

# INTERNATIONAL STUDENT ONLINE APPLICATION PROCESS GUIDE

RED RIVER COLLEGE

D210 - 2055 Notre Dame Ave.

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[international@rrc.ca](mailto:international@rrc.ca)

[rrc.ca/international](http://rrc.ca/international)



# Application Process

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## 1. Create an Account

- To create an account visit [apply.rrc.ca/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx](http://apply.rrc.ca/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx)
- Fill in the applicant's (prospective students) contact information and use the **applicant's personal email address only. Do not use your agents email address as only one email address is allowed per application.**
- If you have an existing account, please do not create another account. Log in to the system by using your registered Username and Password. If you cannot remember your password, you can retrieve it by clicking on "Forgot your Password."
- Upon creation of the account, you will receive an Activation email from the College in order to activate the account. Please check your personal email (including the junk/spam folder) for the activation link.
- Once your account has been activated, you will be able to log in to your account to see more information.

## 2. Start an Application

- On the Welcome page, select "New Full-time International Student Program Application" located at the bottom of the page.
- Click on "Start a New Full-time Program Application."
- Once read, click "Save & Continue."

## 3. Select a Program(s)

- The applicant has one of three options to choose from regarding their Study Plan:
  - i. Academic Program only
    - Select "no" under the English Language Training
    - Select the applicant's Academic program of choice, location and academic term under the Post-Secondary Program
  - ii. Intensive English for International Students (IEIS) only
    - Select "yes" under the English Language Training
    - Select Intensive English for International Students Program and location and term under the Post-Secondary Program
  - iii. Intensive English for International Students (IEIS) followed by an Academic Program
    - Select "yes" under the English Language Training
    - Select the applicant's Academic program of choice, location and academic term under the Post-Secondary Program
    - Click "Save & Continue"

## 4. Personal and Contact Information

- Enter the applicant's personal and contact information, including your email address again, as it is the only way you can be reached by the College for any communication regarding your application and acceptance. College communication returned as undeliverable will result in your application being canceled.
- Click "Save & Continue."

## 5. Educational Background

- Add all of your applicant's studies in high school and post-secondary (if applicable) in this section.
- Click "Save & Continue."



## 6. Submission of Required Documents

- Read the instructions on how to submit your document(s).
- The applicant is required to submit all documents **within 30 days** of completion of the online application.
- All the documents must be couriered/posted to:  
**Red River College, International Education Office**  
**D210 - 2055 Notre Dame Ave.**  
**Winnipeg, Manitoba, Canada R3H 0J9**
- It is recommended to courier/post the required documents at the time of submission. The sooner we receive the files, the earlier you will be able to hear from us about the result of your application. Applications will not be processed until all information is provided. Academic documents cannot be submitted by fax or email.
- Original or notarized copies must be submitted.
- The academic documents must be original or notarized copies. Any photocopies or unofficial documents will not be considered or accepted. Documents in a language other than English must be translated into English by a certified translator (not the Agent).

### **THE DOCUMENTS YOU NEED TO SUBMIT INCLUDE:**

- Copy of Language Proficiency Scores (Academic IELTS, CanTEST)
- Resume (if applicable)
- Copy of your Passport (Identification/bio-data/picture page) and address page
- Copy of your Study Permit or Visa (if applicable)
- Transcript and graduation diploma from Grade 10 and above (i.e. High School/Secondary)
- Transcript and graduation certificate from post-secondary education (i.e. College or University)
- Original academic documents from any education achieved in Canada. If your program of study is currently in progress, please submit your interim transcript and enrollment letter.

For programs with special admission requirements, please submit all other supporting documents.

## 7. Applicant Declaration

- Please make sure your applicant has read and understands the conditions before submitting the application.
- After the applicant has completely agreed to the declarations, please type in their name in the signature block and click **"Submit Application."**

## 8. Payment

- In order to successfully submit your application, a non-refundable **CAD \$120** is required at this step in the process. Only major credit cards are acceptable.
- Courier your application package to the International Education Office at the address noted above.



## 9. Tuition Deposit

The normal processing time for an application is two weeks after receipt of the completed application package. If the profile meets the requirements of the program, we will contact you by email and send you an Offer of the Study Plan. This Offer **cannot** be used as supporting document for a visa application.

If you are in agreement of the Study Plan, please submit a **non-refundable tuition deposit of CAD \$1,100** to the College.

### THE TWO PAYMENT OPTIONS ARE:

- i. Credit card (preferred) through the applicant's RRC HUB/WebAdvisor account. Account details will be provided to the applicant with the Offer Letter.
- ii. Wire transfer: Email a copy of the bank remittance form to [international@rrc.ca](mailto:international@rrc.ca).  
Fees may be transferred electronically to:  
Royal Bank of Canada, Main Branch  
220 Portage Ave.  
Winnipeg, Manitoba, Canada R3C 0A5  
For Account: Red River College  
Financial Institution 003, Branch Number 00007, Account Number 154-895-7, Swift Code ROYCCAT2.  
Indicate the applicant's student number on the remittance form and send a copy of that completed form to [international@rrc.ca](mailto:international@rrc.ca).

Upon successful receipt of the deposit, we will issue an official Letter of Acceptance, which you can use for the applicant's visa application.

## 10. Upfront Tuition Commitment

All applicants are required to pay **CAD \$6,500 at least 60 days before the program's start date** as a deposit towards the first-semester tuition fee to confirm their admission. Failure to do so within the timeline will result in the cancellation of the acceptance.

For applicants from countries which have a special visa program (e.g., SPP for China and India, or CES for Vietnam), this pre-paid tuition fee is required, but the amount may vary by country. Under these programs, a prepaid first-year tuition fee is required.

## 11. Proof of Visa Application Submission

In order for the College to better manage its enrolments, all students/agents are required to submit proof of their Study Permit application to the respective RRC Admission Officer in a timely manner. Study Permit application processing times at a Canadian Visa office significantly vary from one country to the other. Students/Agents must check IRCC's website to learn about the current processing times, and must submit the applications accordingly. Failure to submit the Study Permit application in time to the respective Visa Office will result into cancellation of the acceptance at RRC.

If the Study Permit application was submitted online, please provide the confirmation of submission received from IRCC in your MyCIC account. If the application was submitted at a Visa Application Processing Centre (VAC/VFS), please provide the acknowledgement of receipt received from VAC/VFS. If the application was couriered/mailed to the Visa Office, please provide a Courier receipt showing all details.

Within the deadline period, the student is required to submit to the International Education Office at [international@rrc.ca](mailto:international@rrc.ca), proof of when and how you submitted the visa application to the local Visa Processing Centre. If you submitted the visa application online, please send us the confirmation number or case reference number. If you submitted the application by courier, please scan a copy of the completed courier form with the tracking number.

If the Study Permit is approved, please email a copy of the Study Permit Approval Letter to [international@rrc.ca](mailto:international@rrc.ca).

## 12. Administrative Fee

If the Study Permit application is refused, a fee of **CAD \$100** will be applied to cover the administrative costs and bank charges involved in processing the refund. If an applicant (prospective student) wants to reapply for a Study Permit and requires a new Letter of Acceptance (for the same or a new program) for the next intake, a fee of **CAD \$120** and a new application form will be required.



## International Student Online Application Process

Create an Online Account

Please click [HERE](#)

## Select a Program and provide the required information in the form

(please refer to the detailed Application Process Guide)

Pay the C\$120 non-refundable application processing fee using a Credit Card and submit the application

## Courier/Post Academic Documents

Courier/Post either original or Notarized Academic documents. The College must receive the documents within 30 days of submitting the application.

Failure to submit the academic documents within 30 days of submitting the online application will result in cancellation of the application, and the applicant will lose the C\$100 application processing fees

## Letter of Offer (Cannot be used for Study Permit Application)

Application and the supporting documents (once received) will be reviewed in accordance with the program requirements. If the applicant meets the program entrance requirements, a Letter of Offer will be issued.

If the student does not meet the entrance requirements, application will be cancelled and applicant will lose the C\$100 processing fees

## Accept the Letter of Offer

If the applicant wishes to accept the offer, the C\$1,100 non-refundable tuition fees deposit must be paid

Timeline to accept the Letter of Offer is two weeks. If the C\$1,100 is not paid within two weeks, application will be cancelled.

## Receive the Letter of Acceptance, pay \$6500 tuition fees and follow other steps mentioned in the Guide

C\$6,500 tuition fees for the first semester is due 60 days prior to the start date

Applicant can pay the C\$6,500 plus C\$1,100 ahead of time if desired at the time of accepting the offer