



APPLICATION FOR ADMISSION GRADUATE CERTIFICATES

APPLICATION PROCEDURE

All documents submitted in support of this application become the property of St Stephen's College and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential. All materials must be received in order for your application to be considered complete. Keep a copy of the completed application packet for your files. For questions, please contact the Registrar's Office: 1.800.661.4956 (in Canada), 780.439.7311 or at st.stephens@ualberta. Prospective students should submit the following documentation:

1. The attached application form.
2. Application letter, stating how the certificate would contribute to personal and professional goals.
2. The non-refundable application fee of \$95.00.
3. Transcript(s): Official and Complete Transcript issued by the institution awarding the degree and certified by an authorized officer of that institution mailed directly to St Stephen's College; includes all courses taken and grades received for all years attended, is complete to the last date of attendance, and where applicable states the degree and the date the degree was or will be awarded. If the degree awarded includes transfer credits from other institutions, a transcript from the credit-granting institution is also required. Baccalaureate Degree must have GPA minimum 72%/B/3.0 during last 60 credits of course weight. Applicants should submit official transcripts for all academic work put forward in support of the application. Applicants whose transcripts are in a language other than English must submit certified translations of all transcripts being submitted as part of the application.
4. If language of instruction for prior degree was not English, proof of satisfactory score on an approved English language examination, referring to English Language Proficiency policy in Academic Calendar.
5. Curriculum vitae in summary form. This document should include:
 - Professional experience: Position, place, and duration
 - Post-secondary education: Degrees, diplomas and certificates held, with institutions and dates
 - Other experience, education or training related to proposed program

Application deadline: Applications can be submitted throughout the year, with an annual application deadline of February 1 for Canadian and Permanent Resident applicants and November 1 for international applicants (next business day if date falls on a weekend). Applicants who do not possess a Baccalaureate Degree and who are applying for an evaluation of academic equivalency must submit their completed application to the College by December 1 for Canadian and Permanent Resident applicants and September 1 for international applicants.

APPLICATION FOR BACCALAUREATE EQUIVALENCY OR SPECIAL ADMISSION

Applications to graduate certificate programs from persons who do not possess a Baccalaureate Degree will be considered if the applicant possesses satisfactory alternate educational and/or life experience. Special Admission status may be granted to graduate certificate applicants; however, in some cases "special admission" students will be unable to ladder to a Master's degree: refer to policy in Academic Calendar. Prospective applications for whom special consideration is required should submit all supporting documentation (see Admission Requirements), together with any additional assessments, transcripts, and certificates earned in lieu of a Baccalaureate Degree. A non-refundable equivalency fee of \$225 must be included. If equivalency or special admission status is granted, the applicant will be invited to the intake process, and will pay the non-refundable regular application fee (\$95).

ST. STEPHEN'S COLLEGE

Graduate Certificate Program Application Form

Indicate which graduate certificate program you are applying to by checking below:

| | |
|--|------------------------------------|
| | Theological Studies |
| | Spiritual Direction |
| | Spiritually-Informed Psychotherapy |
| | Applied Expressive Arts |

GENERAL INFORMATION

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|--|--|----------------------------------|----------------|
| <i>Use your legal name as shown on one of the following documents: Birth Certificate, Passport, Canadian Immigration Student Authorization document or Marriage Certificate. This name will appear on your College records and transcripts, and on your certificate upon graduation.</i> | | | |
| Full Legal Name | | | |
| | <i>Surname</i> | <i>First</i> | <i>Initial</i> |
| Preferred Name | | | |
| | <i>Surname</i> | <i>First</i> | <i>Initial</i> |
| Previous Legal Name (if any) | | | |
| | <i>Surname</i> | <i>First</i> | <i>Initial</i> |
| Address | | | |
| | <i>Street</i> | <i>City/Province/Postal Code</i> | |
| Citizenship | <input type="checkbox"/> Canadian Citizen or Permanent Resident <input type="checkbox"/> International Student (International Students must obtain a Study Permit through CIC) | | |
| Email | | | |
| Phone | | | |
| | <i>Home</i> | <i>Business</i> | |
| Birth Date | | | |
| Religious affiliation if applicable (for statistical use only) | | | |
| How did you hear about the program? | | | |

What are some program-related activities you have been involved in during the past five years?

Why are you interested in participating in and completing this graduate certificate?

APPLICATION MATERIALS CHECKLIST:

(A detailed description of application materials is on page 1 under "Application Procedure")

- Application Fee (\$95)
- Official Transcripts requested directly from degree-granting institution
- English Proficiency Test Score documentation (if applicable)
- Curriculum Vitae

APPLICATION FOR BACCALAUREATE EQUIVALENCY or SPECIAL ADMISSION:

Applicants who do not have a Bachelor's degree: send completed application form and all relevant documents to College and pay non-refundable **\$225 equivalency fee**. If Equivalency or Special Admission status is granted, applicants then pay the normal application fee (\$95 Canadian/Permanent Resident applicants; \$190 International applicants). See Calendar for details.

REGULAR APPLICATION:

Applicants who have a Bachelor's Degree: Send completed application form and all documents referred to under Application Procedure to the College and pay the non-refundable application fee (\$95 Canadian or Permanent Resident applicants; \$190 International applicants).

Method of payment:

Personal Cheque or Money Order payable to St Stephen's College Cash VISA Mastercard

| | | |
|--------------------|--------|-------------------|
| | | |
| Credit Card Number | Expiry | Validation number |

MAIL APPLICATION TO:

St Stephen's College Registrar's Office
 University of Alberta Campus
 8810 112 Street
 Edmonton, Alberta T6G 2J6

Or EMAIL signed application form and documents to: st.stephens@ualberta.ca

I certify that the information in this application is true and complete in all respects and that I have withheld no information. I certify that I have read and understand the "Student Records: Contents, Access, Use, and Protection" policy outlined in the Academic Calendar: <http://stephen.srv.ualberta.ca/publications> I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in dismissal from the College. I agree, if admitted to St Stephen's College, to comply with the College regulations as stated in the St Stephen's College Academic Calendar.

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| Signature | Date |