



# Winter Term **ADMISSION APPLICATION**

## **Tansi from the Aboriginal Student Services Centre!**

The following Transition Year Program (TYP) application package contains:

- TYP Application Checklist and Procedure
- TYP Application

**Deadline for TYP APPLICATIONS is October 1**  
(or next business day should it fall on a holiday or weekend).

**GOOD LUCK TO ALL APPLICANTS!**

# Application Procedure and Checklist

## 1. Understand admission requirements

Ensure you understand and will meet the admission requirements for the program route you are applying for. English 30-1 or equivalent is required for all program routes along with additional route specific coursework. More information is available at [www.aboriginalservices.ualberta.ca/TransitionYearProgramTYP](http://www.aboriginalservices.ualberta.ca/TransitionYearProgramTYP)

## 2. Understand the requirements of the application

There are four types of documents you will need to submit with your application:

- Letter of intent
- Documentation of all previous education (official or unofficial transcripts)
- Letters of reference (2)
- Proof of Aboriginal identity

### Letter of intent

A letter of intent is a letter introducing yourself, stating your goals should you be accepted into the program, and your plans once you have successfully completed the program. This letter should be at least one page.

### Documentation of all previous education

If you attended high school in Alberta, an unofficial copy of your transcript is sufficient to submit with your TYP application, or if coursework is currently in progress. If you have attended any high school outside of Alberta or any post-secondary institution, you will have to request official copies from each institution you have attended be sent directly to the Office of the Registrar and include them in your TYP application.

### Two letters of reference

These are letters of recommendation from teachers, employers, volunteer organizations, etc. Please make sure these letters state your name (the applicant) and the reasons why you are being recommended for the Transition Year Program. You must also provide the contact information of your references.

### Proof of Aboriginal ancestry

The following is proof of ancestry, for the purpose of this application:

- Photocopy of both sides of your Proof of Aboriginal Ancestry Card. Please refer to the "Admission of Aboriginal Applicants" section in the most recent University of Alberta Calendar regarding Admission of Aboriginal Applicants.

OR

- Photocopy of a parent's, aunt's/uncle's, or siblings valid membership card AND documentation (e.g. birth certificate) verifying the family relationship.

## 3. Fill out the application and submit it and all required documents by the October 1st deadline.

Mail or drop off your application to:

Transition Year Program  
2-400 Student Union Building  
Edmonton, AB  
T6G 2J7

Fax your application to **780-492-1674**.

# Application Process

Once you have sent/delivered your completed application, letter of intent, two letters of recommendation, transcripts, and proof of Aboriginal ancestry, we will contact you to set up an interview with the Coordinator of the program. Out of town applicants can complete the interview process over the phone.

If you meet the admission conditions, you will be provided with further instructions to complete the admission process. Successful students must do the following:

- Complete a U of A admission form.
- Pay a registration fee upon acceptance (do not send cash).
- Provide a letter from funding agency, where applicable.

If you have any questions or concerns, please feel free to contact us at [typrec@ualberta.ca](mailto:typrec@ualberta.ca) or call **780-492-5677**.

# Transition Year Program Application Form

## a. Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Complete Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

Birth date (YYYY/MM/DD): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ I identify my gender as: \_\_\_\_\_

**Aboriginal Status** (check one):    Status     Inuit     Non-Status     Métis

**Aboriginal Language** (if applicable):    Spoken: \_\_\_\_\_    Written: \_\_\_\_\_

## b. Educational Information: All high schools and post-secondary schools attended

Name of School:	Attended from:	To:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**High School Marks:** grade 12 or 30 level courses (or equivalencies)

Course:	Final Mark:	or In Progress Mark:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Have you ever been tested for learning difficulties?** (check one)    Yes     No

If **Yes**, please provide brief summary of the results:

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

**Have you applied to or taken University of Alberta courses before?** (check one):    Yes     No

If **Yes**, provide U of A student ID#: \_\_\_\_\_

# Transition Year Program Application Form

Have you ever been required to withdraw from a program at any post-secondary institution? (check one): Yes  No

If **Yes**, please provide:

Name of Institution:	Location of Institution:	Dates attended:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Access Program applying for (check one): BA Native Studies  BA Arts

How did you hear about the Transition Year Program (recruitment presentation, school counsellor, newspaper, internet, etc.)?

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

Have you ever applied to or attended the Transition Year Program before? (check one): Yes  No  If **Yes**, what year: \_\_\_\_\_

## c. Funding: Who will be responsible for your program costs?

Name of Funding Agency/Band/Individual: \_\_\_\_\_

Contact Person (Name & Position): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Funding Deadline: \_\_\_\_\_

## d. Signature

The personal information requested on this form is collected under the authority of Section 33 (c) of Alberta's Freedom of Information and Protection of Privacy Act to determine eligibility for admission to the Transition Year Program as offered by the Aboriginal Student Services Centre and for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Student's personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. Questions regarding the collection of use of this information should be addressed to the Transition Year Program Coordinator or see <http://www.ipo.ualberta.ca/>

I acknowledge that in order to continue my participation and enrolment in the Transition Year Program, I will need to attend Orientation, all scheduled classes, and all established tutorial sessions. Failure to do so will result in my being counselled out of the Transition Year Program.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date