# University of Calgary
Fall 2024 Application Walkthrough
Studied in Alberta or British Columbia

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Step 1). Visit the How to Apply page on the UCalgary website.

Expand the accordion indicating you studied in Alberta or British Columbia, then click “Apply now” to get started.
Step 2. The “Apply Now” button will take you to the Apply Alberta application portal. Select “Apply Now!” or “Login to Resume Application.” If you have not already done so, you will need to create an Alberta.ca account. Once you have completed this portion of the application, the information you entered will transfer to the University of Calgary application from (Step 3 and beyond).

Alberta Student Number (ASN)
After creating and verifying your Alberta.ca account, you will be prompted to confirm your personal information and either enter your Alberta Student Number or create a new one. If you already have an ASN, enter it here (you can look it up if you do not know it); do not create another one. If you do not have an ASN, follow the prompts to create one. Once you have verified your personal information and entered your ASN, you will be able to proceed with the application.

Accessing ApplyAlberta
The information you supply will be used to access ApplyAlberta

Check Your Information & Identity
Check that your Alberta.ca Account is correct and provide the required information to confirm your identity. If your basic Alberta.ca Account is incorrect, you can “Edit” it below.

[Image of Alberta.ca Account and Identity Check]

Legal Names
Changed your name? If your current or former legal names are different than your Alberta.ca Account, enter your legal names to search for your ASN.

[Form fields for Legal Names]
Personal Information

The personal information requested on this form is collected for the purpose of determining eligibility for admission and/or the administration of academic programs and student services. After submission of an application, certain personal information may be made available by post-secondary institutions to federal and provincial government departments and agencies under appropriate legislative authority.

**Applicant’s Name**

Your name was entered as part of the account creation process.

- First Name:
- Last Name:

Preferred First Name:

Please enter your preferred first name for institutions to use when communicating with you. If different than above. For example, your Legal First Name may be Robert, and your Preferred First Name is Rob.

**Legal Name**

If your current or former legal name is not the same as the name displayed above, please enter your legal name. This will help with retrieving your transcript(s) and matching them to your application.

- Legal First Name (if different than above):
- Legal Middle Name (if different than above):
- Legal Last/Family Name (if different than above):

**Historical Entries**

Enter all former names if different than applicant’s name shown above.

Add Name

**Other Information**

Alberta Student Number:

Your Alberta Student Number was entered as part of the account creation process.

Date of Birth:

Your Date of Birth was entered as part of the account creation process.

Gender:

Your Gender was entered as part of the account creation process.
Citizenship

Enter your current citizenship status.

Country of Citizenship: required
Enter your country of citizenship.

- Canada
- United States
- Other

Indigenous Ancestry:
ApplyAlberta is collecting this information on behalf of Alberta Advanced Education and post-secondary institutions, pursuant to Section 33(c) of the FIPPA Act, as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Indigenous learner success. For further information or if you have questions regarding the collection activity, please contact Office of the Director, Data Management and Governance, Post-Secondary Policy and Strategy, Alberta Advanced Education, 10155-102 Street, Edmonton, Alberta, T5J 4G8, (780) 422-4122.

If you wish to declare that you are an Indigenous person, please specify:
Select an Option
High School Courses and Marks – UCalgary does not use predicted grades for evaluation purposes as we obtain your grades directly from your transcript. Please complete this page as other Alberta institutions may use information you report here.
**Highest Level Achieved**

- **Highest Level Achieved:**
  What is the highest level you have or will have obtained the highest level prior to attending a post-secondary institution? For example, Grade 10, Grade 11, Grade 12, or Grade 13.

  Grade 12

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**Post-Secondary History**

- **Post-Secondary Academic History**
  You are required to provide information about your attendance at EACH and ALL post-secondary institutions, including current attendance.

- **Post-Secondary Institutions Attended**
  Indicate "yes" if you are enrolled in or have completed courses at the post-secondary level, including dual credit courses taken while a high school student. Do not indicate "yes" if you only completed high school equivalency or academic upgrading courses at the post-secondary institution.

- **Have you attended or are you currently attending a post-secondary institution?**
  Yes [ ] No [ ]

---

**My Profile**
- Personal Information
- Addresses
- Contact Information
- Citizenship
- High School History
- High School Marks
- Highest Level
- Post-Secondary History
- Additional Information
  Select Institution

**My Activities**

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Help Log Out
### Additional Information

ApplyAlberta collects this information on behalf of Alberta's post-secondary institutions and for Alberta Advanced Education.

#### First Language

Select the first language you learned and still understand.

This information is collected for provincial/federal government reporting requirements, and may be used to assist in determining English proficiency. For admission requirements, check with the institution directly.

<table>
<thead>
<tr>
<th>Language</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
</tr>
<tr>
<td>French</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Select an option</td>
</tr>
</tbody>
</table>

#### First-Generation Students

Have either of your parents/guardians attended a university or college?

You may choose to indicate whether one or more of your parents/guardians have attended a post-secondary institution.

You are not required to provide this information, and your choice will not affect your admissions decision; if you do respond, we will forward this information to your chosen institution(s) to inform the possible development of services and supports for first-generation students.

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select an option</td>
</tr>
</tbody>
</table>

#### Provincial / Territorial Student Numbers

If you attended a Canadian high school or post-secondary institution outside of Alberta, enter your Provincial/Territorial Student Number(s) here.

<table>
<thead>
<tr>
<th>Province / Territory:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta Student Number (ASN)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add Student Number</th>
</tr>
</thead>
</table>

[Back] [Next] [Save] [Undo]
Select the University of Calgary from the list of institutions – you will be directed to the UCalgary website.

<table>
<thead>
<tr>
<th>Alberta University of the Arts</th>
<th>Ambrose University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athabasca University</td>
<td>Banff Centre for Arts and Creativity</td>
</tr>
<tr>
<td>Bow Valley College</td>
<td>Burman University</td>
</tr>
<tr>
<td>Concordia University of Edmonton</td>
<td>Keyano College</td>
</tr>
<tr>
<td>The King’s University</td>
<td>Lakehead College</td>
</tr>
<tr>
<td>Lethbridge College</td>
<td>MacEwan University</td>
</tr>
<tr>
<td>Medicine Hat College</td>
<td>Mount Royal University</td>
</tr>
<tr>
<td>NAIT - Northern Alberta Institute of Technology</td>
<td>NorQuest College</td>
</tr>
<tr>
<td>Northern Lakes College</td>
<td>Northwestern Polytechnic</td>
</tr>
<tr>
<td>Olds College of Agriculture &amp; Technology</td>
<td>Portage College</td>
</tr>
<tr>
<td>Red Deer Polytechnic</td>
<td>Southern Alberta Institute of Technology (SAIT)</td>
</tr>
<tr>
<td>St. Mary’s University</td>
<td>University of Alberta</td>
</tr>
<tr>
<td>University of Calgary</td>
<td>University of Lethbridge</td>
</tr>
</tbody>
</table>
Step 3). Create eID - If you have never applied to the University of Calgary before, you will need to create an eID. Students who have applied or attended previously should use their existing eID to apply. If you cannot remember your eID, please contact IT support at 403-210-9300 or 888-342-3802 (toll free within North America).

Remember to take note of your eID and password. They will be essential for accessing your Student Centre once you have submitted your application.
Step 4). Sign in using your eID and password. Select 'Create a new application' to get started.

![Central Authentication Service](image)

Create a New Application

**Admission Forms**

To start a new Undergraduate Application, please click on the 'Create a New Application' button below.

OR

To edit an incomplete Undergraduate Application, please click on 'Edit'.

OR

To change the term for an incomplete Undergraduate Application, please click on 'Edit'.

OR

To edit or view a submitted Undergraduate Application, please click on 'Edit/View'.

<table>
<thead>
<tr>
<th>Application</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records to display.</td>
<td></td>
</tr>
</tbody>
</table>

### Fall Application Dates (All other programs)

- **August 15:** Application opens for international students
- **October 1:** Application opens for Canadian citizens and permanent residents
- **March 1:** Last day to apply

### Winter Term Application Dates (Bachelor of Nursing - degree holder and transfer route)

- **July 1:** Application opens
- **September 1:** Last day to apply

### Spring Application Dates (Bachelor of Science in Energy Engineering)

- **August 15:** Application opens for international students
- **October 1:** Application opens for Canadian citizens and permanent residents
- **February 1:** Last day to apply

### Summer Application Dates (Bachelor of Education - Community Based)

- **August 15:** Application opens for international students
- **October 1:** Application opens for Canadian citizens and permanent residents
- **March 1:** Last day to apply
Select the appropriate option regarding your student status

Admission Forms

Please complete the information below and click on the ‘Create’ button to start a new Undergraduate Application.

Create a New Admission

Are you an applicant who has only studied outside Alberta and British Columbia?  

- [ ] No  
- [ ] Yes

[ Cancel ] [ Create ]

Fall Application Dates (All other programs)

- August 15: Application opens for international students
- October 1: Application opens for Canadian citizens and permanent residents
- March 1: Last day to apply

Winter Term Application Dates (Bachelor of Nursing - degree holder and transfer route)

- July 1: Application opens
- September 1: Last day to apply

Spring Application Dates (Bachelor of Science in Energy Engineering)

- August 15: Application opens for international students
- October 1: Application opens for Canadian citizens and permanent residents
- February 1: Last day to apply

Summer Application Dates (Bachelor of Education - Community Based)

- August 15: Application opens for international students
- October 1: Application opens for Canadian citizens and permanent residents
- March 1: Last day to apply

Read This First

Students who enter a service request with IT from one of the US embassies in Canada will receive a message that appears to restrict access to support. This is not a University of Calgary restriction but a result of the service provider being located in the USA. To bypass the service provider and obtain technical support, please visit the details of your issue to "applicca.ca".

It is important that you read through this page before going through the other sections of the application. Please click the checkbox below to confirm that you have read this page.

Who should complete this application?

You should complete this application if:

- you have never attended the University of Calgary;
- you have attended another post-secondary institution since leaving the University of Calgary;
- you have not attended the University of Calgary in an undergraduate degree program for 12 months or more;
- you are completing a degree program at the University of Calgary and are applying to another degree program;
- you have previously been required to withdraw or were suspended from the University of Calgary;
- your most recent attendance at the University of Calgary was as an Open Studies, Exchange, Visiting or Graduate Student;
- you are a current University of Calgary student enrolled in an undergraduate degree program and wish to be considered for another program for the Fall term (except those wishing to transfer to the BSW program offered by the Faculty of Social Work) should submit a "Change of Program" request through their on-line Student Centre. Students wishing changes for the Winter term are advised to see their faculties.

How does the application work?

The application permits you to complete it in stages. If you did not get to the "Review and Submit" tab of the University of Calgary portion of the application and click the "Submit" button, you will need to return to the Application website (if you have previously studied in Alberta) at https://www.applyatuberta.ca/ to access your incomplete application. If you have not studied in Alberta, you will need to log back into your application on the University of Calgary website to complete it. Once the application has been submitted, you must access your application through your myUC account where you will be able to update your previous education and change your program choices until the deadline of February 1st for Spring applications, March 1st for Fall and Summer applications, and September 1st for Winter applications.

The application is interactive and will display valuable information in the form of pop-up windows that will assist you in applying to the University of Calgary. Please ensure that you turn off any window pop-up blockers you have installed on your PC.

How much is the application fee?

A non-refundable application fee of $125.00 (CAD) will be charged for applicants who have attended institutions in Canada only. A non-refundable application fee of $145.00 (CAD) will be charged for applicants who have attended institutions outside of Canada. You may pay your application fee by Visa, Mastercard, or American Express at the end of this application or submit payment through an alternate payment method. For Spring applications, the deadline for payment is February 1st. For Fall and Summer applications, the deadline for payment is March 1st. For Winter applications, the deadline for payment is September 1st.

How do I navigate through the application?

- The navigation bar on the left enables you to jump to a specific section of the application without saving any data.
- To save your data, press the button "Save & Continue" button located below.
- You can come back and finish your saved application at a later date.

What is needed to apply?

1. Explore programs offered at the University of Calgary, including admission requirements.
2. Select a first and second choice. If you receive an offer to your first choice, this is the only offer you will receive. We recommend you rank your program choices with your most desired program as your first choice.
3. Submit your application and pay the application fee.
4. All students (except students with education entry in Alberta) will need to upload their transcripts through their Student Centre (my.ucalgary.ca).
5. For Fall applications, you can change your program choices until March 1.
6. Review your status by logging into your Student Centre (my.ucalgary.ca) to find the most up-to-date details on your application status, required documents and deadlines specific to your application.

For more details on how to apply, see our website.

Is there a deadline for this application?

Fall term: March 1
The University of Calgary accepts applications to most undergraduate degree programs for the Fall term only.

Winter term: September 1
Applications for the Winter term are accepted only for the Bachelor of Nursing Transfer, Degree Holder, and some Rural Community routes.

Spring term: February 1
Applications for the Spring term are accepted only for the Energy Engineering program.

Summer term: March 1
Applications for the Summer term are accepted only for 4-year and limited 2-year after degree Community-Based BSW programs.

Collection of Information Statement

Privacy Notice
Personal information is collected under the authority of the Post-Secondary Learning Act, the Statistics Act, and the Income Tax Act (Canada). It is required to evaluate your application for admission and will also be used to contact you regarding University of Calgary programs and services.

If you are admitted, the personal information collected here will form part of your student record and will be disclosed to relevant academic and administrative units. If granted an award, personal information may be released to the donor, the donor or, provincial funding bodies. It may also be used by the University of Calgary for promotional purposes.

In addition, specific data elements will be disclosed to the federal and provincial governments in support of reporting requirements as well as to the Students Union/Graduate Students Association in accordance with contractual agreements.

Please note that the following personal information is defined as the student's public record at the University of Calgary: your name, dates of registration and graduation, faculty of registration, and graduation, academic statistics and academic information. This information is considered confidential and will be used and disclosed in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act.

Questions about the collection or use of your personal information may be forwarded to the Associate Registrar, Undergraduate Admissions by calling (403) 210-7925.

☐ I have read this page

Save & Continue
**Personal Information** - Enter your name as shown on your passport or identification card. If you go by a different name, you can enter it below, under Preferred First Name.

If you are attending or have applied to our **Open Studies** program, please answer the Open Studies questions appropriately.

**Alberta Student Number** - if you have not studied in Alberta or BC, the Alberta Student Number (ASN) field is not required.
Addresses

Current Mailing Address
- Country
- Address
- City/Province/State
- Postal/Zip Code

Permanent Address
Same as above
- Country
- Address
- City/Province/State
- Postal/Zip Code

Contact Information

The email address you provide will be used to communicate with you. You will receive the following by e-mail:
- a confirmation of receipt of your application
- your University of Calgary ID (UCID) number within 1-2 working days of your submission of this application for admission
- important information from the University of Calgary regarding your application

Email Address
- Email Address
- Confirm Email Address

Phones
- Primary Phone: Country Code/Prefix
- Area Code
- Phone Number
- Extension
- Preferred

- Mobile Phone: Country Code/Prefix
- Area Code
- Phone Number
- Extension
- Preferred
Citizenship

Canadian Citizens may indicate Indigenous Identity.

The University of Calgary acknowledges and respects the rich diversity of learners, their communities, cultures and traditions, and their aspirations and abilities. In order to ensure equitable access and successful participation of Indigenous learners, the University of Calgary offers a number of pathways options for eligible students of Indigenous identity.

Students who are an Indigenous person – First Nations (Status or Non-Status), Métis, or Inuit – and self-identify on the application will automatically receive consideration through all Indigenous admissions pathways if needed.

Further information about the Indigenous admissions process is available on our website.

If you’re granted admission under the Indigenous admissions process, you will be asked to submit documentation to verify your status before registering for classes.

Still have questions? Connect with our Indigenous recruiter by phone (+1.403.210.7211) or e-mail (indigenous.recruiter@ucalgary.ca).
Non-Canadian citizens – Select your Country of Citizenship, with your expected Immigration Status in Canada from the list. Most non-Canadian citizens will select “study permit” with the intent of applying for a visa once they have received an offer from the University of Calgary.

Please use the following definitions when selecting your Immigration Status:

**Permanent Resident** – You are a permanent resident of Canada.
**Study permit** – You have or will require a study permit to attend the university.
**Refugee** – You have received refugee status in Canada.
**Work Permit** – You have or will have a valid work permit for Canada.
**Other** – My status in Canada is not listed.
Step 5). Select the term for your desired program – Please ensure that you are applying to the correct term as the term cannot be changed once you submit your application and application fees will not be refunded if you apply incorrectly.

Programs available for application vary by term:
- Bachelor of Nursing - Degree Holder and Portage Community Routes are offered in Winter;
- Bachelor of Nursing - Transfer Route is offered in Fall and Winter;
- Bachelor of Science in Energy Engineering is offered in Spring;
- Bachelor of Education - 4-year and limited 2-year after degree Community-Based programs are offered in Summer;
- All other programs are available in Fall.

If you are at the "Program Information" stage of this application and your desired programs are not listed, please go back to "Select Term" to select the appropriate term and continue with your application.

Unsure about which term you should apply to? Ask Recruitment and Admissions.

Go Back  Save & Continue
Step 6). Enter all high school and post-secondary education history.

High School

List all high schools where you completed courses at the grade 10, 11 and 12 level.

Grade 10, 11 and 12 – Please ensure you list the final three years of your high school education. If you have attended multiple schools, enter each school separately.
Enter correct curriculum – Please make sure you enter the correct curriculum and highest grade attained/or currently completing for each school. For students studying in Canada, please skip unless you completed or are completing the IB diploma.
**Highest Level achieved in high school** – For your application, highest level achieved means completed or currently taking.

**Post-Secondary education** – Students coming directly from high school can complete this screen by selecting “I have not yet attended a post-secondary institution” and selecting “Save & Continue” (please move to Step 7). Transfer students, Dual-credit students, and students completing high school upgrading at post-secondary institutions are required to enter all details of their post-secondary education.
Post-Secondary academic history – Please provide a full and accurate academic history. Failure to do so may have negative implications on your academic file, as per section A.4 of the Academic Calendar.

For students who have attended institutions as a visiting or exchange student, these institutions are also required. Be as accurate as possible when selecting your academic credential.
If an Academic Credential is selected, the graduation date will become available – only select a credential if you are in the final year of your program (your program will be completed by the time you start at UCalgary).
Step 7. First Choice – If you receive an offer of admission to your first-choice program, this is the only offer of admission you’ll receive. We recommend you rank your application choices with your most desired program as your first choice.

Before moving ahead, please make sure to click the Admission Requirements link (see next page).
Admission Requirements

Make sure to review your admission requirements before submitting. You can select different education systems depending on your school and review the admission requirements for every undergraduate program the University of Calgary offers.

The drop down tabs beneath offer further information about the admission process.

After viewing the admission requirements, finalize your selection by marking the tick box, clicking “Add This Program,” and then selecting “Save and Continue” at the bottom of the page.

UCalgary offers many combined degrees which allow students to complete two degrees in five years. If you wish to apply for a combined degree, you can add it to your application here.
Step 8). Second Choice - Select another UCalgary program that you are interested in. We recommend choosing a program with a lower admission average for your second choice. If you receive an offer of admission to your second-choice program, you will still be considered for your first-choice program provided there is still space available in the program at the time you meet the requirements.
Step 9). Additional Information – ELP and EQA

**English Language Proficiency** (ELP) is required for admission to all programs. Until you have met the English Language Proficiency requirement, your application will not be evaluated.

Students who have attended high school for three years or post-secondary for two years in an approved **English-speaking country** automatically meet the English Language Proficiency requirement.

The **Equitable and Inclusive Admission Process** (EQA) is available to **Canadian citizens and permanent residents** (Bachelor of Health Science programs are excluded). Indicate whether you would like to be considered through this Admission pathway.
Review and Submit – Once all the sections have been completed, move on to the Review and Submit stage by selecting “Continue.”

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read This First</td>
<td>Complete</td>
</tr>
<tr>
<td>Personal Information</td>
<td>Complete</td>
</tr>
<tr>
<td>Addresses</td>
<td>Complete</td>
</tr>
<tr>
<td>Contact Information</td>
<td>Complete</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Complete</td>
</tr>
<tr>
<td>Select Term</td>
<td>Complete</td>
</tr>
<tr>
<td>High School</td>
<td>Complete</td>
</tr>
<tr>
<td>Highest Level Achieved</td>
<td>Complete</td>
</tr>
<tr>
<td>Post-Secondary Education</td>
<td>Complete</td>
</tr>
<tr>
<td>First Choice</td>
<td>Complete</td>
</tr>
<tr>
<td>Second Choice</td>
<td>Complete</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Complete</td>
</tr>
</tbody>
</table>

Go Back  Continue
**Step 10). Review Application** - This is the last opportunity to ensure you have entered all your information and education history correctly. Please review your application overview and make edits if required. To edit a previous page, click ‘Go back’ at the bottom of the page or select any of the previous tabs in the left menu.
Step 11). Application Declaration and Payment – Please read the applicant declaration and select the appropriate payment option. The easiest method to pay the application fee is via credit card; you will be prompted to make the payment following this selection. You must click “Submit” for your application to be received by the Admissions office.

Finalize application page – Please make sure to review the “What you should expect to happen next” information. You will receive your UCID/confirmation to the e-mail address you provided at the beginning of the application. Once you have reviewed your next steps, it is safe to select “Exit.”

Your application has now been submitted. Thank you for choosing the University of Calgary.