



OPEN STUDIES STUDENT APPLICATION AND REGISTRATION

ENROLMENT SERVICES
2500 University Drive N.W.
Calgary, Alberta, Canada T2N 1N4
Telephone: (403) 210-7625
Fax: (403) 289-1253

The undergraduate rules and regulations of the University apply to all open studies students.

▶ **PLEASE REFER TO INSTRUCTIONS ON BACK OF FORM. PLEASE PRINT CLEARLY.**

An open studies student is a student who is permitted to register in credit courses, but who is not admitted to a program leading to a degree or diploma.

OFFICE USE ONLY	
Search/Match Done	<input type="checkbox"/>
English Language Proficiency Met	<input type="checkbox"/>

1 Have you ever applied to or registered at the University of Calgary? <input type="checkbox"/> No <input type="checkbox"/> Yes (state year and I.D. number)	2 ID NO.
3 Have you ever been required to withdraw from a faculty, program or post secondary institution for academic reasons? <input type="checkbox"/> No <input type="checkbox"/> Yes (State institution and date)	4 ALBERTA STUDENT NO.

5 SESSION(S) OF APPLICATION / REGISTRATION

Fall _____ (Sept.-Dec.) Spring _____ (May-June)

Winter _____ (Jan.-Apr.) Summer _____ (July-Aug.)

6 NAME AND CURRENT ADDRESS

Surname (Family Name) _____ Given Name _____

Previous name (if applicable) _____

Street _____

City or Town _____ Province/Country _____

Postal Code _____ Preferred Tel. _____ Other Tel. _____

Email _____

7 Do you wish to be contacted by the Coordinator for Services for Students with Disabilities? (Completion of this section is optional.) No Yes

8 If you wish to declare that you are an Aboriginal person, please specify:
 Status Indian/First Nations Non-Status Indian/First Nations Metis Inuit
Please list your Status/Metis/Inuit Registration Number/ID: _____
If you do not have a Status/Metis/Inuit Registration Number/ID, please contact the Native Centre for information on self declaration.

9 PERSONAL AND STATISTICAL INFORMATION

Birthdate: y | m | d Sex: Male Female Immigration Status: Canadian citizen Landed immigrant Visa
Country of citizenship (if not Canada) _____ Date landed: y | m | d

10 PREVIOUS EDUCATION

Secondary education - Name all secondary / high schools previously or currently attended from Grade 10 onwards.

Name of School	Location (city, prov., country)	Years attended yy-mm TO yy-mm

Post-secondary education - Name all post-secondary schools you previously or currently attended.

Name of School	Location (city, prov., country)	Years attended	Degrees awarded and year
		yy-mm TO yy-mm	
		yy-mm TO yy-mm	
		yy-mm TO yy-mm	
		yy-mm TO yy-mm	

When submitting form by mail or fax, complete the following credit card payment, for application fee only:

MASTERCARD VISA

CARD # _____ EXPIRY _____ DATE _____

AMOUNT OF PAYMENT* _____

NOTE ▶ *No form will be accepted unless completed in full and accompanied by all the required items.*

11 CATEGORY

DEGREE HOLDER NON-DEGREE STUDENT

Last institution/school attended _____

Country _____

Level of study _____ Date attended ▶ _____

All transcripts attached From _____ to _____

Degree awarded, if applicable _____ Date awarded _____

12 COURSE SELECTION

F - Fall W - Winter P - Spring S - Summer

Ses	Course Name (Abbrev.)	Course Number	Preferred Section Numbers		
			Lec.	Lab.	Tut.
eg.	C P S C	2 0 3.	0 1	0 1	0 1

13 STUDENT'S SIGNATURE

I understand that my course selection is subject to approval, as well as being subject to availability of courses and sections as determined by Enrolment Services.

If granted an award, I authorize the Student Awards and Financial Aid Office to release pertinent information to the donor of the award and provincial funding bodies.

I hereby agree to pay my fees by the appropriate deadlines, whether or not I have received a fee statement. (Details of fees are in the University Calendar.)

I agree to comply with the regulations of the University of Calgary as outlined in the University Calendar and on the reverse of this form.

I have read and understand the information on this form.

Signature _____ y | m | d

FACULTY/DEPARTMENT OR ENROLMENT SERVICES

Faculty _____ Major _____

Signature _____ Year _____ Adm. St. _____

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Federal Statistics Act. It is required to register and record course selection. Financial information is required for release of authorization to credit company. If you have any questions about the collection or use of this information please contact the Registrar at (403) 210-7625.



New and Continuing Open Studies Degree Holder, Non Degree Holder, and Visiting Student Applicants

An Open Studies student is a student who is permitted to register in credit courses but is not admitted to a program leading to a degree or diploma. **No assurance is given that courses taken as an Open Studies student will be credited if the student subsequently seeks admission to a degree program.** For more detailed information regarding academic regulations for Open Studies, please see section A.1. (p. 21) of the University of Calgary Calendar.

To be eligible for registration under this category, students must be either 18 years of age or older by the commencement of the term to which they are seeking admission or holders of an Alberta high school diploma or equivalent (Open Studies non-degree) or holders of an approved degree from an accredited institution with a minimum of three years of recognized university-level course work and an approximate 2.00 grade point average (Open Studies degree).

Requirements:

1. **Proof of English Language Proficiency.** Visit <http://www.ucalgary.ca/admissions/elp> for full details on meeting this requirement. If you have met this requirement by completing an English test (e.g. MELAB, TOEFL) you must present proof of this when submitting your application.
2. **Transcripts from all post-secondary institutions you have attended.** If you have been awarded a degree, the date of conferral and degree awarded must be reflected on the document. A transcript showing credit courses completed at U of C is not required as this information already exists on your file. Please note that web-based transcripts are not accepted. High School transcripts are required only if registering in courses with high school prerequisites.
3. **Visiting Students must provide a Letter of Permission from the home institution.** This letter should state approval to attend U of C and indicate the intended term of study. We strongly recommend that the specific course(s) are identified, but this is not mandatory.
4. **\$35.00 non-refundable application fee.** Payable by Visa, MasterCard, debit card, bank draft, money order, cash, or cheque (payable to the University of Calgary).
5. **A fully completed application form.** This must reflect your full legal name as it appears on your birth certificate and/or passport. Please sign and date your form.
6. **DEADLINES:** The deadline to submit your application as an Open Studies or Visiting Student is the last business day prior to classes beginning for a particular academic term. International Students: June 1 – Fall, October 15 – Winter, March 1 – Spring/Summer
7. Acceptance as an Open Studies or Visiting Student is at the discretion of the University of Calgary.

Course Registration:

To find out what you need to know to register in your courses (including exceptions and approvals), visit www.ucalgary.ca/registration, or call 403-210-ROCK (7625).

Open Studies Students - Engineering Courses:

Faculty permission is required to register in Engineering courses. Contact the Engineering Undergraduate Studies Office (engginfo@ucalgary.ca, or 403-220-5732) to have approval posted to your account. If you are a new Open Studies applicant please secure written registration approval on your Open Studies application prior to submitting it to Enrolment Services.

Completed applications and supporting documentation may be submitted by mail, fax, or in person at the Enrolment Services office, MacKimmie Library Block 117.