



BCCM
BRITISH COLUMBIA
COLLEGE OF MANAGEMENT



EIMT
EUROPEAN INSTITUTE OF MANAGEMENT & TECHNOLOGY



**COLLEGE
DE PARIS**

ECEMA
L'excellence par l'expérience

APPLICATION PROCEDURE FOR PROSPECTIVE STUDENTS



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1. Application Procedure for Prospective Students

The application procedure for prospective students typically involves several key steps to ensure a smooth and successful submission. Below is a structured overview of the typical application process:

A. Complete the Application Form

Applicants must fill out the online application form. Once submitted, a confirmation email will be sent within two business days.

B. The Consultant has to share with us an e-mail To: (register@bccmglobal.com) Cc: (to our Admisson Manager) and the respective agent for the given below documents,

The following documents are typically required for the application:

- Updated Curriculum Vitae (CV)
- Passport-size photographs
- Valid Passport
- 10th and 12th Mark Sheets/Academic Transcripts
- Proof of English Language Proficiency (e.g., IELTS, TOEFL)
- Birth Certificate
- Two Letters of Recommendation (LORs)
- SOP

C. Application Interview

Interviews will be conducted via Google Meet with a member of the academic team. The purpose of the interview is to get to know the applicant better, understand their future plans, and assess their interest in the course.





D. Wait for the Offer Letter

After processing the application and documents, applicants will receive a conditional offer letter if accepted. The processing time for this step may vary depending on the institution's review schedule.

E. Pay the Initial Deposit

An initial deposit of €5,000 must be paid after receiving the conditional offer letter. This payment is part of the application process and secures your place.

F. Wait for the Final Acceptance Letter

Once the final offer letter is issued, applicants must formally accept it. At this stage, applicants can proceed with visa-related formalities for their study program.

PLEASE NOTE: 1. There are certain red flags which need to be taken care of, please refer to the attachment named the 10 red flags to know about them.

3. WHAT IS THE VISA PROCESS?

To apply for a long-stay student visa, you must follow the step-by-step procedure explained here below.

STEP 1: Online Registration

- Create an account to www.india.campusfrance.org
- Fill the Campus France form (academic records, language skills, CV+SOP etc.).
- Submit your file online.
- Campus France will review your file and give you an appointment date.
- Pay Campus France fees (For payment information, contact Campus France):
<https://payment.ifindia.in/>





STEP 2: The Academic Interview

- You will be required to appear in person, with all necessary documents (originals + one set of photocopies), for the academic interview with the Campus France advisor.
- At the interview, you will be asked to explain your reasons for choosing France and the institution where you have been granted admission.

STEP 3: Online visa application and scheduling of appointment with VFS – France

- After the academic interview, complete your application on our online portal: <https://france-visas.gouv.fr/>
- You will be asked to create a France-Visas account, which you will need for each step of the process.
- You need to schedule an appointment with VFS-France, to submit your documents (photocopies) and passport (original).
- All visa applicants have to go in person at any of the listed VFS centres to register their biometric data.

STEP 4: Validate your Long-stay Visa / residence permit (VLS-TS)

- Within the first three months following your arrival, you must register and validate your visa at the following: <https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/>
- This quick and simple process will ensure that you are registered as a legal resident in France.





STEP 5: Apply for your residence permit

If you want to stay in France at the end of the validity period of your VLS-TS, you must apply for a residence permit at the prefecture of your place of residence two months prior to the expiry date of their visa.

Documents Required

- Passport-sized Photographs
- Curriculum Vitae (Kindly create single page CV and in proper format)
- Motivation Letter for your visa procedures (A detailed letter explaining your motivation for studying in France and how it aligns with your career goals.)
- Job Appointment Letter (If applicable)
- Salary Slips for the past 3 Months (If applicable)
- Job Experience letter (if applicable)
- Proof Of Financials- Bank statement past 3 months, ITR for self or Sponsor past 2 years
- Educational Certificates: Transcripts, diplomas, and certificates from previous institutions.
- Appointment Letter (If applicable)
- Salary Slips for the past 3 Months (If applicable)
- Experience letter (if applicable)
- Proof of Admission: Offer letter or admission letter from a French institution
- Language Proficiency Certificates: IELTS, TOEFL, or DELF/DALF for courses taught in English or French. (Medium of Instruction).





3. What is the application fee for the Offer letter?

- There is no application fee for the issuance of the conditional offer letter.
- However 5000 Euros need to be deposited within 7 days of receiving the conditional offer letter to obtain the Final acceptance letter (FAL).

4. What is the mode of payment to pay the application fee?

The application fee can be paid through the following methods:

- Online Payment: You can pay directly by following the provided payment link.
- Bank Transfer: Alternatively, you can make a payment via bank transfer. Details for the bank transfer will likely be provided with the application instructions.

Be sure to check the specific instructions on how to complete each payment method.

5. Kindly confirm if there is any confirmation deposit? If yes, kindly confirm if it will be refunded if the visa gets refused?

After the initial deposit of 5000 Euros the applicant must pay another First Year Fees before the visa-filing.





6. Do you perform pre-assessment of the academic profile of the student?

Yes, there will be pre-screening of the student before the finalisation of admission.

7. Can onshore students apply for admission?

Yes we're open to take admissions from across the globe.

8. How many intakes are you offering for international students?

These are the two main intakes for our academic institute.

- February (Spring) Intake (Starts in February.)
- September (Fall) Intake (Starts in September.)

9. Kindly provide us with the updated program list of available intakes?

- MASTER'S IN BUSINESS ADMINISTRATION
- BACHELOR'S IN BUSINESS ADMINISTRATION
- MASTER'S IN COMPUTER SCIENCE
- BACHELOR'S IN COMPUTER SCIENCE
- MASTER'S IN HOSPITALITY AND TOURISM MANAGEMENT
- BACHELOR'S IN HOPITALITY AND TOURISM MANAGEMENT
- MASTER'S IN FASHION DESIGN AND MANAGEMENT
- BACHELOR'S IN FASHION DESIGN AND MANAGEMENT





10. What is the Academic Percentage Requirement for UG & PG Programs?

Undergraduate (UG) Programs: A minimum of 50% in the overall academic score is required.

Postgraduate (PG) Programs: Similarly, a minimum of 50% in the overall academic score is required for admission.

11. Do you consider 10+3 years or 10+2 years' diploma in place of grade 12th for Indian students? Or is a Diploma acceptable after Grade X?

Yes, we consider Diploma students with min. 50% marks depending upon the course opted.

12. Can we apply for a Conditional Offer Letter on the basis of English Proficiency Test confirmation, Grade 12 Predicted Scores, or Provisional Degree?

No , Interviews will be conducted over the google meet with an academic team member. The purpose of the interview is to get to know you better, to learn about your plans for the future, and to understand why you are interested in the course and after that your letter will be released.

13. What is the updated IELTS requirement for UG & PG Programs? Is PTE, TOEFL, CAEL, and Duolingo acceptable for international students?

- Undergraduate & Postgraduate: IELTS 5.5
- Alternative tests such as
- TOEFL (iBT: 58+; PBT: 490+; CBT: 167+)
- TOEIC: 555+
- PTE: 50+
- Duolingo: 90+
- If the students have the MOI ((Medium of Instruction)) then the score is not required.

14. Is general IELTS or PTE Academic online acceptable?

PTE Academic online is acceptable.

15. Will you accept MOI (Medium of Instruction)?

Yes, we do accept MOI (Medium of Instruction) certificates if the course was taught in English and scored above 50% in English. Ensure the document is issued by the educational institution and meets the required criteria.

16. Is open board or distance education acceptable?

Yes, only with the reputed colleges.

17. How many backlogs are acceptable?

All the backlogs must be cleared on and before the starting of the batch.

18. Will you accept an extended degree?

Yes, it is acceptable.



19. Any flexibility in Admission Requirements?

Yes, depending upon the case to case.

20. How many years of gap is acceptable and do we need to provide the gap justification proof?

Any Gap is accepted if it is properly justified.

21. Can students apply for credit transfer? If yes, what is the procedure?

Yes, the student can apply for the credit transfer(after completion of 1 year), we will share the appropriate format for the same, once requested by the student.

22. Please confirm any scholarship provided by the college to international students? If yes, how can students apply for the same?

There are several scholarships available to international students to help them finance their studies in France. There are Merit Scholarships (Eiffel Programme and Merits), Erasmus Programmes, Regional Scholarships, and French Embassies abroad scholarships.

23. Please update us on the Deferral policy? Also, please confirm the deadline to apply for the deferment.

The deferral request window implies for one in take and you need to share the proper reason for requesting the deferral.





24. Please update us on the refund policy/Withdrawal Policy?

Eligibility For Refund

Refunds may be granted under the following circumstances:

Initial Deposit and 1st Installment: An initial deposit & 1st Installment are required to secure your seat in the program. This amount will be credited towards your total tuition fees upon visa approval. If your visa application is rejected, this deposit will be refunded.

Withdrawal by the student: If you choose to withdraw from the program after your visa has been approved, no refund will be provided.

Visa Rejections: In the event of the student not obtaining the visa due to the submission of fraudulent documents or misrepresentation of facts, no refund will be granted.

Malpractice: If a student is involved in any kind of criminal activity as per the French jurisdiction, the institution will not be liable and no refund will be provided.

Procedure For Requesting a Refund

A. Submit a Written Request: The Student must submit a written refund request to the EIMT administration stating the reason for the request and providing all the necessary documentation.

B. Review of Request: The refund request will be reviewed by the administration within 14 business days. Additional documentation may be requested during this review.

C. Decision Notification: The student will be informed of the decision regarding their refund request in writing, if approved the refund will be processed within 30 business days





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