University of Manitoba Online Application Guide 2014-2015

Direct Entry & General Studies Applications
The Online Application Guide is designed to assist you in applying to the undergraduate programs offered at the University of Manitoba. Along the way there will be helpful hints, reminders, and instructions on how to successfully submit your application.

- **NOTE**: Please review the Applicant Information Bulletin for the program to which you are applying, to ensure you understand the admissions requirements and procedures. The undergraduate application information is available at the Undergraduate Admissions Webpage, http://www.umanitoba.ca/student/admissions/application/.

**Creating an Account**

To access the University of Manitoba’s online application system, log onto: https://umanitoba.askadmissions.net/emtinterestpage.aspx?ip=ugapplication

In order to create your application portal you must fill out all the required information fields and click ‘Submit Information.’

- **TIP**: When creating your Login User Name and Password chose something that you will be able to remember but that is also not easily identifiable. Your Login Password must include one uppercase letter, one lowercase letter, one number, and one special character. Your password must be between 8 and 30 characters and spaces are not allowed. Example: Manitoba1!

After submitting your information you will be directed to another screen, where you will need to select ‘Please access your application,’ in order to start filling out your application. You will then use the User Name and Password you created to log into your application portal.

**Getting Started**

Once you have successfully logged in, you will be able to view the University of Manitoba’s application homepage, where you can begin your application by selecting ‘Start Application’.

**TIP**: Your application homepage is where you will be able to view your application status and check for required documentation.

**Study Plans:**

By answering the series of questions on the Study Plans page, you will be able to select the program to which you are applying.
**TIP:** Read all of the instructions and questions before answering to ensure you are providing the most accurate information. You must complete the questions with an asterisk (*) beside them, as they are required information.

**Educational Background:** Select the option that best describes your educational background by clicking the dropdown arrow.

**Program Choice:** Select the area you wish to study at the University of Manitoba by selecting an option from the dropdown arrow.

**Starting Term:** Select the term in which you are applying for by clicking the dropdown arrow.

Once you have completed the required fields select ‘Save and Continue’ at the bottom of the screen to save your completed work and continue onto the next page. If you want to finish your application at a later time, select ‘Save’ and you can access your application later by logging back into your application portal.

**Contact and Biographical Information:**

**Personal Data:** Fill out your personal information such as your name, date of birth, and gender. If you are a previous University of Manitoba student and have changed your name since your last period of studies, you are required to fill out the Change of Name form and upload it to the ‘Upload Button’ along with copies of the necessary documents. Also, if you are a new student to the University of Manitoba but your documentation is under another name, you are required to submit proof of change of name (e.g., copy of marriage certificate) and upload it to the Upload Button. *(See How to Upload a Document for more information on the uploading process).*

**How to Upload a Document:** Fill out the document and scan it to your computer and save it. Select the ‘Upload Button’ in the correct section of your application and click browse to find the document you want to upload. Select ‘Upload Document’ after you have chosen the proper document. Once the document has been successfully uploaded you will be able to view the document or delete it if you have chosen the incorrect document.

**Contact Information:** Fill out your contact information including your address, telephone number, and email address. If you have a University of Manitoba email, it is preferred you use it as your contact email to avoid miscommunication between other accounts.

**NOTE:** Your contact information must remain up-to-date and if a change occurs you are required to contact the Admissions Office to inform them of the change, as well as make that change in Aurora if you are a current/former University of Manitoba student.

**Citizenship and Immigration:** Fill out your place of birth, status in Canada, country of citizenship, and date
of entry into Canada. If you were born outside of Canada and you are now a Canadian Citizen, you are required to provide proof of Canadian Citizenship, which can either be in the form of your landing papers, a Canadian passport, or a Citizenship Card. If you are a Permanent Resident of Canada, you are required to provide proof of Permanent Residency, which can either be in the form of your landing papers or both sides of your Permanent Residency card. Also, if you are a refugee in Canada, you are required to provide proof of your refugee status. Your proof of status in Canada documentation can be uploaded to the Upload Button. (See How to Upload a Document for more information on the uploading process).

**Canadian Armed Forces:** Select whether or not you are affiliated with the Canadian Armed Forces and how by clicking the dropdown arrow.

**Indigenous/Aboriginal Peoples:** Select whether or not you are an Indigenous/Aboriginal person from Canada or the United States and designation by clicking the dropdown arrow. An Indigenous person is a member of a Canadian First Nation, Metis, or Inuit Community, or is an American Indian. Canadian First Nation or American Indian includes ‘Status,’ ‘Treaty,’ or ‘Registered’ Indians as well as ‘Non-Status,’ and ‘Non-Registered’ Indians.

**University of Manitoba Connections**

**Previous History with the University of Manitoba:** Select the option that best describes your relationship with the University of Manitoba by clicking the dropdown arrow. If you are a current/former University of Manitoba student indicate your student number. Specify if you have ever applied to the program by clicking the dropdown arrow. If you have applied to the program previously, indicate the date. Fill out when you last applied to an undergraduate program at the University of Manitoba.

![Previous History with the University of Manitoba](image)

**Other Connections with Manitoba:** Select the options that apply to you. Have you attended the International College of Manitoba (ICM), are you an American from Minnesota and are applying under the Manitoba Reciprocity Agreement, are you a transfer student from Universite de Saint-Boniface (USB) or Ecole technique et professionelle (USB), or are you a student of the Canadian Virtual University (CVU). You can select more than one option if needed. If you are an American from Minnesota and applying under the Manitoba Reciprocity Agreement, you are required to complete the Manitoba-Minnesota Reciprocity Form. The form can be uploaded to the Upload Button or submitted later by email, fax, courier or mail. (See How to Upload a Document for more information on the uploading process).

**College Membership:** Select whether or not you are interested in becoming a member of one of the college’s at the University of Manitoba, and which one you would be interested in joining. College membership is optional and you can chose to join at a future date. If you want more information on the University of Manitoba’s colleges, visit [http://umanitoba.ca/colleges/](http://umanitoba.ca/colleges/).

**Academic Background**

Indicate the highest level of education you have attended by clicking the dropdown arrow.

**Most Recent High School Information:** To determine the code of your most recently attended high school, select the ‘Look Up’ button. Fill in one of the required fields, like for example your high school’s name, and click ‘Search.’ If the search is successful select your high school, and your high school’s code and information will automatically be entered into your application. If your high school’s information cannot be automatically entered you must fill out your high school’s name and information, the dates you attended, indicate whether you graduated, and fill out your graduation date.

**TIP:** If the search for your high school code is unsuccessful try searching your high school through another field, like for example the city the high school is located in. If you are still unsuccessful you will have to manually complete your high school’s information and leave the high school code blank.
**Previous High School Information:** This section should be filled out if you have attended more than one high school. To determine the code of your previously attended high school, select the ‘Look Up’ button. Fill in one of the required fields, like for example your high school’s name, and click ‘Search.’ If the search is successful select your high school, and your high school’s code and information will automatically populate into your application. If your high school’s information cannot be automatically entered you must fill out your high school’s name and information, the dates you attended, indicate whether you graduated, and fill out your graduation date.

**Advanced Placement (AP) / International Baccalaureate (IB)**

If you have taken an AP or IB courses and already received a copy of your transcript, you have the opportunity to upload a copy in this section to speed up the processing of your application.

If you wish to request university credit for the AP or IB coursework that you completed, please complete the Advanced Placement (AP) or International Baccalaureate (IB) Request for University Credit form from within the application, and upload in the provided ‘upload button’. You do have the opportunity of providing this form at a later date if you are unsure about claiming university credit for your completed work at the time of submission.

**University/College Information:**

**TIP:** If you have attended more than one university or college, their information should be filled out in most recent - least recent succession. Example: your most recent university should be filled out in the University 1 section and the previous university you attended should be filled out in the University 2 section.

This section must be filled out if you have attended or are currently attending a university or college, including the University of Manitoba. Follow the steps used to search your high school’s code to search for your university/college’s code. If you are unsuccessful you will have to manually complete your university/college’s information and leave the university/college code blank. Fill out your most recently attended university/college’s name and information, whether you are currently attending this institution, the dates you attended, indicate whether you completed a degree, and fill out the date of your degree completion. Indicate your level of achievement at the institution by clicking the dropdown arrow and specify your main area of study by clicking the drop down arrow. If your main area of study does not appear in the dropdown options, fill out your main area of study in the Other Area of Study section.

To speed up the processing of your application you have the option of uploading a copy of your most recent transcript or marksheet from the institution to the Upload Button. University of Manitoba transcripts are not required. (See How to Upload a Document for more information on the uploading process).

**NOTE:** Transcripts that are uploaded through your application portal are considered unofficial. Therefore, an official transcript must be mailed or hand-delivered to the admissions office for a final decision to be made.

If you are a student at another university or college and wish to take courses at the University of Manitoba to be credited towards your degree or diploma at your home
institution you can apply for admission as a Visiting Student. The only documentation that is required is a Letter of Permission from your home institution. You can upload the Letter of Permission from your home institution to the Upload Button.

Additional Universities/Colleges Attended: If you have attended more than two university/colleges, you will require more sections to be able to fill out your information. Please indicate if you need additional sections to fill out the university/colleges you have attended. You are required to list all prior universities and colleges that you have attended, regardless of number of courses completed and dates attended.

### English Language Requirement

**Primary Language:** Select your primary language by clicking the dropdown arrow. If you do not see your primary language listed, select OTHER in the dropdown list and fill in your primary language in the Other Primary Language section.

**NOTE:** English is the language of instruction at the University of Manitoba and every applicant whose primary language is not English will be asked to demonstrate proficiency in the use of English. For more information about the English language requirements and proficiency methods or for the list of countries designated as English-speaking for purposes of proficiency test waivers, visit [http://www.umanitoba.ca/student/admissions/international/english/index.html](http://www.umanitoba.ca/student/admissions/international/english/index.html)

**English Proficiency:** Indicate how you meet the English proficiency requirements by clicking the dropdown arrow. If you listed OTHER you must indicate how you meet the requirements. Fill out your test date and score. You can upload your proof of English language proficiency gained through years of residence/study in an English-speaking country or through an English proficiency test to the Upload Button. Please note that while uploaded documents will be used for preliminary assessment, you may also be asked to provide official documents. (See How to Upload a Document for more information on the uploading process).

**NOTE:** We cannot accept scores over 2 years old.

**TIP:** If you are applying only for English Language Centre studies, or for admission as a Visiting or Exchange student, you do not need to answer the English Proficiency question.

### Direct Entry

**General Requirements**

**Manitoba High School Students only:** If you have attended or are attending a high school in the province of Manitoba you need to fill out this section.

**NOTE:** MET number can be obtained from your high school main office. Please answer the following two questions with optimal accuracy.

![Manitoba High School Students Only](image)

**All applicants:** Please check off the box with the relevant option. If you have already taken any course that could be transferred as a university credit please select ‘Yes’, otherwise select ‘No’.
High School Grades: You are required to fill out this section so that a preliminary assessment of your eligibility could be done for admission and entrance scholarships.

NOTE: Applicants are not expected to have the exact information for all the fields in this section. Please make your estimate as realistic as possible.

NOTE: If you are a current high school in Manitoba, and are applying for admission by June 1, we will contact your school on your behalf to obtain your records and proof of graduation. All other applicants will need to make their own arrangements for their transcripts to be sent to the Admissions Office.

Entrance Scholarship Average: Please refer to the following website to determine your entrance scholarship eligibility:
http://umanitoba.ca/student/fin_awards/school_entrance/index.html

Based on your grades at the time of application, please choose one of the options in the drop down menu.

Program Specific Requirements

Check to see if the program you wish to apply to is selected.

TIP: This is the program selected in the second question in the Study Plans section of this application. If you want to change your program choice, go back to the Study Plans section and choose a different program.

Indicate if you have read and understand the Direct Entry & General Studies Applicant Bulletin. Select whether or not you would be interested in taking ARTS 1110 (Introduction to University) in the summer prior to your application semester through the Summer University Advantage program. For more information about this program, visit http://umanitoba.ca/faculties/coned/summer/gen_info/advantage.html.

NOTE: ONLY answer questions that apply to your chosen program.

University 1: Indicate if you will have a minimum final grade of 60% in Grade 12 English (40S or 42S in Manitoba). Select what you know or estimate your average to be in your three best academic Grade 12 courses (S or U courses in Manitoba). If you have not completed high school, indicate if you would like to be considered under mature status admission. To be considered as a mature status student you will need to be at least 21 years of age and a Canadian Citizen/Permanent Resident. Mature status applicants are required to submit proof of age and citizenship. Your original Canadian birth certificate, passport and/or
Permanent Resident card may be required, which you can upload to the Upload Button.

**Agriculture and Food Sciences (Direct Entry Degree):** Indicate if you will have a minimum final grade of 60% in each of the following courses AND a minimum 85% average over the three courses: Grade 12 English (40S or 42S in Manitoba), Grade 12 Pre-Calculus or Applied Mathematics (40S or 42S in Manitoba), and any one of Grade 12 Biology, Chemistry, Computer Science, or Physics (40S or 42S in Manitoba).

**School of Agriculture (Diploma):** Select whether or not you have a passing grade in each of the following courses AND a minimum 60% average over the three courses: Grade 12 English (40S or 42S in Manitoba), Grade 12 Mathematics (40S, 42S or 45S in Manitoba), and Grade 12 Science (40S or 42S in Manitoba).

**TIP:** If you do not meet these requirements you may still be admitted to Agriculture diploma on the recommendation of the selection committee. An interview may be required.

**School of Art (Degree or Diploma):** Indicate if you will have a minimum final grade of 60% in Grade 12 English (40S or 42S in Manitoba). Select what you know or estimate your average to be on your best three academic Grade 12 courses (‘S’ or ‘U’ courses in Manitoba).

**NOTE:** A portfolio is required; for more information please see the School of Art Portfolio Requirements form in the Downloadable Forms section of this application (left-hand column).

**Faculty of Arts (Direct Entry):** Indicate if you will have a minimum final grade of 60% in each of the following courses AND a minimum 85% average over these three courses: Grade 12 English (40S or 42S in Manitoba) and two additional Grade 12 subjects (40S or 42S in Manitoba).

**Asper School of Business (Direct Entry):** Indicate if you will have a minimum final grade of 60% in each of the following AND a minimum 85% average over these three courses: Grade 12 English (40S or 42S in Manitoba), Grade 12 Pre-Calculus or Applied Mathematics (40S or 42S in Manitoba), and a third Grade 12 subject (40S or 42S in Manitoba).

**Clayton H. Riddell Faculty of Environment, Earth, and Resources (Direct Entry):** Indicate if you will have a minimum final grade of 60% in each of the following courses AND a minimum 85% average over the three courses: Grade 12 English (40S or 42S in Manitoba), Grade 12 Pre-Calculus or Applied Mathematics (40S or 42S in Manitoba), and any one of Biology, Chemistry, Economics, Law, Physics, Psychology, Social Sciences, or other approved course (40S or 42S in Manitoba).

**School of Dental Hygiene (Direct Entry):** Indicate if you will have a minimum final grade of 60% in each of the following courses AND a minimum 85% average over the three courses: Grade 12 English (40S or 42S in Manitoba), and TWO of Grade 12 Mathematics (Pre-Calculus, recommended, or Applied), Biology, or Chemistry (40S or 42S in Manitoba).

**Faculty of Engineering (Direct Entry):** Indicate if you will have a minimum final grade of 60% in each of the following courses AND a minimum 85% average over the three courses: Grade 12 Pre-Calculus Mathematics (40S or 42S in Manitoba), Grade 12 Chemistry (40S or 42S in Manitoba), and Grade 12 Physics (40S or 42S in Manitoba). If you have not completed high school, indicate if you would like to be considered under mature status admission. To be considered as a mature status student you will need to be at least 21 years of age and a Canadian Citizen/Permanent Resident. Mature status applicants are required to submit proof of age and citizenship. Your original Canadian birth certificate, passport and/or Permanent Resident card may be required, which you can upload to the Upload Button.

**NOTE:** In order to be considered for admission under the mature status category, you must meet the Grade 12 Mathematics, Chemistry and Physics requirements listed for regular applicants,

**Faculty of Human Ecology (Direct Entry):** Indicate if you will have a minimum final grade of 60% in each of the following AND a minimum 85% average over these three courses: Grade 12 English (40S or 42S in Manitoba), Grade 12 Biology, Chemistry, or Mathematics (40S or 42S in Manitoba), and a third Grade 12 subject (40S or 42S in Manitoba).

**Faculty of Kinesiology and Recreation Management (Direct Entry):** Indicate if you will have a a minimum final grade of 60% in each of the following courses AND a minimum 85% average over the three courses: Grade 12 English (40S or 42S in Manitoba), Grade 12 Mathematics (40S or 42S in Manitoba), and any one of Grade 12 Biology (recommended), Chemistry, Physics, or Social Studies (40S or 42S in Manitoba).

**Desautels Faculty of Music (Direct Entry):** In addition to this online application for admission, applicants to the
Bachelor of Music and/or the Bachelor of Jazz Studies are required to submit the Faculty of Music Undergraduate Application for September 2014, which requires additional information about your musical training, experience, and aspirations. You must also submit two recommendations, usually completed by your school and private music instructors, as well as attend an entrance audition and music theory test. This application can be downloaded from the Downloadable Forms in the left-hand column but the completed form and other documents must be returned directly to the Faculty of Music.

Indicate what you estimate or know your average to be on your best three academic Grade 12 courses (‘S’ or ‘U’ courses in Manitoba). If you have not completed high school, indicate if you would like to be considered under mature status admission. To be considered as a mature status student you will need to be at least 21 years of age and a Canadian Citizen/Permanent Resident. Mature status applicants are required to submit proof of age and citizenship. Your original Canadian birth certificate, passport and/or Permanent Resident card may be required, which you can upload to the Upload Button.

**Faculty of Science (Direct Entry):** Indicate if you will have a minimum final grade of 60% in each of the following courses AND a minimum 85% average over the three courses: Grade 12 English (40S or 42S in Manitoba), Grade 12 Pre-Calculus or Applied Mathematics (40S or 42S in Manitoba), and any one of Grade 12 Biology, Chemistry, Computer Science, or Physics (40S or 42S in Manitoba).

**Release of Information**

This section should be completed if you wish for someone else (for example, an agent, friend, or relative) to have access to information about your application.

Indicate whether or not you plan to allow someone access to your application information. If so, you must indicate their relationship with you (example: relative) and fill out their name. In accordance with Canadian privacy rules, you must sign and submit the Consent to Release Applicant’s Undergraduate Information Form before any information can be released. The form can be downloaded, completed in full and uploaded to the Upload Button to be associated with your application. You may also submit the completed form later by email, fax, courier or mail.

**Educational Consultant or Agent:** If you indicated you are releasing your applicant information to an educational consultant or agent, fill out the name of agency, the country the agency is in, and the agency’s email.

**Declaration:** Read the Declaration section, including the Freedom of Information and Protection of Privacy Act (FIPPA) and Disclosure of Personal Information to Statistics Canada. To accept the terms of the Declaration you must select yes.

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**Submitting**

**Step One:** Once you have completed all the required fields and have accepted the declaration you are ready to review your application before submission.

Review your application by selecting ‘Preview Application in PDF Format’ to ensure all your information is accurate. You cannot change your answers through the application portal once you have submitted your application. Please contact the Admissions Office if you need to update your application record.

After reviewing your application you must indicate that you have read and understood the application information and wish to submit your application at this time. Your application has not been submitted until you reach the page titled “Submission Complete”.

**Step Two:** You will be prompted to pay the application fee.
You may pay your application fee online with your credit card – Visa or MasterCard only. To use your credit card, select the Credit Card Payment option, fill out your credit card information, and click on the submit button below. You may also mail or deliver a cheque or money order to the Admissions Office. Check the appropriate payment method and click submit. After submission, you will be instructed to print a payment voucher to mail with your cheque. Mail it as soon as possible as your application will not be reviewed until a payment is received.

**NOTE:** Please note that paying your application fee DOES NOT submit your application. You must complete and submit the information on the signature page to fully submit your application.

**Final Step:** You must fill out your full name to certify that the information in your application is true and correct to the best of your knowledge. This is the final step in the application submission process, click Submit Application. When your application has been successfully submitted you will see Submission Complete and you will be able to print the Payment Voucher.

Your application will be reviewed following the submission and receipt of your application, application fee and required documents.

**Additional Help**

If you require further assistance completing your application review the Application Instructions section in your application portal.

Should you have any questions about the application process or the information collected at the time of application, or if you need to change any information after submission, please contact the University of Manitoba Admissions Office directly at application_help@umanitoba.ca

**Technical support:** If you require technical assistance select Technical Support at the top of your screen. You will directed to the Hobsons Help Center where you can select Support Center to submit a ticket (technical support question) or you can search the frequently asked questions.