



saskpolytech.ca

# APPLICATION FOR ADMISSION TO SASKATCHEWAN POLYTECHNIC PROGRAMS

\$75 FEE (APPLY ONLINE FOR \$50)

Please read carefully and complete all sections. Print clearly using ink.

International students must complete the International Student Application for Admission. Applicants to the Saskatchewan Collaborative Bachelor of Science in Nursing program (SCBScN) must complete the SCBScN application for admission.

## STUDENT IDENTIFICATION NUMBER

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Saskatchewan Polytechnic Student Number

If this is your first application or registration at Saskatchewan Polytechnic, a number will be assigned to you.

Are you currently attending Sask Polytech or have you previously attended Sask Polytech/SIAST?	<input type="radio"/> Yes
	<input type="radio"/> No

## PERSONAL INFORMATION

### COMPLETE LEGAL NAME

Surname (last name)	
First Name	Middle Name(s)
Former Name(s) (if applicable)	
Preferred Name (if different from First Name)	

Saskatchewan Health Services Number (mandatory for programs that require immunization)
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Social Insurance Number (SIN)*
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\*Providing your Social Insurance Number ensures you will receive your taxation benefits (if eligible).

### PERMANENT ADDRESS

Apt. Number, Street, Box Number		
City or Town	Province	Postal Code
Country	Telephone (Home) (Area code required)	
Telephone (Business) (Area code required)	Telephone (Cell) (Area code required)	
Email (Your personal email address is used only as needed. We communicate with you mainly through your mySaskPolytech account.)		

<input type="radio"/> Male <b>OR</b> <input type="radio"/> Female <b>OR</b> <input type="radio"/> I prefer to identify as _____ (choose only one)	Date of Birth <table border="1"><tr><th>Day</th><th>Month</th><th>Year</th></tr><tr><td> </td><td> </td><td> </td></tr></table>	Day	Month	Year			
Day	Month	Year					

### CITIZENSHIP STATUS

<input type="radio"/> Canadian Citizen Province of Residence _____						
<input type="radio"/> Permanent Resident (Submit a <b>notarized</b> copy of your Record of Landing or Permanent Resident Card) Country of Citizenship _____ Country of Birth _____ Province of Entry to Canada _____ Date of Entry <table border="1"><tr><th>Day</th><th>Month</th><th>Year</th></tr><tr><td> </td><td> </td><td> </td></tr></table>	Day	Month	Year			
Day	Month	Year				

### ALTERNATE/EMERGENCY CONTACT

This person will be contacted if we cannot reach you by way of your contact information, or in the case of an emergency.

Surname (last name)		
First Name	Relationship	
Apt. Number, Street, Box Number		
City or Town	Province	Postal Code
Country	Telephone (Home) (Area code required)	
Telephone (Business) (Area code required)	Telephone (Cell) (Area code required)	

## PROGRAM INFORMATION

You must complete a separate application form for each program and location to which you are applying. You are applying to the **next available** start date of the program. You may submit your application to any of the four Saskatchewan Polytechnic campuses.

Location (please check only one): <input type="radio"/> Online or Evening or Distance (check saskpolytech.ca for availability)	<input type="radio"/> Moose Jaw	<input type="radio"/> Prince Albert	<input type="radio"/> Regina	<input type="radio"/> Saskatoon
Program Name	<input type="radio"/> 1st Year <input type="radio"/> 2nd Year			

<b>FOR OFFICE USE ONLY</b> Date Payment Received: _____ Processed by: _____ Receipt #: _____
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# PREVIOUS AND CURRENT EDUCATION

A complete list of secondary and post-secondary education is required. **Official high school transcripts must be submitted to Saskatchewan Polytechnic before admission can be finalized.** To be eligible for admission based on post-secondary credits, related post-secondary transcripts must be submitted within 60 days of the date of application. To be eligible for transfer credit, related post-secondary transcripts must be submitted by the program start date.

**Check one:**

- My high school transcript is already on file with Sask Polytech
- I have ordered my high school transcript to be sent to Sask Polytech
- I will request that my high school transcript be sent to Sask Polytech

**Check one if applicable:**

- I have ordered/will order my post-secondary transcript(s) to be sent to Sask Polytech for the purpose of **admission**
- I have ordered/will order my post-secondary transcript(s) to be sent to Sask Polytech for the purpose of **transfer credit**
- My post-secondary transcript(s) is already on file with Sask Polytech:
  - Use for admission **or**  Use for transfer credit

**HIGH SCHOOL OR SECONDARY EDUCATION**  Check here if you are a home-based learner

Name of High School	Prov. (Country)	From (month/year)	To (month/year)	Certificate Obtained or Expected	Date (month/year)	Language of Instruction

If known, indicate your Ministry of Education Identification Number:

Applicants currently enrolled in any high school courses must submit a completed Interim High School Transcript for programs using the First Qualified/First Admitted admission method. Conditional admission is granted on the basis of the Interim Transcript.

**POST-SECONDARY EDUCATION**

(You must indicate **all** post-secondary institutions you are attending or have attended, including those you have withdrawn from)

University, College, Technical Institute	Program or Faculty	Prov. (Country)	From (month/year)	To (month/year)	Degree, Diploma or Certificate Obtained or Expected	Date (month/year)	Language of Instruction

## EDUCATION EQUITY

**ABORIGINAL ANCESTRY** Saskatchewan Polytechnic designates a number of seats in each program for persons of Aboriginal ancestry. To qualify for one of these seats or other services provided for persons of Aboriginal ancestry, you will need to check one of the following boxes:

- Métis
- Status/Treaty Indian
- Non-Status Indian
- Inuit

**Note:** Documentation verifying Aboriginal ancestry must be submitted before an applicant can be given a start date in an equity seat. (Examples include a photocopy of your federal ID card or Métis Council ID card, or a letter from your Band office, Métis Local, Métis community, or a Métis elder).

**PERSONS WITH DISABILITIES** If you are a person with a permanent disability, please check the box below. This will allow you to access reasonable accommodations to assist you with your studies.  I have a permanent disability

**Note:** Please book an appointment with a Saskatchewan Polytechnic disability services counsellor to discuss documentation of your disability; accommodations for your studies will be addressed at this appointment. Saskatchewan Polytechnic reserves a number of seats for persons with permanent disabilities.

**VISIBLE MINORITY** This information is collected for statistical purposes.  I am a member of a visible minority

## ENGLISH PROFICIENCY

What is your first learned language? \_\_\_\_\_

Proof of English proficiency is required of all applicants whose first learned language is not English. For more information about demonstrating English proficiency, refer to our English Language Requirement web page at [saskpolytech.ca](http://saskpolytech.ca).

## DECLARATION

**Consent to Use and Disclose Personal Information:** In accordance with *The Saskatchewan Polytechnic Act* ("the Act") and *The Local Authority Freedom of Information and Protection of Privacy Act* ("LAFOIP"), Saskatchewan Polytechnic collects, uses and discloses Personal Information to perform its duties under the Act; as permitted by LAFOIP; for administrative, marketing, financial and statistical purposes; academic programming; academic or other student counselling; taxation; determination of eligibility for benefits; development and alumni operations; providing access to services offered by Saskatchewan Polytechnic; external placements that occur as part of your program; and email communications relating to marketing or promotion, market research, or user surveys about programs, services and products offered by Saskatchewan Polytechnic.

For further reference, see our Privacy Statement online ([saskpolytech.ca](http://saskpolytech.ca)) or contact Saskatchewan Polytechnic's Privacy Head (by mail at: 400-119 4th Ave S, Saskatoon SK S7K 5X2 or by email at: [privacyhead@saskpolytech.ca](mailto:privacyhead@saskpolytech.ca)).

**Acknowledgment:** In signing this form, I acknowledge my consent to Saskatchewan Polytechnic's collection, use and disclosure of my personal information, as outlined above.

**I hereby certify** that all the information on this form is true and complete. I understand that false information may result in cancellation of my admission or status as a registered student. I agree that any misrepresentation by me may be shared with other post-secondary institutions. I agree to abide by Saskatchewan Polytechnic rules and regulations, including payment of fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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# IMPORTANT APPLICATION INFORMATION



## SUBMITTING APPLICATIONS

- A non-refundable application fee must be submitted with each application for admission. You may apply and pay by any of the following methods:
  - Online (\$50.00) (using credit or debit)
  - By mail (\$75.00) (with a cheque payable to Saskatchewan Polytechnic)
  - In person (\$75.00) (using credit, debit, cash, or cheque payable to Saskatchewan Polytechnic)
- Applicants may apply for more than one program provided that a separate application form and required documentation and fees are submitted with each application. Translations must be included for documents submitted in a language other than English.
- Domestic applicants (Canadian citizens and permanent residents) with international documents are charged an additional assessment fee. See Tuition and Fees policy 1214-G at [www.saskpolytech.ca](http://www.saskpolytech.ca).
- International applicants must complete the International Student Application for Admission form.
- Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) applicants must complete the SCBScN Application for Admission.
- Once your application has been received and processed, you will receive an electronic communication, and further information about the status of your application. Please be sure to advise Registration Services of any change in your contact information.

## TRANSCRIPTS

All final official transcripts must be submitted to Saskatchewan Polytechnic directly from the office maintaining official records. Official high school transcripts are required by **August 1**. Official post-secondary transcripts for the purpose of admission based on post-secondary credits must be submitted within 60 days of the date of application. Official post-secondary transcripts for the purpose of transfer credit must be submitted by the program start date.

High school transcripts are not required for the following specific programs in the School of Nursing: Diabetes programs, Re-entry programs, Orientation to Nursing in Canada for Internationally Educated Nurses, and Perioperative Nursing programs.

Applicants currently enrolled in any high school courses must submit a completed Interim High School Transcript for programs using the First Qualified/First Admitted admission method. Conditional admission is granted on the basis of the Interim Transcript. Admission is considered final upon receipt of the official transcript.

Saskatchewan high school students and graduates must arrange for their transcripts to be submitted **electronically**, from the Saskatchewan Ministry of Education, at the end of semester 1 (high school applicants to high-demand programs only), and the end of semester 2 (all applicants). For Grades 10, 11, 12, and Adult Basic Education 12, requests to this ministry must be made online at [www.education.gov.sk.ca/transcripts](http://www.education.gov.sk.ca/transcripts).

For Adult Basic Education Grades 10 and 11, go to [www.economy.gov.sk.ca/abe/transcripts](http://www.economy.gov.sk.ca/abe/transcripts). For GED, go to [www.economy.gov.sk.ca/ged/transcripts](http://www.economy.gov.sk.ca/ged/transcripts).

For more information about submitting transcripts from other provinces, see [www.saskpolytech.ca](http://www.saskpolytech.ca) (High School and Post Secondary Transcripts).

## ENGLISH PROFICIENCY

Proof of English proficiency is required of applicants whose first language is not English, and for applicants who completed secondary education in a school where English was not the primary language of instruction and examination. Saskatchewan Polytechnic has approved a number of ways for applicants to provide evidence of proficiency. Official transcripts or test scores must be provided. See [www.saskpolytech.ca](http://www.saskpolytech.ca) (English Language Requirements).

## SPECIAL ADMISSION

Applicants who do not possess the academic qualifications for a program may be admitted if evidence of probable success can be established through a special admission assessment. Applicants who do not meet regular admission requirements are referred for special admission to First Qualified First Admitted programs. Special admission does not apply to designated high-demand programs.

Saskatchewan Polytechnic uses ACCUPLACER as its official special admission assessment tool for testing various math and English skills. Cut scores have been established for most Saskatchewan Polytechnic programs.

Where applicable, specific prerequisite course requirements must be met in order to be admitted under special admission.

Home-based learners are encouraged to refer to [www.saskpolytech.ca](http://www.saskpolytech.ca) for specific admission information.

## COMMUNICATION

If you are a new Sask Polytech student, you will soon receive a letter by regular mail providing you with mySaskPolytech login information. If you do not receive this letter within two weeks of application, please contact Registration Services. All further communication concerning your admission will be provided to you on mySaskPolytech. When a communication has been posted there for you, you will receive an email from us indicating that you have an electronic letter and directing you to the mySaskPolytech portal.

Check here to confirm that you have read and understand the information above:

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## CAMPUS MAILING ADDRESSES

**SASKATCHEWAN POLYTECHNIC**  
**Moose Jaw Campus**  
Saskatchewan St and 6th Ave NW  
PO Box 1420  
Moose Jaw SK S6H 4R4  
Toll Free 1-866-467-4278

**SASKATCHEWAN POLYTECHNIC**  
**Prince Albert Campus,**  
**Technical Building**  
1100 15th St E  
Prince Albert SK S6V 7S4  
Toll Free 1-866-467-4278

**SASKATCHEWAN POLYTECHNIC**  
**Regina Campus**  
4500 Wascana Pky  
PO Box 556  
Regina SK S4P 3A3  
Toll Free 1-866-467-4278

**SASKATCHEWAN POLYTECHNIC**  
**Saskatoon Campus, Idylwyld Dr.**  
1130 Idylwyld Dr N  
PO Box 1520  
Saskatoon SK S7K 3R5  
Toll Free 1-866-467-4278

\*THIS FORM IS NOT REQUIRED FOR HIGH-DEMAND PROGRAMS\*

**Please Note**

- This form should only be used by applicants who are currently enrolled in high school classes.
- List all final Grade 10, 11 and 12 marks.
- If the student is currently taking Grade 12 courses, check appropriate semester column(s) when 30 level subject is being taken.
- Original transcripts verifying completion of Grade 12 admission requirements must be sent electronically to Saskatchewan Polytechnic by the Ministry of Education by August 1.

**STUDENT TO BE COMPLETED BY THE STUDENT**

Surname (last name)		Apt. Number, Street, Box Number		
First	Middle Name(s)	City or Town	Province	Postal Code
Date of Birth (Day, Month, Year)		Telephone (Area code required)		
Program You Are Applying To		Sask. Education Student Number		

**SCHOOL OFFICIAL TO BE COMPLETED BY THE SCHOOL OFFICIAL**

Level 10 Courses (Grade 10)	Final Marks	Level 20 Courses (Grade 11)	Final Marks	Level 30 Courses (Grade 12)	Final Marks	Indicate Level 30 Courses Being Taken		
						Sem I	Sem II	Non-Sem
English/ELA A10		English/ELA A20		English/ELA A30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English/ELA B10		Foundations of Math 20		English/ELA B30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foundations of Math and Pre-calculus 10		Pre-calculus 20		Calculus 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Workplace and Apprenticeship Math 20		Foundations of Math 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workplace and Apprenticeship Math 10		Biology 20		Pre-calculus 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Science 10		Chemistry 20		Workplace and Apprenticeship Math 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social Studies 10		Physics 20		Biology 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
French 10		French 20		Chemistry 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Social Studies 20		Earth Science 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Environmental Science 20		Physics 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Health Science 20		French 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Physical Science 20		Social Studies 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Computer Science 20		Computer Science 30		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
						<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

This Student:  will complete Grade 12 by June  has completed Grade 12  is upgrading

School Name \_\_\_\_\_

Address \_\_\_\_\_ City/Town \_\_\_\_\_

Postal Code \_\_\_\_\_ School Phone \_\_\_\_\_

Printed Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SCHOOL  
SEAL**

**Address all correspondence to the Registration Services office at the appropriate campus.**

**SASKATCHEWAN POLYTECHNIC  
Moose Jaw Campus**  
Saskatchewan St and 6th Ave NW  
PO Box 1420  
Moose Jaw SK S6H 4R4  
Fax 306-691-8578  
RegInbox.Moosejaw@saskpolytech.ca  
Toll Free 1-866-467-4278

**SASKATCHEWAN POLYTECHNIC  
Prince Albert Campus,  
Technical Building**  
1100 15th St E  
Prince Albert SK S6V 7S4  
Fax 306-765-1838  
RegInbox.Princealbert@saskpolytech.ca  
Toll Free 1-866-467-4278

**SASKATCHEWAN POLYTECHNIC  
Regina Campus**  
4500 Wascana Pky  
PO Box 556  
Regina SK S4P 3A3  
Fax 306-775-7760  
RegInbox.Regina@saskpolytech.ca  
Toll Free 1-866-467-4278

**SASKATCHEWAN POLYTECHNIC  
Saskatoon Campus, Idylwyld Dr.**  
1130 Idylwyld Dr N  
PO Box 1520  
Saskatoon SK S7K 3R5  
Fax 306-659-4067  
RegInbox.Saskatoon@saskpolytech.ca  
Toll Free 1-866-467-4278