



**COLLEGE OF THE NORTH ATLANTIC**  
**OPERATIONAL PROCEDURE**

**TOPIC: ADMISSION**

<b>Procedure No.</b>	AC-102-PR	<b>Division</b>	Academic
<b>Related Policies</b>	AC-102 AC-101 AC-104 SS-207	<b>Board Policy Ref.</b>	GP-A-101
<b>Related Procedures</b>	AC-101; AC-102; AC-104; SS-207	<b>Effective Date</b>	October 10, 2024 (R13)

**PROCEDURE**

**1.0 Entry into Regular Programs, Full-Time Student Status**

Candidates applying for full-time status must satisfy the following requirements:

- A. Apply on-line or in writing on the approved application form and submit the non-refundable application processing fee.
- B. Meet the educational and other requirements for entry into the particular program; minimum of high school graduation diploma or recognized equivalent, or as otherwise specified.
- C. In the case of high school students, provide an official copy of high school transcript. In the case of ABE students, provide a Record of Achievement or other equivalent official transcript.
- D. Official transcripts or degree certificates issued in languages other than English must be translated into English and submitted to College of the North Atlantic (CNA) along with the original official documents. An official translation is an exact English translation of academic documents that has been prepared by the issuing institution or a professional translator.

- E. Provide required documentation or report for an interview or for testing when requested.
- F. Meet physical entrance requirements of the program, where applicable.
- G. Irrespective of A & B above, applicants may apply for admission under Special Admissions or may be considered as a Mature Student as identified in 1.1.D. of this procedure.

1.1. Admission Requirements

Applicants must meet all identified admission requirements of the program.

A. High School Graduation

High school graduation means the successful completion of required credit courses as specified by the Newfoundland and Labrador Department of Education & Early Childhood Development, or other equivalent Canadian jurisdiction.

High School students who complete modified courses with the third digit "6" or alternate courses with a third digit "7" will require further assessment before eligibility is determined. The completion of a modified course may prevent the applicant from being accepted into college programs. Application from such applicants will be referred to the Accessibility Services Coordinator.

(Also refer to Procedure SS-207-PR)

B. High School Equivalency

Graduation with the following High School Equivalencies will be considered for acceptance into any College program:

- i. Basic Training for Skill Development (BTSD) Level 4 Certificate
- ii. Adult Basic Education Certificate (ABE) Level 3 (Level 4 prior to 1991)
- iii. General Educational Development (GED) Certificate
- iv. Grade XI Certificate (Department of Education, Public Exams prior to 1982)

Persons holding certificates as listed in i., ii. or iii. may require further evaluation before being accepted into a program; and upon being accepted, those applicants may be required to complete additional courses before entering the program.

C. Comprehensive Arts & Science (CAS) Transition

To be accepted into College programs, CAS Transition students must meet the admission requirements of their chosen subsequent program as articulated under the relevant program section of the Academic Calendar.

D. Mature Student Requirements

Applicants who do not meet the educational prerequisites for programs with “First Qualified, First Accepted” admissions process may be considered for Mature Student admission on an individual basis provided the following conditions are met:

- i) Applicants must be at least 19 years of age at the time of application and out of school for at least one (1) year.
- ii) Applicants present an official transcript of grades for the highest educational level attained.
- iii) Applicants must engage in CNA’s Mature Student Admissions Process.

Specific academic course prerequisites, in disciplines such as English, Math, Biology, Chemistry, and Physics, or any others specifically identified for admission cannot be waived via the Mature Student process.

Mature student status does not apply to programs with competitive entry admissions processes.

E. Special Admissions

Special circumstances may exist whereby applicants who fail to meet all of the criteria for admission may be recommended for acceptance. In such cases, the application will be referred to the Committee on Special Admissions.

CNA may choose to designate groups comprised of individuals who face traditional barriers to post-secondary entry. In such cases, applicants who are high school students who do not meet the academic requirements (including having reached the legal

school leaving age on the date of commencement of the program) must provide a letter of recommendation from the high school principal or guidance counsellor or any other special admission requirement as established by CNA. In such cases, CNA will establish a committee to review applications and ensure fairness through transparency in the admission process.

Applicants with disabilities, who do not meet program admission requirements, will undergo further review to determine eligibility for admission, as outlined in Procedure SS-207-PR.

Specific academic course prerequisites as detailed in program admission requirements in the Academic Calendar, in disciplines such as English, Math, Biology, Chemistry, and Physics, or any others specifically identified for admission cannot be waived via the Special Admissions process.

#### Non-Program Specific

Students may enroll in up to two (2) General Studies courses per semester or one (1) course in Intersession, up to a maximum of eight (8) courses over the lifetime of a student. The admission requirement for candidates wishing to apply for a credit course through General Studies is the course prerequisite, if applicable. Admission into General Studies is only available if entry into CAS Transition or another program is not an option as determined by the Registrar or designate.

Registration/enrollment in a course does not constitute a commitment to or admission into any College program.

#### F. Home Schooling Admission Guidelines

Home schooled applicants who do not possess a High School Graduation Diploma as specified by the Department of Education & Early Childhood Development will be reviewed for general admission by the Committee on Special Admissions. The applicant may be asked to provide some proof of standardized assessment results and/or complete an assessment instrument used by CNA and attain the required scores for the selected program.

#### 1.2 Admissions Portfolio Guidelines

Some programs may require submission of a portfolio (as approved by the relevant School Dean and identified in the Academic Calendar). The

guidelines will be outlined in the program details contained in the Academic Calendar, and shall include:

- A. Required pieces of applicant's work and documentation.
- B. Materials sought.
- C. Appropriate format.
- D. Whether original work is required.
- E. Established evaluation criteria.
- F. Return of materials procedures.

CNA assumes no responsibility for loss of or damage to portfolios submitted.

Portfolio Screening:

Each program area will identify how portfolios will be screened, with criteria as approved by the School Dean responsible for the program.

### 1.3 Application Process

- A. Submit an application and pay the non-refundable application fee.
- B. Applicants cannot have an active application for more than two programs for the same academic year. If more than one program applied for, the primary and secondary choice must be indicated. If an applicant applies for more than two programs the applicant must advise which of the first two programs are to be withdrawn.
- C. Forward required official documents (NOTE: certified copy of transcripts must be obtained from the high school or Department of Education; faxed or e-mailed copies directly from these institutions will be accepted). Applications are not complete until all required documentation is received. All required documents must be received within three months of date of application or the application will be withdrawn, except for programs that have posted deadline dates in which instance documents must be submitted by the posted date.
- D. Applicants enrolled in their final year of high school must provide a certified copy of their Level I & II transcript, and Level III courses they are registered for, at the time of application. Applicants who

are accepted will be accepted conditionally pending receipt of final year results.

For provincial applicants presently in Level III of High School, CNA will obtain a copy of your final high school marks directly from the Department of Education once final marks are available, provided the Provincial School Number is included on the application.

For provincial applicants who graduated prior to June 2020 and who provide their MCP number, CNA will obtain a copy of your final high school marks directly from the Department of Education.

- E. Applicants will be sent an acknowledgement upon receipt of their application. Communications will be via e-mail. Some notifications may be sent via SMS text (where applicants have consented).
- F. Programs with “First Qualified, First Accepted” Admission Process. Acceptance into these programs will follow the “First Qualified, First Accepted” admission process as outlined in AC-119-PR, subject to the following:
  - Applications must be correctly completed and must contain all required documentation.
  - Complete applications will be dated as of the date of receipt of the last document received in order to assess program eligibility.
  - Applicants must meet all educational and any other requirements;
  - All required fees must be paid.
- G. Admission to programs with a competitive entry admissions process will not be conducted on a “First Qualified, First Accepted” basis, but will be determined by a process in which applicants are ranked using the results of each admissions component to produce an overall candidate score. For more details, please refer to the specific program entry requirements in the Academic Calendar.
- H. When accepted, applicants will be asked to confirm in writing (or electronically) their intent to register and will be required to pay a confirmation fee within two weeks of the date of the letter of acceptance.
- I. Within three to four business days after a letter of acceptance has been sent, staff will follow up (via telephone for domestic applicants and e-mail for international applicants) to determine if

the applicant has received the letter and if they intend to accept the seat. If the applicant indicates they are declining their seat, the staff person will send a message to the e-mail address on file confirming the application will be withdrawn per the telephone conversation (or per the e-mail received, as applicable). The application will then be withdrawn and the seat will be offered to the next eligible applicant.

- J. When accepted within two weeks of program start date, applicants will be asked to confirm in writing (or electronically) their intent to register and will be required to pay a confirmation fee within two days of the date of the letter of acceptance.
- K. The confirmation fee is non-refundable and cannot be transferred to an alternate program.
- L. If applicants fail to confirm within the time specified their application will be withdrawn and they will be required to re-apply for admission.
- M. If an applicant has confirmed a seat in their primary program, the application for the secondary program will be withdrawn.
- N. If an applicant has confirmed a seat in their secondary program, the application for the primary program will be kept active.
- O. Applicants can only be confirmed in one seat. If applicants wish to change their confirmed seat, the confirmation fee must be paid for the alternate choice.
- P. Applicants who confirm their seat, in programs with waitlists, and who do not register during the designated dates for online registration will have their application withdrawn and they will be required to re-apply for admission.
- Q. Applicants who confirm their seat, complete online registration, and subsequently do not show up, withdraw their acceptance, or discontinue from the program will have to re-apply.
- R. Applicants who wish to transfer their application to another campus can do so using the Application Transfer: Campus to Campus form. The eligibility date (if applicable) will be as of the date of the transfer of the application.
- S. Applicants who wish to transfer their application to another program can do so using the Application Transfer: Program to

Program form and must pay the appropriate application fee. The eligibility date (if applicable) will be as of the date of the transfer of the application.

First Year Engineering Technology: CNA allows students to attend the first two semesters of an Engineering Technology program at select campuses, as noted on CNA's website. After successful completion of the first two semesters, students then progress to the Technical Intersession in the program (and campus) for which a seat was reserved.

Individuals must submit their application to the campus where they intend to complete the first two semesters of their program. This begins a first-qualified, first-accepted provincial process that reserves a seat at the designated campus for the appropriate Technical Intersession, and subsequent years of program study.

Students who, after registration, wish to change their program choice MUST apply using the Program Transfer process.

#### 1.4 Re-admission of Students:

##### A. Academically Dismissed Students

- i) Applications from academically dismissed students will be received at any time but students will not be accepted to return on a full-time basis in the program in which they were academically dismissed from until the appropriate period from the date of dismissal has elapsed.

Notwithstanding the above, and pending availability of space, students who have been academically dismissed will be permitted to register for one (1) course for credit in the program from which the student is dismissed.

- ii) Students who have been academically dismissed from a program on two or more occasions will not be eligible for readmission to CNA in the program in which they were academically dismissed from for a period of two years from the date of dismissal.
- iii) Students who are promotion denied per AC-103-PR, Section 13.7 (i.e., do not achieve a pass in all courses and a G.P.A. of 2.0 or better) and are not able to continue with their program, must submit an application (and pay the applicable application fee) to return to CNA to complete



deficiencies. Re-admission will be considered pending seat availability.

- iv) Students who are required to withdraw from CNA under numbers i and ii above must apply for re-admission and pay the applicable application fee. Their names will be placed on the existing eligibility list as of the date of reapplication.

B. Voluntary Withdrawal

Students who are in good standing and who voluntarily withdraw due to extenuating circumstances (confirmed by the counsellor or a campus director/manager) will be required to re-apply to return to the program, but the application fee will be waived. To be eligible for re-admission under this instance, the application for re-admission must be submitted within two years of the date of leaving, with the exception of Health Sciences students who must re-apply within one year so as to align with AC-104-PR, Section 1.4. Students who left for medical reasons must supply a medical note of clearance before re-admission is granted. These students will retain their original date of eligibility and will be admitted into the first available seat in accordance with Program Eligibility List and Program Waitlist procedures (AC-119-PR).

C. Involuntary Withdrawal

Students who are withdrawn/suspended by CNA will be required to re-apply to return to the program. Subject to any conditions placed at time of withdrawal/ suspension, eligibility will be from the date of re-application to the program. These students will be admitted in accordance with Program Eligibility List and Program Waitlist procedures (AC-119-PR).

1.5 Student Numbers

- A. Student numbers will be assigned at the time of first application or first CCL enrollment.
- B. Students will use the number assigned to them regardless of the number of times they apply to CNA.
- C. Student numbers must appear on all documents to be added to the students' academic or financial files.
- D. Once student numbers are assigned, they will not be reassigned.

- E. If a student has been assigned multiple numbers, the student should contact Student Services. CNA will determine which number will be used going forward.

## **2.0 Entry into Regular Programs: Part-Time Student Status**

A part time student is a student who is enrolled in courses but who does not meet the program specific criteria of a full-time student. Students who apply for part-time status in any program must meet all the requirements outlined for full-time status. Some programs may not be able to accommodate part time enrollment.

## **3.0 Entry into Regular Programs: Concurrent Studies Student Status**

Students in or about to enter their final year of high school may be admitted into College level credit courses by the Committee on Special Admissions in accordance with the following:

- A. Students must hold an academic record with a minimum overall high school average of 80% based on the marks for all courses completed in high school.
- B. Students will be accepted on a “First Qualified, First Accepted” basis on the provision that space is available and that the program does not have a competitive entry admission process.
- C. All fees and deadlines for regularly admitted students will apply.
- D. Students applying for admission under this policy will be required to submit:
  - A completed application form;
  - An official high school transcript;
  - A letter from the high school principal or guidance counsellor clearly recommending admission to “Concurrent Studies”; and
  - A letter from the applicant providing rationale to be considered for concurrent studies and requesting enrolment in a specific course.

## **4.0 Permanent Resident, Refugees and other Canadian Status Students**

If the applicant’s first language is not English, CNA reserves the right to test English proficiency or request official scores on internationally recognized tests of English language proficiency as per section 5.2 - English Proficiency of this procedure.

Official transcripts or degree certificates issued in languages other than English must be translated into English and submitted to CNA along with the original official documents. An official translation is an exact English translation of your academic documents that has been prepared by the issuing institution or a professional translator.

## 5.0 International Students

### 5.1 Application Procedure

- A. Submit an application and pay the non-refundable application fee.
- B. Applicants cannot have an active application for more than two programs for the same academic year. If more than one program applied for, the primary and secondary choice must be indicated. If an applicant applies for more than two programs the applicant must advise which of the first two programs are to be withdrawn.
- C. Forward required original documents (e.g. official transcripts, proof of English language proficiency, other documents required for admission). Applications are not complete until original documentation is received. All required documents must be received within three months of date of application or the application will be withdrawn, except for programs that have posted deadline dates in which instance documents must be submitted by the posted date. Transcripts issued directly from the originating institution can be e-mailed to the International Student Coordinator. Notarized certified copies will be accepted via e-mail from recognized agents of CNA. Applicants providing original documents must submit them to:

International Student Coordinator  
Student Services Division  
College of the North Atlantic  
1 Prince Philip Drive  
P. O. Box 1693  
St. John's, NL Canada A1C 5P7

Applications can be submitted on-line or application forms can be obtained by contacting CNA by telephone, fax, e-mail, regular mail (see contact information below), from any Canadian Education Centre office or from any of our recognized agents.

Tel: +1 709 758-7290  
Fax: +1 709 758-7304  
Email: [internationaladmissions@cna.nl.ca](mailto:internationaladmissions@cna.nl.ca)

Web: [www.cna.nl.ca](http://www.cna.nl.ca)

- D. Official transcripts or degree certificates issued in languages other than English must be translated into English and submitted to CNA along with the original official documents. An official translation is an exact English translation of academic documents that has been prepared by the issuing institution or a professional translator.
- E. Applicants will be sent an acknowledgement upon receipt of their application. Communications will be via e-mail. Some notifications may be sent via SMS text (where applicants have consented to this).
- F. The application will be reviewed for eligibility and, if accepted, a **Letter of Acceptance** will be issued to the student. Information regarding fees, enrolment, program of study and length of program will be contained in the Letter of Acceptance.
- G. Upon receipt of the Letter of Acceptance, the first semester tuition, which includes a deposit fee, is due to CNA within two weeks of the date of the letter of acceptance. The deposit fee is non-refundable and includes the non-refundable and non-transferrable confirmation fee.
- H. If applicants fail to confirm within the time specified their application will be withdrawn and they will be required to re-apply for admission.
- I. If an applicant has confirmed a seat in their primary program, the application for the secondary program will be withdrawn.
- J. If an applicant has confirmed a seat in their secondary program, the application for the primary program will be kept active.
- K. Applicants can only be confirmed in one seat. If applicants wish to change their confirmed seat, the confirmation fee must be paid for the alternate choice.
- L. Applicants who confirm their seat and who do not register during the designated dates for online registration will have their application withdrawn and they will be required to re-apply for admission.
- M. Applicants who confirm their seat, complete online registration, and subsequently withdraw their acceptance, do not show up, or

discontinue from the program will have to re-apply.

- N. International applicants who plan to study in Canada should take their letter of acceptance to the nearest Canadian Embassy, High Commission, or Consulate to apply for a **Student Study Permit**. An immigration officer will then provide the applicant with an information package about the documents that are necessary to process a student study permit. Further information about Application to Study in Canada, Study Permits can be found at <http://www.cic.gc.ca/english/information/applications/student.asp>.

Generally, applicants will need:

- Documentation verifying personal identification (such as a passport);
- An original **Letter of Acceptance**;
- Proof of funds available to cover tuition and living expenses; and
- Assurance that the student will return to their country of residence.

International applicants who plan to remain in their home country while completing their CNA programs delivered online for the full duration of the program are not required to obtain a Student Study Permit or travel to Canada.

- O. Once an applicant has been issued a Student Study Permit from the Canadian Diplomatic Mission, they should advise CNA and make arrangements to travel to Canada to begin their program at CNA.
- P. In the event that a student visa is not awarded by the Canadian Embassy, the tuition will be refunded in full except for the non-refundable application fee and deposit fee, which includes the non-refundable and non-transferable confirmation fee.
- Q. Proof of approval of visa must be forwarded to International Admissions by:

August 15<sup>th</sup> for Fall intake,  
December 15<sup>th</sup> for Winter intake, and  
April 15<sup>th</sup> for Spring intake (if applicable).

Failure to provide proof of visa approval by the deadline dates noted above will result in the application being withdrawn, and the applicant having to submit another application (and pay the applicable fee).

## 5.2 English Proficiency

All international applicants must meet CNA's English language proficiency requirements for acceptance into regular programs. CNA will accept these recognized tests of English language proficiency:

CAEL - 60,  
TOEFL paper based - 550,  
TOEFL Internet based - 79,  
TOEFL computer based - 213 or equivalent,  
IELTS Academic Test overall band score of 6.0,  
Duolingo - 105 to 110,  
Pearson PTE Academic English Test – 53, or  
Language Cert Academic English Test – 65 or greater in each skill

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

If an international applicant has resided and was continuously employed in an English language work environment in a country that is exempt from our English language requirements (as listed on our website) for a period of five years or more, the English language proficiency test may be waived. The applicant must provide a resume and a letter from a supervisor confirming the nature of their work was conducted in English.

Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the Academic Calendar.

The School of Health Sciences requires the following minimum English language proficiency scores for applicants whose first language is not English (IELTS Academic Test overall band score of 7.0, Speaking 7.0, Listening 7.5, Reading 6.5 and Writing 7.0).

## 5.3 Academic Prerequisites

Admission requirements for each program are set out in the program description. For most programs, the admission requirement is graduation from high school with overall high school average of 60% or better in the Canadian system. Certain programs require achievement in specific

subject areas, such as English, Mathematics, Biology, Chemistry or Physics. Applicants from British-oriented educational systems should present the General Certificate in Secondary Education. All applicants should submit the most recent official high school transcript of marks, which will be assessed on an individual basis. Those applicants who have completed advanced courses in Mathematics and Sciences may be eligible to receive exemption for those courses.

#### 5.4 Health Insurance: Newfoundland and Labrador's Medical Care Plan (MCP) and International Students

International students undertaking full time post-secondary studies in Newfoundland and Labrador may be eligible for MCP coverage. A detailed explanation of MCP services can be found on the Provincial Government website at <http://www.health.gov.nl.ca/health/mcp/international.html>.

The Medical Care Plan (MCP) program applies to any foreign individual issued an official study permit by Citizenship and Immigration Canada before entering the country. The individual must be attending a recognized post-secondary educational institution in Newfoundland and Labrador for a period of at least 12 months. Dependents of the student will also be covered under MCP, provided they are living in the province and have relevant documentation to support their application.

In order to receive coverage, international students must apply for and receive an MCP card. The Medical Care Plan (MCP) application form is found at [http://www.health.gov.nl.ca/health/mcp/forms/ben\\_reg.pdf](http://www.health.gov.nl.ca/health/mcp/forms/ben_reg.pdf) . Coverage becomes effective for eligible students and dependents on the later of the date of enrollment in a full time post-secondary program or arrival in the province. Eligible students must present a letter of enrollment from the educational institution at the time of registration. Coverage must be renewed annually at which time a current letter of enrollment must be provided. Coverage terminates upon completion of the study program; termination from the study program; or the date of permanent departure from the province, whichever is earlier. Students must be attending school and residing in the province in order to avail of coverage.

Coverage is available for services listed under the Medical Care Insured Services Regulations and the Hospital Insurance Plan Regulations. Health insurance for other services (i.e., coverage of prescription drugs) may be available for International Students with MCP cards to purchase through CNA or other health insurance companies. Proof of coverage equivalent to Canadian coverage must be received prior to the start of classes if a student is opting out of CNA's insurance plan.

International students temporarily leaving the province for vacation or other purposes may qualify for out-of-province coverage for up to 182 days in any 365-day period. The residency requirement for international student beneficiaries must be satisfied in each subsequent 365-day period in order to receive future out-of-province coverage. In order to ensure out of province coverage, international students must apply for and receive an Out-of-Province Coverage Certificate prior to leaving the province, for which the application can be found at [http://www.health.gov.nl.ca/health/mcp/forms/oop\\_rqst.pdf](http://www.health.gov.nl.ca/health/mcp/forms/oop_rqst.pdf) .

Registered students of CNA are covered under an accident insurance plan. This DOES NOT provide routine medical coverage for students.

#### 5.5 Proof of Status

International students must provide proof of status (i.e., study permit) in Canada to campus student services staff within 7 days of the semester start. Students who do not provide their study permit by this deadline will be withdrawn from the program. Refund rules will apply.

#### 5.6 Student Services

Student Services, in cooperation with the International Office, will assist international students in such areas as providing local accommodations listings, orientation and general information. The full range of student services as outlined in the Academic Calendar will be made available to international students.

#### 5.7 Application Deadline

The deadlines for international applicants who are not already living in Canada and/or do not already have a visa are:

June 30<sup>th</sup> – for Fall  
October 30<sup>th</sup> – for Winter (if applicable)  
February 28<sup>th</sup> – for Spring (if applicable)

#### 5.8 Acceptance Deadline

The deadlines for issuing Letters of Acceptance to international applicants who are not already living in Canada and/or do not already have a visa are:

July 5<sup>th</sup> – for Fall  
November 5<sup>th</sup> – for Winter (if applicable)  
March 5<sup>th</sup> – for Spring (if applicable)



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