



THE UNIVERSITY OF WINNIPEG

Application for Admission

Professional, Applied and Continuing Education

Partner Application

PROGRAM OF APPLICATION

- Applied Project Management Certificate
- Business Systems Analyst Diploma
- Digital & Social Media Marketing Certificate
- Emerging Leaders Certificate
- Human Resource Management Diploma
- Management Certificate

ALL APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS

1. Have you been enrolled or are you currently enrolled at a university or college YES NO
2. Have you been asked to withdraw from studies at another university or college because of unsatisfactory performance or for disciplinary reasons? YES NO
3. Do you have an undergraduate degree? YES NO

PERSONAL INFORMATION (LEGAL NAME REQUIRED)

Returning

PROVIDE UW STUDENT NUMBER* _____

*INCLUDES PACE, ELP, THEOLOGY & THE COLLEGIATE

Gender:

MALE FEMALE NOT SPECIFIED

Date of Birth: DAY _____ MONTH _____ YEAR _____

Students Name

FIRST NAME (GIVEN NAME)

MIDDLE NAME:

LAST NAME (FAMILY NAME)

Current Address

STREET NUMBER

STREET NAME

UNIT/SUITE/APT

POSTAL CODE

CITY

PROVINCE

COUNTRY

How to reach you

HOME PHONE NUMBER

WORK PHONE NUMBER

MOBILE NUMBER

PERSONAL EMAIL ADDRESS

WORK EMAIL ADDRESS

Aboriginal Ancestry

The Aboriginal Student Services Centre (ASSC) offers services, events and information on sources of funding that may be of interest to you. By declaring your status, you will help in the development of new services and events for First Nations, Métis and Inuit students:

Accessibility

Accessibility Services assists with confidential academic accommodation and support plans for students who identify themselves as having a disability or temporary health condition. For more information, call Accessibility Services at .204.779.UWIN (8946).

- FIRST NATIONS (STATUS) FIRST NATIONS (NON-STATUS)
 INUIT METIS ABORIGINAL/INDIGENOUS

- CONTACT ME ABOUT SERVICES AVAILABLE IN ACCESSIBILITY SERVICES

PRIMARY LANGUAGE

Only applicable if English is not your first/primary language.

The language of instruction at the university is English. You must have a level of ability in English that allows you to participate in all aspects of university study, including lectures, reading, writing, and discussion.

If English is not your first/primary language and you are not from an English Exempt Country, you must provide supporting documentation to show you meet the requirement. To determine if your country is English exempt download our full English Language Requirements Document.

GIVEN THE OPTIONS, PLEASE SELECT THE ONE THAT BEST DESCRIBES YOU

- English Language Test (i.e. TOEFL or IELTS)
 - A minimum overall IELTS band score of 6.5 and a minimum of 6.0 in the Writing and Reading categories.
 - A minimum TOEFL score of 80 (internet based) and a minimum of 21 for the Writing and Reading categories.
- Successful completion of Academic Level 5 at The University of Winnipeg
- A minimum CanTEST score of 4.5 in the listening, writing, and reading categories
- Ten consecutive years of residency in Canada (may include years of study in Canada)
- Three years of full-time education in English at secondary (high school) or post-secondary (university or college) levels in Canada
- Graduation from a Canadian high school with at least one Grade 12 Core/Focus English with a minimum grade of 70%
- Achieved a minimum grade of four (B) on the International Baccalaureate Higher Level English course, or a minimum grade of three (B) on the Advanced Placement English examination (Language Composition; Literature and Composition)
- Graduation from a Canadian curriculum high school outside of Canada with at least one Grade 12 English with a minimum grade of 75%
- I am from an English Exempt Country
- I have not met the English proficiency requirement

Note: The university reserves the right to request additional documentation which may include the submission of a standardized test of English. English language tests older than two years will not be considered. Please refer to the university website for more information

ADMISSION REQUIREMENTS

TO QUALIFY FOR ADMISSION, APPLICANT MUST MEET ONE OF THE FOLLOWING REQUIREMENTS:

- Be a high school graduate or hold a Mature Status Diploma. **MUST** provide High School Transcript or recognized equivalent GED or Mature Grade 12 Diploma. **OR**
- Be 18 years of age or older and have completed 90 hours of coursework or more at a recognized post-secondary institution (including UWinnipeg PACE) with minimum cumulative GPA of 2.5 or higher. **MUST** provide an official transcript for all previous post-secondary study (including university, CEGEP, or private college).

Highest Level of Education Attained

- HIGH SCHOOL CERTIFICATE/DIPLOMA BACHELOR'S DEGREE MASTER'S DEGREE PH.D.

Academic institution currently attending or last attended

NAME OF INSTITUTION

ADDRESS OF INSTITUTION

CITY

PROVINCE/STATE

POSTAL CODE

COUNTRY

DATES ATTENDED

GRADUATION DATE

CERTIFICATE/DIPLOMA/DEGREE ATTAINED

Transfer Credit Assessment

Applicants seeking transfer credit assessment must provide detailed course outlines with their application form and complete the information below. *This section does not apply to pre-approved courses taken through your organization.*

Request transfer credit? YES NO

If yes, identify the course(s), along with the course number, requiring assessment below

COURSE FROM OTHER INSTITUTION

PACE EQUIVALENT

APPLICATION CHECKLIST

Checklist of required supporting documents

- RESUME
- ACADEMIC TRANSCRIPTS
Proof of graduation and official academic transcripts, including copies of any degrees.
- LETTER FROM EMPLOYER, VERIFYING EMPLOYMENT
- INTERNAL TRAINING SUMMARY. LISTING ALL RELEVANT PROFESSIONAL DEVELOPMENT
- ENGLISH LANGUAGE PROFICIENCY (IF ENGLISH IS NOT YOUR FIRST/PRIMARY LANGUAGE)
Official scores must be sent directly to UWinnipeg from the respective testing office. IELTS results, however, must be retrieved online. Please provide a copy of your IELTS report for verification purposes.
- TRANSFER CREDIT ASSESSMENT
If requesting transfer credit assessment, detailed course outline(s) must be provided. Approval of transfer credit is not guaranteed. This section does not apply to pre-approved courses taken with your organization.
- PROOF OF NAME CHANGE
Required if different on any supporting documents.

SUBMITTING YOUR APPLICATION

MAIL
University of Winnipeg, PACE 515
Portage Avenue Winnipeg,
Manitoba CANADA R3B 2E9

IN-PERSON
PACE Registration Office
Buhler Centre
460 Portage Avenue
(at Memorial Boulevard)

EMAIL
applytopace@uwinnipeg.ca
Original transcripts are required to complete the application and must be sent via mail or dropped off in person

OFFICE USE ONLY

- RECEIPT _____
- STUDENT NUMBER _____
- POST-DEGREE VERIFIED

TRANSFER CREDITS

DATE RECEIVED

APPLICATION DECLARATION

SIGN & DATE - INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Read and sign the following:

I declare that all statements made with respect to this application are true and complete, that all records are complete and unaltered, and that this signed application permits The University of Winnipeg to request, confirm, and/or share any necessary information with other educational institutions to support my application, including the UWinnipeg Alumni Association, appropriate bodies involved in external or internal funding, professional associations affiliated with these programs, and the Association of Universities and Colleges of Canada. If enrolled in a joint program, I authorize The University of Winnipeg to share my academic record with partner institutions. If accepted to The University of Winnipeg, I agree to follow all University regulations.

I understand that misrepresentation, falsification of documents, or the withholding of requested information, with respect to this application, can result in the cancellation of my acceptance and registration, or dismissal from the University and that any information on falsification may be shared with the Association of the Universities and Colleges of Canada.

I hereby authorize the University:

- to verify information with the institutions where I have studied.
- to verify any information or statement provided as part of my application, realizing that my admission to the University of Winnipeg may be revoked in the event that information in my application or supporting documentation has been falsified.
- to share information pertaining to any falsified academic claims with the Association of Registrars of the University and Colleges of Canada.

Signature: _____

Date: _____

PERMISSION TO RELEASE PERSONAL INFORMATION (OPTIONAL)

Read and complete the following if you wish to release personal information to a third party:

Your written permission is required before any personal information, including admissions decisions and the release of your enrolment documents (including letters of acceptance, payment statement, original documents, grades), can be released to a third party. 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 consent to the disclosure of information regarding my enrollment status in the program, and to the release of my enrolment documents (including letters of acceptance, payment statement), to a third party.

Name of Third Party: _____

Relationship: _____

Address: _____

E-mail: _____

Telephone: _____

Signature: _____

Date: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The University of Winnipeg will use the personal information collected on this form for registration, tuition accounts, and official University correspondence purposes only. It is collected under the general authority of The University of Winnipeg Act, in conformity with, and protected under, the Manitoba Freedom of Information and Protection of Privacy Act.

Elements of your personal information may also be provided to program staff to

inform you of program or community events, and to the Advancement Services/University of Winnipeg Foundation for alumni contact purposes. Finally, personal information may be used to conduct research into program enrolment and related statistical profiling activities. If you have any questions about the collection or use of this information, please contact Dan Elves, the UWinnipeg FIPPA Officer at d.elves@uwinnipeg.ca.

To cancel your application to a later intake, students must submit a written request at least two weeks prior to the start of the program. Please refer to the UWinnipeg refund policy for more detailed information regarding the refund process.