

 <p>Policies and Procedures</p>	Number: 1400	Title: International Admissions Policy		
	Last Revision:	(NEW)		
	Effective:	July 12, 2017	Next Review:	July 12, 2019

Policy:

It is the policy of Mountain Transport institute Ltd., (MTI), for prospective students wanting to enroll in our international training programs to meet the requirements of our admission policy before being accepted to participate in respective courses.

Scope:

This policy pertains to prospective students wishing to enroll in any International Driver Training Program at MTI.

Principles:

International students wanting to attend the *full time Class 1 driver training*, including the 'MTI Welcome to Canada', 'MTI Canadian Experience' and the 'MTI Way International' driver training programs, must meet the following requirements:

- Be able to speak, write and understand fluent English. Pass an IELTS English Language Proficiency Test will a 6.0 score or higher.
- Have enough money to pay for tuition plus the cost of living while attending training
- Be eligible for Study Permit (or hold a valid and current work permit)
- Have fewer than 4 driving offences that resulted in penalty points (or equivalent)
- Have no motor vehicle-related Criminal Code convictions (or equivalent)
- Provide copy of driver license
- Provide Proof of Driving Experience
 - Send copy of original official driving record or letter of experience from each jurisdiction in which you have driven in the last 3 years directly to MTI (must be dated within 90 days and properly translated by ICBC approved translator). Original must be brought along with you when you come to Canada as it is needed by ICBC for you to get your license.

- Driving Records or letter of experience must include:
 - The name, address and phone number of the drivers licensing authority in your jurisdiction
 - Your name and birth date
 - Your drivers license number or other unique identifier
 - Class of license(s) held
 - Either the date(s) your license(s) were originally issued or the amount of time you have held the license

Note that the 2 years of non-learner driving experience to be exempt from the graduated licensing program.

All *courses* are open to anyone who meets the above listed requirements. The courses are filled on a first come first serve basis.

If the student fails to meet the minimum admission requirements for any course, neither Mountain Transport Institute Ltd. nor the student can waive the requirements.

Application Process:

Student's are to follow the application process, outlined below:

STEP 1

- Fill out application for admission form, return completed form and payment of non-refundable application fee to MTI.
- Application must include copies of past 3 years driving history, commercial and non-commercial, from each jurisdiction a license was held.
- Complete IELTS English Language Proficiency Test with a 6.0 score or higher. IELTS test results must be submitted with application. Please visit <https://www.ielts.org/> to find a testing station near you.

STEP 2

- Complete an over the phone pre-enrolment interview with MTI Instructor
- *Conditional* acceptance letter will be created upon successful completion of pre-enrolment interview, provided that all requirements in step one have been met.
- An invoice for tuition will be created and sent to you along with conditional acceptance letter. All invoiced fees are due before a *final* acceptance letter will be created.

STEP 3

- Complete / provide proof of the following to MTI:
 - Clean Criminal Record Check from your home country
 - Ability to pass Canadian Medical Exam - The following link will take you to a sample of the BC Drivers Medical (see #2): <http://www2.gov.bc.ca/assets/gov/driving-and-transportation/driving/publications/driver-medical-examination.pdf>;
Other information on Driver Medical Fitness information please go to: <http://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/driver-medical/driver-medical-fitness/driver-medical-fitness-information-for-medical-professionals#over>
 - Proof of Canadian medical insurance for while in Canada
 - Pass MTI online exam with 80% or higher
- Once all above listed documents are provided to MTI and invoiced tuition fees have been paid to MTI, conditions will be removed from the acceptance letter and you will be provided with a *final* acceptance letter.

STEP 4

- Apply for Study Visa.