

## 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](http://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.**



West Coast College of **MASSAGE** Therapy

**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: [emily.mcnamara@collegeofmassage.com](mailto:emily.mcnamara@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 e-mailed t: [emily.mcnamara@collegeofmassage.com](mailto:emily.mcnamara@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 Director of Admissions and the Educational Department to confirm your **full acceptance** into the college. Admissions will contact you to coordinate an interview.





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**Academic Pre-requisites: \*Required Information**

**Grade 12 Completion\***

- Have you successfully graduated from high school? Year Completed: \_\_\_\_\_
- Adult Graduation Diploma (Adult Dogwood) Year Completed: \_\_\_\_\_
- 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.***