CIC Application Process

Admissions Application Process

1. Access the [online application](#)
2. Select a *Citizenship Status*
3. Select an *Academic Term*
4. Select an Application Type:
   - a. Please choose *"I am enrolled in a degree program at another school. I want to take a course(s) here on a Letter of Permission"*
5. Enter Demographic Information (i.e. name, address, etc.)
6. Choose an Academic Program:
   - a. Where it asks your *Home Institution*, select "Credit Institute of Canada" in the drop down menu
   - b. Where it asks your *Faculty* select "Business and Economics"
   - c. Say **Yes** to "Have you applied for a Letter of Permission from your Home University?"
7. On the Payment page:
   - a. Select $90
   - b. Choose the payment method of "Debit (In-Person at Student Central)"
   - c. This will move the application forward, but will not charge you. The application fee is waived. You do not pay this
8. Submit the application
9. Admissions will be in contact with you shortly, to confirm your admission status
10. Student Records will be in touch with you regarding registration into course(s).