - General	Score of 8 with no skill score below 7
<b>Duolingo</b>	Duolingo	110 overall with no subtest below 100
<b>IELTS</b>	International English Language Testing Systems – Academic	Score of 6.0 with no band score below 6.0
<b>PTE Academic</b>	Pearson Test of English – Academic	Score of 50
<b>TOEFL</b>	Test of English as a Foreign Language	Internet based (iBT) score 84 (no section below 21) ; Paper based score 560 with TSE 50 Computer based score 220 and TSE 50
<b>TOEIC</b>	Test of English of International Communication	Score 730/790 and TSE 50
<b>Note: Individual program requirements may apply. An interview with the program advisor may also be required.</b>		

Note: The ELP may be waived in special circumstances, as determined by Northern Lakes College.

### Appendix B

### English Language Proficiency (ELP) Exempt Countries

Below is a list of countries recognized as ELP exempt. Northern Lakes College reserves the right to request an ELP, even from applicants of countries on the exemption list, if there is evidence that the applicant may not be proficient in all areas of the English language.

American Samoa	Cayman Islands	Malta	St. Helena
Anguilla	Falkland Islands	Mauritius	St. Kitts and Nevis
Antigua	Fiji	Montserrat	St. Lucia
Australia	Gibraltar	New Zealand	St. Vincent and the Grenadines
Bahamas	Great Britain	Nigeria	Tanzania
Barbados	Grenada	Pacific Islands	Trinidad and Tobago
Belize	Guam	Ryukyu Islands	Turks and Caicos Islands
Bermuda	Guyana	Seychelles	Uganda
British Honduras	Ireland/Northern Ireland	Singapore	United States of America
Canada (when educated in English)	Jamaica	South Africa	Ghana