

Undergraduate General Application Form

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

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 \$115 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, <http://calendar.athabascau.ca/undergrad>.

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 is committed to providing reasonable academic accommodations to students with permanent or temporary disabilities. Students are required to provide documentation of disabling condition to Athabasca University in order to access academic accommodations. For information regarding what qualifies as a disabling condition, academic accommodations available to students with disabilities and/or how to apply for academic accommodations please see <http://lss.athabascau.ca/asd>.

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 transfer credit to another institution), you are "unclassified." Unclassified students complete only Section A and B, and sign below Section E of the form.

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 \$115 undergraduate admission fee (refer to Section D and 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.

Minors in Bachelor of Arts (4-year BA). Although students must declare a major when they become 4-year BA program students, they may declare a minor at any point in their studies. If they choose a minor, students must still complete all requirements of the major. No course can be used to complete requirements for both the major and the minor. The minor will be recorded on the transcript.

Complete admission and academic regulations are available in the print and online Calendars, <http://calendar.athabascau.ca/undergrad>.

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 course 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 general application fee is required. If you are requesting an evaluation of your post-secondary education and you have not previously paid an evaluation fee, you must submit the \$100 evaluation fee.

Programs

Degrees

Bachelor of Arts (three-year)

Concentrations

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

Bachelor of Arts (four-year)

Majors

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

Minors

- Anthropology
- Canadian Studies
- English
- French
- History
- Humanities
- Inclusive Education
- Labour Studies
- Political Economy
- Political Science
- Psychology
- Public Administration
- Sociology
- Women's and Gender Studies

Bachelor of Commerce

Majors

- Accounting
- e-Commerce
- Financial Services

Bachelor of Commerce (Post Diploma)

Majors

- Accounting
- e-Commerce
- Financial Services

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
- Indigenous Nations and Organizations
- Marketing

Bachelor of Management (four-year Post Diploma)

Majors

- Human Resources Management
- Indigenous Nations and Organizations
- 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
- Career Development
- Computers and Management Information Systems
- Computing and Information Systems
- Counselling Women
- English Language Studies
- e-Commerce
- Financial Services
- French Language Proficiency
- Health Development Administration
- Heritage Resource Management
- Human Resources and Labour Relations
- Labour Studies
- Management Applications
- Management Foundations
- Marketing
- Public Administration

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Undergraduate General Application Form

If you require assistance, please contact the Office of the Registrar.

If you do not know your Alberta Student Number (ASN), please visit the Government of Alberta Education website:
<http://education.alberta.ca/students/asn.aspx>

FOR OFFICE USE ONLY

SPONSORING CLIENT ID NUMBER
REFERENCE NUMBER

ATHABASCA UNIVERSITY STUDENT ID NUMBER (if applicable)

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ALBERTA STUDENT NUMBER (ASN)

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Section A: General Information (please print)

Athabasca University gathers this information on behalf of the institution and/or Alberta Advanced Education and Technology.

* Advanced Education 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, Advanced Education, 10155 102 Street, Edmonton, Alberta T5J 4L5. Phone: 780.427.8501

Section B: Unclassified Admission (see page 1)

Section C: Program Admission (see page 1)

Name: _____
LAST FIRST MIDDLE

Former Name: _____
LAST FIRST MIDDLE

Mailing Address: _____

CITY/TOWN PROVINCE/STATE

Telephone: () _____
RESIDENCE BUSINESS

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

- 1) I am a student with a disability. (Optional) Yes No
 If yes, please describe your disability: _____
- 2) 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
- 3) Current Occupation: _____
- 4) Gender: Male Female
- 5) Date of Birth: _____
DAY MONTH YEAR
- 6) Citizenship: Please indicate the country of your citizenship.
 Canada Other (indicate country): _____
 If other, and if you currently reside in Canada, please specify your immigration status and provide a photocopy of the relevant immigration document.
 Permanent resident/landed immigrant Study authorization/permit
 Other (indicate status): _____
 Note: Prospective international students do not require a study permit to take AU courses via distance or online learning from their home country.
- 7) First Language: This information is collected to determine English proficiency. Please select the first language you learned and still understand:
 English French Other (indicate language): _____
- 8) Are you an inmate? Yes No
- 9) Level of post-secondary education completed: (check all that apply)
 College/vocational/technical R.N. diploma Some university University degree
- 10) Are you applying as a visiting student from another institution? Yes No
 If yes, which institution? _____
- 11) Are you enrolling in a program at Athabasca University? Yes No
 If yes, which program? _____
 Select only one program. Include all relevant information, e.g., three-year or four-year degree; concentration, major; minor; designation; degree, post-diploma degree, certificate, or diploma. _____
 I wish to convert my 3-year awarded Athabasca University degree to a 4 year degree [check if applicable].
 View the policy for more information: www.athabascau.ca/policy/registry/degreeconversion3to4year.htm
 Students wishing to enrol in an University program, complete Section C, D, and E [if applicable].
- 12) 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 Publications
 Advertising Academic counsellor
 Other _____

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 5 of the print *Calendar* or online, <http://calendar.athabascau.ca/undergrad>. Refer to Evaluations and Transfer Credit. Students who want an evaluation of their previous post-secondary education conducted are required to submit a \$100 non-refundable evaluation fee and official transcripts. Processing an evaluation takes time, please refer to Calendar section 5.3.5 for approximate timelines. 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 \$115, non-refundable general application fee.
 I am a student who is changing programs or I have been inactive* 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.

* You are considered "inactive" if you have not registered in a course: a) within 12 months of the last course contract end date or date of withdrawal; or b) within 12 months of the most recent admissions entry term; or c) on a Letter of Permission within 12 months of either of the above dates.

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, <http://calendar.athabascau.ca/undergrad/page11.php>.

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]), Advanced Education to meet reporting requirements, and by agreement, to the Students' Union, Graduate Student Association, and Alumni Relations for the purposes of membership, fee collection, and contacting students. This information is collected under the authority of the Post-secondary Learning Act, 2003, which mandates the programs and services offered by Athabasca University, and Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. The information will be protected by the provision of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact the Coordinator, Enrolment 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, <http://calendar.athabascau.ca/undergrad>.

- VISA® MasterCard®
 AMERICAN EXPRESS®

Name: _____
Address: _____

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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 Alberta's *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:** _____