



# APPLICATION FOR ADMISSION

## Part-time Programs

### Information Technology

- Business Systems Analyst Diploma
- Information Assurance & Security Certificate
- Internet Site Administration Diploma
- Network Security Diploma
- Serious Games Certificate
- Web Design Certificate

### Professional Studies

- Advanced Diploma in Leadership in Early Childhood Care and Education
- Career Development Practitioner Certificate
- Certificate in Remote Sensing and Geographic Information Systems
- Human Resource Management Diploma
- Management Certificate
- Manitoba Arts and Cultural Management Certificate
- Marketing Management Diploma
- Project Management Diploma
- Public Relations Diploma
- UW / MPI Joint Certificate in Corporate Management

### Community Programs

- Educational Assistant Diploma

### APPLICATION MUST INCLUDE:

- 1) The \$50.00 non-refundable application fee
- 2) All supporting documentation (official transcripts, mark statements, letter verifying employment- **see below for individual requirements**)

\* **Proof of name change, if a different name is on any supporting documents is required**

### ADMISSION REQUIREMENTS:

To qualify for admission, applicant must:

- Be a graduate of a Canadian High School (or hold a Senior Level 4 or Manitoba Grade 12 or equivalent including G.E.D.)

**Documentation required:**

Must provide original high school transcript (that indicates met grade 12 requirements) or original high school diploma

**If not a High School graduate, must be 19 years of age or older and have completed at least ONE of the following conditions:**

- Two years of related work experience verified by the employer

**Documentation required:**

Must provide original letter verifying employment

- Two 40S or 300 level high school courses within the last three years-

**Documentation required:**

Must provide original transcript

- 90 hours of course work at a post-secondary institution with final grade of C+ or better

**Documentation required:**

Must provide original transcript

### Notes:

Proficiency in basic computing skills required for Information Technology and Professional Studies programs. Proficiency in English reading, writing, listening and speaking skills are necessary for all programs.

International students will be considered for admission to the certificate/diploma programs on an individual basis. The University reserves the right to set a level of academic proficiency to determine acceptance. Recent language assessment is required.

<b>FOR OFFICE USE ONLY</b>		
Fee: _____	Method of Payment: _____	Invoice #: _____
Batch #: _____	R.O. Received: _____	Date Processed: _____
Documentation: 1	2: a.      b.      c.	Processed by: _____

**PLEASE PRINT CLEARLY**

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City Postal Code Email

\_\_\_\_\_  
Home Telephone Alternative Telephone Fax

\_\_\_\_\_  
Current Employer Date of Birth mm/dd/year

If you are of Aboriginal ancestry, please specify:  First Nations (status)  First Nations (non-status)  Inuit  Metis  Other  
Self-declaration is voluntary

**EDUCATIONAL EXPERIENCE: (List most recent first)**

**Degree/Diploma/Certificate**  
**Institution Program or highest grade achieved**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE: (List most recent first)**

**Name of Employer Position Held Years**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If outside of Canada, please specify city and country:** \_\_\_\_\_

**Briefly describe your current professional responsibilities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Learning (self-study, volunteer, professional training) related to this program area:**

\_\_\_\_\_  
\_\_\_\_\_

**Professional designation(s):**

Professional Designation	Date
Professional Designation	Date

**What do you hope to gain/achieve through this Diploma or Certificate Program?**

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**Where did you first hear about this program?**

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**All applicants must answers the following questions:**

- |   |   |   |
|---|---|---|
| 1. Are you a new student at the University of Winnipeg, Division of Continuing Education?             | Y | N |
| 2. Have you ever registered or are you registered at University of Winnipeg in degree-credit studies? | Y | N |
| 3. Have you ever registered or are you currently registered at another post-secondary institution?    | Y | N |

**Freedom of Information Privacy Protection Act (FIPPA) CLAUSE**

The University of Winnipeg for admission and registration purposes will utilize personal information collected on this form. 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. The information will be used to admit you as a student, assign you a student number, register you in classes and record your grades, create your permanent student record and provide you with student privileges (library, athletics). It will also be used for accounting and correspondence purposes related to admission and registration. Elements of your personal information may also be provided to program staff to inform you of program and community events, and to University Relations/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 and use of this information please contact:

Krista Krueger, DCE FIPPA Contact  
 E-mail: [k.krueger@uwinnipeg.ca](mailto:k.krueger@uwinnipeg.ca)

I declare that I have read and understood the information on this form and that all statements made with respect to this form are true and complete. I understand and I agree to the payment schedule, refund policy and attendance policy of the University of Winnipeg's specific program. I agree, if admitted, to comply with the regulations of the University of Winnipeg.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_