# University of Calgary - Fall 2023 Application Walk-through - Studied in Alberta

## Table of Contents

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>How to Apply</td>
<td>2</td>
</tr>
<tr>
<td>Step 2</td>
<td>Apply Alberta</td>
<td>3</td>
</tr>
<tr>
<td>Step 3</td>
<td>University of Calgary Application Portion – Create eID</td>
<td>9</td>
</tr>
<tr>
<td>Step 4</td>
<td>Sign-in to Application and Personal Information</td>
<td>10</td>
</tr>
<tr>
<td>Step 5</td>
<td>Select Desired Term</td>
<td>16</td>
</tr>
<tr>
<td>Step 6</td>
<td>Enter High School and Post-Secondary Education History</td>
<td>17</td>
</tr>
<tr>
<td>Step 7</td>
<td>First Choice</td>
<td>22</td>
</tr>
<tr>
<td>Step 8</td>
<td>Second Choice</td>
<td>24</td>
</tr>
<tr>
<td>Step 9</td>
<td>Additional Information</td>
<td>25</td>
</tr>
<tr>
<td>Step 10</td>
<td>Review Application</td>
<td>28</td>
</tr>
<tr>
<td>Step 11</td>
<td>Application Declaration and Payment</td>
<td>29</td>
</tr>
</tbody>
</table>
Step 1). Go to: [https://www.ucalgary.ca/future-students/undergraduate/apply](https://www.ucalgary.ca/future-students/undergraduate/apply)

If you Studied in Alberta, use the steps in the first drop-down and click the 'Apply now' to get started.
Step 2). The “Apply now” link will take you to the Apply Alberta application portal - From here applicants will click on “Apply Now!” or “Login to Resume Application”, and will need to create a SIAMS account if you have not already done so. Once you are signed in, please complete this portion of the application, this information will pull through into the University of Calgary application (Step 3 onwards).

Personal information

![Apply Alberta Application Portal](applyalberta.png)
Citizenship Information

Enter your current citizenship status

Country of Citizenship: required
- Canada
- United States
- Other

Aboriginal Ancestry:
Apply Alberta is collecting this information on behalf of Alberta Advanced Education and post-secondary institutions, pursuant to Section 33(3) of the FOIP 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 Aboriginal learner success. For further information or if you have questions regarding the collection activity, please contact Office of the Director, Operational Data and Information, Advanced Learning and Community Partnerships Division, Alberta Advanced Education, 10105-102 Street, Edmonton, Alberta, T5J 4L5, (780) 422-4322.

If you wish to declare that you are an Aboriginal person, please specify:
High School History

High School Courses and Marks (UCalgary does not use predicted grades for evaluation purposes. Please still complete page)
Highest Level Achieved

- Post-Secondary Academic History

Additional Information
Select the University of Calgary from the list

<table>
<thead>
<tr>
<th>Alberta College of Art + Design</th>
<th>Ambrose University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athabasca University</td>
<td>Bow Valley College</td>
</tr>
<tr>
<td>Burman University</td>
<td>Concordia University of Edmonton</td>
</tr>
<tr>
<td>Grande Prairie Regional College</td>
<td>Keyano College</td>
</tr>
<tr>
<td>The King’s University</td>
<td>Lakeland 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>Olds College</td>
</tr>
<tr>
<td>Portage College</td>
<td>Red Deer College</td>
</tr>
<tr>
<td>Southern Alberta Institute of Technology (SAIT)</td>
<td>St. Mary's University</td>
</tr>
<tr>
<td>University of Alberta</td>
<td>University of Calgary</td>
</tr>
<tr>
<td>University of Lethbridge</td>
<td></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 403-220-5555.

Choose your eID

Your eID username will be used to access myUCalgary. We recommend firstname.lastname.

All fields are required.

**eID**

dino.osaur

**eID rules:**
- Your eID must end with a period and then your last name.
- For example, if your name is Jane Smith your eID must end with .smith which means it can be jane.smith or j.smith, etc.
- Note: Numbers cannot be used after the period.

For more information visit our eID FAQ.

Remember to take note of your eID and password. They will be essential in accessing your Student Centre once you have submitted your application.

Your information

I don’t have a UCID and wish to register a guest account

**First Name**

dino

**Last Name**

O’Saurus

**Email address**

dino.osaur@hotmail.ca

**Date of Birth**

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>09</td>
<td>20</td>
</tr>
</tbody>
</table>

Choose a Password

The password is used to securely log into the Central Authentication Service. Refer to the password rules on the right.

**Password**


**Confirms Password**


Use the following password complexity outlined below:
- Upper Case (A-Z)
- Lower Case (a-z)
- Numbers (0-9)
- Special Character (such as, ~!@#$%^&*)
- At least 8 characters long

Password recovery questions

If you forget your password, we will ask you these password recovery questions to help you recover it.

- What is your mother's maiden name?
- Brachiosaurus-Smith
- What city were you born?
- Pangaea City
- Who was your first employer?
- The Flintstones
Step 4). Sign in using your eID and password. Select 'Create a new application' to get started.

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'.

[Create a New Application button]

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?  
☐ 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
Students who enter a service request with IT from one of the US embassy countries 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 email the details of your issue to itcalgary.ca.

It's important that you read through this page before going through the other sections of the application. Please check 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 an undergraduate 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 the BSW program offered by the Faculty of Social Work.

Other University of Calgary students currently enrolled in an undergraduate degree program who 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 complete the “Review and Submit” tab of the University of Calgary portion of the application and click the “Submit” button, you will need to start the application again. If you have previously 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 myUCalgary portal where you will be able to update your previous education and change your program choices until the deadline is 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 at the University of Calgary. Please ensure that you turn off any window popup blockers you may have installed on your PC.

How much is the application fee?

A non-refundable application fee of $195.00 (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 through the application or by submitting 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 having to save any data.
- To save your data, press the “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 only 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 EED 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, pertinent information may be released to the donor for the purpose of evaluating the effectiveness of the program and in the past, some personal information has been used in aggregate to evaluate effectiveness of individual programs.

In addition, specific data elements will be disclosed to the federal and provincial governments to meet 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 personal record at the University of Calgary: your name, date of registration, graduation, fees, educational, and degree programs awarded. All other 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) 210-7625.

☐ I have read this page

Save & Continue
**Personal Information** – For students who have studied in Alberta this will have populated from ApplyAlberta. For students whose studies are all outside Alberta, please ensure to enter your legal name as shown on your passport or identification card.

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

**Alberta Applicants** – You MUST make sure you have entered your correct Alberta Student Number. If it is incorrect we will not be able to request transcripts on your behalf. If you are uncertain please use the link provided on the application to check.
## 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

### Email Address

- **Email Address**: 
- **Confirm Email Address**: 

### Phones

<table>
<thead>
<tr>
<th>Country Code/Prefix</th>
<th>Area Code</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Citizenship

Canadian Citizens – You have the ability to indicate Indigenous Identity at this point.

The University of Calgary has an Indigenous application process with the purpose of supporting participation and success and enriching the intellectual and cultural life of Indigenous students at the university.

Indigenous students who are an Indigenous person of Canada (First Nations (Status or Non-Status), Métis or Inuit) and self-identify in the application will be considered for our Indigenous pathways.

Further information on Indigenous admissions is available on our website: https://www.ucalgary.ca/future-students/undergraduate/indigenous/admissions_process.

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 email indigenous.recruiter@ucalgary.ca
Step 5). Select the term for your desired program – Please make sure to confirm that you are applying to the correct term as application fees will not be transferred or refunded if you apply incorrectly.

Select Term

Select a desired term

WARNING. Please ensure that you select the correct term for your desired programs as the application fee is non-refundable and the term cannot be changed once you have submitted your application.

Programs available for application vary by term:
- Bachelor of Nursing (Transfer, Degree Holder, and some Rural Community routes) is offered in the Winter;
- Bachelor of Science in Energy Engineering is offered in the Spring;
- Bachelor of Education (4-year and limited 2-year after degree Community-Based programs) is offered in the Summer;
- All other programs are available in the 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.
Step 6). Enter all high school and post-secondary education history.

**High School**

- **High School History**
  
  *Did you attend high school?*  
  - Yes  
  - No

  Add A High School

  High School

  No records to display.

**Grade 10, 11 and 12** – Please ensure you list the final three years of your high school education. If this is across multiple schools, you will need to enter each school separately.
**Enter correct curriculum(s)** – 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.

---

**High School**

**High School History**

- Did you attend high school?  
  - Yes  
  - No

Add High School History

- Country
- City/Town

- Start Date
  - Month
  - Year

- End Date
  - Month
  - Year

Have you completed or will you complete any of the following types of curriculum before entering post-secondary (select all that apply)?  

- IB Courses/Certificates
- AP Courses

- Highest grade attained or currently completing
  - Select

- I will receive my graduation diploma from this high school:  
  - Yes
  - No

Student Number

List all high schools where you completed courses at the grade 10, 11 and 12 level.
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). 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 could prolong admission decisions, or in some circumstances cause cancellation.

For students who have attended institutions as a visiting or exchange student, these will also be required. Please be as accurate as possible when selecting your academic credential.

If you have selected an Alberta post-secondary institution, you will be asked whether you attended for high school upgrading only. If you have not selected an Alberta post-secondary this option will not be available.
If Academic Credential is selected, the graduation date is available – Please only select 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

Please make sure to review your admission requirements before submitting. You can select different education systems depending on your schooling, as well as checking 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 understanding the admission requirements and clicking “Add This Program” – Finalize your selection by marking the tick box and clicking “Save and Continue” at the bottom of the page.

UCalgary offers a number of combined degrees that allow students to complete two degrees in five years. Learn more at: https://www.ucalgary.ca/pubs/calendar/current/combined-degrees.html
Step 8). Second Choice – Select another UCalgary program that you are interested in, generally with a lower admission average. 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.

Second Choice

For Fall applications, we recommend that you select a second program choice in the event you do not receive an offer to your first program choice. There is no additional cost to select a second choice.

IMPORTANT:
- The second choice you select should be a less competitive program with a lower admission average. For programs and admission averages visit: www.ucalgary.ca/future-students/undergraduate/explore-programs.
- You will be considered for admission to both program choices.
- If you receive an offer to your first choice program, this is the only offer that you will receive.
- For information on program choices, please see our frequently asked questions: www.ucalgary.ca/future-students/undergraduate/apply/program-choice.

The deadline to select a second program choice or make changes to your Fall application choices is March 1st.

Do you want to specify a second choice of program?  ☑ Yes  ☐ No

- View Programs by Faculty
- View Alphabetical Listing of Programs

Architecture, Planning & Landscape, School of
Design in City Innovation
Arts
- Ancient and Medieval History
- Anthropology
- Archaeology
- Art History
- Arts - First Year or Second Year - Major Undeclared
- Communication and Media Studies
- Drama
- East Asian Language Studies
- East Asian Studies
- Economics
- English
- Film Studies
- French
- Gender and Sexuality Studies
- Geography
- Global Development Studies
- Greek and Roman Studies
- History
- International Indigenous Studies
- International Relations
- Language and Culture
- Latin American Studies
- Law and Society
- Linguistics
- Linguistics and Languages
- Multidisciplinary Studies
- Philosophy
- Political Science
Step 9). Additional Information – ELP and DQ

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 (https://www.ucalgary.ca/pubs/calendar/current/a-11.html).

Students who have attended high school for three years in an approved English-speaking country (https://live.ucalgary.ucalgary.ca/elp-exempt-countries), or post-secondary for two years in an approved English-speaking country meet the English language requirement.
Diverse Qualifications – The Diverse Qualifications process is available to Canadian citizens and permanent residents for your first choice program (except honours programs).

For further details, please see: https://www.ucalgary.ca/future-students/undergraduate/diverse-qualifications

If Diverse Qualifications has been checked off, information for two referees is required – You will need to have these references ready before you can further progress through the application.
References – Your references should be respected community members who are both familiar with your situation and able to support the information contained in your personal profile. Examples include (but are not limited to) teachers, coaches, physicians, counselors, religious leaders and community organization representatives. Friends and family are not acceptable references.

Review and Submit – Once all the sections have been completed, move onto the review and submit stage by selecting ‘Continue’
Step 10). Review Application – This is the last point to make sure you have entered all of your information and education history correctly, please read over your application overview and make edits if required. To make edits, click ‘Go back’ at the bottom of the page, or select any of the previous tabs on the left hand 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.

Finalize application page – Please make sure to review the ‘What you should expect to happen’ information. You will receive your UCI/confirmation to the email you provided at the beginning of the application. Once you have reviewed your next steps, it is safe to “Exit”. Your application has now been submitted. Thank you for choosing the University of Calgary.