

## LAW ENFORCEMENT STUDIES DIPLOMA PROGRAM APPLICATION GUIDE

Create a profile with [Education Planner](#) and submit your application and \$75.00 application fee.

The JIBC Admissions Department will email you an acknowledgement of application receipt. This email will include your JIBC student number.

Gather all your supporting documents (incomplete applications will not be accepted)

You must meet the following entrance requirements to be considered for admission to the program:

1. Documentation confirming Canadian Citizen or Permanent Resident status (or a study permit for international students).
2. Proof of high school graduation with a minimum grade of a C in English 12 or equivalent. Applicants in Grade 12 may submit their interim transcript as part of their application until they receive their final high school transcript.
3. Applicants must submit any/all previous post-secondary transcripts.
4. Completion of a Criminal Record Check.
  1. A vulnerable sector check and fingerprinting is not required.
  2. Only an original hard copy document from a local RCMP or Municipal Police Department is accepted. Online verified, web-based Criminal Record Checks of any kind are not accepted.
  3. A scanned copy may accompany the application documentation; however, the original document must be provided to the JIBC Admissions Office in-person, or by letter mail.
5. An essay of 250 words outlining the reasons why the applicant should be selected to be a student in the Law Enforcement Studies Diploma program submitted with the application.
6. Two letters of reference from non-family members. Download the [Confidential Letter of Reference Form](#) and follow the directions on the form.

All complete applications will be reviewed after the application deadline. Applicants will be notified at their admissions status via email 3-4 weeks after application deadline. As applications exceed the number of available seats, the application process is highly competitive. Students will be carefully selected based on the merits of their completed applications.

Students who are **accepted** will be required to pay a deposit within 2 weeks of receiving their acceptance letter to secure their seat in the program. More information will follow after the deposit due date.

Students who are **waitlisted** will remain on the waitlist until the first day of class. Should a seat become available, the student will be contacted by email. We cannot provide waitlist status updates.

Students who are not offered a seat, are welcome to reapply to future intakes.

## INTERNATIONAL APPLICANTS

The language of instruction at JIBC is English. All international students are required to meet or exceed the English language requirements for all certificate, diploma, degree, and graduate certificate programs offered at the Institute. Students should be familiar with these minimum requirements, which are detailed in [JIBC Admissions Policy](#)

### [JIBC International Student English Requirements](#)

Please visit our International Studies webpage for more information: [JIBC International Students](#)

## MATURE STUDENT

An individual who has not completed BC Grade 12 or Grade 12 equivalency, but is at least 21 years of age and meets all other admission requirements

## TRANSFER CREDITS

To help students attain their academic and employment goals, JIBC welcomes credit transfer from other post-secondary institutions and other organizations where course or program equivalencies have been established. JIBC works toward developing courses and programs that will be accepted by other post-secondary institutions and other organizations for credit transfer or course equivalency.

Visit [BC Transfer Guide](#) to check for course equivalencies. Note, 50% of the content of the credential must be taken at the JIBC.

The LESD program requires a minimum grade of C to approve transfer credits.

All transfer credit requests must be submitted 60 days prior to the start of the program, we recommend submitting your request with your application. Please complete the Request for Transfer Credit Form:

[Request for Transfer Credit Form](#)

**LAW ENFORCEMENT STUDIES DIPLOMA PROGRAM DOCUMENT SUBMISSION FORM**

Please check the following supporting documents are attached:

- .. High School Transcripts – Official sealed copy or Requested from the Ministry of Education to be sent directly to the JIBC
- OR**
- .. Interim High School Transcripts (for students currently completing grade 12)
- .. Any and all post-secondary transcripts must be submitted
- .. Completion of a Criminal Record Check.
  - o A vulnerable sector check and fingerprinting is not required.
  - o Only an original hard copy document from a local RCMP or Municipal Police Department is accepted. Online verified, web-based Criminal Record Checks of any kind are not accepted.
  - o A scanned copy may accompany the application documentation; however, the original document must be provided to the JIBC Admissions Office in-person, or by letter mail.
- .. Proof of Citizenship (passport, birth certificate, Permanent Resident Card, study permit (copies only))
- .. 250 Word Essay – Please take extra care with your essay, this is an integral part of your application. Your essay is your opportunity to showcase your experiences including, community service, work, education, teamwork, and motivation.

Letters of Reference are to be submitted separately:

Visit our website at [www.jibc.ca/lesd](http://www.jibc.ca/lesd) to download the [Confidential Letter of Reference Form](#). Please ensure your referee has sent our Admissions Department the completed form before submitting your Document Submission Form with the supporting documents. If you are submitting paper copies of the form, they must be received as per the instructions on the form.

- .. Reference Letter #1
- .. Reference Letter #2

I declare that all statements made in this application are true and correct and I understand that any misrepresentation of material facts herein may cause forfeiture of my rights to successfully complete the Law Enforcement Studies Program.

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Signature of Applicant

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Date

**Incomplete applications will not be reviewed.**

Please forward your document submission package to be **received by the application** deadline to:  
Admissions – LESD Justice Institute of British Columbia  
715 McBride Boulevard  
New Westminster, BC V3L 5T4  
Email: [admissions@jibc.ca](mailto:admissions@jibc.ca)