

Application for Admission—BA, BSc, BMus, BJH

Instructions for Applicants

Please read carefully

Applications are also available on the web at www.ukings.ca

PLEASE SEE REVERSE FOR APPLICATION CHECKLISTS.

2014/2015

Explanation of Terms

Early Fall Admission: Available to all applicants who have completed their application by December 31.

Early Admission: Any admission based on an application completed between January 1 and March 1.

Official Transcript: If sent by student, transcript must be in an envelope sealed by the school. Transcripts may also be sent directly from the school via mail. Grade 12 applicants from semestered schools must submit their first semester final grades in addition to a list of the classes they'll be taking second semester. Applicants from non-semestered schools are required to submit their midterm grades.

Self reported grades: Only applies to **Early Fall Admission**. Students must include their grade 11 final grades and a list of the courses they plan to take in grade 12.

Autobiographical Sketch: Required for **BJH** only. 1,000 words describing why you want to be a journalist. We want to know something about your academic strengths (and weaknesses), your general interests, the work you may have done in journalism and other fields, and anything else that would contribute to a well-rounded story about yourself.

Application fee: \$65. Do not send cash; pay by bank draft, cheque, credit card, debit card (in person only) or money order. Make cheques payable to "University of King's College" and print full name of applicant on back. From outside Canada or the US, only send credit card information or a bank draft in Canadian funds.

Mature student: Canadian citizen or permanent resident who are 21 years of age or older by the first day of classes and are not eligible for admission on the basis of the regular admission requirements.

What you can expect

- We will notify you if your application is incomplete.
- All applications are evaluated on a rolling basis. Apply as early as possible.
- Please allow three weeks for processing time after your completed application has been received.

Tips

- **Enrolment is limited, and offers of admission are made on a rolling basis. Apply as early as possible.**
- Make sure that the names on all your documents match.
- In all future correspondence with the Registrar's Office, please include your full name and a second piece of identification (ie: birthdate).
- All documents become the property of the University of King's College and cannot be returned.
- If possible, please submit all documentation together.
- If you consider yourself an applicant with special needs, please contact the Registrar's Office to be advised of services available at the University of King's College and Dalhousie University. This information will be used only to assess whether the universities are able to provide the necessary supports. It will not be considered as part of the admissions process.
- Scholarship information and applications available online at www.ukings.ca/scholarships-financial-aid. The scholarship deadline is March 1. Please submit the essay cover sheet and three copies of a high school essay by February 1.

Admission Dates

Bachelor of Arts or Science

Scholarship Cover Sheet and Essay	February 1
Scholarship Consideration	March 1
International students (except USA)	April 1
Regular admissions from Canada or USA ¹	June 1
Returning King's students ²	August 15
Internal Transfers (Dal to King's)	September 20
Early Fall Admission (Based on Grade 11 Finals)	October 15–Dec 31
January Admission (readmission, transfer & internal transfer only)	November 15

Bachelor of Journalism (Honours) and Bachelor of Music

All applicants (including readmission, transfer and internal transfer)	March 1
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¹ Late applications may be considered until August 1 but we cannot guarantee space in programmes

² For students returning to undergraduate programmes or attending as a special student

Application Checklist

(For explanation of terms in *italics*, please see "Explanation of Terms" on page 1)

Basic Documentation (see below for additional requirements)

BA and BSc

- ☐ Application
- ☐ *Application fee*
- ☐ *Self-reported grades* (early admission only)
- ☐ *Official high school transcripts*

BMus

- ☐ All BA and BSc Requirements
- ☐ Supplemental application **sent directly to** the Department of Music available at: <http://music.dal.ca/Prospective students/>
- ☐ *Official high school transcripts*

BJH

- ☐ Application (required)
- ☐ *Application fee* (required)
- ☐ *Official high school transcripts* (required)
- ☐ *Autobiographical sketch* (required)
- ☐ *Clippings* (optional). Submit all text in hard copy and any audio/visual work by cd or dvd.

Note: Do not spend time or money on an elaborate presentation, binders or folders. We are only interested in content.

Please ensure your name is clearly attached to each submission.

Additional requirements if you...

(use all sections that apply to you)

...are from the US

- ☐ SAT or ACT scores (our reporting code is 0990 for the SAT, and 5511 for the ACT)
- ☐ A school profile, if possible

...are home-schooled

- ☐ Letter of intent
- ☐ Writing sample
- ☐ Information from educator about curriculum followed
- ☐ Lists of textbooks used and books read
- ☐ Any available transcripts
- ☐ Results of any standardized tests
- ☐ For BSc: successful completion of Math Diagnostic Test

...are from Ontario

- ☐ OUAC number, if you have one
- ☐ Official final transcripts, upon graduation, sent directly from your high school to the Registrar's Office

Note: OUAC reports marks in March. For *early fall admission*, you must submit self-reported grades even if you have submitted an OUAC number.

...are from an international location other than the US

- ☐ If your native language is not English and you have not completed at least three consecutive years of study during which English was the language of instruction: submit CAEL, IELTS, TOEFL, CanTEST or MELAB scores
- ☐ Official translations of any documentation.
- ☐ A school profile, if possible

...have been out of school for a year or more

- ☐ Brief letter outlining activities since you were last in school.

...wish to be considered for entrance scholarships

- ☐ Scholarship application (available online) www.ukings.ca/scholarships-financial-aid
- ☐ Three copies of an essay you have written for a senior level high-school class, certified by a high school official to signify it is your work.
- ☐ Scholarship essay cover sheet and three copies of a high school essay due February 1 and scholarship consideration deadline March 1

Note: for full scholarship guidelines and requirements, see online at www.ukings.ca/scholarships-financial-aid.

...are applying for readmission, transfer, internal transfer, or visiting status

- ☐ Official transcripts from all postsecondary institutions previously attended (internal transfers, readmits, and transfers from Dalhousie do not need to request a transcript)
- ☐ Please check the transfer credit equivalency database at www.dalonline.dal.ca. If any of your courses are not listed, please submit their official calendar course descriptions or their detailed course outlines so we may assess them for transfer credit.
- ☐ Letter of intent stating your planned course of study at King's.

Notes:

- Transfer applicants in first year must submit a high school transcript in addition to their current post-secondary transcript.
- Visiting students must submit a Letter of Permission from their home institution, and do not need to submit an official transcript.



University of King's College

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2014/2015

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Please read attached Instructions and Checklists before continuing

Contact Information

Name: Surname

Previous surname (if applicable)

First Name

Middle Name(s)

Email

(Note: King's may communicate with you about the status of your application via email. To ensure you receive all updates about your application, please include an email address that you check regularly, add "...@ukings.ca" to your safe list so that this communication doesn't go to a junk mail box.)

Permanent Mailing Address effective from DD / MM / YY to DD / MM / YY (If permanent, leave "to" field blank)

No. and Street

Apartment/Unit

City

Prov/State

Postal/Zip Code

Country

Phone Number

Cell Number

Province of Permanent Residence

Alternate Mailing Address effective from DD / MM / YY to DD / MM / YY (If permanent, leave "to" field blank)

No. and Street

Apartment/Unit

City

Prov/State

Postal/Zip Code

Country

Phone Number

Cell Number

Personal Details

Gender

- ☐ Male
☐ Female
☐ Decline to respond

Social Insurance Number

| - | - |

Do not enter US Social Security number

Birthdate

DD / MM / YY

Citizenship Status

- ☐ Canadian Citizen
☐ Canadian Permanent Resident
☐ Study Permit (International Students)
☐ Other

Country of Citizenship, if not Canadian:

If you are not a Canadian citizen and you are residing in Canada, indicate your date of entry into Canada:

DD / MM / YY

Parent/Guardian Information

The University of King's College has a program to give parents the opportunity to keep up-to-date with college activities on- and off-campus. You may provide us with their contact information for this purpose. Completion of this section is voluntary.

Last Name (Surname/Family Name) First Name

Street Address/PO Box/Rural Route/Lot#

City Province/State Postal Code Country

Telephone E-mail

King's graduate?

Previous Surname (if applicable) Degree Awarded

Last Name (Surname/Family Name) First Name

Street Address/PO Box/Rural Route/Lot#

City Province/State Postal Code Country

Telephone E-mail

King's graduate?

Previous Surname (if applicable) Degree Awarded

Secondary Study (High School)

Official Transcripts are required.

For semestered schools, official transcripts should include Grade 11 results, 1st semester Grade 12 final grades and a list of second semester grade 12 courses. For non-semestered schools, submit official transcripts of first term results.

High School Attended for Grade 12 (or equivalent) Province and/or Country

Graduation date or last calendar year attended

Is your school semestered? ☐ Yes ☐ No

If you have an OUAC number, please indicate it here
e.g. 2 0 1 X - X X X X X X - 0

If you have written or will write any International Baccalaureate or Advanced Placement (College Board) examinations, please indicate the program:

☐ IB Diploma ☐ IB Certificate ☐ AP (College Board)

Post-Secondary Study (College/University)

Official transcripts of all previous college and university studies are required. Transcripts for King's and Dalhousie are already on file.

If you previously attended the University of King's College or Dalhousie University Student Number:

College/University	Province/State/Country	Attendance from MM/YYYY	To MM/YYYY	Degree/Diploma Intended or Obtained and Major

Have you previously applied for admission to this program? ☐ Yes ☐ No

If yes, when?

English Language Proficiency

Is English your first language?

☐ Yes ☐ No (Please attach English language proficiency test score)

If No, proof of English language proficiency may be required.

Are you planning on taking ESL training before beginning at King's?

☐ Yes ☐ No

If yes, where

Agent Representation (international students)

Do you have an education or international agent representing you?

☐ Yes ☐ No

If so, please name the individual and/or agency

Programme Selection

If you have never attended this or any other university:

Bachelor of Arts

- ☐ Foundation Year Programme
☐ General Arts (without Foundation Year Programme)

Bachelor of Science

- ☐ Foundation Year Programme
☐ General Science (without Foundation Year Programme)
☐ DISP (see <http://disp.science.dal.ca/>)

Bachelor of Journalism (Honours)

- ☐ Foundation Year Programme

Bachelor of Music

- ☐ Foundation Year Programme
☐ General Music (without Foundation Year Programme)
☐ I will be applying for the Advanced Entry Opportunity at the Richard Ivey School of Business at the Univ. of Western Ontario. (www.ukings.ca/business-kings)

If you are unfamiliar with King's Foundation Year Programme, see <http://www.ukings.ca/foundation-year-programme>

Student Status

If you have previously attended this or any other university:

I am applying for ☐ Fall ☐ Winter ☐ Summer

Applicant Type

- ☐ Transfer
☐ Internal transfer
☐ Degree conversion
☐ Readmission
☐ Visiting Student
☐ Special Student (non-degree status)
☐ Exchange Student

Degree

BA and BSc Students beyond first year may declare a major.

- ☐ BA – _____
☐ BJ(Honours) – Major: Journalism
☐ BMus – Major: Music
☐ BSc – _____

Exchange Students/ Visiting Students:

Home University

Field of study (e.g. History)

Supplementary Information

Extra-Curricular Interests

- ☐ music ☐ theatre ☐ badminton ☐ writing ☐ student newspaper
☐ dance ☐ cooking ☐ volleyball ☐ reading ☐ student government
☐ art ☐ soccer ☐ basketball ☐ rugby _____

Where did you first hear about King's? (Please select only one).

- ☐ family ☐ teacher / guidance counselor ☐ website
☐ friends ☐ university rep/school visit/college fair
☐ alumni ☐ facebook / other social media

Consideration for Financial Aid

Will you be applying for a government student loan? ☐ Yes ☐ No

(A number of Entrance Bursaries are available for students financing their education through student loans.

If you do not indicate your intention to apply here, we will not consider you for bursary.)

Permission to Release Information

If you do not fill out this section, we can only release information about this application and its status to you. If a representative or family member will be inquiring about your application on your behalf and you wish that person to have access to the information, your written permission is required before any personal information is released. If you do not include somebody in this section, we will not be able to inform them of the status of your application.

I hereby consent to the release of information concerning my application during the admission period to:

Name: _____

Relationship to you: _____

Name: _____

Relationship to you: _____

do not send cash

Card Number: | | | | | | | | | | Expiry Date: Month | | Year |

NAME (please print): _____ Date: _____

Registrar's Office
(902) 422-1271
admissions@ukings.ca