

Undergraduate Application Deadlines for Admission and Readmission

12 Undergraduate Application Procedures

12.1 Inquiries from New Students

Inquiries from prospective undergraduate students should be addressed to the Registrar's Office. The Student Access Centre in the Office of the Registrar acts as an advisory office for all categories of new students, other than those eligible for direct admission into the Faculty of Graduate Studies and Research. The Student Access Centre is located on the main floor of the Administration Building. Telephone inquiries may be directed to (780) 492-3113.

12.2 Definitions

The following definitions pertain to the information contained in the subsequent chart.

- (1) **Academic Year:** The academic year is divided into four periods known as "terms" as follows:

July-August	Summer Term
September-December	Fall Term
January-April	Winter Term
May-June	Spring Term

The eight-month period from September to April is referred to as Fall/Winter. The four-month period from May to August is referred to as Spring/Summer.

- (2) **High School Student:** A student whose most recent education has been taken in a high school and who has also never attended a postsecondary institution.
- (3) **External Transfer Student:** A student who is transferring from another postsecondary institution and who has not previously attended the University of Alberta.
- (4) **Internal Transfer Student:** A student who wishes to transfer from one program to another program within the same Faculty or to another Faculty.
- (5) **Previous Student:** A student who has been required to withdraw and is now reapplying to the same program, or a student who is reapplying after a voluntary absence of 12 consecutive months or more to the same program in which he or she was most recently enrolled. (If another institution has been attended in the interim, then the classification is External Transfer Student.)
- (6) **Open Studies Student:** A student who is registered in selected credit courses, but who is not following a degree or diploma program.
- (7) **Special Student:** A student who has been permitted to register in one or more courses which are not being taken for credit toward a degree or diploma at this or another institution. To be considered for admission as a Special Student, applicants must normally have received a university degree from an accredited postsecondary institution, must present a competitive admission grade point average, and meet English Language proficiency requirements as specified in §13.3. Special Students must apply for admission to the Faculty in which they plan to take the majority of their courses. Since the University is a limited enrolment institution, priority in admission is given to applicants to degree programs.
- (8) **Visiting Students:** Bona fide students of other universities or colleges who have been permitted to take one or more courses for transfer of credit to their own institutions which have agreed in advance to such an arrangement.
- (9) **Admission and Readmission Documents:** All students must submit two complete and official transcripts of work they have completed at institutions other than the University of Alberta before a final decision is made on

admissibility. These documents must be submitted as soon as possible after the results of their most recent examinations are available.

Note: A student will not be considered if any document or required item is received after the stated deadline.

- (10) **Other Requirements:** The other requirements column listed in the following chart refers to all students, whether applying for admission or readmission, unless otherwise stated.

- (11) **Deadline:** If the published deadline falls on a weekend or statutory holiday, that item will be accepted by the Office of the Registrar if it is received or postmarked by the end of the next full working day.

12.3 Application Procedures

- (1) There is one combined application form for admission and readmission or internal transfer. Students may submit an application in one of the following ways:
- Online:** Students are encouraged to apply and pay the application processing fee online as the process is secure and faster. Students can apply online at www.registrarsoffice.ualberta.ca.
 - PDF Format:** A PDF version of the *Application for Admission and Readmission or Internal Transfer* form is available from the above website, and can be downloaded, completed and printed.
 - Paper form:** If students are unable to apply online, or access the PDF application, an application form can be obtained from the Office of the Registrar or Faculty Offices.
Note: Doctor of Medicine, Doctor of Dental Surgery, and Dental Hygiene Diploma applicants must use the online application.
- (2) Applications will not be accepted after the stated deadline [see §§12.7 and 12.2(11)]
- (3) **A nonrefundable application processing fee** is charged for **each Application for Admission and Readmission or Internal Transfer** form submitted. Online applications are not successfully submitted until the online payment process is completed. Paper applications will not be processed if submitted without the application processing fee. The University of Alberta strictly enforces its policy of withholding processing of applications until the appropriate processing fee has been received. Students are encouraged to apply and pay the processing fee online as the process is secure and faster.
- (4) A student intending to enter a program as a **nonmatriculated applicant** must apply by the deadlines published for high school students. Please refer to §14.3 as well as to the appropriate Faculty section in §15 for admission information.
- (5) An Application for Admission and Readmission or Internal Transfer is valid only for the Fall/Winter or Spring/Summer for which it is submitted and will not be carried over to a future date. An admission or readmission decision to any program is valid only for the terms for which it is approved and will not be carried over to future terms. Should a student decide not to accept the admission to a program and then want to come at a later date, another Application for Admission and Readmission or Internal Transfer and processing fee will be required.
- (6) Students who wish **only to audit courses** may register according to the dates specified in the Academic Schedule, (§11). Such students must report to the Office of the Registrar to obtain a Course Audit form.
Refer also to §22.1.10 of this Calendar for additional information regarding auditing students.

12.4 Electronic Communications for Students and Applicants

The University of Alberta uses and will use electronic communication with its students and applicants in lieu of many paper-based processes. "Electronic communication" includes anything that is created, recorded, transmitted or

stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any equivalent means. Currently, this most often includes information communicated by e-mail and via a website.

All references in the Calendar and in other University policies to any method of communication by the University by any media, shall be deemed to include the right of the University to make such communication by electronic means. For the detailed policy and important information for students and applicants, refer to §20.3, Electronic Communications Policy for Students and Applicants.

12.5 Application for Admission

- (1) Applications received from students who have **never attended** the University of Alberta, will be processed as applications for admission. Admission deadlines for these students are listed by Faculty and program in the Admission and Readmission Chart §12.7.
- (2) There are two categories of applicants for admission:
 - High School Students [see also §12.2(2)]
 - External Transfer Students [see also §12.2(3)]

12.6 Application for Readmission or Internal Transfer

- (1) Applications received from current University of Alberta students who wish to transfer programs within a Faculty or transfer to another Faculty, and from former University of Alberta students who wish to reapply to the University will be processed as applications for readmission or internal transfer. Readmission deadlines for these students are listed by Faculty and program in the Admission and Readmission Deadlines Chart §12.7.
- (2) There are two categories of applicants for readmission or internal transfer:
 - Internal Transfer Students [see also §12.2(4)]
 - Previous Students [see also §12.2(5)]

12.7 Admission and Readmission Deadlines

Note: Call our Student Information Service at (780) 492-3113 and check the recorded message, or visit our website to see if the program in which you are interested is still accepting applications.

Agricultural, Life and Environmental Sciences					
Admission Application		Readmission Application		Other Requirements	
	Documents		Documents		
All Undergraduate degree programs					
For information on the BSc ENCS (Bilingual) see Faculté Saint-Jean.					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	November 15	November 15 [Refer to §12.2(9)]	November 15	November 15 [Refer to §12.2(9)]	
Spring/Summer	No admission		Previous Students - March 1	March 31	
Note: No admission to BSc Nutrition and Food Sciences for Winter Term					
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	For Special Students: List of planned courses and a brief statement of intent – July 15 (see §15.1.11)
Winter Term	November 15	November 15	November 15	November 15	For Special Students: List of planned courses and a brief statement of intent – November 15 (see §15.1.11)
Spring/Summer	March 1	March 31	March 1	March 31	For Special Students: List of planned courses and a brief statement of intent – March 31 (see §15.1.11)
Arts					
Admission Application		Readmission Application		Other Requirements	
	Documents		Documents		
BA, BA (Drama)/BED Combined, and BA Environmental Studies					
Fall Term	May 1	External transfer - June 15	May 1	June 15	For the BA major in Planning, written statement-May 1 (see §15.2.1, Note 1)
		High School - August 1			
Winter Term	No admission		Previous students - November 15	Not applicable	
Spring/Summer	March 1	March 31	March 1	March 31	
BA Honors					
Fall Term	May 1	June 15	May 1	June 15	
Winter Term	No admission		Previous students - November 15	Not applicable	
Spring/Summer	No admission		Previous students - March 1	Not applicable	
BA (Criminology)					
Fall Term	March 1	June 1	March 1	June 1	References, resumé, written statement-March 1, Interview-June 1
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
BFA (Art and Design) and BDesign					
Fall Term	May 1	External transfer - June 15	May 1	June 15	Portfolio - May 1
		High School - August 1			
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable

Arts (cont'd)					
	Admission		Readmission		Other Requirements
	Application	Documents	Application	Documents	
BFA (Drama-Acting)					
Fall Term	May 1	June 15	May 1	June 15	Audition application - January 11
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
BFA (Drama -Theatre Design)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Portfolio - April 1
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
BFA (Technical Theatre)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Letter of intent, three letters of reference, resumé, interview—April 1
Winter Term	No admission		Previous students - November 1	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
Note: Early application beginning February 1 is encouraged.					
BMus (includes BMus/BEEd Combined)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Audition application—May 1 Theory Placement Test taken at time of audition
Winter Term	No admission		Previous students - November 15	Not applicable	Not applicable
Spring/Summer	No admission		Previous students - March 1	Not applicable	Not applicable
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	No admission		Previous students - November 15	Not applicable	
Spring/Summer	March 1	March 31	March 1	March 31	
Augustana					
	Admission		Readmission		Other Requirements
	Application	Documents	Application	Documents	
Bachelor of Arts, Bachelor of Management in Business Economics, Bachelor of Science, Bachelor of Science/Bachelor of Education (Secondary) Combined Degrees Program (Augustana)					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Residence Application – August 1 Music Questionnaire—BA major and minor in Music, BMgt minor in Music, BSc minor in Music, and BSc/BEEd minor in Music: Choral contact Augustana Department of Music by April 15 (see §§15.3.1 and 15.3.4)
Winter Term	November 15	November 15	November 15	November 15	Residence Application – December 1 Music Questionnaire—BA major and minor in Music, BMgt minor in Music, BSc minor in Music, and BSc/BEEd minor in Music: Choral contact Augustana Department of Music by December 15 (see §§15.3.1 and 15.3.4)
Spring/Summer	No admission		No admission		
Bachelor of Music					
Fall Term	May 1	External transfer - June 15 High School - August 1	May 1	June 15	Residence Application – August 1 Audition, Music Questionnaire – contact Augustana Department of Music by April 15. (see §15.3.3)
Winter Term	No admission		No admission		
Spring/Summer	No admission		No admission		
Special/Visiting					
Fall Term	August 1	August 15	August 1	August 15	
Winter Term	December 1	December 15	December 1	December 15	
Spring/Summer	March 1	March 31	March 1	March 31	

Business						
Admission Application		Documents	Readmission Application		Documents	Other Requirements
All Undergraduate degree programs						
Fall Term	March 1	External transfer - June 15	March 1	June 15		
Winter Term	No admission		Previous students - November 15	Not applicable		
Spring/Summer	No admission		Previous students - March 1	Not applicable		
Special (Accounting only) and Visiting						
Fall Term	March 1	March 1				
Winter Term	October 31	October 31				
Spring/Summer	January 31	January 31				
Special Students (Certificate only)						
Contact the Faculty prior to applying.						
Dentistry						
See Medicine and Dentistry						
Education						
Admission Application		Documents	Readmission Application		Documents	Other Requirements
BEd (Elementary, Secondary Routes)						
Fall Term	May 1	External transfer - June 15	May 1	June 15		
		High School - August 1				
Winter Term	No admission		Previous students - November 15	Not applicable		
Spring/Summer	No admission		Previous students - March 1	Not applicable		
			Previous students contact Faculty office prior to applying.			
BEd After Degree						
Fall Term	May 1	June 15	May 1	June 15		
Winter Term	No admission		Previous students - November 15	Not applicable		
Spring/Summer	No admission		Previous students - March 1	Not applicable		
			Previous students contact Faculty office prior to applying.			
BEd (Adult Education Route)						
Program and course offerings are extended to cohort groups of students, each with unique deadlines and requirements. Please contact the Department of Educational Policy Studies.						
Diploma in Education						
Fall Term	June 1	June 1	June 1	June 1		
Winter Term	October 1	October 1	October 1	October 1		
Spring	February 1	February 1	February 1	February 1		
Summer	April 1	April 1	April 1	April 1		
Special/Visiting						
Fall Term	July 1	July 15	July 1	July 15		
Winter Term	No admission		Previous students - November 15	November 15		
Spring/Summer	March 1	March 31	Previous students - March 1	March 31		
Engineering						
Admission Application		Documents	Readmission Application		Documents	Other Requirements
All Undergraduate degree programs						
Fall Term	May 1	External transfer - June 15	May 1	June 15		
		High School - August 1				
Winter Term	No admission		Previous students - November 1	Not applicable		
Spring/Summer	No admission		Previous students - March 1	Not applicable		
Special/Visiting						
Fall Term	August 1	August 15	End of registration	Not applicable		
Winter Term	December 1	December 15	End of registration	Not applicable		
Spring/Summer	March 1	March 31	March 1	March 31		

Law					
Admission Application		Documents	Readmission Application		Other Requirements
JD					
Fall Term	November 1	February 1	November 1	February 1	Supplemental Law Admission Form, LSAT score, February 1
Winter, Spring, and Summer Terms: No admission or readmission					
Special/Visiting					
Contact the Faculty office prior to applying.					
Medicine and Dentistry (See Addenda November 20, 2013)					
Admission Application		Documents	Readmission Application		Other Requirements
BSc in Medical Laboratory Science					
Fall Term	March 1	June 15	March 1	June 15	Letter of intent May 1 (see §15.9.2)
Winter, Spring, and Summer Terms: No admission or readmission					
Post-Professional Certificate BSc in Medical Laboratory Science					
Fall Term	July 1	August 1	July 1	August 1	
Contact Medical Laboratory Science prior to applying					
DDS					
Fall Term	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	DAT, interview (see §15.9.7)
Winter, Spring, and Summer Terms: No admission or readmission					
DDS Advanced Placement					
Fall Term	November 1	November 1	November 1	November 1	Interview (see §15.9.8)
Winter, Spring, and Summer Terms: No admission or readmission					
Diploma in Dental Hygiene					
Fall Term	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	Interview (see §15.9.4)
Winter, Spring and Summer Terms: No admission or readmission					
BSc (Dental Hygiene Specialization) Post Diploma Degree Completion Program					
Spring Term	November 1	January 2	November 1	January 2	(see §15.9.6)
Fall Term	November 1	June 15	November 1	June 15	(see §15.9.6)
Winter and Summer Terms: No admission or readmission					
MD					
Fall Term	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	November 1	November 1 (see note 1) February 1 (see note 2) June 15 (see note 3)	MCAT, interview, references November 1 (§15.9.9)
Notes					
(1) All previously completed course work and course registration of current year.					
(2) Fall Term final grades and Winter term registration of current year.					
(3) Final results of current year.					
Winter, Spring, and Summer Terms: No admission or readmission					
Special/Visiting					
Contact the Faculty office prior to applying.					
Native Studies					
Admission Application		Documents	Readmission Application		Other Requirements
All Undergraduate degree programs					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	No admission		Previous Students - November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
University Credit Certificate in Aboriginal Governance and Partnership					
Fall Term	May 1	External transfer - June 15	May 1	June 15	Resumé June 15 (see §15.10.5)

Native Studies (con't)					
Admission		Readmission		Other Requirements	
Application	Documents	Application	Documents		
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	November 15	November 15	November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
Nursing					
Admission		Readmission		Other Requirements	
Application	Documents	Application	Documents		
BScN (Honors)					
Fall Term	No admission		No admission		
Winter Term	No admission		No admission		
Spring/Summer	No admission		March 15	May 15	
BScN (Collaborative) and BScN Bilingual Program					
Fall Term	May 1	External Transfer - June 15 High School - August 1	May 1	June 15	
Winter Term	No admission		No admission		
Spring/Summer	No admission		Previous students - March 1	March 1	
Contact Faculty office prior to applying.					
BScN (Post RN)					
Fall Term	No admission		February 1	June 15	
Winter Term	No admission		Previous students - October 15	November 15	
Spring/Summer	No admission		Previous students - March 1	March 1	
Contact Faculty office prior to applying.					
RPN to BScN					
Fall Term	May 1	June 15	May 1	June 15	
Winter Term	No admission		Previous students - November 15	November 15	
Spring/Summer	No admission		Previous students - March 1	March 1	
Contact Faculty office prior to applying.					
BScN After Degree					
Fall Term	May 1	June 30	May 1	June 30	
Winter Term	September 15 (Edmonton site only)	October 15	September 15 (Edmonton site only)	October 15	
Spring/Summer	No admission		Previous students - March 1	March 1	
Contact Faculty office prior to applying.					
Special Students					
Fall Term	July 1	July 15	July 1	July 15	See §15.11.8
Winter Term	No admission		November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
Visiting Students					
Contact the Faculty prior to applying.					
Pharmacy and Pharmaceutical Sciences					
Admission		Readmission		Other Requirements	
Application	Documents	Application	Documents		
BSc in Pharmacy					
Fall Term	March 1	June 15	March 1	June 15	Letter of Intent, March 1
Winter, Spring and Summer Terms: No admission or readmission					
Doctor of Pharmacy (PharmD)					
Fall Term	September 1	September 15	September 1	September 15	Curriculum Vitae, Cover Letter, Letters of Reference (see §15.12.3), September 15
Winter, Spring and Summer Terms: No admission or readmission					
Special/Visiting					
Contact the Faculty office prior to applying.					

Physical Education and Recreation					
Admission		Readmission		Other Requirements	
Application	Documents	Application	Documents		
All Undergraduate degree programs					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	No admission		No admission		
Spring/Summer	No admission		Previous students - March 1	Not applicable	
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	No admission		November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
Faculté Saint-Jean					
Admission		Readmission		Other Requirements	
Application	Documents	Application	Documents		
BA and BSc Programs					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	November 15	November 15	November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
BCom (Bilingual)					
Fall Term	March 1	External transfer - June 15	March 1	June 15	
Winter Term	No admission		No admission		
Spring/Summer	No admission		No admission		
BEd (Elementary, Secondary Routes), BEd/BSc					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	No admission		No admission		
Spring/Summer	No admission		No admission		
BSc (ENCS) (Bilingual)					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	November 15	November 15	November 15	November 15	
Spring/Summer	No admission		Previous students - March 1	March 31	
BScN (Bilingual)*					
Fall Term	February 1	External transfer - June 15	February 1	June 15	
		High School - August 1			
Winter Term	No admission		No admission		
Spring/Summer	No admission		Previous students - March 1	March 1	
*Prospective students must apply for admission to the Faculty of Nursing.					
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	
Winter Term	November 15	November 15	November 15	November 15	
Spring/Summer	March 1	March 31	March 1	March 31	
Science					
Admission		Readmission		Other Requirements	
Application	Documents	Application	Documents		
BSc General					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	No admission or readmission				
Spring/Summer	March 1	March 31	March 1	March 31	

Undergraduate Application Deadlines for Admission and Readmission

Admission and Readmission Deadlines (cont'd)

Science (cont'd)					
Admission Application		Documents	Readmission Application		Other Requirements
				Documents	
BSc/BEEd (Specialization in Science and Education)					
Fall Term	May 1	External transfer - June 15	May 1	June 15	
		High School - August 1			
Winter Term	No admission or readmission				
Spring/Summer	No admission				
BSc (Specialization, Honors)					
Fall Term	May 1	External transfer - June 15	May 1	June 15	For the BSc Specialization in Planning, written statement- May 1 (see Admissions Chart 5)
		High School - August 1			
Winter Term	No admission or readmission				
Spring/Summer	No admission		Previous students - March 1	Not applicable	
Special/Visiting					
Fall Term	July 1	July 15	July 1	July 15	For Special Students, letter of intent - July 1. Submit the letter of intent to Student Services, Faculty of Science.
Winter Term	No admission or readmission				
Spring/Summer	March 1	March 31	March 1	March 31	For Special Students, letter of intent - March 1. Submit the letter of intent to Student Services, Faculty of Science.
Open Studies					
Admission Application		Documents*	Readmission Application		Other Requirements
				Documents*	
All Students					
Spring Term	April 30	April 30	April 30	April 30	
Summer Term	June 30	June 30	June 30	June 30	
Fall Term	August 31	August 31	August 31	August 31	
Winter Term	December 15	December 15	December 15	December 15	

*Not normally required except as specified in S220.

2013-2014 University of Alberta Calendar Addenda Page

This page will show the addenda to the print version of the Calendar. The updated segments are highlighted in color.

November 20, 2013

Medicine and Dentistry					
Admission		Readmission		Other Requirements	
Application	Documents	Application	Documents		
BSc in Radiation Therapy					
Fall Term	March 1	April 1 (see notes 1 and 2) June 15 (see note 3)	March 1	April 1 (see notes 1 and 2) June 15 (see note 3)	Career Reflection Letter April 1 (see §15.9.11), Interview
Winter, Spring, and Summer Terms: No admission or readmission					