



West Coast College of **MASSAGE** Therapy

RMT Application Procedure & Documents

Step 1:

To commence the admissions process:

- Submit a completed application form (please thoroughly complete Pages 3 and 4) along with the \$100 non-refundable application fee **before** the preferred intake's **application deadline date**.

Step 2:

A complete application will require the following documents to be completed and submitted **before** the preferred intakes **document deadline date**. Please enclose with your application, or send later at your earliest convenience, the following:

Practical Prerequisite: Completion of an **Introductory to Massage** weekend workshop. This course **MUST** be completed **before** the preferred intake's **document deadline date**. Please contact Admissions to book a session.

Transcripts: Official, sealed transcripts from all secondary and post-secondary education proving the academic prerequisite of **grade 12 high school graduation including proof of 70% + in English 12**. If you do not have English 12 at 70%+ or any Post secondary English courses that would satisfy the 70%+ requirement, you would be required to complete an **LPI Exam** with the following minimum scores:

- **English usage:** 5/10
- **Sentence Structure:** 5/10
- **Reading Comprehension:** 12/20
- **Written Essay:** 30/40
- **Essay Level:** 5/6

For more information regarding LPI registration fees, schedules and locations, please visit www.lpittest.ca

International Transcripts: If you graduated high school and/or college/university from another country other than Canada or the United States of America, we require your credentials be submitted to **BCIT** for an **ICES (International Credential Evaluation Service)** report. We require the **Comprehensive Report** be conducted on your credentials. For more information, please visit their website at: <http://www.bcit.ca/ices/apply/reports.shtml>

International Language Requirements: If your primary language is not English or if you have international high school and/or College/ University credentials **not** completed in Canada or the United States of America, you will be required to submit one of the following tests to meet our English 12 requirement of 70+:

- IELTS (International English Language Testing System)
 - **Listening:** min score of 6.5
 - **Reading:** min score of 6.5
 - **Writing:** min score of 6.5
 - **Speaking:** min score of 6.5
- TOEFL IBT (Test of English as a Foreign Language-Internet Based Test)
 - **Listening:** min score of 18
 - **Speaking:** min score of 18
 - **Reading:** min score of 20
 - **Writing:** min score of 20
 - **OR an overall score of 80 +**
- TOEFL CBT (Test of English as a Foreign Language-Computer Based Test)
 - **With a minimum score of 250.**

Reference Letters: Three signed original character reference letters - Two of a professional nature (one from an employer and one from a healthcare professional) and one personal. In order for a reference letter to be valid they **MUST** be directly addressed to “WCCMT-Admissions”, along with their **original signature** and **contact information**. These reference letters **MUST** speak directly about their personal experiences with you and why they think those experiences would make you a suitable candidate for the RMT program. We **DO NOT** accept general reference letters or letters without signatures.

Medical Clearance: From a physician indicating that you are free from all **communicable diseases** and **physically** and **mentally capable** of undertaking the program. The doctor **MUST** specifically state these three elements otherwise the medical note is invalid. We recommend your family physician complete WCCMT’s **Medical Clearance Form** to accurately ensure the college’s medical clearance standards.

Identification: A photocopy of **two government issued ID**, one of which must be a photo ID. (Example: BCID or Driver’s License **and** either a Care card, SIN card or passport).

Resume: A copy of your current resume.

Financial Preparation: A completed WCCMT **student budget worksheet**, and/or **letter of support**. If you’re going to be fully funded for tuition and living expenses by your family, spouse, etc, you do not need to submit a student budget worksheet. In that case, the person **MUST** write a letter of support explaining their full financial responsibility for you and **MUST** include their signature; otherwise the letter will be invalid. If you will be taking a student loan or a student line of credit to pay for your tuition and living expenses while you are in school, you will be required to complete WCCMT’s student budget worksheet - **PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK OF THE BUDGET SHEET**.

Essay: A typewritten or word-processed essay addressing the following points:

- Why do you want to practice massage therapy?
- Discuss what has been your experience, if any, with massage therapy?
- What do you have to offer to the massage therapy profession?

The essay **MUST** be written at a college entry level and be in a proper essay format, we **DO NOT** accept “Q&A” style essays. **Minimum of 300 to a maximum of 500 words.**

2 current photographs:

1 - passport-sized color photograph for your student file:

- Please note that it does not need to be an official passport photo - *only* the same size of one (which you can cut from an already existing photo) and submit with the rest of your documents.

1 - electronic color photograph for your student ID Card.

- Please email me a digital copy at: admissions@collegeofmassage.com

Criminal Record Check: Must be done through the Ministry of Justice (in Victoria), we **DO NOT** accept criminal record reviews through any local RCMP offices.

Tuition Deposit: \$2,500 Tuition deposit is due **2 weeks** after submission of the application form and fee **OR** by the intake’s document deadline date.

Required documents can be hand delivered in person, mailed, faxed to (604) 520-1831, or emailed to: admissions@collegeofmassage.com

Step 3:

Once all pre-requisites have been met and all the documents (as listed above) have been submitted, you will attend an educational interview with the Educational Department to confirm your **full acceptance** into the college. Admissions will contact you to coordinate an interview.

NEW WESTMINSTER CAMPUS
Application for Admission

Massage Therapy Diploma program commencing*: _____

Note: If you are in the process of completing the prerequisite courses, you are welcome to apply. It is possible to receive a conditional acceptance while in process of completing the prerequisites.

How did you hear about us? *Required Information

Please circle one of the following*:

Website/Internet Radio Advertisement Career Fair Word of Mouth Other

If you heard about us from an **Advertisement, Career Fair** or **Other** (Please specify below) *:

Personal Information: *Required Information

Name*: _____
Last
First
Initial

Date of Birth*: ____/____/____ Personal Education Number*: _____
Month
Date
Year

SIN# * (required for student loans / EI and HRDC funded individuals, as well as, tax purposes): _____

Permanent Mailing Address*: _____

City*: _____ Province*: _____ Postal Code*: _____

Phone*: (____) _____ - _____ Email*: _____

Emergency Contact Name*: _____ Relationship*: _____

Emergency Contact Phone Number*: (____) _____ - _____

Practical Pre-requisite:

WCCMT Introductory to Massage Course*

Completed on: _____ / _____
Month
Year

OR

To be completed on: _____ / _____
Month
Year

Academic Pre-requisites: *Required Information

Grade 12 Completion*

- | | | |
|--------------------------|---|-----------------------|
| <input type="checkbox"/> | Have you successfully graduated from high school? | Year Completed: _____ |
| <input type="checkbox"/> | Adult Graduation Diploma (Adult Dogwood) | Year Completed: _____ |
| <input type="checkbox"/> | GED | Year Completed: _____ |

Post-Secondary Education

Institution: _____ Year Completed: _____

List all degrees, diplomas, certificates obtained: _____
 (Please indicate highest level achieved – Official transcript required)

English 12*

Have you completed **English 12 or equivalent** (with a minimum grade of 70 %+)? _____

OR

LPI (Please indicate your marks achieved in each component below – Official LPI score sheet required):

English Usage ____/10 Sentence Structure ____/10 Reading Comprehension ____/20 Written Essay: ____/40
 Essay Level ____/6

Other: Applicants will be required to attend an interview with a representative of the Educational and Admissions Department to determine his/her suitability for the program and the massage profession.

Declaration:

My signature below attests to having read and understood the calendar of the College and all the stated policies and conditions of enrollment and attendance contained therein. I understand that all information, other than current term tuition, is subject to change. I understand that this application form does not constitute a contract with the West Coast College of Massage Therapy. I affirm that the information in this application is correct to the best of my knowledge, and I acknowledge that knowingly providing false information is grounds for immediate expulsion from the West Coast College of Massage Therapy.

Signature

Date

***Thoroughly complete application pages 3 & 4 and submit to the Admissions Department
 - Any incomplete application forms will not be processed.***

Keep pages 1 & 2 for your own reference.