Athabasca University

Personal Information Bank Form

Date: June 14, 2012

Title (Name) of PIB:	File Number:
EdD, MDE, GDDET, GDID, and GCID Program Application Files and Electronic Lists	N/A

Location – Primary Office:

Centre for Distance Education

Location – Other Offices:

Centre for Distance Education Secure Electronic Public Folders

Information Maintained (description):

EdD, MDE, GDDET, GDID, and GCID Program Electronic Application Lists

EdD and MDE program application files created on a yearly basis, GDDET, GDID and GCID program application file created twice a year (October and March) after application deadline. Prior lists are kept electronically and housed at the Centre for Distance Education. These lists include the following information:

- Applicant name
- Student identification number
- Degree granted (Name of institution and degree)
- Letters of reference (indicate received)
- Questionnaire (indicate received)
- CV or resume (indicate received)
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EdD, MDE, GDDET, GDID and GCID Program Application Files

These are permanent files kept in the Centre for Distance Education filing cabinets. These files contain the following information:

- Application form (Student name, email address, mailing address, phone number, date of birth, citizenship, possible disability)
- Official transcripts
- Letters of reference
- Completed Questionnaire
- CV or resume

Individuals:

EdD, MDE, GDDET, GDID and GCID program applicants

Athabasca University

Legal Authority: Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act	
Purpose:	
Remarks:	