

**Admissions & Recruitment**

Saint Mary's University, Halifax, Nova Scotia, Canada B3H 3C3  
Tel: 902.420.5415 Fax: 902.496.8100 Email: admission.status@smu.ca



One University. One World. Yours.

OFFICE USE ONLY: \_\_\_\_\_ | A | O | O | | | | | | | | | | | | | |

# UNDERGRADUATE APPLICATION

## START DATE AND PERSONAL DETAILS

### Start Date

When do you wish to start? Year Y|Y|Y|Y|  September  January  May  July

Have you ever applied to, attended or worked for Saint Mary's University?

Yes  No If yes, please provide your ID# A|O|O| | | | | | | | | | | | | |

## CONTACT INFORMATION

### Full Legal Name

Include your full legal name as it appears on your official identification documents, for example your birth certificate or passport. Your full legal name should also appear on all supporting documents.

\_\_\_\_\_  
Last Name (Surname/Family Name) Previous Surname (if applicable)

\_\_\_\_\_  
First Name Middle Name

\_\_\_\_\_  
Street Address/PO Box/Rural Route/Lot #

\_\_\_\_\_  
City Province/State Postal Code / Zip Code Country

\_\_\_\_\_  
Province of Permanent Residence Telephone Cell Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
SIN (optional) | | | | - | | | | - | | | | |

\_\_\_\_\_  
Date of Birth D|M|Y|Y|Y|Y|

### Gender Identity

Male  Female  Another gender identity  Prefer not to answer

### Citizenship Status


Canadian Citizen  Permanent Resident (Landed Immigrant)  Study Visa (International Students)  Other (Specify) \_\_\_\_\_

If you are not a Canadian citizen and you are residing in Canada, indicate your date of entry into Canada D|M|Y|Y|Y|Y|

Country of Citizenship (if not Canadian) \_\_\_\_\_

### To Apply:

- Please refer to our website smu.ca for information on admission requirements and deadlines.
- Please **complete all sections** of the application.
- Payment of the **application fee** is required to process your application.
- It is the responsibility of the applicant to ensure that all **supporting documents** are received by Systems & Records, as indicated in the application. Applications will not be

- complete until all supporting documents are received. The  icon indicates when supporting documents may be required to complete your application.
- **Be sure to sign the declaration on the final page** of the application before submitting.
- **Submit your completed application** to Admissions, Saint Mary's University, 923 Roble St., Halifax, Nova Scotia, Canada B3H 3C3

## STUDENT STATUS

Please check next to the student status for which you are applying:

- First Year Student    Transfer Student    Returning Saint Mary's Student
- 2nd Degree Student   Intended Major \_\_\_\_\_
- Audit
- Upgrading – Must have completed a first degree
- Visiting Student – Student working towards a degree from another institution (see info box below for additional requirements)
- Mature Student – Student who is 22 years or older, and out of school for minimum of 5 years (see info box below for additional requirements)
- Open Studies Student – Student applying for admission to take courses, but not registering in an academic program
- Do you intend to study:    Full time    Part time

## PROGRAM SELECTION



Please indicate the program to which you seek admission. You are encouraged to select only one program.

- Bachelor of Arts    Bachelor of Commerce    Bachelor of Environmental Studies    Bachelor of Science
- Bachelor of Science and Diploma in Engineering    Certificate of \_\_\_\_\_    Diploma in Engineering

Indicate your intended Major or field of study. This field is optional and is for informational purposes only; does not guarantee placement in major or field of study.

## VISITING STUDENTS

Home University \_\_\_\_\_

- **Applicants entering directly from high school do not select a major until second year.**
- Second degree and transfer students need to indicate their intended major.
- For Open Studies, please submit reason for not applying to an academic program, and résumé.
-  For **mature students**, please submit a letter of intent which states personal and career goals, reasons for applying, and preparations for academic study as well as a résumé.
-  For **visiting students**, a letter of permission from your home university is required in place of transcripts

## APPLICATION FEE

Indicate your method of payment for the non-refundable application fee of \$40.00. The application fee must be received before your application can be processed.

- Cheque / Money Order (made payable to Saint Mary's University)    Cash (only when paying in person)
- Debit (only when paying in person)    Credit (additional sheet required)

## ENGLISH LANGUAGE PROFICIENCY

Is English your first language?    Yes    No   If No, proof of English language proficiency may be required.

Are you planning on taking ESL training before beginning at Saint Mary's University?    Yes    No   If yes, where \_\_\_\_\_

Have you taken an English Language Proficiency Test?    Yes    No

 **Please provide official Test of English score reports.**

## AGENT REPRESENTATION (INTERNATIONAL STUDENTS)

Do you have an education or international agent representing you?    Yes    No

If so, please name the individual and/or agency \_\_\_\_\_

## NSISP STUDENT

Are you a Nova Scotia International Student Program participant?    Yes    No

- Students who have studied at an English language institution in a country where English is an official language may be exempted from providing proof of English language proficiency.
- Minimum language requirements: 80 iBT (with no band below 20), 6.5 IELTS (with no band below 6.0). For more details, refer to the Viewbook or visit [smu.ca](http://smu.ca).

## SECONDARY STUDY (HIGH SCHOOL)

 **Official Transcripts are required.**

Official transcripts should include, at a minimum, Grade 11 results, most recent Grade 12 results, and in-progress courses.

**High School** attended for Grade 12 (or equivalent) Province and/or Country      Graduation date or last calendar year attended    | M | M | Y | Y | Y | Y |

Is your school semestered?     Yes     No      Have you participated in:     IB     AP (College Board)     AL (Advanced Level) or C.A.P.E.

- If entering directly from high school, completed applications including supporting documents must be received by **March 1** to be guaranteed entrance scholarships. As resources permit, applications received after this date may be considered for entrance scholarships.

## HIGH SCHOOL ID

Maritime Provinces Higher Education Commission requires all universities to track NS, NB, and PEI provincial student ID's. Please provide your Provincial ID in the space labelled Provincial ID below.

For students from Nova Scotia and Ontario there is an electronic data collection option available, please review consent and agree to allow your transcript to be retrieved electronically.

**Ontario Applicants**, please provide your OUAC number in the space labelled Provincial ID below.

### Consent

I agree to allow Saint Mary's University to request my transcript (and subsequent transcripts) electronically from my provincial Ministry of Education by using my Provincial ID number provided below.


I understand that my academic transcript will be collected, used, disclosed, retained and made secure by Saint Mary's University in accordance with the conditions stated above and the **Nova Scotia Freedom of Information and Protection Privacy Act**.

I agree to the above consent statement:     Yes     No

**Provincial ID:** | | | | | | | | | | | |

## POST-SECONDARY STUDY (COLLEGE/UNIVERSITY)

List all colleges and/or universities you have attended or are currently attending.

 Official Transcripts of all previous college and university studies are required. Transcripts for Saint Mary's University are already on file.

Institution	Province (Country, if outside Canada)	From: month	year	To: month	year	Degree/Diploma

Failure to disclose all previous post-secondary attendance (including institutions attended outside of Canada) will invalidate this application.

Have you ever been required to withdraw from any post-secondary institution for academic reasons?     Yes     No

If yes, which Institution? \_\_\_\_\_ Date | D | D | M | M | Y | Y | Y | Y |

### Most Recent Activity

If you have not attended high school, college or university recently, what have you been doing since you left school?

## PARENT/GUARDIAN INFORMATION (FOR EMERGENCY CONTACT PURPOSES)

\_\_\_\_\_  
Last Name (Surname/Family Name) First Name

\_\_\_\_\_  
Street Address/PO Box/Rural Route/Lot#

\_\_\_\_\_  
City Province/State Postal Code Country

\_\_\_\_\_  
Telephone E-mail

Saint Mary's University graduate?  Y  Y  Y  Y  N

\_\_\_\_\_  
Previous Surname (if applicable)

### Students with Disabilities

Saint Mary's University provides support services to students with disabilities. Applicants are invited to complete the Centre's online registration form at [smu.ca/campus-life/fred-smithers-centre-apply-online.html](http://smu.ca/campus-life/fred-smithers-centre-apply-online.html) or by contacting 902.420.5452. Students should forward relevant documentation regarding their particular disability directly to the Fred Smithers Centre for Students with Disabilities. Staff at the Fred Smithers Centre will review the documentation and arrange an interview with the applicant.

### PERMISSION TO RELEASE PERSONAL INFORMATION

Your written permission is required before any personal information, including admissions decisions, can be released to a third party, for example a parent or a guidance counsellor. If you would like to grant a third party access to your application information, you must indicate so below. Access to your personal information will be granted only during the evaluation of your application.

I hereby consent to the release of information concerning my application for admission during the application evaluation period to:

\_\_\_\_\_  
Name of Representative Relationship

### FOR INTERNATIONAL STUDENTS

Saint Mary's University will collect, use, and disclose personal information to Citizenship and Immigration Canada and Canada Border Services Agency only to the extent that such disclosure is necessary for the operation, implementation and administration of the program for which the information has been originally collected.

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Saint Mary's University gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of the university community, and a public post-secondary institution in the Province of Nova Scotia; such as contact information regarding university programs, services, university advancement and development. Applications, documents and transcripts, will form part of the student record and may be disclosed to faculty or members of the university staff or contracted recruitment representatives for officially recognized and legitimate use. In signing an application for admission, any information placed into your student record will be protected and used in compliance with Nova Scotia's Freedom of information and Protection of Privacy Act 1993, c5,s.1. Regulations relating to all academic matters and student conduct on campus are made by the Board of Governors and the Senate of the university. In making this application, the student agrees to abide by all regulations, from time to time promulgated by the university. Attendance refers to both full-time and part-time and even applies in cases of withdrawal before completion of an academic year or program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Forward your completed application form, fee, and supporting documents (e.g. transcripts, score reports) to the following address (via fax or regular mail):

#### Admissions Office

Saint Mary's University, 923 Robie St.,  
Halifax, Nova Scotia, Canada B3H 3C3  
Fax: 902.496.8100

Email: [admission.status@smu.ca](mailto:admission.status@smu.ca)

All submitted documents become the property of Saint Mary's University and will not be returned. Your application must be complete to be processed and a decision made. Possession of minimum requirements does not guarantee admission.