



saskpolytech.ca

# APPLICATION FOR ADMISSION TO SASKATCHEWAN POLYTECHNIC PROGRAMS

\$100 FEE (ONLINE AND PAPER)

**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.

To authorize Sask Polytech to release information to a third party about your application you must complete and submit our consent form ([saskpolytech.ca/admissions/resources/forms.aspx](https://saskpolytech.ca/admissions/resources/forms.aspx)).

## STUDENT IDENTIFICATION NUMBER

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|

Saskatchewan Polytechnic Student Number

If this is your first time as a student at Saskatchewan Polytechnic, a number will be assigned to you.

Are you currently attending Sask Polytech or have you previously attended Sask Polytech/SIAS? ☐ Yes ☐ 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) |
|--|

|                                |
|--------------------------------|
| Social Insurance Number (SIN)* |
|--------------------------------|

\*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.) |                                       |             |

☐ Woman ☐ Man ☐ Trans  
☐ Two-Spirit ☐ Non Binary  
☐ Gender not specified  
☐ Prefer not to disclose

Date of Birth

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

### CITIZENSHIP STATUS

|  |       |       |      |  |  |  |
|--|-------|-------|------|--|--|--|
| <input type="radio"/> Canadian Citizen<br>Province of Residence _____  |       |       |      |  |  |  |
| <input type="radio"/> Permanent Residents must submit a copy of their Permanent Resident card to maintain eligibility as a domestic student. Copies can be submitted to Enrolment Services after you have applied.<br><br>Country of Citizenship _____<br><br>Country of Birth _____<br><br>Date of Entry <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table> | Day   | Month | Year |  |  |  |
| Day  | Month | Year  |      |  |  |  |
|  |       |       |      |  |  |  |

### 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"/> Other check <a href="https://saskpolytech.ca">saskpolytech.ca</a> for availability |   |   |
| <input type="radio"/> Moose Jaw  | <input type="radio"/> Prince Albert   | <input type="radio"/> Regina <input type="radio"/> Saskatoon  |
| Program Name   | If you have previously been admitted to this program, check here <input type="checkbox"/> | <input type="radio"/> 1st Year <input type="radio"/> 2nd Year |
| <input type="checkbox"/> CHECK HERE IF YOU ARE APPLYING TO SHOCKPROOFING FOR FUTURE SKILLS   |   |   |

**FOR OFFICE USE ONLY** Date Payment Received: \_\_\_\_\_ Processed by: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## 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.**

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 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 **and/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 course schedule for programs using the First Qualified/First Admitted admission method. Conditional decisions are granted based on supporting documentation.

## POST-SECONDARY EDUCATION

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 when applying for transfer credit.

(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 |
|--|--------------------|-----------------|-------------------|-----------------|---|-------------------|-------------------------|
|  |                    |                 |                   |                 |   |                   |                         |
|  |                    |                 |                   |                 |   |                   |                         |

## SELF-DECLARATION

**CANADIAN INDIGENOUS SELF-DECLARATION** A Canadian Indigenous person is a First Nations, a Métis or an Inuit person. First Nations includes "Status," "Treaty" or "Registered" Indians as well as "Non-Status" and "Non-Registered" Indians.

Saskatchewan Polytechnic designates seats in many programs for persons of Canadian Indigenous Identity.

To qualify for one of these seats, to be considered for designated scholarships or bursaries, or to receive other services provided for Canadian Indigenous persons, please indicate: Are you a Canadian Indigenous Person ☐ YES ☐ NO

If YES, are you ☐ First Nations ☐ Métis ☐ Inuit

Please note some programs require proof of Indigenous identity for admission purposes.

**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 Accessibility 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

## CANADIAN MILITARY PERSONNEL

This information is currently collected for statistical purposes. ☐ Regular Force ☐ Reserve Force ☐ Veteran

## 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).

**Students' Association Disclosure:** Saskatchewan Polytechnic will share your student identification number, contact and program information, as well as information about payment of student fees, including Health and Dental fees, and details of sums paid with the Students' Association office for the purpose of communicating important information about the core services of the Students' Association and determining your eligibility to access or participate in Students' Association programs and services.

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

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

# 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; to fulfill Saskatchewan Polytechnic's reporting obligations to federal and provincial governments; 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 \_\_\_\_\_

## 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 (\$100.00) (using credit or debit)
  - By mail (\$100.00) (with a cheque payable to Saskatchewan Polytechnic)
  - In person (\$100.00) (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.
- 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 Enrolment 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.

For **First Qualified/First Admitted** programs, Saskatchewan high school students must submit a **school schedule** or arrange for an **electronic transcript** to be sent from the Ministry of Education at the time of application, and arrange for a **final electronic transcript** to be submitted at the end of semester 2. High school graduates must submit an official transcript of final grades at the time of application, directly from the issuing institution.

For **competitive** programs, Saskatchewan high school students must arrange for an **electronic transcript** to be sent from the Ministry of Education at the end of semester 1 (by March 1) and the end of semester 2. Saskatchewan high school graduates must arrange for an **electronic transcript** of their final marks by the document deadline of August 1.

For Grades 10, 11, 12, and Adult Basic Education 12, requests to the ministry must be made online at [www.saskatchewan.ca/residents/education-and-learning](http://www.saskatchewan.ca/residents/education-and-learning). For Adult Basic Education Grades 10 and 11, and GED, see also [www.saskatchewan.ca/residents/education-and-training](http://www.saskatchewan.ca/residents/education-and-training) for directions.

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).

### ALTERNATIVE 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 alternative admission assessment. Applicants who do not meet regular admission requirements are referred for alternative admission to First Qualified First Admitted programs. Alternative admission does not apply to designated competitive programs.

Saskatchewan Polytechnic uses ACCUPLACER as its official alternative 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 alternative 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 an email providing you with mySaskPolytech login information. If you do not receive this email within two weeks of application, please contact Enrolment Services. All further communication concerning your admission will be provided to you on mySaskPolytech. Please check your inbox on mySaskPolytech to review communications sent by our team.

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

**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](mailto:RegInbox.MooseJaw@saskpolytech.ca)

**SASKATCHEWAN POLYTECHNIC**  
**Prince Albert Campus,**  
**Technical Building**  
 PO Box 850  
 Prince Albert SK S6V 5S4  
 Fax 306-765-1838  
[RegInbox.PrinceAlbert@saskpolytech.ca](mailto:RegInbox.PrinceAlbert@saskpolytech.ca)

**SASKATCHEWAN POLYTECHNIC**  
**Regina Campus**  
 4500 Wascana Pky  
 Regina SK S4S 5X1  
 Fax 306-775-7760  
[RegInbox.Regina@saskpolytech.ca](mailto:RegInbox.Regina@saskpolytech.ca)

**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](mailto:RegInbox.Saskatoon@saskpolytech.ca)