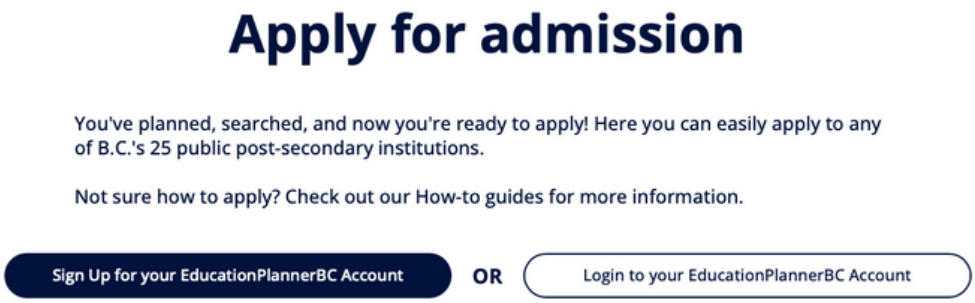
How-to: Apply



1 Create your EducationPlannerBC account

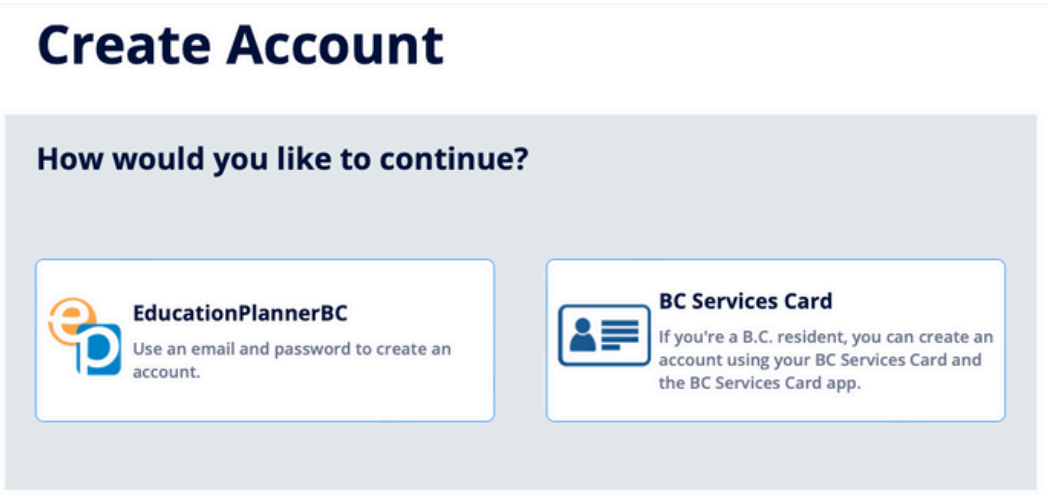
To apply using EducationPlannerBC, you'll need to create an account following the steps below. You can use your EducationPlannerBC account to apply to any B.C. public post-secondary institution.



Login credentials

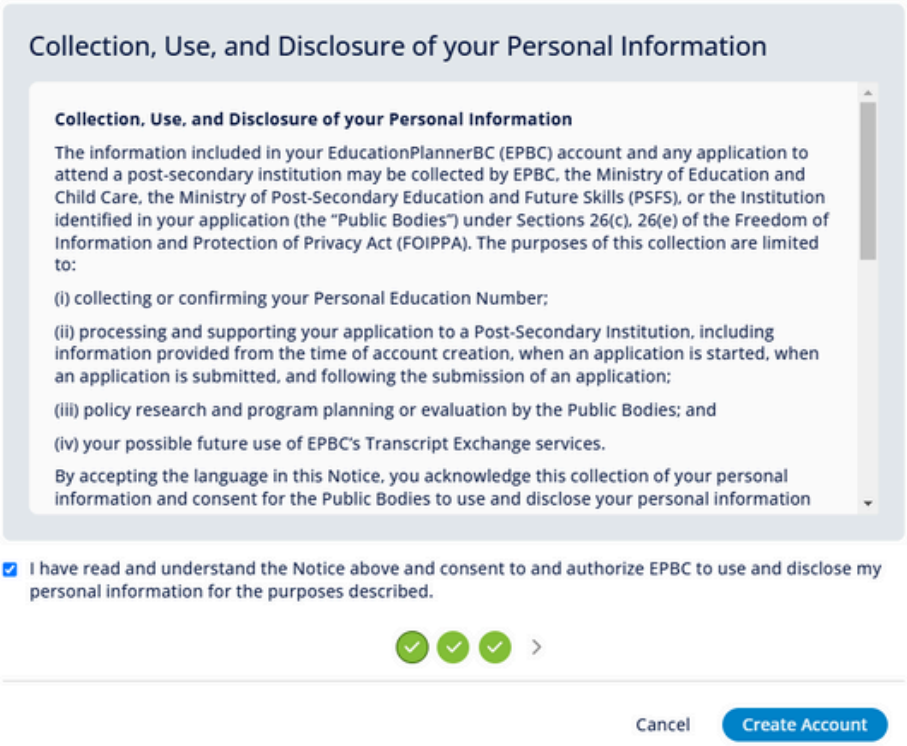
Use an active email address that you use often. The institution(s) you apply to will contact you via this email address.

If you're a B.C. resident, you can also create an EducationPlannerBC account using your BC Services Card.



2 Consent to storing personal information

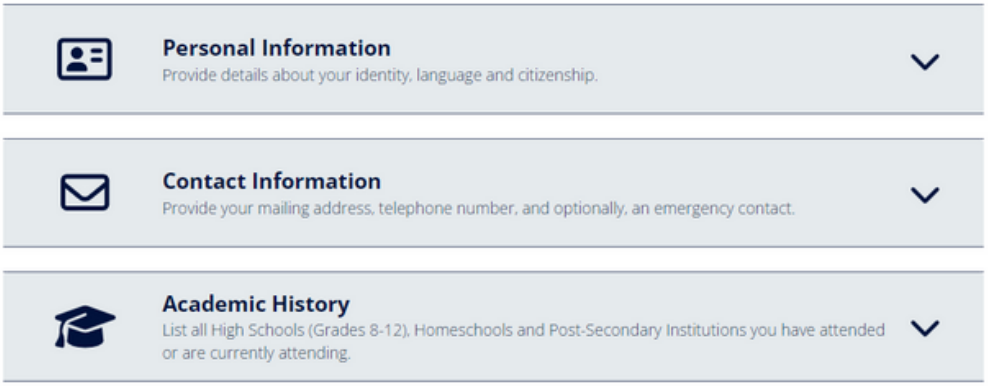
EducationPlannerBC stores your personal and application information and we require your consent to do so. See the Terms of Use and Privacy Policy at the bottom of our website for more information.



3 Complete your profile

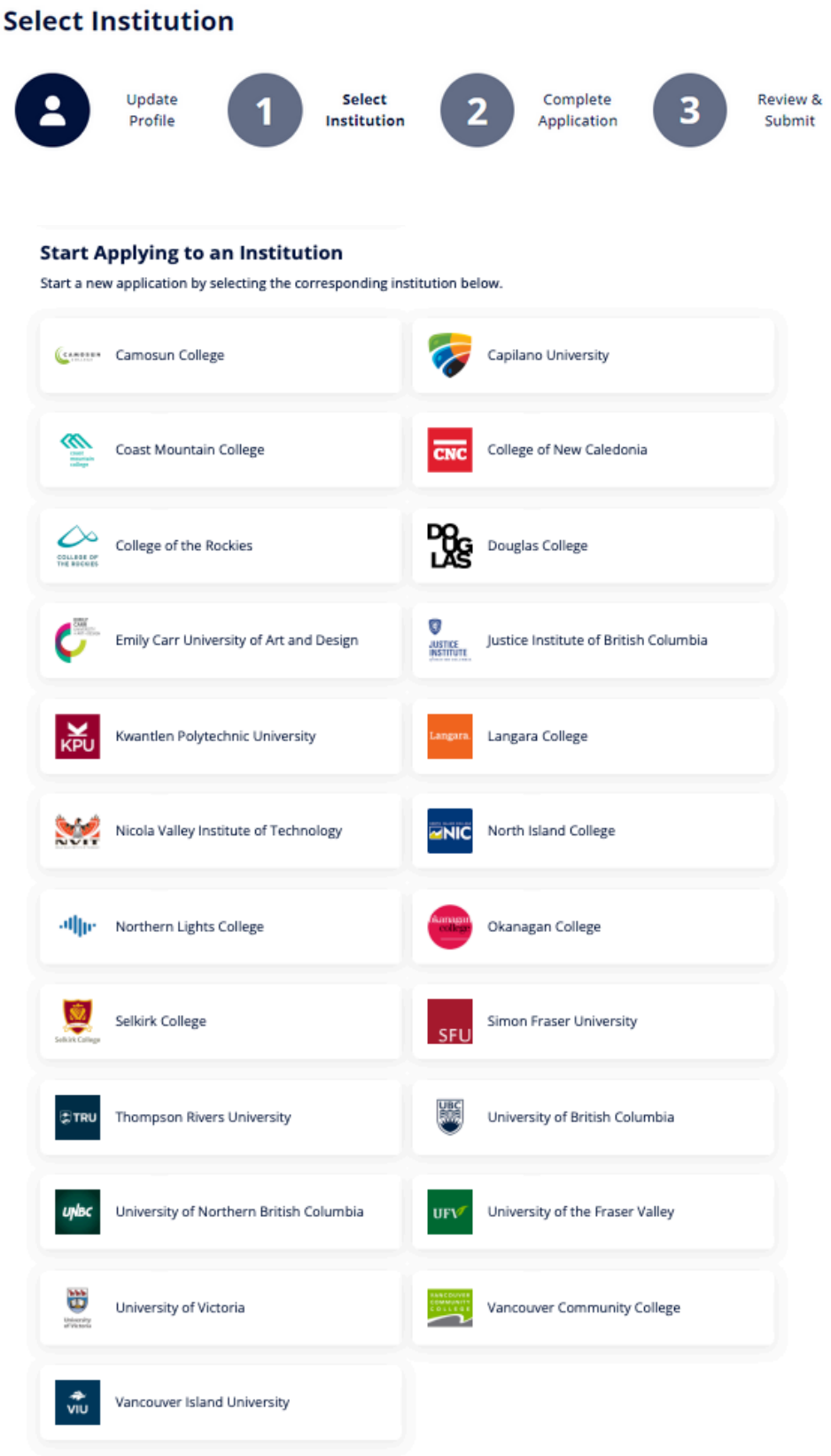
Your profile consists of personal and contact information, along with your academic history. A copy of your profile is included alongside any application you submit to a post-secondary institution.

As you complete each section, the icon will change from orange to green. You won't be able to apply until all of your icons are green.

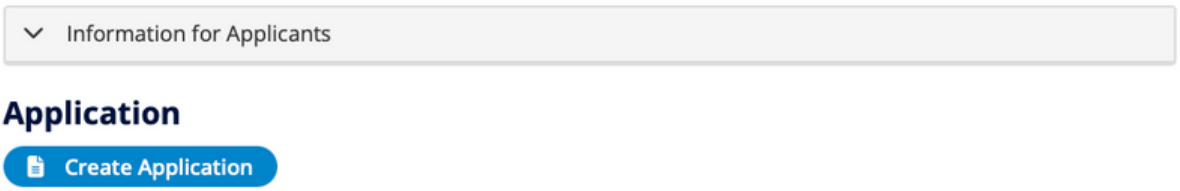


4 Select an institution

After you have completed your profile, you are ready to start applying. The first step is to select the institution you'd like to apply to.



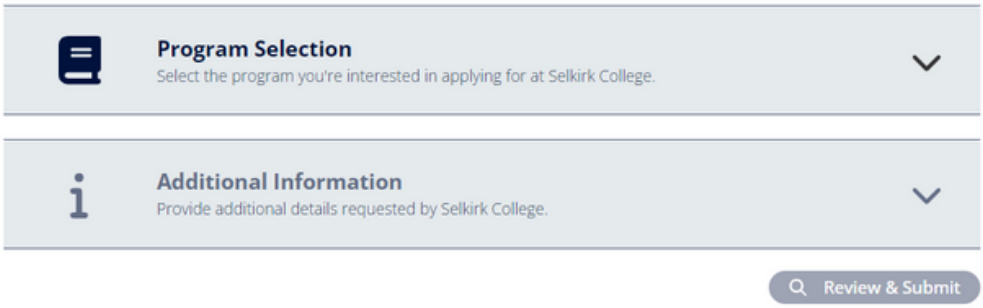
Top Tip: Make sure to read the 'Information for Applicants' drop down section to find out important institution-specific information. Then click Create Application to get started.



5 Select a program

Now that you have selected an institution it's time to select the program you would like to apply to.

The questions on the application form will be different for each institution. Be prepared with your intended program choice, faculty, term, and the type of student you are applying as.



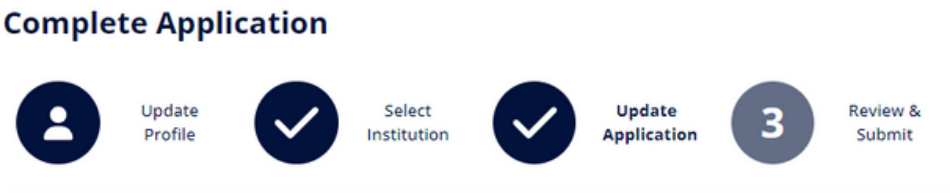
6 Additional information

The institution you are applying to may require additional information from you. These questions could be program specific or about your identity.

Top Tip: The EducationPlannerBC application form does have an auto-save function, allowing you to continue an application that you already started. However, issues or mistakes can happen. We recommend that you save any long written answers on your computer in a notepad file. This will ensure none of your answers get lost!

7 Review & submit

Select ‘Review & Submit’ to go over your information and make any final edits before submitting your application. Once you hit submit, you will no longer be able to make any changes to your application yourself and you will need to contact the institution that you applied to do so.



8 Application fee

Before you submit your application you may be prompted to pay an application fee, confirm your current email address and provide consent for Information Disclosure and Declaration of Applicant. Please note that application fees vary by institution, applicant type, and program.

9 Submit

Once all of your icons are green you are ready to submit. Once you have successfully submitted your application you will see a confirmation note on the page, and receive an email and receipt. Submitted applications are found on your account under the "submitted applications" tab.



Congratulations!

You now know how to apply using EducationPlannerBC! To submit another application, select a new institution and follow steps 4 - 9.