

How to Apply

Saskatoon Business College is available for questions Monday to Friday, 8:30a.m.—4:30p.m., and Fridays 9:00a.m—3:00p.m. CST. **SBC requires 5 – 10 business days to process complete applications.**

E-mails and information requests through the SBC website will be answered within 48 hours. SBC is closed for one week in February and two weeks at the end of December, usually reopening in the first week of January.

Application Checklist

- ☐ Research your program: www.sbccollege.ca/international-students
- ☐ Contact an advisor with any questions —call 1-306-244-6333 or email admissions@sbccollege.ca
- ☐ Apply online [application](#), along with the [registration fee \(\\$100\)](#).

Scan the following documents and email them to sbcregistrar@sbccollege.ca:

- ☐ **Official high school diplomas/transcripts or post-secondary transcripts** (*originals must be provided on Registration Day*).
- ☐ **Proof of English Proficiency if required** (*originals must be provided on Registration Day—see [Language Proficiency Requirement](#)*).
- ☐ **Notarized copy or legible colour photocopy of government-issued passport** and valid study permit if you have one (*originals must be provided on Registration Day*).

Important Note for Applicants

- ◆ An email will be sent to the applicant once he/she meets the entrance requirements.
- ◆ To secure a seat in the program, you must pay \$3000 of the program fee. An acceptance letter will be provided once the required fees are paid. When you receive your study permit, contact SBC to confirm your enrollment.
- ◆ The remainder of your tuition as well as your books/supplies fees must be paid on or before the registration date. Contact SBC to discuss tuition payments.