

HOW TO APPLY – Global Workforce Skills

BEFORE YOU BEGIN >>>

Review the program

Read the program description and be sure you understand the certificate requirements before starting the application process. Contact the [GLLC](#) if you have any questions.

Prepare your supporting documents

Have the following documents ready to submit with your application:

- A copy of the certificate, diploma or degree from the highest level of studies you have completed OR an official transcript (with a translation if it is not in English)
- A copy of an official English language proficiency test score report
- Your professional resume

Agent Representation Authorization

If you are applying through an International Recruitment Agent, your agent will give you an Agent Authorization form to complete to give permission for them to help you. Submit the completed form to the GLLC from your email.

YOUR APPLICATION >>>

Complete PDF application

Complete all relevant information in the application. Email your completed application form and supporting documents to the [GLLC](#).

Confirmation >>>

You will receive a confirmation email from the GLLC confirming your application has been received. If you have any outstanding supporting documents, you must provide them before your application can be reviewed.

Decision

The GLLC will notify you of the admission decision within approximately one week of receiving your complete application. If you are admitted, you will be asked to confirm your acceptance by email. You will then receive an invoice and instructions for how to pay your tuition deposit to secure your seat.

YOUR ENROLMENT

Payment

You have the option of paying tuition in full or a tuition deposit of \$550.00 to secure a seat. After payment for the tuition deposit has been received, the GLLC will email you your Letter of Acceptance, which you will need to obtain your Visa. Full payment for your first term is due 28 days prior to the start of your program.

Prepare for your journey to Canada

Apply for your study permit.

Immigration Information and Resources

Start arranging your accommodation early!

You will receive a Welcome Handbook from the GLLC approximately two months prior to the start of your program. Read the information and [contact us](#) with any questions.