International Student

Step-by-step Guide to Applying to NAIT

If you're an **international student** applying to a degree, diploma or certificate program at NAIT, you can use this guide for step-by-step instructions on how to apply through NAIT's International Application for Admission.

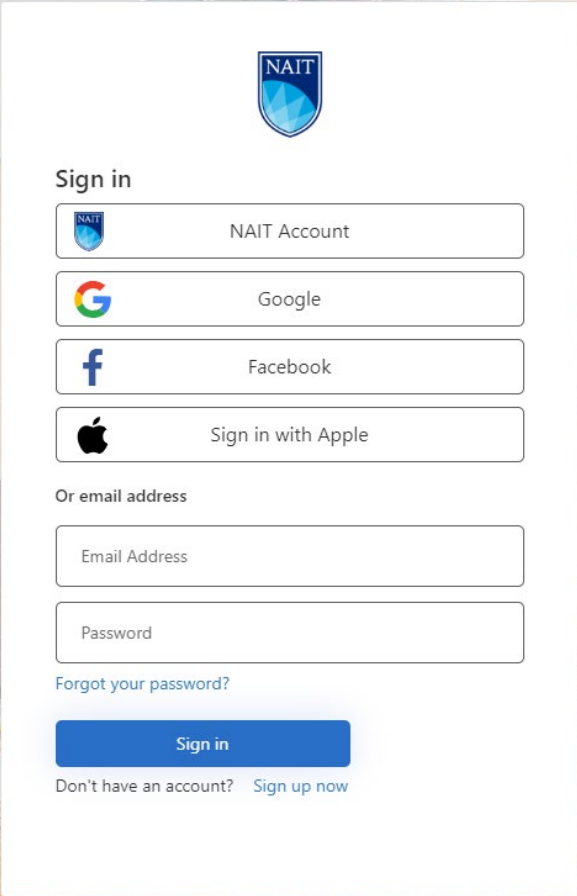### International student defined

You are considered an **international student** if you will be a temporary resident of Canada with a study permit, work permit or visitor visa. International students are not Canadian citizens or permanent residents of Canada, and do not have protected person status in Canada.

What you will need for your application:

- Information about your previous education, including what schools you attended and when.

- If you already have a valid Canadian study permit, you will need to provide the expiry date.
- Name of international agent (if you are working with a NAIT authorized agent to apply).
- Valid credit card, Visa Debit, or Debit Mastercard to pay the non-refundable application fee.

While you're applying:

- Your application's progress will be saved automatically. As long as you sign in using the same method you initially used, you can pause your application and return to it later.
- Throughout the application, you can always select the **(?)** icon if you need more information.

- If you forget to fill in some required information on a page, the application will not let you continue. Simply find and provide the missing information to continue!

Step 1: Go to the online application

Once you are ready to apply to a NAIT program, go to the **NAIT – International Application for Admission** at **application.nait.ca**

When you're ready to start, select the **Start Your Application** button.

Step 2: Access the Application

When you begin your application to NAIT, you can either:

- Sign in with your Facebook, Google, or Apple account; or
- Sign up for an account using your name and personal email address; or
- Sign in with an existing NAIT Account (*username@nait.ca*), if you have one already.

Step 3: Fill in your personal information in the different sections

The first section of the application is **Personal Information**; ensure that all your information is filled out **correctly** according to your passport. This will be used for your future letter of acceptance.

- If you only have one legal name on your passport, select the box and indicate your full name.

In the **Permanent Address** section, ensure this is the address you would like on your future Letter of Acceptance (LOA).

- *Do not use your relative's contact information in Canada if that is not where you are located.*

Permanent Address

Your permanent address is the address that will be listed on your Letter of Acceptance (LOA). Enter your address exactly as it should appear on your LOA.

Street Address *

City *

Country *

India

State/Province/Region

Postal/Zip Code

If you have an address in Canada, in addition to your permanent address, enter it in this section.

Canadian Address

Do you have an address in Canada in addition to your permanent address?

🔘 Yes   ⚪ No

Provide your **mobile phone** number:

Phone Number

We recommend entering your mobile phone number as NAIT may contact you by phone or a messaging platform with important information.

Country Code *

India (+91)

Area Code

123

Phone Number *

12345678

Enter the **Language** and **Immigration Information**, including if you already have a valid study permit.

Language Information

Your answer to this question will not impact your admission to NAIT. This information is collected for data and research purposes.

What is the first language you learned? *

Hindi

Immigration and Permit Information

Select your temporary residence category for when you will be a student in Canada. *

Study Permit

Study Permit	✓
Work Permit	
Visitor	

Enter your immigration status within Canada.

Do you already have a valid study permit to study in Canada? *

No

If you are working with a NAIT **authorized international agent**, you can also disclose their information.

- *Notice for Agents: Agents will still need to submit the signed NAIT Confirmation form to release personal information on the application.*

Are you working with a NAIT authorized international agent to apply to NAIT? *

Yes

Identify if you are working with an international agent

Indicate your agent here: * ⓘ

Harry Potter Recruiting

Indicate your agent's email address here: *

Gryffindor@harry.ca

Continue

Once all required fills are completed, select Continue

Step 4: Share your Education History

Make sure you include **ALL** your Secondary School (High School) information, then select the **Save** button. If you are still attending the school, select the box to indicate this.

If you went to multiple secondary schools, you can add more by selecting the Add button.

If you have attended a post-secondary (higher education), include **ALL** your higher education history:

Once you've shared all your education history, select the **Continue** button.

Step 5: Program Selection

This is where you select your NAIT program of choice:

Once your program is selected, you may need to select from the **Delivery Method** drop-down options.

- NOTE: If you are applying for applying for **Fall 2023, Winter 2024 or Spring 2024** you will need to select this from the delivery method drop-down:

- If you are applying for **Fall 2024 or later**, you can select the **(?)** to read more about the delivery methods available.
- Your delivery method will not be reflected in your Letter of Acceptance

Once you have checked the information is correct, including the Term you are applying for, click the **Select** button on the right.

Note: You <u>cannot</u> change the **term** once you've submitted your application.

If you're interested in two different NAIT programs and would accept an offer of admission to either program, the application lets you pick an **optional second choice program** that begins in the same term.

- You cannot add a second choice after you submit your application.
- NAIT will only process your second choice program application if you are not offered admission to your first choice program.

Step 6: Additional Information

Answer the additional information questions and then select **Continue**.

- Your answers to these questions do <u>not</u> affect your eligibility for admission to NAIT.
    - *Note: The question about whether your parents ever attended a post-secondary school is collected for institutional research purposes only.*

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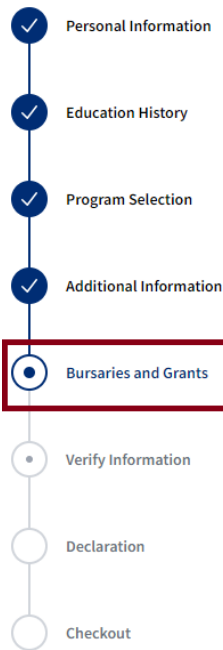
Step 7: Bursaries and Grants

NAIT offers a limited number of entrance awards for applicants. If you wish to be considered for these entrance bursaries and grants, you will be required to answer additional questions about your family income and personal background.

- **Answering these additional questions is optional**. Your answers (or decision not to answer them) will not affect your admission to NAIT.

Program Application

- ✓ Personal Information
- ✓ Education History
- ✓ Program Selection
- ✓ Additional Information
- ⦿ Bursaries and Grants
- ⦿ Verify Information
- ◯ Declaration
- ◯ Checkout

Bursaries and Grants Information

NAIT considers all applicants for **entrance awards** automatically based on previous academic achievements. In addition to standard entrance awards, there are a limited number of bursaries (financial needs-based) and grants (for students who are members of equity-deserving communities). If you wish to be considered for these entrance bursaries and grants, you will be required to answer additional questions about your family income and personal background.

Answering these additional questions is optional. Your answers (or decision not to answer them) will not affect your admission to NAIT. In addition to being used to determine eligibility for entrance awards, aggregated data in response to these questions may also be used for institutional planning and to inform policy decisions.

Do you wish to be considered for entrance bursaries and grants? (If you select 'Yes' you will need to answer additional questions) *

No - I want to continue without providing additional information ▾

No - I want to continue without providing additional information ✓

Yes - I want to provide additional information to be considered for entrance bursaries and grants

Step 8: Verify Information

Carefully review your personal information to ensure all contact information is **correct**.

- If some information is **incorrect**, select **No** and you will be able to go back to update the information.

- If the information is **correct**, select **Yes** and then **Continue**.

Program Application

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Personal Information

Please confirm your contact and personal information below.

Full name
Sally Sample

Date of Birth
1980-02-01

Gender
Female

Citizenship
Colombia (CO)

Status in Canada
International student - study permit

Permanent Address
123 Lane
Bogotá,
Colombia

Email address
Sally123@gmail.com

Phone number
+57 (123) 123456789

Is the information above correct?
○ Yes   ○ No

Please complete all required fields to continue

[Back] [Continue]

Step 9: Declaration

Please read the following terms and conditions. You must agree in order to continue your application.

> **Important:** as highlighted below, you **must** order your previous transcripts/educational documents and have them sent to NAIT as soon as possible after you apply so your application can be fully reviewed.
> - Learn more at **nait.ca/intdocuments**

Step 10: Checkout

Complete a final review of your program(s) of choice, delivery method and the term you are applying for.

- If you **require updates** (e.g. incorrect application term), select the **Back** button to make any necessary changes.
- If the information is **correct**, select **Pay $150 Now**
  - If you have an application discount code, you can place the code in the indicated space.

Pay the non-refundable, non-transferrable application fee with one of the following payment options:
- Credit card (AMEX, MasterCard or VISA)
- Visa Debit
- Debit Mastercard

>> once you enter your card details, select the **Pay** button.

Step 11: Watch your personal email

After paying your application fee, you will see a confirmation screen and receive a confirmation email.

- **Important:** After applying, you will be emailed a **NAIT Student ID** number to the email account included on your application. This email will include instructions on how to create your **MyNAIT portal account** (**my.nait.ca**).
- Write down your NAIT ID number somewhere safe. You'll need it in future correspondence with NAIT.

> ### Need help after applying?
>
> - Explore NAIT's **Frequently Asked Questions**.
> - Learn more about **submitting international transcripts & documents**.
> - **Chat with a student ambassador** to learn about their experiences at NAIT.
> - Once you've created your MyNAIT portal account, you can find helpful information on how to manage your NAIT account in the **Self Service Guide** on MyNAIT.