



West Coast College of **MASSAGE** Therapy

Application Document List

NOTE: For a complete application, please submit the following required items directly to the College before the document deadline:

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:** Proof of completion of an Introduction to Massage Therapy Program. Applicants wishing to attend WCCMT Victoria must complete the introductory course at the Victoria Campus.
**** Please note a passing grade of 75% is required.**
3. **References:** Three character references from non-family members. Letters need to be current dated, addressed to the College, NOT "to whom it may concern", and have an original signature (signed with pen ink, we cannot accept electronic signatures). References must state the length of time they have known you, speak to your character, your desire to be part of the program of study at WCCMT, and why they feel this is a good career choice for you. You will be required to submit an original reference letter from each category listed below:
 - a) HCP (Health Care Professional) – RMT, Physiotherapist, Chiropractor, Doctor, Nurse, etc.
 - b) Employer – Direct supervisor, either past or present
 - c) Friend – someone who has known you for **over 5 years**
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. If you do not have a family doctor, please discuss with admissions. **This form can only be completed by a Medical Doctor (MD).**
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:** Please provide an entrance essay consisting of a minimum of 300 words to a maximum of 500. Please ensure that your essay is typed, double spaced, grammatically correct and addresses each of the following points with breadth and depth. Submit to admissions by email (PDF), mail, or in person.

Your essay will be assessed based on your discussion of the following points:

 - Why do you want to practice massage therapy?
 - Your experiences if any with massage therapy
 - What you have to offer the profession of massage therapy
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 Public Safety & Solicitor General. We DO NOT accept criminal record checks reviewed through any local police departments including the Royal Canadian Mounted Police (RCMP). **Complete the CRC application online by following this link:** <https://justice.gov.bc.ca/criminalrecordcheck>; **access code BN677TEUVD and follow the prompts.** Please request a manual application in the case your online application fails. This manual application is to be used as back-up ONLY.
9. **Interview Questionnaire & Education Interview:** Your interview questionnaire is the last item you need to submit for your application. Once submitted and your application is complete, you will be contacted to set up a time for your final education interview.

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

- **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.**