Athabasca University

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

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

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	SPONSORING CLIENT ID							
	R	EFER	REN	CE N	имв	ER		
ATHABASCA UNIVERSITY STUD ID NUMBER (if applicable)							DENT	
AL	BE	RTA	STU	DEN	T NU	IMBE	ER (ASN)

Section A:		Legal Name:						
General		-	LAST		FIRST	MIDDLE		
Affirmed/Preferred Name:			FIRST NAME C	ONLY				
(please print)	Former Name:		LAOT		FIRST			
	Mai	ling Address:	LAST		FIRST	MIDDLE		
	ivia	ing / laar ooo.						
Athabasca University gathers this information on behalf of the	6		CITY/TOWN			PROVINCE/STATE		
institution and/or Alberta Advance	ed		COUNTRY			POSTAL/ZIP CODE		
Education and		Telephone:	PRIMARY NUM	/BER		EMAIL		
Technology.	1)	I am a student) 🗆 Yes 🗆	No		
	2)	Do you wish to						
* Advanced Education is collectin	ig				-	étis ☐ Non-status Indian/First Nation ☐ Inuit		
this personal information pursu-	3)	Gender:	Male 🗆 Fe	emale 🗆 No	onbinary 🗆 F	Prefer not to say		
ant to Section 33(C) of the Albert	4)	Date of Birth (I	Dav/Month/Ye	ear):				
Freedom of Information and Pro-	5)	Citizenship: Pl	-					
tectio	,	□ Canada				If other,		
<i>Privacy (FOIP) Act</i> as the information relates directly to and is nec-					• •	ration status and provide a photocopy of the relevant		
essary to meet its mandate and		-	-			grant		
responsibilities to measure system	m							
efficiencies and develop policies,			,					
programs, and services to improv	/e				to not require a	a study permit to take AU courses via distance or		
learner success, in addition to		online learning from their home country.						
other legislation applicable to the	6)	Are you profici	No					
educational institution.		See the Englis	h Language F	Proficiency Re	equirements Po	licy for more information:		
For further information, or if you		www.athabaso	au.ca/univers	sity-secretaria	t/_documents/p	oolicy/eng-language-prof-req-policy.pdf		
have questions regarding the	7)	First language						
collection activity, please contact Data Management and Gover- nance unit, Advanced Education,	8)	Are you a student in a secure environment? (e.g. youth detention centre, psychiatric hospital, prison, penitentiary) u Yes u No						
at AE.Data@gov.ab.ca	9)	 Level of post-secondary education completed: (check all that apply) College/vocational/technical						
-								
Section B:	10)	Are you applyi	ng as a visitin	a student from	n another instit	ution?		
Unclassified Admissi	,	 Are you applying as a visiting student from another institution? Yes If yes, which institution? 						
Unclassified Admissi	1011	ii yes, which ii	ISUIUUOIT?					
Section C:	11)	-	• • •		-	□ Yes □ No		
Program Admission			-		-	e all relevant information, e.g., three-year		
riogram Admission		or four-year de certificate, or c	•	tration, major	; minor; design	ation; degree, post-diploma degree,		
					•	year degree [check if applicable].		
		View the policy for more information: www.athabascau.ca/university-secretariat/_documents/ policy/ug-degree-conversion-three-to-four-year-prog-policy.pdf						
		, , , , ,			, , , , , , , , , , , , , , , , , , , ,	plete Section C, D, and E [if applicable].		
	12)		-			at a partner institution, name the institution.		

Section D: Evaluation and Educational History

Institution	Location	Dates attended	Degree/other credentials	Credential received
				🗆 Yes 🗆 No
				🗆 Yes 🗆 No
				🗆 Yes 🗆 No
				🗆 Yes 🗆 No
				🗆 Yes 🗆 No
				🗆 Yes 🗆 No

List all post-secondary institutions, in order of attendance. If more space is needed, please use a separate sheet.

Section E: Fees I am a new student.

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 athabascau.ca/calendar/undergraduate/ general-information/legal-notes-and-regulations.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]), 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*, contact the Coordinator, *Enrolment Services*, Athabasca University, 1 University Drive, Athabasca, Alberta T9S 3A3. Phone: 800.788.9041.

Signature: Date:	
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Payment

If paying by e-transfer or credit card, first submit this completed form to enrol@athabascau.ca, then follow the instructions below. Your request will not be processed until payment is received by Athabasca University.

e-transfer*: include the following information here:

LIST FEES TO PAY	
FEES SUBMITTED	

NAME ON E-TRANSFER ACCOUNT

DATE OF TRANSFER

* If paying by e-transfer, **transfer to: finar@athabascau.ca** 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.**

- Credit card (Visa or MasterCard): You are strongly encouraged to complete and submit forms and pay fees online through myAU. If you are unable to use the portal, submit this PDF by email to enrol@athabascau.ca and call 1-800-788-9041 to be transferred to Enrolment Services. Do not send confidential information via email. Email messages are not secure.
- Other: You can also pay by mailing a 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.

If you require assistance or have further questions about payment, please call 1-800-788-9041

Refer to a current Calendar for fee information, athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html

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.



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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.

All first-time students are required to complete and submit an Undergraduate General Application Form accompanied by a \$138 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 online *Calendar*: athabascau.ca/calendar/undergraduate

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

Athabasca University is committed to providing reasonable academic accommodations to students with permanent or temporary disabilities. For information regarding academic accommodations and/or how to apply for academic accommodations please see athabascau.ca/support-services/accessibility-services

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 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.

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.

Evaluation of Previous Post-Secondary Studies. 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: www.athabascau.ca/calendar/undergraduate/admission-registration-evaluation/ evaluations-and-transfer-credit.html Students who want an evaluation of their previous post-secondary education conducted are required to submit a \$136 non-refundable evaluation fee and official transcripts.