



West Coast College of **MASSAGE** Therapy

It is recommended that you apply as early as possible to reserve a seat and you may submit your application with one (1) document i.e. your essay to start the application process.

For a complete application, please submit the following required items directly to the College:

1. **High School Graduation/Transcripts:** Original, signed/embossed transcripts from all secondary and post-secondary educational institutions you have attended.
2. **Introductory to Massage Therapy Program:** Certificate of proof that you have satisfied the practical prerequisite. If you are currently enrolled in the introduction to massage course to satisfy the practical requirement, you may submit your application prior to the completion of the course.
3. **References:** Three character references from non-family members. All references must have known you for at least five (5) years. The reference letter must be **original** (cannot be scanned, emailed, or photocopied), signed (with pen ink, we cannot accept electronic signatures), dated, and state the length of time they have known you. Two (2) must be of a professional nature (i.e. a health care professional or an employer) and one personal. The references can be sent separately and be addressed to: Admissions, WCCMT, 100-818 Broughton Street Victoria, BC V8W 1E4 or deliver them in person.
4. **Medical Clearance Form:** Have your doctor complete the Medical Clearance Form in the application package to show you are in good health and free from all communicable diseases and physically and mentally capable of undertaking the program. You must submit the original of this document once they have signed/stamped it. If you do not have a family doctor, please discuss with admissions.
5. **Student Budget Worksheet:** Complete the Student Budget Worksheet included in the application package and submit to admissions by email (PDF), mail, or in person.
6. **Application Essay:** An essay addressing the following points (minimum 1 page double spaced). Submit to admissions by email (PDF), mail, or in person.
 - 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?
7. **Current Resume:** Please include a copy of your current resume. Submit to admissions by email (PDF), mail, or in person.
8. **Criminal Record Check:** A criminal record check must be completed through the Ministry of Justice (see consent form in your application package). Please submit consent form to admissions by email (PDF), mail, or in person. We DO NOT accept criminal record checks reviewed through any local police departments. To complete the CRC application online follow this link: <https://justice.gov.bc.ca/eCRC/home.htm>; access code BN677TEUVD and follow the prompts.
9. **Education Interview:** You will be contacted to set up a time for your final education interview once your file is complete.

For Administrative purposes, we will also require the following to complete your file:

- **Photos:** Two (2) current, wallet-size color photographs.
- **2 pieces of ID:** Two (2) government issued pieces of ID will be required to be kept on file. **Please note, original pieces of ID will need to be shown to our admissions officer before we accept copies.**

Declaration:

My signature below attests to having read and understood the conditions of enrollment, 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 acknowledge that knowingly providing false information is grounds for immediate expulsion from the West Coast College of Massage Therapy.

Sign: _____

Date: _____