



Application for Admission
ADMINISTRATIVE OFFICE SPECIALIST

This form is for Administrative Office Specialist students applying to Ridge Meadows College. Students must complete this form and email the application to rmc@sd42.ca

ADMINISTRATIVE OFFICE SPECIALIST PROGRAM

Please indicate the program you are applying for and the start month and year.

Program start dates vary, please visit the program page at www.rmcollege.sd42.ca to learn more.

Full-time

Program/Course(s):

AOS – Core

Part-time

Individual Class(es)

Start date(DD-MM-YYYY): _____

STUDENT CONTACT INFORMATION

Legal first name: _____ Legal last/family name: _____

Preferred name: _____

Date of Birth (DD-MM-YYYY): _____

Country of Citizenship: _____

Select Visa status (if applicable):

Study Permit/Student Visa

Temporary Resident/Visitor

Other

Permanent Resident



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STUDENT CONTACT INFORMATION

Email address of applicant: _____
(Email is the primary form of communication from Ridge Meadows College)
Primary Telephone: _____ Alternate telephone: _____

MAILING ADDRESS

Street address line 1: _____
Street address line 2: _____
City: _____ Province/State: _____ Country: _____
Postal Code: _____
Emergency contact name: _____
Emergency contact phone number: _____

ACADEMIC RECORDS (SECONDARY AND POST-SECONDARY)

Completion of English 12, or equivalent, or a satisfactory demonstration of written and verbal English ability as determined by the College.

Please include your Transcripts/Diploma re: proof of completion of Grade 12 and transcripts from any other post- secondary institutions (if applicable).

APPLICATION CHECKLIST

- \$30 application fee – non-refundable (full term program only)
- Payment for course(s) or deposit

Note 1: Late applications may be considered, only if space remains

Note 2: The application fee is non-refundable. Please refer to Ridge Meadow College's refund policy for more information. <https://rmcollege.sd42.ca/wp-content/uploads/2022/05/3001-Payment-and-Refund-Standard-Feb-4-2022.pdf>



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How did you hear about our program?

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