



## How to apply to become a Visiting Student at UBC for Haida Gwaii Institute Online Undergraduate Courses

**Visiting Student** - Students enrolled in a Bachelor degree program at another university or college institution other than UBC are considered visiting students.

This guide is intended to help non-UBC students who wish to register for Haida Gwaii Institute's online undergraduate course(s) navigate the UBC application process. If at any time you have questions or need further assistance during the registration or application process, please contact: [hg.institute@ubc.ca](mailto:hg.institute@ubc.ca), we are happy to help.

1. Go to the UBC Non-Degree Studies for visiting students webpage:  
<https://students.ubc.ca/enrolment/courses/non-degree-studies/non-degree-studies-visiting>.
2. Scroll down to the **How to Apply** section:

### How to apply

#### New students

If you're new to UBC, or have previously applied to but not attended UBC, you'll need to create a new student account.

- 1 Create an [Education Planner BC account](#)  online.
- 2 Fill in your personal information and academic history.
- 3 Click "Start Applying" and select University of British Columbia as the institution.
- 4 Select the appropriate Admissions Category based on your academic history.
- 5 Select "Visiting Student" under First Program Choice.
- 6 UBC Admissions will email you with a confirmation of your application and next steps.
- 7 After completing your application, email any additional and required documents to [non.degree@ubc.ca](mailto:non.degree@ubc.ca).

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3. Following the 7 steps listed in the **How to Apply** instructions, after you have created an account and started an application on the Education Planner BC website, under the **Program Selection** section, as indicated in steps 4 and 5, you will "select the appropriate Admissions Category based on your academic history" and select "Access Studies" under

First Program Choice, you will also need to choose the following options from the drop-down menus:

- a. Select “UBC Vancouver” Campus
- b. Select applicable session e.g., “2021/2022 Winter Session: September-April”  
\*Note: If you do not see the term that you are applying for in the drop-down list, select the next closest term, and the application reviewer at UBC admissions will manually change the term when they receive your application.



## Program Selection

Select the program you're interested in applying for at the University of British Columbia.

### Program Selection

If you don't see your term or program, please check deadlines and requirements for your program on the [University of British Columbia website](#), or contact the University of British Columbia admissions office directly for information on program availability.

#### Admission Category

SELECT THE OPTION THAT BEST DESCRIBES YOU

x | v

ENTER YOUR CAMPUS

x | v

WHAT IS YOUR TERM?

x | v

WHAT IS YOUR PROGRAM?

x | v

c. Next, an **Additional Information** section will appear, with a space called “**Additional Comments**” this is where you will list the following:

1. The course(s) that you wish to take.
2. That you are a “Visiting Student” – **keep Access Studies as your Admissions Category/What Is Your Program?**

#### ADDITIONAL COMMENTS *(Optional)*

If you need to clarify or explain any of the information you have provided in this application, please do so here in 2,000 characters or less.

Haida Gwaii Institute  
HGSE 371 Re-Storying History  
HGSE 381 Ecological Economics  
HGSE 320A Marine Conservation in British Columbia

130 / 2000

#### YOU'RE NEARLY FINISHED

Please review your application carefully on the next screen to make sure you are satisfied with your degree choices. UBC will evaluate only one application per student per academic year.

If you submit more than one application, the application fee will not be refunded. If you are unsure whether you have already applied to UBC, visit the Submitted Applications page: <https://stg-apply.educationplannerbc.ca/apply/submitted-applications>

Save

Cancel

Q Review & Submit

**\*Previous students or previously admitted students**, follow the instructions on the “UBC Non-Degree Studies for Visiting Students” webpage (see image below) and include the HGI courses they wish to take in their email.

#### Previous students or previously admitted students

If you have previously been admitted to **and** registered in courses at UBC, a student record has already been established in the UBC system with your information.

Please email [non.degree@ubc.ca](mailto:non.degree@ubc.ca) with the following details to begin your admission process:

- Full name
- UBC student number, if available
- Date of birth
- Your Non-Degree Category, which is “Visiting”
- Intended start date
- Campus preference (Vancouver or Okanagan)

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4. All Visiting Students are required to provide a Letter of Permission issued by their home institution. For HGI course information and syllabus contact Haida Gwaii Institute [hg.institute@ubc.ca](mailto:hg.institute@ubc.ca).

### Requirements for the Letter

- The Letter must be typed on official university letterhead or written on an appropriate university form
- You must include a list of all the courses that you wish to take
- You must note the academic session you are applying to (e.g., 2018-2019 Winter or 2019 Summer)
- You must indicate your current bachelor's program and academic standing
- The Letter must be in PDF format

Please have the the issuing office can email the Letter of Permission to [non.degree@ubc.ca](mailto:non.degree@ubc.ca).

Your Letter of Permission is only valid for one session. You will need to submit a new letter for any subsequent sessions in which you wish to register for courses.