



## 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](mailto: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](http://www.rmcollege.sd42.ca) to learn more.

Full-time

Part-time

**Select Which Program:**

AOS – Core

AOS – Advanced

Start date(DD-MM-YYYY): \_\_\_\_\_

#### STUDENT CONTACT INFORMATION

Legal first name: \_\_\_\_\_ Legal last or family name: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Date of Birth (DD-MM-YYYY): \_\_\_\_\_

Select your gender identity:  Female  Male  Non-Binary

Choose not to disclose

Social Insurance Number (000-000-000): \_\_\_\_\_

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)  
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 RECORD (SECONDARY AND POST-SECONDARY)

Include proof of English language proficiency, such as English test results (TOEFL, IELTS, LET, etc.) with your application. For specific program requirements and supporting documents, check program webpage.

#### APPLICATION CHECKLIST

- \$30 application fee – non-refundable (full term program only)
- Payment for course(s) or deposit
- Transcripts/Diploma of proof of completion of Grade 12 and transcripts from any other post-secondary institutions (if applicable)

**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, at <https://rmcollege.sd42.ca/wp-content/uploads/2021/11/Payment-and-Refund-Standard-Nov-1-2021.pdf> for more information.