

Application Process for ESL Students

FIRST STAGE: PRE APPLICATION

All applicants apply using ESL Expression of Interest Form

Phone call Inquiry

- A. Admin gives accurate answers about ESL courses
- B. Send ESL Expression of Interest Form in the mail

Upfront Inquiry

- A. Prompt questions
- B. Provide course information
- C. Provide ESL Expression of Interest Form
- D. Provide course related information as appropriate.
- E. Refer applicant for further discussion with a course coordinator or PM if appropriate.



SECOND STAGE: POST APPLICATION

- A. Enter data on ESL database
- B. Send letter to inform applicant of database entry and waiting list position.



THIRD STAGE

Send out interview letters



FOURTH STAGE

Conduct interview process



FIFTH STAGE

Program Managers and/or course co-ordinator decides class lists



SIXTH STAGE

Send out offer letters



SEVENTH STAGE

Create wait list – Update database. Send data to Admissions.