University of Calgary - Fall 2020 Application Walkthrough

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**Step 1.** Go to: [https://www.ucalgary.ca/future-students/undergraduate/apply](https://www.ucalgary.ca/future-students/undergraduate/apply)

If you Studied in Alberta, use the steps in the first drop-down and click the 'I'm ready to Apply' to get started.

If you studied Out of Province or you are an International Student please skip the first step and click the [UCalgary eID link](https://www.ucalgary.ca/future-students/undergraduate/apply). You can now also move to Step 3). Page 9 of this document.
**Step 2.** The “I’m Ready to Apply” link will take you to the Apply Alberta application portal. From here applicants will click on “Apply Now!” or “Login to Resume Application”, and will need to create a SIAMS account if you have not already done so. Once you are signed in, please complete this portion of the application, this information will pull through into the University of Calgary application (**Step 3** onwards).

**Personal information**
High School Courses and Marks (UCalgary does not use predicted grades for evaluation purposes. Please still complete page)
Select the University of Calgary from the list

<table>
<thead>
<tr>
<th>Alberta College of Art + Design</th>
<th>Ambrose University</th>
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<tbody>
<tr>
<td>Athabasca University</td>
<td>Bow Valley College</td>
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<tr>
<td>Burman University</td>
<td>Concordia University of Edmonton</td>
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<td>Grande Prairie Regional College</td>
<td>Keyano College</td>
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<td>The King’s University</td>
<td>Lakeland College</td>
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<td>Lethbridge College</td>
<td>MacEwan University</td>
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<td>Medicine Hat College</td>
<td>Mount Royal University</td>
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<td>NAIT - Northern Alberta Institute of Technology</td>
<td>NorQuest College</td>
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<td>Northern Lakes College</td>
<td>Olds College</td>
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<td>Portage College</td>
<td>Red Deer College</td>
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<tr>
<td>Southern Alberta Institute of Technology (SAIT)</td>
<td>St. Mary’s University</td>
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<tr>
<td>University of Alberta</td>
<td>University of Calgary</td>
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<tr>
<td>University of Lethbridge</td>
<td></td>
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</tbody>
</table>
Step 3). University of Calgary portion of application – **create eID.** An eID is needed for all applicants, both Alberta and Non-Alberta students.

**Enter eID or Create eID** – if you have never applied to the University of Calgary before, you will need to create an eID. Students who have applied or attended previously should use their existing eID to apply. If you cannot remember your eID, please contact IT support at 403-220-5555.
Step 4). Sign in using your eID and password. Select 'Create a new application' to get started.

Create a New Application
Select the appropriate option in regards to your student status

Admission Forms

Please complete the information below and click on the 'Create' button to start a new Undergraduate Application.

Create a New Admission

Are you an international student studying outside Canada?  ☐ No  ☐ Yes

Cancel  Create

Spring Application Dates (selected program)
  October 1:  Application opens
  February 1:  Last day to apply

Fall and Summer Application Dates
  October 1:  Application opens
  March 1:  Last day to apply

Winter Term Application Dates (selected programs only)
  July 1:  Application opens
  September 1:  Last day to apply
Read This First

Students who enter a service request with IT from one of the US embargoed countries will receive a message that appears to restrict access to support. This is not a University of Calgary restriction but a result of the service provider being located in the USA. To bypass the service provider and obtain technical support, please email the details of your issue to it@ucalgary.ca.

It is important that you read through this page before going through the other sections of the application. Please click the checkbox below to confirm that you have read this page.

Who should complete this application?

You should complete this application if:

- you have never attended the University of Calgary;
- you have attended another post-secondary institution since leaving the University of Calgary;
- you have not registered in an undergraduate degree program at the University of Calgary for two or more consecutive years (one or more years for the Whidden School of Education (After Degree Program), the Faculty of Nursing or the Schulich School of Engineering);
- you are completing/complete a degree program at the University of Calgary and are applying to another degree program;
- you have previously been required to withdraw or suspended from the University of Calgary;
- your most recent attendance at the University of Calgary was as an Open Study, Exchange, Visiting or Graduate Student;
- you are currently University of Calgary student enrolled in an undergraduate degree program and wish to be considered for the BSW program offered by the Faculty of Social Work.

Other University of Calgary students currently enrolled in an undergraduate degree program who wish to be considered for another program for the Fall term (except those wishing to transfer to the BSW program offered by the Faculty of Social Work) should submit a "Change of Program" request through their on-line Student Centre. Students wishing changes for the Winter term are advised to see their faculties.

How does the application work?

The application permits you to complete it in stages. If you did not get to the "Review and Submit" tab of the University of Calgary portion of the application and click the "Submit" button, you will need to return to the Applicants website at https://www.applicants.ca.ca/ to access your incomplete application. Once the application has been submitted, you must access your application through the myUC portal where you will be able to update your previous education and change your program choices until the deadline of February 1st for a Spring application, March 1st for a Fall and Summer application, and September 1st for a Winter application.

The application is interactive and will display valuable information in the form of pop-up windows that will assist you in applying to the University of Calgary. Please ensure that you turn off any window pop-up blockers you have installed on your PC.

How much is the application fee?

A non-refundable application fee of $125.00 (CAD) will be charged for applicants who have attended institutions in Canada only. A non-refundable application fee of $145.99 (CAD) will be charged for applicants who have attended institutions outside of Canada. You may pay the application fee by Visa, MasterCard, or American Express at the end of this application or submit a cheque to the Enrollment Services Office. The deadline for payment for a Spring application is February 1st. For Fall and Summer applications the deadline for payment is March 1st. For Winter applications, the deadline for payment is September 1st.

How do I navigate through the application?

- The navigation bar on the left enables you to jump to a specific section of the application without saving any data.
- To save your data, press the button "Save & Continue" button located below.
- You can come back and finish your saved application at a later date.

What is needed to apply?

You should be familiar with the programs that are offered at the University of Calgary, the admission requirements and the admission standards. You will be asked to provide a first and a second program choice, so it is a good idea to give some thought in advance. For information on programs offered, click.

Is there a deadline for this application?

Fall term: March 1
The University of Calgary accepts applications to most undergraduate degree programs for the Fall term only.
Winter term: September 1
Applications for the Winter term are accepted only for the Bachelor of Nursing Transfer and Degree Holder Routes.
Spring term: February 1
Applications for the Spring term are accepted only for the Energy Engineering program.
Summer term: March 1
Applications for the Summer term are accepted only for the 4 Year and Limited 2 year after degree Community-Based BEd program.

Collection of Information Statement

Privacy Notice

Personal information is collected under the authority of the Post-Secondary Learning Act, the Statistics Act, and the Income Tax Act (Canada). It is required to evaluate your application for admission and will also be used to contact you regarding University of Calgary programs and services.

If you are admitted, the personal information collected here will form part of your student record and will be disclosed to relevant academic and administrative units. If granted an award, pertinent information may be released to the donor. The high school and provincial funding bodies may also be used by the University of Calgary for promotional purposes.

In addition, specific data elements will be disclosed to the federal and provincial governments to meet reporting requirements as well as the Students Union Graduate Students Association in accordance with contractual agreements.

Please note that the following personal information is defined as the student's public record at the University of Calgary: your name, dates of registration and graduation, faculty of registration, and degree/diploma awarded. All other information is considered confidential and will be used and disclosed in accordance with the Freedom of Information and Protection of Privacy (FIPPA).

Questions about the collection or use of your personal information may be forwarded to the Associate Registrar, Undergraduate Admissions by calling (403) 210-7625.

☐ I have read this page

Save & Continue
**Personal Information** – For students who have studies in Alberta this will have populated from ApplyAlberta. For students whose studies are all outside Alberta, please ensure to enter your legal name as shown on your passport or identification card.

If you are attending or have applied to our **UCalgary open studies** program, please answer the open studies questions appropriately.

**Alberta Applicants** – you MUST make sure you have entered your correct Alberta Student Number. If it is incorrect we will not be able to request transcripts on your behalf. If you are uncertain please use the link provided on the application to check.
Addresses

Current Mailing Address
- Country
- Address
- City/Province/State
- Postal/Zip Code

Permanent Address
- Same as above
- Country
- Address
- City/Province/State
- Postal/Zip Code

Contact Information

The email address you provide will be used to communicate with you. You will receive the following by email:
- A confirmation of receipt of your application
- Your University of Calgary ID (UCID) number within 1-2 working days of your submission of this Application for Admission
- Important information from the University of Calgary regarding your application

Email Address
- Email Address
- Confirm Email Address

Phones
- Primary Phone
- Mobile Phone

Country Code/Prefix
- Area Code
- Phone Number
- Extension
- Preferred
Canadian Citizens – you have the ability to indicate Indigenous ancestry at this point.
Non-Canadian citizens – select your Immigration Status to Canada. For example, international students can select “study permit”, with the intent of applying for a study visa once they have received an offer from the University of Calgary.

Please use the following definitions when selecting your Immigration Status:

- **Permanent Resident** – you are a permanent resident of Canada.
- **Study permit** – you have or will require a study permit to attend the University.
- **Refugee** – you have received refugee status in Canada.
- **Work Permit** – you have or will have a valid work permit for Canada.
- **Other** – my status in Canada is not listed.
Step 5). Select the term for your desired program – please make sure to confirm that you are applying to the correct term as application fees will not be refunded if you apply incorrectly.
Step 6). Enter all high school and post-secondary education history.

High School

Grade 10, 11 and 12 – please ensure you list the final three years of your high school education. If this is across multiple schools, you will need to enter each school separately.
Enter correct curriculum(s) – please make sure you enter the correct curriculum and highest grade attained/or currently completing for EACH school. For student’s studying IN Canada, please skip unless you completed or are completing the IB diploma.

1. Select from the following:
   - IB Diploma
   - GCE O/A Levels
   - Canadian Curriculum Abroad
   - American High School Curriculum
   - Indian Curriculum
   - French Baccalaureate

2. Specify the highest grade attained or currently completing.

List all high schools where you completed courses at the grade 10, 11 and 12 level.
Highest Level achieved in high school – for your application, highest level achieved means completed or currently taking.

Post-Secondary education – Students coming directly from high school can complete this screen by selecting ‘I have not yet attended a post-secondary institution’ and selecting ‘Save & Continue’ (please move to Step 7). Dual-credit students and students completing high school upgrading at post-secondary institutions are be required to enter all details of their post-secondary education.
Post-Secondary academic history – high school students upgrading at a post-secondary make sure you select “Yes” to the first question. A full and accurate academic history must be provided, failure to do so could prolong admission decisions, or in some circumstances cause cancellation.

For students who have attended institutions as a visiting or exchange student, these will also be required. Please be as accurate as possible when selecting your academic credential.
If Academic Credential is selected, the graduation date is available – please only select if you are in the final year of your degree (your degree will be completed by the time you start in your new program).
**Step 7). First Choice** – If you receive an offer of admission to your first-choice program, this is the only offer of admission you'll receive. We recommend you rank your application choices with your most desired program as your first choice.

*Year of Program may be selectable if you have Post-Secondary education* – if applicable, try and be accurate when selecting your year of study, but understand this is confirmed when an evaluation of transferable credit has been completed.
Admission Requirements Link – please make sure to review your admission requirements before submitting.

Admission requirements

Each degree program has specific admission requirements.

After agreeing to admission requirements and clicking “Add This Program” – finalize your selection by clicking “Save and Continue”

UCalgary offers a number of combined degrees that allow students to complete two degrees in five years. Learn more at: https://www.ucalgary.ca/pubs/calendar/current/combined-degrees.html
Step 8). **Second Choice** – select another UCalgary program that you are interested in, generally with a lower admission average. If you receive an offer of admission to your second choice program, you will still be considered for your first-choice program provided there is still space available in the program at the time you meet the requirements.
Step 9). Additional Information – ELP and DQ.

English Language Proficiency (ELP) is required for all programs, and is an admission requirement. Until you have met the English Language Proficiency requirement, your application will not be evaluated (https://www.ucalgary.ca/pubs/calendar/current/a-11.html).

Students who have attended high school for three years in an approved English speaking country (https://live-ucalgary.ucalgary.ca/elp-exempt-countries), or two years at a post-secondary in an English speaking country meet the English language requirement.
Diverse Qualifications – the Diverse Qualifications process is available to Canadian citizens and Permanent Residents for your first choice program (except honours programs).

For further details, please see: https://www.ucalgary.ca/future-students/undergraduate/diverse-qualifications

If Diverse Qualifications has been checked off, information for two referees are required and this screen will show up – you will need to have these references ready, before you can further progress through the application.
**References** – your references should be respected community members who are both familiar with your situation and able to support the information contained in your personal profile. Examples include (but are not limited to) teachers, coaches, physicians, counselors, religious leaders and community organization representatives. Friends and family are not acceptable references.

**Review and Submit** – once all the sections have been completed, move onto the review and submit stage by selecting ‘Continue’
Step 10). Review Application – this is the last point to make sure you have entered all of your information and education history correctly, please read over your application overview and make edits if required. To make edits, click ‘Go back’ at the bottom of the page, or select any of the previous tabs on the left hand menu.
Step 11). Application Declaration and Payment – please read the applicant declaration and select the appropriate payment option. The easiest method to pay the application fee is via credit card, you will be prompted to make the payment following this selection.

Finalize application page – Please make sure to review the ‘What you should expect to happen’ information. 'Transcript and Document deadlines' give you an idea of what needs to be submitted, but your student centre will be updated with detailed information within 24-48 hours

Once you have reviewed your next steps, it is safe to “Exit”.

Your application has now been submitted. Thank you for choosing the University of Calgary.
Step 12 How to Edit a Submitted Online Application

1. Login to your MyUCalgary portal using your eID and password. Navigate to the “My Application”, tab.
2. Click “Change UGRD application” at the bottom left.
3. You can edit your education history, or change your program choices and resubmit until March 1. If you have already paid the application fee, you will not be required to pay again.