



# Technical Communication

[www.pr.viu.ca/techcomm](http://www.pr.viu.ca/techcomm)

For Office Use Only

Date Received:

Students are responsible for informing registration of any change of address.

Date: \_\_\_\_\_ Student No (if known): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov/St: \_\_\_\_\_

Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Email: \_\_\_\_\_ Phone (Other): \_\_\_\_\_

Date of Birth (dd/mmm/yyyy): \_\_\_\_\_ Gender:  Female  Male

Payment (\$35 Domestic/\$150 International):

Visa   
  Mastercard   
  Amex   
 No. \_\_\_\_\_   
 mm/yy (expiry) \_\_\_\_\_   
 Cash   
 Cheque

## Personal Profile

Please complete the following. Feel free to continue onto another page if you need more space.

1) Describe your work experience using computers, in particular:

- The types of software you've used
- The types of hardware you are familiar with
- The kind of work you have done using computers

2) Educational background: List degrees, diplomas, certificates, and any other training that may be relevant. List highest level of English language education achieved (eg., Grade 12, first year university, English Degree, etc.)

3) What are your goals with respect to taking the Technical Communication Certificate Program? (Please give a complete answer—at least 150 words in length. Outline your work and training history, types of jobs performed, and where you think the Technical Communication Certificate will lead you in terms of enhancing your work skills and job prospects.) Attach extra page(s) as required.

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I have read and understood the Systems Requirements and recommended prerequisites for the courses in this program (available from [www.pr.mala.bc.ca/techcomm.htm](http://www.pr.mala.bc.ca/techcomm.htm)).

I understand that the information on this Application is subject to audit and verification (documentation *may* be requested).

My signature below means that I certify that the information I have given is correct and complete, and I agree with everything written in this declaration. I give my consent to the exchange of information between Vancouver Island University and the parties I have outlined in this application to verify that the information here is accurate.

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<b>Name (please print)</b>	<b>Signature</b>	<b>Date</b>
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**Note:** Your application fee of CDN\$35 (domestic students), CDN\$150 (international students) must be paid before you can apply to receive your certificate. Apply for your certificate by completing and submitting the Certificate Request Form. International students must also complete the “International Application for Admission.”

**Submit Fax to: 1-604-485-2868 (Powell River, BC)**

*Continuing Studies  
Vancouver Island University  
3960 Selkirk Ave.  
Powell River, BC V8A 3C6  
Canada*

**Fax:** 604.485.2868

*Email enquiries: [julie.clarke@viu.ca](mailto:julie.clarke@viu.ca) or [lowell.morris@viu.ca](mailto:lowell.morris@viu.ca)*

*Telephone enquiries: 1.877.888.8890 or 604.485.2878*

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