



## NIC Application Package Process:

NIC dual credit applications will now follow the instructions and steps below, and please note there are **no application fees** for dual credit students.

The dual credit sponsoring district is: SD47

The dual credit sponsors email: [Tanya.Larkin@sd47.bc.ca](mailto:Tanya.Larkin@sd47.bc.ca)

1. Student meets with counsellor/academic advisor, or Mrs. Larkin and navigates the courses they would like to take.
2. Student completes an *Initial NIC Application* package. This can be found online for download, in the Brooks counselling suite, or from Mrs. Larkin (the main office can also support getting you an application from Mrs. Larkin's office). Once completed, this can be submitted to Mrs. Larkin for review.
3. Once your initial form is approved by Mrs. Larkin, student will then apply through EdPlannerBC to NIC:
  - [NIC Dual Credit Application Steps](#) for Ed Planner (you will also need to have ready for upload, the following two forms)
    - ✓ SD47 and NIC Release of information form completed and signed
    - ✓ SD47 and NIC Sponsorship form completed and signed
4. BCeID – registering for BCEID (see cheat sheet for additional support)
5. [Student Transcript Services](#) – submit transcripts to NIC once you have a BCeID.
  - ✓ TIP: Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below.” To ensure there are no issues with their PSI application process, it is also recommended that applicants leave the authorization period set to the default date of one year.
6. If invited, admissions will send a welcome email to the student's personal email address as well as the district/high school representative indicated on the sponsorship form. All subsequent communications will be sent to the student's NIC email address.