UNIVERSITY OF ALBERTA
ABORIGINAL STUDENT
SERVICES CENTRE

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TYP Application Checklist

This is the list of documents that you will need to gather and assemble in order to apply to the Transition Year Program. In some cases, you will need to create the documents yourself (i.e. your letter of intent). In other cases, you will need to obtain documents from others (i.e. letters of reference) or provide readable copies of documents (i.e. 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.

File Naming

All electronic documents must follow proper naming: Lastname_Document name

Example: Hill_PreviousEducation

Once you have gathered all your documentation, it should only take 15 - 20 minutes to fill out the application form and upload your files.

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transition year
program