

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
enrol@athabascau.ca

Instructions to Complete the Undergraduate General Application Form

Welcome to Athabasca University. Anyone 16 years of age or older is eligible for admission to AU, regardless of previous educational experience, with or without a high school diploma. 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 \$120 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 *Academic Calendar*, calendar.athabascau.ca/undergrad.

Optional Information. Questions 1 and 2 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 asd.athabascau.ca.

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 \$118 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 or Bachelor of Science. Although students must declare a major when they become 4-year BA or BSc 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 at calendar.athabascau.ca/undergrad/current/program/index.php

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.

Payment of the general application fee is required only once. If you are requesting an evaluation of your post-secondary education and you have not previously paid an evaluation fee, you must submit the evaluation fee.

Programs

Degrees

Bachelor of Arts (three-year)
General

Concentrations

English
French
History
Psychology
Sociology

Bachelor of Arts (four-year)

Majors

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

Minors

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

Bachelor of Commerce

Majors

Accounting
Business Technology Management
Finance
Marketing
Human Resources Management
Indigenous Business

Bachelor of Commerce
(Post Diploma)

Majors

Accounting
Business Technology Management
Finance
Marketing
Human Resources Management

Bachelor of General Studies

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 Nursing

Post RN
Post LPN

Bachelor of Professional Arts

Majors

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

Bachelor of Science

Majors

Applied Math
Computing and Information Systems
Human Science

Minors

Applied Math
Architecture
Biology
Business Administration
Computing
Finance Management
Game Design and Development
Game Programming
Geoscience
Human Science
Information Systems Management
Information Systems
Learning Technology
Physical Science
Psychology
Web Development

Bachelor of Science, Major in Architecture

Bachelor of Science, Major in Architecture, Post Diploma

Diplomas

University Diploma in Arts

Certificates

Accounting
Advanced Accounting
Computers and Management Information Systems
Computing and Information Systems
Counselling Women
Finance
French Language Proficiency
Heritage Resource Management
Human Resources and Labour Relations
Management Applications
Management Foundations
Marketing
Public Administration

Post-Baccalaureate Certificates

Post-Baccalaureate Certificate in Inclusive Education



Athabasca University

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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: 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

Legal Name: _____
LAST FIRST MIDDLE

Former Name: _____
LAST FIRST MIDDLE

Mailing Address: _____

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

Telephone: () ()
PRIMARY SECONDARY

Email: _____
EMAIL

- I am a student with a disability. (Optional) 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
- Gender: Male Female Nonbinary Prefer not to say
- Date of Birth: _____
DAY MONTH YEAR
- 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): _____
- Are you proficient in the English language? Yes No
See the English Language Proficiency Requirements Policy for more information:
<http://ous.athabascau.ca/policy/registry/elprpol.pdf>
- Are you an inmate? Yes No
- Level of post-secondary education completed: (check all that apply)
 College/vocational/technical R.N. diploma Some university University degree

9) Are you applying as a visiting student from another institution? Yes No
If yes, which institution? _____

- 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: <http://ous.athabascau.ca/policy/Policy%20Framework/Dec-2019-Registrar-Policy/Undergraduate-Degree-Conversion-Policy.pdf>
Students wishing to enrol in an University program, complete Section C, D, and E [if applicable].
- If you are completing an Athabasca University program at a partner institution, name the institution. _____

Section B: Unclassified Admission

Section C: Program Admission

Section D: Evaluation and Educational History

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 Foreign Transcript Evaluations in the Academic *Calendar*: calendar.athabascau.ca/undergrad/current/adm-reg-eval/eval-foreign.php Students who want an evaluation of their previous post-secondary education conducted are required to submit a \$118 non-refundable evaluation fee and official transcripts. Processing an evaluation takes time, please refer to calendar.athabascau.ca/undergrad/current/adm-reg-eval/eval-timeline.php 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

- I am a new student. Enclosed is the \$120, 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, at calendar.athabascau.ca/undergrad/current/student-code/index.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 or e-transfer to pay Athabasca University fees. You can also pay by money order or cheque, but there is currently a time delay with these options. Please do not send cash in the mail. Post-dated cheques are not accepted. Do not send confidential information via email. Email messages are not secure. Refer to a current *Calendar* for fee information, calendar.athabascau.ca/undergrad/current/fees-refunds/fees.php

VISA® MasterCard®

e-transfer*

Name: _____ Address: _____

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STUDENT ID NUMBER (if applicable)

POSTAL/ZIP CODE _____

NAME ON E-TRANSFER ACCOUNT _____

DATE OF TRANSFER _____

* E-TRANSFER: If paying by e-transfer, please include the following in the message box of your bank transfer (if applicable): student ID number, your full name, the type of fee paying, course name/number, your email address and phone number. Transfer to: finar@athabascau.ca

_____/_____
EXPIRY DATE

DESCRIPTION (e.g., application fee, evaluation fee)	AMOUNT CHARGED
Where incorrect fees are listed, Athabasca University will automatically charge your account with the correct amount.	
TOTAL	

The personal information collected on this form will be used to process your request and 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 for processing your request, contact the Coordinator, Enrolment Services. If you have questions about the collection and use of this information for processing payment, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.

Signature: _____ **Date:** _____