

Steps to Successfully Apply to a Canadian University

Olds

Common mistakes and questions

- Not applying early in their gr 12 year thinking they have to complete the admission requirements prior to applying. Students in grade 12 can be early admitted if they have successfully completed the gr 11 equivalent and can show they are registered in the gr 12 class (in first or second semester)
- Not knowing the admission requirements in advance and not leaving enough time to upgrade or complete the course prior to the program being closed or full
- Ensuring they know the "additional" requirements some programs have as part of the admission process - work or industry experience, on campus testing, portfolio or career investigation
- Not asking questions - we are here to HELP you through the process - call, email, tweet, visit - we want to be engaged with you so we can get you into the program you want
- Not knowing the difference between a competitive and non-competitive program when it comes to the admission process
- Not taking the time to step foot on the actual campus they plan to attend/live at - each campus/school has a different look, free, vibe - make sure it is the best fit for you!
- Ensuring that they apply for funding/student loans or have their finances worked out prior to showing up. there are things we can sometimes do to help and other times our hands are tied

Ambrose

Applying to Ambrose is a little bit different than applying to other universities and colleges for a couple of different reasons.

- We are currently not part of the Apply Alberta system, so students do have to apply through our Ambrose Admissions webpage.
- Students' are responsible for submitting their transcripts on their own, as we do not have access to them online at this time.
- During this fall semester, we would be looking for their grade 11 marks, any current grade 12 marks they can provide, and the courses that they are enrolled in for next semester.
- We also require our students to submit a professional reference to complete their application, which can be found at https://ambrose.edu/sites/ambrose.edu/files/epa_reference_form.pdf
- If students are applying to a ministry program, they will also be required to submit an additional reference from a pastor and their testimony.

As soon as the students apply to Ambrose, they are assigned an Enrolment advisor (either myself or Kaylie Blair) who will help walk them through the rest of their application process and answer any questions they may have along the way.

The best advice: get their documents in as quickly as possible

Ambrose is not a competitive school in terms of grades (we look for a 60% average within our program-specific requirements for all programs), but when it comes time to register, students want to make sure they are all admitted so that they can get into their first choice of classes.

Open House on November 15th or we could arrange a personalized Student For a Day as well!

Trinity Western University

Our application is a little bit different than other bigger post-secondary institutions. Ours is free and all online and just an overview of who the student is so we can best help each student.

Some tips that might help your students though might be

- Don't forget to consider application fee's when choosing schools
- Deadlines are important and generally not flexible.
- Fall is the best time to apply
- Ask lots and lots of questions – don't be afraid of asking questions to recruiters or admissions counselor/advisors. We know that every university does is slightly differently, so
- VERY important to know ahead of time what each university is looking for.
- The worst thing a student could do is take a "one size fits all" approach to applying to schools.

University of Alberta

U of A's application opens October 1st and closes May 1st.

- However, we encourage students to apply in October or November
- Our scholarship applications close on Dec 15th.

We do not have anything called early admission, but

- We will start assessing a student for admission based of off grade 11 (when applying before end of semester 1), combination of grade 11 and first semester grade 12, or only grade 12.
- We will keep assessing them as we receive new final grades if they are not admissible at first.
- So it cannot hurt them to apply early.

The whole application is online at ualberta.ca/apply. It is only information about themselves to fill in and no essay or anything.

University of Calgary

A few tips:

1. Connect with the recruitment officers after you have applied. At the University of Calgary, we want our students to let the recruiters know they have applied. This way I can review their applications and make sure they are set up to receive an offer as soon as possible
2. Make two choices on the application and make your second choice a lower average choice
3. Ensure they list their high school education for at least 3 years. Some students only put the year attended as their grade 12 year. This automatically generates a note that they need to demonstrate English Language Proficiency (when they are not required).

St Mary's University

The main tip I would give to applicants is to fill out the application completely.

- If a student leaves information off of the application, we have to track them down to get that info. It just slows the application process down.
- Sometimes students may be ashamed of a poor mark and not want us to know about it, or they may only list their good courses to give a good impression.
- We order the student's transcripts and so will have to see everything eventually anyways.

Despite what many applicants may think, our admissions people try to find ways to **admit** students to university, NOT find ways to reject them!

An application is NOT like a resume. It's not about creating a good first impression hoping to gain admission.

- If a program is based on a grade average, admission is all about cold, hard, logical math. What's your average?
- Admissions will actually try to select the courses that best help a student to gain admission, and a higher grade average to win more scholarship money means that everyone wins.
- An application is about telling a post-secondary about your school career, both good and bad.
- We don't judge or laugh at students. We were students. Some of us working in university have failed classes or struggled to finish. We've been there.

Give us all of the information we are looking for in order to speed up processing and decision time.

- Omitting information can also be interpreted as falsifying the application by some schools. That can be a quick way to get a rejection letter.

Wow, that sounds a bit negative, but I am trying to get out a positive message. Admissions tries to admit students, otherwise we'd just call them the "Rejection Department."

Mount Royal

The one big thing I would recommend is making sure students accurately represent themselves when the list what courses they are taking and what grades they think they can get.

- Sometimes students think it's best to undersell themselves and give us 65% in each Grade 12 course they are taking in which case we don't expect them to meet our competitive averages and don't offer them admission.
- It is also important to be realistic; because if they put down 95% and their previous grades do not reflect that it is a reasonable possibility for them to achieve that we will be calling and asking for a midterm report.

Another thing is to look at the minimum required courses and required grades and **be extra sure to get higher than the bare minimum** listed.

- Many times student offers are revoked because the program requires a 60% in Math 30-1 and the student ends up with a 58%.
- Paying attention to those subjects early on can prevent that from happening.

SAIT

October 15th – SAIT starts to accept applications for Fall 2015

October 24th-25th – Open House at SAIT; students who apply on these days will receive one free application. They do not have to be on the SAIT campus to receive the free application.

Tips:

Review the admission requirements and Apply Early!

- Some of our programs are offered on a first-qualified-first-accepted basis. For example, our Dental Assistant program is offered this way – if you are one of the first 75 people to apply and you meet all of the admission requirements, you will be offered a seat.
- The majority of our programs have selection – selection means that the department is looking for extra information, above academics, which shows them that you are serious about the program (better explanation below). If programs do have selection, you still want to apply early, but don't stress about waking up at 1am to submit your application because it won't make too much of a difference.
- Don't worry if you haven't finished all of the required courses.
 - There is an area in the application where you can tell us that you are currently enrolled in a class, or will be enrolled.
 - You will give us a self-declared grade (a guestimate grade that you think you'll have at the end of the year).
 - As long as we have this information, your application will move ahead – this way you could receive a conditional acceptance.
 - **Remember to be realistic...** if we see that your final grade is five percent lower than what you estimated, it's possible that your seat will be taken away.

Selection

Most of our programs have selection attached to the admission requirements. This is how the admission process works in these situations:

1. First you apply, and we (our admissions department) will check to see that you have, or will have all of the courses and grades needed for your program. Once we see this, all of your information goes to the department.
2. The department then does their own secondary review. This is called selection. During selection, the department wants more information from you.
 - a. Depending on the program (review admission requirements on SAIT.ca), they might email you a Selection Package,
 - b. Or they will have the information on their program webpage, and it is up to you to find it.
 - c. This is why it's so important that students review the admission requirements – we have had lots of students declined from their program because they did not read the instructions properly, and failed to submit information.
 - d. We are not continually in touch with the student's who've applied – it is up to them to monitor their application status online and submit the correct information.
3. Submit your selection material.
 - a. Selection usually consists of a questionnaire.
 - b. Students have a better chance of getting into their program if they can do things like interview someone in the career they're interested in. Or, if they can do a job shadow (this is always a great one!).
 - c. We do things like Student For a Day, where high school students will get paired up with someone in the program of their choice and they go to classes, talk to instructors – it's a good thing to have in your selection answer.
 - d. Volunteer hours are always good. Or, even attending our Open House.

Basically, the department wants to know why you are a better applicant than the others, so anything you can show them (above your academics), will be good for you.

University of Saskatchewan

1. Check application requirements for each school –

- Education in Canada is the responsibility of our individual Provinces, generally you will be
- applying to each institution individually
- Ontario Universities Application Centre (OUAC) where you can apply to multiple universities on one single application
- For the most part you will be applying to universities individually

2. Apply online in no time –

- Applications can be found and completed entirely online
- Most applications only require your biographical information, educational history and information such as your intended program of interest and start date.
- Typically there are no supplementary information requirements such as letters of reference, essays or test scores

3. Check application deadlines with each school –

- Most applications do not open until October of your senior high school year and deadlines range anywhere from January to June.

4. Check the type of application process each school uses –

- “Rolling admission” process, meaning that once we receive your application and transcripts we can evaluate you and make an admissions decision
- “Competitive admission” programs will not evaluate applications until after an application deadline has passed

5. Know what final requirements you need to enroll –

- “conditional offer of admission”. What this means is that we are admitting you to the program for which you have applied but there are certain conditions that you still have to meet in order to obtain full admission.
 - Conditions include maintaining your academic average and successfully completing your high school program and graduate.
 - Read your admission offer letter carefully as there could be other conditions that aren’t as transparent or obvious.
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- International students can also use these Conditional Letters of Admission to start the application process to obtain your study permit. All non-Canadian citizens or Permanent Residents are required to have a valid study permit to pursue studies that are longer than four months in length. For more information on study permits please visit: www.cic.gc.ca.

For detailed information about universities in Canada please visit the Association of Universities and Colleges of Canada website: www.aucc.ca.

See more at: <http://www.wesstudentadvisor.org/2014/03/5-steps-to-apply-to-canadian-university.html#sthash.nrFjNwej.dpuf>

