

Application for Conditional Admission International Students From Saudi Arabia

This information and application forms package can be used by students from Saudi Arabia seeking admission to both English language studies and undergraduate degree studies at the University of Guelph.

University of Guelph

The University of Guelph has earned a place of distinction among Canada's Universities, receiving national acclaim for its leadership in innovation, its outstanding faculty and its excellence in educating the leaders of tomorrow. At Guelph we provide a wide range of high quality, prestigious programs to 16,878 full-time undergraduate students and 2,163 graduate students. Our beautiful 330-hectare (817 acre) park-like campus is a wonderful setting within which to live and study. The City of Guelph has a population of 118,000 residents, living in a clean, safe and dynamic community with a small town feel but offering big city conveniences. A Guelph education will change your life. We empower our students to think critically, to explore new realms of inquiry and to apply what they have learned to the world around them to improve the lives of others. The University of Guelph is learner-centred and research intensive, and places particular emphasis on collaboration, internationalism and open learning.

English Language Certificate Program at University of Guelph

The English Language Certificate Program (ELCP) is an English for Academic Purposes (EAP) program for English as a second language (ESL) students who plan to enter undergraduate or graduate studies at a Canadian university. The ELCP is offered through the Office of Open Learning, the unit responsible for extending University of Guelph's educational resources nationally and internationally.

The ELCP program is divided into ten levels, ranging from beginner to advanced. Students are placed into the appropriate levels based on an evaluation of their current English proficiency. Levels 1 to 8 are comprised of seven-week terms, with 5 courses per term. Six terms are offered each academic year, with entry points in January, March, May, July, September and November. The Advanced Level courses (Levels 9 & 10) are completed in one 14 week block.





Application for Conditional Admission International Students From Saudi Arabia

Admission for Saudi Arabian Students

Students will be considered for conditional admission to the University of Guelph if they present:

1. The National Secondary School Education/Leaving Certificate (Tawjihyah) with excellent results overall and in required subjects
2. Proof of eligibility for a Saudi Arabian government scholarship
3. Documents verified by the Saudi Arabian Cultural Bureau in Ottawa, bearing the stamp and seal of the Bureau and sent directly in sealed envelopes addressed to the University of Guelph
4. A declaration of activity during gaps in study by completing the attached Activities Form
5. An accompanying application to the English Language Certificate Program at the University of Guelph with the intention of completing the Advanced Level (Levels 9 & 10) in good standing prior to August 2011

ESL Admission

Note: Students transferring from another university or college of higher education may be considered for admission into the English Language Certificate Program on a case by case basis based on program availability. Transfer students will be required to send official transcripts of studies from both the high school and university/college level to mailing address noted on following page. Course descriptions may also be requested.

ESL Entry Points – 2010: September / November
2011: January / March / May

Undergraduate Admission

Entry Point – September 2011

DEGREE PROGRAMS AVAILABLE

- Bachelor of Computing—Computer Science
- Bachelor of Science—Biological Science
- Bachelor of Science—Physical Science
- Bachelor of Commerce—Undeclared
- Bachelor of Engineering—Undeclared
- Bachelor of Science in Environmental Sciences

Students will have the opportunity to declare their selected program after the first week in October 2010. Admission into a degree program does not guarantee admission into all majors within that degree, however, we will endeavour to accommodate student choices whenever possible.





Application for Conditional Admission International Students From Saudi Arabia

Application Process

Application for conditional admission is a two step process that includes both the application to Undergraduate Admissions and the application to the English Language Certificate Program. Completed applications are sent to the Office of Open Learning at the address noted below. All communication regarding the application process should also be directed to the OOL.

The full application package requires the following:

- 1) ESL program application consisting of:
 - a. Application form
 - b. Application fee
 - c. Scholarship letter
 - d. ALTE (Association of Language Testers in Europe) Self-assessment of language skills
 - e. Head and shoulders photograph
 - f. Passport – copy of identity pages
 - g. Transcripts – may be scanned and emailed or faxed
- 2) Undergraduate Admission application consisting of:
 - a. Application form
 - b. Application fee paid by credit card - Note: Applications can not be processed without this fee
 - c. Scholarship letter
 - d. Official transcripts with final three years, translated into English, sealed and sent directly from the student's secondary school or Ministry of Education OR attested by the Saudi Arabian Cultural Bureau in Ottawa and sent directly in a sealed envelope addressed to the Office of Open Learning
 - e. Explanation of gaps in education (if necessary) provided by filing in the attached Activities Form
 - f. Choice of one of the six appendix program options

Mailing Address

Admission Officer, English Language Certificate Program
Office of Open Learning, University of Guelph
50 Stone Road East, Guelph, Ontario, Canada N1G 2W1
Telephone: 1-519-824-4120 x 56463 / Fax: 1-519-767-0758
E-mail: esl@uoguelph.ca

Next Steps

- A decision will be sent to you from the Office of Open Learning.
- If you have questions or concerns about your application process, direct inquiries to esl@uoguelph.ca.





International Student Admissions Student Information Release Form

PLEASE PRINT CLEARLY

Student ☐ Male ☐ Female

First Name	Last Name
Address	City
Country	Postal Code
Telephone	E-mail
Date of Birth (Month / Day / Year)	University of Guelph Student ID Number (if available)

Person to whom release of information is authorized.

<input type="checkbox"/> My Agent <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Other <input type="checkbox"/> Male <input type="checkbox"/> Female
Agent First Name Agent Last Name	First Name Last Name
Company Name	Address
Address	City Country Postal Code
City Country Postal Code	Telephone
Telephone	E-mail
E-mail	Relationship to Student

I hereby authorize the individual(s) identified on this document to act on my behalf in all matters concerning my application for admission to University of Guelph. University of Guelph is subject to the provisions contained within the *Province of Ontario's Freedom of Information and Protection of Privacy Act*. As such, University of Guelph has the obligation to inform you about the collection and use of your personal information. By completing this Student Information Release Form, you are authorizing University of Guelph to release your personal information to the person(s) you have authorized to act on your behalf concerning your application for admission to University of Guelph, including, if necessary, all international admission matters. Your signature on this form confirms your acknowledgement and understanding of notification. University of Guelph assumes no responsibility or liability for the use of your personal information by those you have authorized. For further information, email: esl@uoguelph.ca

Student Signature	Date
	City, Country





Declaration of Activity during Gaps in Education

Name _____

Date of completion of Secondary School _____

Projected start date of English study at University of Guelph _____

If there is a gap between the completion of Secondary School and the start of English studies, please list your activities during this time and the corresponding dates.

(i.e. Work, travel, university study, English classes, care for family)

By signing this form, I verify that the information provided summarizing my activities is accurate and complete.

Signature _____ Date _____

Witness _____ Date _____



English Language Certificate Program Application Form 2010-11 ESL + Conditional Application to Undergraduate Admissions

Please fill in this application form as completely as possible. Incomplete forms will delay the processing of your application. We recommend you apply well in advance of your start date. This will allow you enough time to make visa and travel arrangements.

Student Information

Family Name

First Name

Permanent Mailing Address

City Province/State Country Postal Code

Birth Date (day/month/year) ☐ Male ☐ Female

Home Telephone Number Cell Number

Email

Saudi Arabia

Arabic

Nationality

Native Language

Alternate Contact

☐ Agent ☐ Family Member ☐ Friend

Contact Name

Agency (if applicable)

Address

City Province/State Country Postal Code

Telephone: Fax: Cell:

Email

Relationship to student

Mail package to: ☐ Alternate Contact ☐ Student

I allow my alternate contact to communicate with you about my application: ☐ Yes ☐ No

Signature

Accommodation

Do you require accommodation services?

- ☐ No, I will find my own accommodation
- ☐ Yes, I would like to stay in the University of Guelph campus residence.
- ☐ Yes, I would like to live in homestay with a Canadian family.
- ☐ Please send me information about family housing.
- ☐ Please send me information about accommodation options.

If you have any questions, please email ESL Homestay Service at homestay@uoguelph.ca

Status in Canada

- ☐ Applying for a student visa
- ☐ Have a student visa Expiry Date: _____
- ☐ Tourist/working holiday Visa Expiry Date: _____
- ☐ Canadian citizen or ☐ Landed immigrant
- ☐ Other (Please specify): _____

How did you hear about this program?

- ☐ Education Agent
- ☐ Canadian Embassy/Consulate
- ☐ Friend or Family
- ☐ Former Guelph Student Name: _____
- ☐ Website Name: _____
- ☐ Education Fair (please specify): _____
- ☐ Book/Magazine/Study Guide: (please specify): _____
- ☐ Other (please specify): _____

Academics - Current Status

Secondary School:

Have you graduated from high school? ☐ Yes ☐ No
Name & location of school: _____
Date of completion: _____

University:

Have you graduated from university? ☐ Yes ☐ No
Date: _____ Degree: _____
Name of institution: _____
Major area of study: _____

Do you currently attend university or college? ☐ Yes ☐ No
Name of institution: _____
Major area of study: _____

Have you attended any other university or college? ☐ Yes ☐ No
Name of institution: _____
Major area of study: _____

English Classes:

Do you currently attend English Classes? ☐ Yes ☐ No
Name of institution: _____
Dates of study: _____

Academic Goals

Conditional Admission Undergraduate Studies at University of Guelph-Please select one (if you know now)

Programs Available:

- ☐ Bachelor of Science – Biological Science
- ☐ Bachelor of Science – Physical Science
- ☐ Bachelor of Commerce – Undeclared
- ☐ Bachelor of Engineering – Undeclared
- ☐ Bachelor of Science in Environmental Sciences

Note: Students will have the opportunity to declare the selected degree program after the first week in October 2010. Admission into a degree program does not guarantee admission into all majors within that degree, however we will endeavour to accommodate student choices whenever possible.

Projected undergraduate start date:

- ☐ September 2011
- ☐ Later Date: _____

Family Members

- ☐ I will enter Canada alone.
- ☐ I will be traveling with my spouse.
- ☐ I will be traveling with my spouse and children.
- ☐ I will be travelling with a parent.
- ☐ I will be traveling with my brother or sister.

English Language Proficiency

If applicable, please indicate your current score on one of the following English proficiency tests:

IELTS _____ TOEIC _____
TOEFL iBT _____ TOEFL PBT _____

Using the ALTE Skill Level Summaries Form included in this package indicate your ratings in the following 3 areas:

ALTE Level	Listening/Speaking	Reading	Writing
Level 0			
Level 1			
Level 2			
Level 3			
Level 4			
Level 5			

I confirm that this ALTE rating is based on my own personal assessment of my ability, and not that of my agent.

Signature of Applicant _____

Date _____

Program Selection and Fees

English Language Certificate Program

- ☐ Fall 2010-Term 1 Sept. 7 to Oct. 22 - 7 weeks
- ☐ Fall 2010-Term 2 Nov. 1 to Dec. 17 - 7 weeks
- ☐ Fall 2010-Terms 1&2 Sept. 7 to Dec. 17 - 14 weeks
- ☐ Winter 2011-Term 1 Jan. 10 to Feb. 25 - 7 weeks
- ☐ Winter 2011-Term 2 Mar. 7 to Apr. 22 - 7 weeks
- ☐ Winter 2011-Terms 1&2 Jan. 10 to Apr. 22 - 14 weeks

Program Fees

Fees are listed in Canadian dollars. The application fee is non-refundable.

	14 Weeks	7 Weeks
Application Fee	\$100	\$100
Tuition	\$4130	\$2100
Student Service Fee	\$650	\$500
Medical Insurance	\$200	\$100
Total fees	\$5080	\$2800

Application Checklist

- ☐ I understand that ELCP is an intensive academic program for university preparation.
- ☐ I understand that ELCP has an English only policy in classrooms, labs and activities
- ☐ I understand that ELCP has a strict attendance policy. Students who do not attend class will be required to withdraw without refund.
- ☐ I understand that the \$100 application fee is non-refundable.
- ☐ I agree that it is my responsibility to read the Student Information posted online at www.eslguelph.ca.
- ☐ I have read and understood the current published refund policies on the website (www.eslguelph.ca).

Signature of Applicant _____

Date _____



ESL Guelph

www.eslguelph.ca

English Language Certificate Program Payment Form

Program Fees:

Fees are listed in Canadian dollars. The application fee is non-refundable.

	14 Weeks	7 Weeks
Application Fee	\$100	\$100
Tuition	\$4130	\$2100
Student Service Fee	\$650	\$500
Medical Insurance	\$200	\$100
Total fees	\$5080	\$2800

Method of Payment:

A CAD \$1000 tuition deposit and application fee of \$100 must accompany your application. The balance of tuition owing and medical insurance must be paid in full on arrival in Guelph.

Tuition deposit 1000
Application fee 100
Courier Fee (\$50) _____
(If you wish your acceptance package couriered)

Total Enclosed (Canadian Funds) \$ _____

Please indicate your method of payment

- ☐ Credit Card ☐ Government Sponsorship
☐ Cash ☐ Money Order or Bank Draft
☐ Bank Wire Transfer

Note: Payment for ELCP will not be processed if admission to an academic program at the University of Guelph is unsuccessful.

Tuition Payment Information

BANK TRANSFER

Through your bank, you may send funds directly to the University of Guelph. You will need the following information:

Canadian Imperial Bank of Commerce, Main Branch
St. George's Square, Guelph, ON, Canada N1G 2W1
Bank ID Number #0010
Transit Number #00052
Account Number #92-05918
Account Name: University of Guelph
Bank SWIFT Code: "CIBCCATT"

Please send a copy of the bank remittance form by email to esl@uoguelph.ca or by fax to 1-519-767-0758, attention Office of Open Learning. The Bank will charge you a minimum of \$20.00 service fee for the wire transfer. Please add this amount to your total.

CREDIT CARD

Please complete the payment form below and fax to the University of Guelph at +1-519-767-0758.

MONEY ORDER or BANK DRAFT

You may pay with a money order or bank draft made payable to the University of Guelph.

GOVERNMENT SPONSORSHIP

If your tuition will be paid by a government scholarship program, please arrange for your sponsorship guarantee to be faxed directly to the Office of Open Learning at 519-767-0758

CASH

You may pay cash only in person. Please do not send cash through the mail.

Credit Card Payment

Card Type ☐ Visa ☐ MasterCard ☐ American Express

Account Number

Expiry Date (month/year)

Cardholder's Name

Cardholder's Signature

With credit card payment, FAX your completed form(s) to: 1-519-767-1114

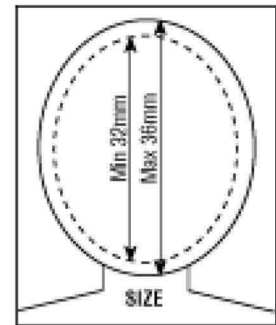


English Language Certificate Program—Digital Photo

What type of digital photo should I send?

Send a photo of yourself:

- in front of a plain white or grey background
- that shows your head and shoulders
- that shows your full face looking directly at the camera
- that shows you alone, with no objects or other persons visible
- that shows you without head covering, unless you will habitually wear a heading covering in Canada
- that has a minimum size of 400 by 514 pixels



Save photo as:
LastName.FirstName.jpeg

How should I name and save my photo?

Naming your digital photo:

- Name your photo using your Last Name followed by your First Name
For example: Doe.Jane.jpg

Saving your digital photo:

- Save your photo as a “.jpg” or “.jpeg” file

How should I submit my digital photo?

Please send your digital photo by email to esl@uoguelph.ca with your ESL application.
If you have a printed photograph, please mail it to:

ESL University Preparation Programs
University of Guelph / Office of Open Learning
154 Johnston Hall
Guelph, Ontario, CANADA N1G 2W1



ALTE—Skill Level Summaries

Use the table below to complete the English Language Proficiency section in your application.

Association of Language Testers in Europe: Skill Level Summaries (Can-Do statements)

ALTE Level	Listening/Speaking	Reading	Writing
ALTE Level 0	CAN understand basic instructions or take part in a basic factual conversation on a predictable topic.	CAN understand basic notices, instructions or information.	CAN complete basic forms, and write notes including times, dates and places.
ALTE Level 1	CAN express simple opinions or requirements in a familiar context.	CAN understand straightforward information within a known area, such as on products and signs and simple textbooks or reports on familiar matters.	CAN complete forms and write short simple letters or postcards related to personal information.
ALTE Level 2	CAN express opinions on abstract/cultural matters in a limited way or offer advice within a known area, and understand instructions or public announcements.	CAN understand routine information and articles, and the general meaning of non-routine information within a familiar area.	CAN write letters or make notes on familiar or predictable matters.
ALTE Level 3	CAN follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.	CAN scan texts for relevant information, and understand detailed instructions or advice.	CAN make notes while someone is talking or write a letter including non-standard requests.
ALTE Level 4	CAN contribute effectively to meetings and seminars within own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	CAN read quickly enough to cope with an academic course, to read the media for information or to understand non- standard correspondence.	CAN prepare/draft professional correspondence, take reasonably accurate notes in meetings or write an essay which shows an ability to communicate.
ALTE Level 5	CAN advise on or talk about complex or sensitive issues, understanding colloquial references and dealing confidently with hostile questions.	CAN understand documents, correspondence and reports, including the finer points of complex texts.	CAN write letters on any subject and full notes of meetings or seminars with good expression and accuracy.

Application for International Students Undergraduate Admission

<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MISS <input type="checkbox"/> MS. <input type="checkbox"/> OTHER _____ SPECIFY _____		LEGAL LAST NAME/FAMILY NAME/SURNAME		ALL LEGAL GIVEN OR FIRST NAMES	
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE GENDER		YR / MTH / DAY DATE OF BIRTH	<input type="checkbox"/> SINGLE, DIVORCED, WIDOWED <input type="checkbox"/> MARRIED, SEPARATED MARITAL STATUS	FAX NUMBER (COUNTRY, CITY CODES & FAX #)	
MAILING ADDRESS	APT. NUMBER	NUMBER & STREET			TELEPHONE NUMBER (COUNTRY, CITY CODES & TEL. #)
	CITY	PROVINCE OR STATE	COUNTRY	POSTAL OR MAILING CODE	
HOME ADDRESS <input type="checkbox"/> CHECK IF SAME AS ABOVE	APT. NUMBER	NUMBER & STREET			TELEPHONE NUMBER (COUNTRY, CITY CODES & TEL. #)
	CITY	PROVINCE OR STATE	COUNTRY	POSTAL OR MAILING CODE	
E-mail					BUSINESS NUMBER (COUNTRY, CITY CODES & TEL. #)
<input type="checkbox"/> STUDENT VISA/STUDY PERMIT <input type="checkbox"/> CANADIAN CITIZEN AND PERMANENT RESIDENT <input type="checkbox"/> OTHER (SPECIFY) _____ STATUS IN CANADA			COUNTRY OF CITIZENSHIP		<input type="checkbox"/> ENGLISH <input type="checkbox"/> OTHER _____ (SPECIFY) FIRST LANGUAGE

Program Selections

DEGREE PROGRAM 1	MAJOR
DEGREE PROGRAM 2	MAJOR

SECONDARY SCHOOLS ATTENDED TO DATE (OR EQUIVALENT INSTITUTION)				GRADE/YEAR LEVEL	DIPLOMA AWARDED (PRINT IN FULL)
FROM:	YR	MO	SCHOOL NAME		
TO:	YR	MO	SCHOOL ADDRESS		
FROM:	YR	MO	SCHOOL NAME		
TO:	YR	MO	SCHOOL ADDRESS		

ALL POST-SECONDARY INSTITUTIONS ATTENDED OR BEING ATTENDED				YEAR LEVEL	PROGRAM	DIPLOMA/DEGREE
FROM:	YR	MO	NAME OF INSTITUTION			
TO:	YR	MO	ADDRESS OF INSTITUTION			
FROM:	YR	MO	NAME OF INSTITUTION			
TO:	YR	MO	ADDRESS OF INSTITUTION			
FROM:	YR	MO	NAME OF INSTITUTION			
TO:	YR	MO	ADDRESS OF INSTITUTION			

IF YOU HAVE NOT BEEN ENROLLED IN SCHOOL FULL-TIME PLEASE INDICATE WHY BY DESCRIBING YOUR ACTIVITIES AND THEIR CORRESPONDING DATES ON A SEPARATE SHEET OF PAPER.

I HEREBY CERTIFY THAT ALL STATEMENTS ARE CORRECT AND COMPLETE. I UNDERSTAND THAT I MAY HAVE TO PROVIDE DOCUMENTATION AT SOME FUTURE DATE TO SUBSTANTIATE MY CLAIM AND THAT ANY MISREPRESENTATION OF THIS DATA MAY RESULT IN CANCELLATION OF MY ADMISSION OR REGISTRATION STATUS. I UNDERSTAND THAT IN THE CASE OF SUSPECTED MISREPRESENTATION OF APPLICATION INFORMATION, OTHER ACADEMIC INSTITUTIONS MAY BE CONTACTED.

I AUTHORIZE THE UNIVERSITY TO VERIFY ANY INFORMATION PROVIDED AS PART OF THIS APPLICATION AND UNDERSTAND THAT AN ADMISSION GRANTED ON THE BASIS OF THIS APPLICATION OR SUPPORTING DOCUMENTS WILL BE REVOKED IF THE INFORMATION GIVEN IS UNTRUE IN ANY MATERIAL RESPECT. I ACCEPT THAT INFORMATION ON FALSIFIED DOCUMENTS IS SHARED BETWEEN THE ASSOCIATION OF UNIVERSITIES AND COLLEGES OF CANADA AND OTHER UNIVERSITIES.

APPLICANT'S SIGNATURE _____ DATE _____

**The Application Service Fee Must Accompany this Application Form
Applications will not be Processed without Application Service Fee Payment**

[illegible][illegible]

Credit Card Information

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[illegible]

Visa
 MasterCard
 Expiry Date
 /
 Month Year

Fees

	Secondary School/ High School	\$60 CAD			
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	Transfer/Advanced Standing Fee	\$120 CAD		
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I hereby authorize the University of Guelph to charge _____ Canadian Dollars to my Credit Card

as indicated above, in payment for _____

(Name of Student)

Signature of Card Holder _____ Date: _____