NORQUEST COLLEGE

# International Applications – Education Agent Checklist

## Purpose

Use this checklist before submitting an international application through the Virtual Application System (VAS). It supports application accuracy and completeness but does not replace the admission requirements published on

> Important: NorQuest College does not provide pre-assessments of documents before an application is submitted. Eligibility is determined through the formal admissions review process.

## 1. Application Review and Eligibility

### Program Selection

- Review the student's Grade 12 or equivalent documents.
- Confirm the student has the prerequisite subjects required for the chosen program, which may include mathematics, English or language studies, biology, physics, and/or chemistry.
- Review the individual program page to confirm all current academic and non-academic admission requirements.

### Post-Diploma Certificate Programs

- Confirm the student has completed the diploma or bachelor's degree required for admission.
- Where a related field is required, verify that the credential is in the specified discipline.
- Where applicants from any academic background are accepted, confirm completion of a recognized diploma or bachelor's degree.

### Age and Practicum Requirements

- Review the program's practicum, work placement, or clinical placement requirements.
- Confirm the student will be at least 18 years old by the placement start date.
- Do not proceed if the student will be under 18 when the placement begins and the age requirement cannot be met.
- If the placement is not in the first term, a student under 18 at program start may still be eligible to begin studies, provided the required Parental or Legal Guardian Consent form is submitted.

Submit the signed Parental or Legal Guardian Consent for Underage Applicant form with the application when the student will be under 18 at program start. The form is available on NorQuest College's Forms and Documents page.

### Intake Availability

- Check the individual program page and confirm whether the intake is open, waitlisted, or closed.
- Verify availability program by program. Do not assume that all programs share the same application status.
- If the international application deadline has passed or a program appears closed, contact International.Recruitment@norquest.ca or International.Agent@norquest.ca.

### Agent Declaration and VAS Setup

- Create the application using the student's legal personal information.
- Enter the student's personal email address and phone number. Do not substitute agency contact information.
- If the student's email already exists in VAS, do not create a duplicate account. Contact Admissions at admissions@norquest.ca.
- Confirm the student receives the temporary password at their personal email address.
- Confirm the application remains associated with the correct agency profile.

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### Information Consistency

- Confirm the student's name is consistent across the application and all supporting documents.
- Confirm the date of birth is consistent across all documents.
- If a discrepancy exists, obtain and upload an affidavit or other appropriate legal supporting documentation.

## 2. Document Requirements

### Academic Documents

- Upload all available high school transcripts and certificates.
- Upload all post-secondary transcripts and certificates, where applicable.
- Ensure every document is complete, legible, and includes all pages.
- Provide the student's full educational history. Admissions reviews all submitted academic records when assessing eligibility.

### English Language Proficiency

- Confirm the selected English language proficiency test is accepted for the program.
- Confirm the results will still be valid on the program start date, based on the applicable validity period.
- Verify the required scores on the program page under Program Requirements and English Language Proficiency Requirements.

### Program-Specific Documents

- Do not upload portfolios, resumés, letters of intent, or reference letters unless Admissions or the program requirements specifically request them.
- Do not assume that unsolicited supplementary documents will be considered in the eligibility assessment.

### Translations

- Upload certified English translations for documents issued in another language.
- Use a registered or certified translator.
- Confirm the translation includes the translator's name, signature, and official stamp or seal where applicable.
- Do not use translations completed by relatives, teachers, or other unauthorized individuals.
- Certified translations may be completed in any country if the translator holds appropriate accreditation.

### Trusted Agent Framework

Agents who complete NorQuest College's Trusted Agent training may be designated as Trusted Agents for one year. Refresher training must be completed before the designation expires.

- Verify applicant documents accurately and document the verification method for each item in the admissions system.
- Indicate in VAS that the applicant's documents have been verified.
- Perform all verification activities honestly, accurately, and in accordance with applicable College requirements

Compliance: Misrepresentation, fraudulent verification, or failure to meet Trusted Agent responsibilities may result in immediate revocation of Trusted Agent status and possible termination of the agency agreement, subject to the applicable agreement and College processes.

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## 3. Document Upload Best Practices

- Use clear file names, for example Lastname_Firstname_Transcript_2026.pdf.
- Ensure scans are clear, legible, complete, free of shadows, and not cropped.
- Combine all pages in the same document category into one PDF whenever possible.
- Avoid uploading duplicate files.
- Verify all documents are authentic, genuine, and unaltered.
- Upload the most current version of each document.

## 4. Incomplete Applications

### Before Payment

- Review all required-document sections before attempting payment.
- Confirm all required documents have been uploaded.
- Confirm student information and contact details are complete and accurate.
- Confirm the correct program and intake have been selected.

### Application Status and Updates

- VAS may prevent progression to payment when mandatory documents are missing.
- Monitor communications from Admissions. The student and agent may be contacted if further information is required.
- Instruct the student to monitor their VAS account regularly for outstanding requirements and updates.
- Upload updated documents through VAS as additional submissions. Agents cannot delete or replace documents already uploaded.

## 5. Key Resources and Contacts

### Program Information and Deadlines

- Review each program page for admission requirements, English language requirements, application status, and seat availability.
- Note that NorQuest College generally uses a first-qualified, first-accepted admissions approach rather than a competitive ranking model.
- Check program pages for application deadlines.
- Review conditional-admission deadlines in the applicable information, Letter of Acceptance, and VAS notifications.
- Review tuition-deposit deadlines in the offer letter and VAS account.

Processing time: Application processing may typically take approximately 5 to 7 business days, depending on application volume, program complexity, and whether the file is complete.

| Contact | Use for |
|---|---|
| Admissions through VAS or admissions@norquest.ca | Student or agent email changes, existing VAS accounts, and application-record issues |
| International.Agent@norquest.ca | New agent inquiries and agency onboarding support |
| International.Recruitment@norquest.ca | Intake availability and recruitment-related inquiries |

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## 6. Final Pre-Submission Review

- Correct program and intake selected.
- Intake is open.
- Student meets the basic eligibility requirements.
- Student will meet the age requirement before any practicum, work placement, or clinical placement.
- All mandatory documents uploaded.
- All non-English documents include certified translations.
- Names and dates of birth match across the application and documents.
- Student's personal email address and phone number entered.
- No duplicate VAS account created.
- Application reviewed for accuracy.
- Student understands the next steps and account-access requirements.