



## Instructions for Applying to the Aboriginal Enriched Support Program

The Aboriginal 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.

**Step One:** Contact our Aboriginal Enriched Support Program Coordinator, Rodney Nelson, for a pre-application Interview. This can be completed by telephone for out-of-town candidates (aesp@carleton.ca or 613-520-2600 x. 8092).

**Step Two:** Complete and submit the following Application.

**Name:** \_\_\_\_\_

### Please indicate which AESP Stream you are applying for:

If you wish to apply to more than one stream please rank your choices 1, 2, 3 (if applicable).

**Arts and Social Sciences**  
No specific prerequisites required

**Business**  
Required high school prerequisites  
• 4U Functions with a minimum grade of 60%

**Engineering**  
• 4U Functions with a minimum grade of 60%  
• 4U Chemistry with a minimum grade of 60%  
• 4U Physics with a minimum grade of 60% (Physics does not need to be complete prior to enrolling with AESP)

**Science**  
Required high school prerequisites  
• 4U Functions with a minimum grade of 60%  
• 4U Chemistry with a minimum grade of 60%

### Application Checklist

- Your completed Aboriginal Enriched Support Program Application Form (see page2).
- Two Reference Forms (see forms enclosed) completed by your teachers (or a teacher and a 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 3 or more years, you may use a letter from a workplace or community reference if necessary. Please provide the referee 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 must include a copy of your most recent report card.
- An Application Fee of \$65.00 (cheques made payable to Carleton University).
- Your Personal Statement (see written Personal Statement requirements enclosed).
  - Proof-read and edited
  - Answered all questions asked

***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 Aboriginal Enriched Support Program.**  
*Please print this sheet and attach it to your Application*



### A. Personal Data

Legal last name	
First name:	Middle name:
Former name (if applicable)	
Email (Please print clearly as this will be our primary means of contact)	

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/Teacher	<input type="checkbox"/> OUAC website
<input type="checkbox"/> Letter from Carleton	<input type="checkbox"/> Family/Friend
<input type="checkbox"/> Admissions/Campus	<input type="checkbox"/> Coach
<input type="checkbox"/> Carleton's Website	<input type="checkbox"/> Info night
<input type="checkbox"/> Web search	<input type="checkbox"/> High School visit
Other, Please Specify: _____	

### C. Academic History

Last Secondary School	From:	To:	Grade	Name of School	Location	Diploma Completed	Transcript enclosed
							<input type="checkbox"/>
College or university	From:	To:	Name and Location of Institution		Program	Degree/Diploma Completed	Transcript enclosed
							<input type="checkbox"/>
College or university	From:	To:	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>		
Will you be a Carleton varsity athlete? Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> 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.



Your application includes a written personal statement. This offers you the opportunity to share more than simply your transcript with us.

*Please use a formal essay format with an introduction, body and conclusion.*

***Any information you provide will be treated as confidential.***

Your *Personal Statement* 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: family issues, academic, personal, disability, etc.? How did you address them?
- How you plan to ensure that you successfully address these or similar challenges while at university?

### **Part B: Academic Goals**

- Why do you wish to attend university, what do you want to study and why?
- How will attending university help you achieve your (educational, personal and/or career) goals?

### **Part C: Why AESP is right for you**

(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. Tell us about your strengths and weaknesses in groups. Have you had problems with group work in the past, how will you address these problems in the future?
- What aspects of Aboriginal culture are you most familiar with and/or interested in? For example, some Aboriginal students are interested in discovering more about their heritage. Others are interested in finding out more about the Aboriginal politics/treaties across the country.

**To Applicants:**

Only applicants who have been *away from studies for 3 or more years* may request that their reference 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 referee with a copy of these guidelines. When you receive your reference letter from your reference, do not open the envelope. Submit the sealed envelope with your application package.

**To the Referee:**

This student is applying for admission to the Aboriginal Enriched Support Program. For program information please visit [www.carleton.ca/aesp](http://www.carleton.ca/aesp).

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 AESP at the address below.

AESP 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 him/her, 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? Has he/she made efforts to address areas of concern?



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 Aboriginal Enriched Support Program (www.carleton.ca/aesp).

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 aesp@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: AESP 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

Table with 7 rows and 7 columns. Rows include: Ability to work with others, Interpersonal skills, Ability to be resourceful/self-directed, Communication skills, written, Communication skills, oral, Willingness to receive feedback, Maturity, Class attendance, Overall assessment. Columns are checkboxes for ratings 5, 4, 3, 2, 1, and 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 *Aboriginal Enriched Support Program* ([www.carleton.ca/aesp](http://www.carleton.ca/aesp)).

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 [aesp@carleton.ca](mailto:aesp@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: AESP 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?

