

Master's applicants: have you been notified that you are admitted to UVic?

5 things you need to do now to move ahead with your UVic enrollment

1. Check your email and accept the offer

UVic will contact you by email when an admission decision has been made. Be sure to carefully read your admission offer email. You must contact Graduate Admissions and Records at garo@uvic.ca to formally accept your offer. Reserve your spot at UVic by replying to the same email and stating "I am accepting the offer of admission".

Top tip

Add @uvic.ca to your email safe senders to be sure that messages from UVic don't get caught in your spam filter.

2. Pay your acceptance deposit

[Submit your deposit](#) by the deadline specified in your offer email. It will be credited toward your tuition fees.

Deposit amounts are CAD \$1,500 for MGB; CAD \$2,000 for MBA and MEng programs.

Payment options are:

- [Convera GlobalPay](#) (allows payment in your own currency)
- International wire transfer

Top tip

Your deposit appears as a payment in your portal under "Account Summary by Term". Within 48 hours of receiving funds, UVic issues your PAL.

3. Request your Canadian study permit

Make sure you have [all the documents](#) needed: your admission letter, UVic letter of acceptance and PAL (provincial attestation letter). [Apply for your study permit](#) online and pay the application fee and biometric fee. Government of Canada processing time can take up to 3 months, so don't delay!

Top tip

Reach out to UVic's [immigration drop-in advising](#) for further advice or any queries you have about the study permit process.

4. Register for courses

Your NetLink ID gives you access to the UVic [Online tools](#) portal where you can access your student record and register for courses. You'll be notified of your registration date by email:

- in early June for fall and spring term courses
- in March for summer session courses

Once registered for your courses, you can set up your [UVic email account](#).

Top tip

Talk with your supervisor or academic adviser about how to choose your courses.

5. Submit your outstanding documents

Submit any [outstanding documents](#) listed in your portal. UVic evaluates applications based on unofficial documents but needs final transcripts and a degree certificate to issue a full offer of admission. Official documents must be sent via a secure digital transcript service or emailed directly from the institution (as a PDF) to graddocs@uvic.ca.

Top tip

If your academic records are in a language other than English or French, they must be accompanied by certified English translations.