

Instructions for Applying to the Enriched Support Program

The Enriched Support Program Admissions Committee considers more than just your grades in assessing your eligibility for our program. Our application requires that you submit transcripts, letters of reference, an application essay and an application fee. The details are listed in checklist below.

Each year we receive many more applications than we can accept, so please be sure that your application is complete, proof read and prepared with care. Admissions decisions will be made within 4 weeks of receiving your complete application. You will be notified of the decision by mail.

Name: _____

Please indicate which ESP Stream you are applying for:

- Arts and Social Science**
No specific prerequisites required
- Business**
Required high school prerequisites:
- 4U Functions with a minimum grade of 60%
- Science**
Required high school prerequisites:
- 4U Functions with a minimum grade of 60%
 - 4U Chemistry with a minimum grade of 60%
- Engineering**
Required high school prerequisites:
- 4U Functions with a minimum grade of 60%
 - 4U Chemistry with a minimum grade of 60%

Application Checklist

- Your completed Enriched Support Program Application Form (see page 2)
- Two References (see Reference Forms enclosed) completed by your teachers (or a teacher and guidance counsellor) signed across the seal by your reference. You may provide additional references if you wish. Note: if you have been away from studies for 4 or more years, you may use letters from a workplace or a community reference if necessary. Please provide the referees with the Reference Guidelines (see enclosed).
- Original copies of your complete academic transcripts: high school transcript (grades 9-12), and (if applicable) any college or university transcripts
- Current and recent high school students: your most recent report card
- An Application Fee of \$60.00 (cheques made payable to Carleton University)
- Your Application Essay (see checklist below, see Application Essay requirements page 4 of this package)
- Proof-read and edited
 - Answered all questions asked

Incomplete applications cannot be processed.

Please check to indicate that you have enclosed all items requested:

If English is not your first language, you should consult Carleton University's English as a Second Language requirement at: <http://www4.carleton.ca/calendars//ugrad/current/regulations/admgen4.html>

I hereby certify that all information provided and statements in this application are correct and complete.

Signature

Date

Thank you for your application to the Enriched Support Program.
Please print this sheet and attach to your Application



A. Personal Data

Legal last name	
First name:	Middle name:
Former name (if applicable)	
Email	

Date of birth: (eg. 27/April/1983)	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status: <input type="checkbox"/> Single, Widowed, Divorced <input type="checkbox"/> Married	
First Language: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other	
Social Insurance Number:	Carleton ID number (if applicable):

Primary Address

Address		Apt
City or Town	Province/State	
Country	Postal Code/Zip code	
Home phone number (include area code)	Cell phone number	

Immigration Status

<input type="checkbox"/> Canadian Citizen	Other Visa (please specify):
<input type="checkbox"/> Student Visa	
<input type="checkbox"/> Landed Immigrant	

B. How I heard about ESP

Please check all that apply

<input type="checkbox"/> Guidance counsellor	<input type="checkbox"/> OUAC Website
<input type="checkbox"/> Letter from Carleton	<input type="checkbox"/> Carleton's Website
<input type="checkbox"/> Teacher	<input type="checkbox"/> Web search
<input type="checkbox"/> Website	<input type="checkbox"/> Friend/Family
	<input type="checkbox"/> Other: _____

C. Academic History

	From:	To:	Grade	Name of School	Location	Diploma Completed	Transcript enclosed
Last Secondary School							<input type="checkbox"/>
College or university			Name and Location of Institution		Program	Degree/Diploma Completed	Transcript enclosed <input type="checkbox"/>
College or university			Name and Location of Institution		Program	Degree/Diploma Completed	Transcript enclosed <input type="checkbox"/>

D. Application Information

Have you applied to Carleton through the Ontario University Application Centre? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	If yes, program applied to:	Carleton Application Number (if known): 100_____
Indicate your interest in applying to Residence (on-campus housing): <input type="checkbox"/> Intend to apply <input type="checkbox"/> Have applied <input type="checkbox"/> Not interested <i>Please note, ESP students are not guaranteed a space in Residence.</i>		
Are you a varsity athlete? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Team _____		

E. Declaration

I hereby certify that all statements on this application are correct and complete including my declaration of citizenship and immigration status. I understand that misrepresentation of this data may result in any registration in the University being rescinded (if my application is successful). I understand that it is my responsibility to be aware of academic and financial regulations outlined in the University Calendar.

Signature _____ Date _____

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

NOTE: Completion of this form is completely voluntary. Failure to complete it will not adversely affect your application.

Under the principles of educational equity, the ESP and AESP have developed a voluntary self-identification form that asks applicants to indicate whether they are members of the groups identified within the University's Mission Statement on Education Equity. The information gathered from this form is used to assess whether we have a diverse student pool and whether our student pool reflects that diversity both within a given year and over a longer period of time.

In light of all of the above, applicants are asked to self-identify if they are members of any of the communities listed below.

This self-disclosure is voluntary and the information will be held in confidence by the ESP/AESP Admissions Committee. The information provided will be presented in aggregate form only to assist in monitoring and revising policies and strategies aimed at better recruitment, outreach, admissions and retention of diverse groups of students.

Name: _____

I am a member of the following community/communities:

- Aboriginal Visible minority/person of colour
 Person with disabilities Other (please specify) _____

Family background: Education

What level of education did your mother and father complete?
If you grew up with only one parent, indicate the education level for that parent.

Mother Father

- | | | |
|--------------------------|--------------------------|-------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Did not finish high school |
| <input type="checkbox"/> | <input type="checkbox"/> | Graduated from high school |
| <input type="checkbox"/> | <input type="checkbox"/> | Some or completed college or CEGEP |
| <input type="checkbox"/> | <input type="checkbox"/> | Attended university without earning degree |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed a bachelor's degree (B.A., B.Sc., etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed a master's degree (M.A., M.Sc., etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed a doctoral degree (Ph.D., J.D., M.D., etc.) |

Protecting your privacy

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).

Your application includes a written essay component. This offers you the opportunity to share more than simply your transcript with us. Each year, we receive many more applications than we can accept, so your Application Essay helps us to determine whether you are right for the program.

Please use a formal essay format with an introduction, body and conclusion for your essay. Applications received without an essay will not be considered for admission to the program.

Any information you provide will be treated as confidential.

Your Application Essay should be between 750-1,000 words (please type and double-space) and should have three parts (Parts A, B and C):

Part A: Academic History

- Please comment on your high school record (and/or college/university, if applicable) and any reasons you think your previous academic record may not reflect your potential.
- What, if any, challenges did you face in high school (and/or college/university, if applicable), for example: academic, personal, disability, etc.? How did you address them?
- How you plan to ensure you successfully address challenges encountered while at university?

Part B: Academic Goals

- Why do you wish to attend university, what do you want to study and why?
- What are your alternate plans if not accepted to ESP?

Part C: Why ESP is right for me

(Be sure to read up on our program on our website in order to help you address this section.)

- How can the program help you achieve your goals? Please be specific about what aspects of the program you feel will be helpful to you and why.
- The Seminars and Workshops both call for working with other students, often in groups. Have you had problems with group work in the past, how will you address these problems in the future?

Instructions to the student: Give this reference form to your teacher. When you receive your reference form from the teacher, do not open the envelope. Submit the sealed envelope with your application package (where applicable).

Instructions to the referee: This student is applying for admission to Carleton University's *Enriched Support Program* (www.carleton.ca/esp). Your reference is one component of several (including grades and the applicant's application essay) that will be considered in this student's admissibility. Please complete and return this form by: (1) returning it to the student in a sealed envelope, with your signature across the seal; *or* (2) emailing it to esp@carleton.ca from a valid school board email address (Note: forms returned by email from a non-school board email address will not be accepted, a measure taken to address possible fraudulent submissions); *or* (3) mailing your letter directly to the program at: ESP 1516 DT, Carleton University, 1125 Colonel By Drive, Ottawa ON K1S 5B6.

Applicant's name: _____ Referee name, title: _____

School: _____ Phone number (work): _____

Email address: _____

Is there a way we can contact you (if necessary) after the school year has ended? (phone or email?): _____

Signature: _____ Date: _____

Please rate the applicant in the following areas, where 5= very strong, 3=average, 1=needs development, DK=Don't Know

Ability to work with others	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Interpersonal skills	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Ability to be resourceful/self-directed	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Communication skills, written	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Communication skills, oral	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Willingness to receive feedback	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Maturity	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Class attendance	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Overall assessment	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK

1. What class(es) did the student take with you? And what were the approximate grades received?

2. Please comment of the applicant's performance in your class(es). What are the student's academic strengths and what areas need development?

Instructions to the student: Give this reference form to your teacher. When you receive your reference form from the teacher, do not open the envelope. Submit the sealed envelope with your application package (where applicable).

Instructions to the referee: This student is applying for admission to Carleton University's *Enriched Support Program* (www.carleton.ca/esp). Your reference is one component of several (including grades and the applicant's application essay) that will be considered in this student's admissibility. Please complete and return this form by: (1) returning it to the student in a sealed envelope, with your signature across the seal; *or* (2) emailing it to esp@carleton.ca from a valid school board email address (Note: forms returned by email from a non-school board email address will not be accepted, a measure taken to address possible fraudulent submissions); *or* (3) mailing your letter directly to the program at: ESP 1516 DT, Carleton University, 1125 Colonel By Drive, Ottawa ON K1S 5B6.

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School: _____ Phone number (work): _____

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Is there a way we can contact you (if necessary) after the school year has ended? (phone or email?): _____

Signature: _____ Date: _____

Please rate the applicant in the following areas, where 5= very strong, 3=average, 1=needs development, DK=Don't Know

Ability to work with others	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Interpersonal skills	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Ability to be resourceful/self-directed	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Communication skills, written	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Communication skills, oral	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Willingness to receive feedback	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Maturity	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Class attendance	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK
Overall assessment	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> DK

1. What class(es) did the student take with you? And what were the approximate grades received?

2. Please comment of the applicant's performance in your class(es). What are the student's academic strengths and what areas need development?



3. If you are aware of any reasons why the student's work may not have reflected the level of his/her ability, please include this information.

4. The Enriched Support Program requires students to learn in collaborative settings. Please comment on this applicant's interpersonal skills and ability to work with others in groups.

5. Has this student's behaviour presented any difficulties?

6. In your opinion, is this student suited to and ready for university level work? Why or why not?

To Applicants:

Only applicants who have been *away from studies for 4 or more years* may request that their references write a letter instead of using our formal Reference Form (see previous page). You may ask an employer or community reference to complete a letter using these guidelines if you are unable to find a teacher.

Please provide your referees with a copy of these guidelines. When you receive your reference letters from your references, do not open the envelope. Submit the sealed envelopes with your application package.

To the Referee:

Please write a letter at least one page in length, using the guidelines below. The completed letter should be returned to the student in a sealed envelope, with your signature across the seal. Or you may mail your letter directly to the ESP at the address below.

ESP 1516 DT
Carleton University
1125 Colonel By Drive
Ottawa ON K1S 5B6

All letters will be kept confidential.

Guidelines for Letter:

Please identify the applicant, the capacity in which you came to know them, and the length of your acquaintance. Include an assessment of the applicant's personal qualifications and suitability for university study.

Any information you can provide on the following areas would be helpful:

- communication skills (written and/or oral)
- willingness to take initiative
- level of motivation
- planning and organizational skills
- flexibility and adaptability
- willingness to accept responsibility
- leadership, analytical, problem-solving ability
- interpersonal skills, group interaction and team-working skills.

Please provide examples of the qualities you describe.

What are the applicant's strengths and weaknesses? Have they made efforts to address areas of concern?