

Office of the Registrar, Athabasca University
1 University Drive, Athabasca, AB T9S 3A3
Toll Free in Canada/US: 1.800.788.9041
Other: 780.675.6111, Fax: 780.675.6174

Instructions to Complete the Undergraduate General Application Form

Undergraduate General Application Form

Welcome to Athabasca University. Athabasca University's general admission policy states that students must be 16 years of age or older. Under special circumstances, students under 16 years of age may apply.

All first-time students are required to complete and submit an Undergraduate General Application Form accompanied by a \$60 admission fee. This fee is non-refundable and payable only once regardless of when you completed your last course. Students registering in an Athabasca University course(s) are also required to complete the Undergraduate Course Registration Form. Complete admission and academic regulations are available in the print and online Calendars, www.athabascau.ca/calendar.

Optional Information. Questions 1, 2, and 3 in Section A of this form are voluntary and used for improving student services at Athabasca University.

For the purposes of providing you with better service, we encourage Aboriginal students to self-identify.

Athabasca University makes every effort to accommodate students with special needs. The University will contact you about your personal requirements.

Are you a new student taking courses for credit? If you are a new student and registering as a non-program student, a visiting student (enrolled at another institution and taking Athabasca University courses for credit), or a transfer student (taking courses for admission purposes to another institution), you are "unclassified." Unclassified students complete only Section A and B, and sign below Section E of the form. The credit card form follows Section E. Please ensure that you sign on both lines, if you are using your credit card.

Are you enrolling in a program? Students who are enrolling in an Athabasca University program are required to complete Section A, C, D, and E (if it is applicable). Select one program only (see page 2). If you want Athabasca University to provide an evaluation of your previous post-secondary education, you must pay an evaluation fee in addition to the \$60 undergraduate application fee (refer to Section E). Those students must also arrange for official transcripts to be sent directly to Athabasca University's Office of the Registrar, from each institution formerly attended. Incomplete documentation will delay your evaluation process. A letter issued by the Office of the Registrar will confirm your admission and enrolment. Section D, Educational History, helps Athabasca University determine your suitability to a specific program. In most cases an evaluation is optional, however, some programs require an evaluation of previous post-secondary education for admission. Complete admission and academic regulations are available in the print and online Calendars, www.athabascau.ca/calendar.

Previously admitted students and students changing programs. If you are an Athabasca University student who has not been active (registered in an Athabasca University course) within the last 12 months of your last contract date or date of withdrawal, or if you are requesting a change of admission classification (e.g., from unclassified to program), you must complete Section A, C, D, and E (if applicable), of the Undergraduate General Application Form. No fee is required.

Programs

Degrees

Bachelor of Arts (three-year)

Concentrations

Anthropology
English
French
History
Humanities
Information Systems
Labour Studies
Political Economy
Psychology
Sociology
Women's Studies

Bachelor of Arts (four-year)

Majors

Anthropology
Canadian Studies
English
French
History
Humanities
Information Systems
Labour Studies
Political Economy
Psychology
Sociology
Women's Studies

Bachelor of Commerce

Majors

Accounting
e-Commerce

Bachelor of Commerce

(Post Diploma)

Majors

Accounting
e-Commerce

Bachelor of General Studies

Designations

Applied Studies
Arts and Science

Bachelor of Health Administration

Bachelor of Health Administration

(Post Diploma)

Bachelor of Human Resources and Labour Relations

Bachelor of Human Resources and Labour Relations (Post Diploma)

Bachelor of Management (three-year)

Bachelor of Management (three-year Post Diploma)

Bachelor of Management (four-year)

Majors

Human Resources Management
Marketing

Bachelor of Management (four-year Post Diploma)

Majors

Human Resources Management
Marketing

Bachelor of Nursing

Post RN
Post LPN

Bachelor of Professional Arts

Majors

Communication Studies
Criminal Justice
Governance, Law, and Management
Human Services

Bachelor of Science

Major

Human Science

Bachelor of Science (Post Diploma)

Major

Human Science

Bachelor of Science in Computing and Information Systems

Bachelor of Science in Computing and Information Systems (Post Diploma)

Diplomas

University Diploma in Arts
University Diploma in Inclusive Education

Certificates

Accounting
Advanced Accounting
Administration
Career Development
Computers and Management
Information Systems
Computing and Information Systems
Counselling Women
English Language Studies
French Language Proficiency
Health Development Administration
Human Resources and Labour Relations
Labour Studies
Public Administration

Undergraduate General Application Form

STUDENT ID NUMBER (if applicable)

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FOR OFFICE USE ONLY

SPONSORING CLIENT ID NUMBER
REFERENCE NUMBER

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 1 University Drive, Athabasca, AB T9S 3A3
 Toll Free in Canada/US: 1.800.788.9041
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If you require assistance, please contact the Office of the Registrar.

Section A: General Information (please print)

Name: _____
LAST FIRST MIDDLE

Former Name: _____
LAST FIRST MIDDLE

Mailing Address: _____

CITY/TOWN _____ PROVINCE/STATE _____

COUNTRY _____ POSTAL/ZIP CODE _____

Telephone: () _____ () _____
RESIDENCE BUSINESS

Fax/E-mail: () _____ E-MAIL _____
FAX

* Alberta Learning is collecting this personal information pursuant to Section 33(C) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system efficiencies and develop policies, programs, and services to improve Aboriginal learner success, in addition to other legislation applicable to the educational institution.

For further information, or if you have questions regarding the collection activity, please contact the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Learning, 10155 102 Street, Edmonton, Alberta T5J 4L5. Phone: 780.427.8501

- Are you a person with a disability? Yes No
- Do you wish to declare that you are of Aboriginal ancestry within the meaning of the Constitution Act of 1982? If so, please specify*:
 Status Indian/First Nation Métis
 Non-status Indian/First Nation Inuit
- Current Occupation: _____
- Gender: Male Female
- Date of Birth: _____
DAY MONTH YEAR
- Citizenship: Canadian citizen Other
 If other, please specify below and provide a photocopy of the relevant document.
 Permanent resident/landed immigrant Study authorization/permit
 Country of Citizenship: _____
- Level of post-secondary education completed: (check all that apply)
 College/vocational/technical R.N. diploma
 Some university University degree
- Are you applying as a visiting student from another institution? Yes No
 If yes, which institution? _____
 What program? _____

Section B: Unclassified Admission (see page 1)

- I am not enrolling in an Athabasca University program, and/or I am a visiting student taking courses for credit. (Proceed to Section E and sign and date form. Students wishing to enrol in an Athabasca University program complete Section C, D, and E [if applicable].)

Section C: Program Admission (see page 1)

- I wish to enrol in the following program at Athabasca University. Select only one program. Include all relevant information, e.g., three-year or four-year degree; concentration, major or designation; degree, post-diploma degree, certificate, or diploma.
- _____
- _____

If you are completing an Athabasca University program at a partner institution, name the institution. _____

Section D: Evaluation and Educational History

(see page 1)

How did you first hear about Athabasca University?

- Friend/relative
- Advertising
- Publications
- Academic counsellor

Do you want an evaluation of your previous post-secondary studies? Yes No

Students who have attended another post-secondary institution in Canada or the US have the option of having their previous course work evaluated for potential transfer credit toward the Athabasca University program selected. Students presenting international credentials, refer to Section 6 of the print *Calendar* or online, www.athabascau.ca/calendar. Refer to Admission and Academic Regulations. Students who want an evaluation conducted may select one of two procedures and fees below.

- I want an evaluation conducted once I have successfully completed six Athabasca University credits. Once I have successfully completed six Athabasca University credits I will contact Admissions and Evaluation Services. If you haven't done so already, please submit the \$55 evaluation fee and official transcripts, and an evaluation of your previous post-secondary education will begin. Processing an evaluation takes time. You will be mailed the results of your evaluation.
- I am requesting an evaluation of previous post-secondary education before I have completed six Athabasca University credits. Enclosed is the \$200 evaluation fee. Students who choose this option and continue to complete six Athabasca University credits, will have their next course fee reduced by \$145. Processing an evaluation takes time. You will be mailed the results of your evaluation.

Institution	Location	Dates attended	Degree/other credentials	Credential received
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

List all post-secondary institutions, in order of attendance, with no exceptions. If more space is needed, please use a separate sheet.

Section E: Fees

(see page 1)

- I am a new student. Enclosed is the \$60, non-refundable general application fee.
- I am a student who is changing programs or I have been inactive for more than 12 months and am reapplying to a program of study. Inactive students who are reapplying to a program will require a new evaluation of their previous education. Refer to a current *Calendar* for evaluation information.

I agree to abide by the rules and regulations of Athabasca University as outlined in the online *Calendar*, and as they may be amended. I certify that the information I have provided is true and complete in all respects and that no relevant information has been withheld. I agree that Athabasca University retains the rights to nullify my application if the information provided is false or incomplete. Falsification and misrepresentation of credentials or supporting documents is considered an academic offence and penalties may be imposed under Athabasca University's Student Code of Conduct and Right to Appeal Regulations, www.athabascau.ca/calendar/page11.html.

The personal information collected on this form, and any other personal information collected and maintained as part of a student's record, will be used for the purposes of admission, registration, issuing income tax receipts, scholarships and awards, convocating, sending educational information, and for university research and planning. Certain personal information will also be disclosed to Statistics Canada (as required by the Statistics Act [Canada]), Alberta Learning to meet reporting requirements, and by agreement, to the Students' Union and Alumni Relations for the purposes of membership, fee collection, and contacting students. This information is collected under the authority of Bill 43, the Post-secondary Learning Act, 2003, which mandates the programs and services offered by Athabasca University, and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. The information will be protected by the provision of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, contact the Coordinator, Registration Services, Athabasca University, 1 University Drive, Athabasca, Alberta T9S 3A3. Phone: 800.788.9041.

Ensure that you sign on both lines, if you are using your credit card.

Signature: _____ **Date:** _____

Payment

You may use your credit card, money order, or cheque to pay Athabasca University fees. Please do not send cash in the mail. Post-dated cheques are not accepted. Refer to a current *Calendar* for fee information, www.athabascau.ca/calendar.

- VISA® MasterCard®
- AMERICAN EXPRESS®

Name: _____
Address: _____

STUDENT ID NUMBER (if applicable)

POSTAL/ZIP CODE

_____/_____
EXPIRY DATE

The personal information collected on this form will be used for the purpose of processing payments. This personal information is being collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.

Where incorrect fees are listed, Athabasca University will automatically charge your account with the correct amount.

DESCRIPTION (e.g., application fee, evaluation fee)	AMOUNT CHARGED
TOTAL	

Signature: _____ **Date:** _____