



Graduate Application for Visiting, Upgrading and Reactivation Students

Instructions

This application should be completed by Visiting, Upgrading and Reactivation students.

Forward application to:

Graduate Studies Officer
Faculty of Graduate Studies and Research
Saint Mary's University
Halifax, Nova Scotia, Canada B3H 3C3

Documents submitted to Saint Mary's University in support of the application for admission will become the property of Saint Mary's University and cannot be returned. Please allow 3-4 weeks for processing (or longer during peak times) before calling to enquire about the status of your application.

Application Categories

Visiting – students intending to take courses at Saint Mary's University on a "Letter of Permission" from their "Home Institution".

Note: Visiting students must submit a "Letter of Permission" to the Faculty of Graduate Studies and Research at Saint Mary's University and have approval from the appropriate Graduate Program Coordinator at Saint Mary's University.

Upgrading – students intending to take courses at Saint Mary's University after completing a degree program. Please ensure that all official post-secondary transcripts are forwarded directly to the Faculty of Graduate Studies and Research from the institutions attended. Students must have approval from the appropriate Graduate Program Coordinator at Saint Mary's University.

Reactivation – former Saint Mary's University students who satisfy all of the following:

- Returning to the same academic program.
- Did not attend Saint Mary's University for the entire preceding academic year or withdrew during the preceding academic year.
- Students must have approval from the appropriate Saint Mary's University program coordinator.
- Not be beyond the maximum period for their Graduate Program.

Application Deadlines

- **August 1 for September; December 1 for January; April 1 for May**

Applications received after these deadlines will be considered on an individual basis. If an application cannot be processed due to time constraints, it will be considered for the next available session.

Residence Options

Students interested in living in residence should apply directly to the Residence Department. Applications for Single Student Housing are available to download at www.smu.ca/administration/resoffic/app.html or by calling 902.420.5598.

Students with Special Needs

Saint Mary's University provides support services to students with disabilities. Applicants are invited to complete the Centre's on-line registration form at www.smu.ca/administration/student services/atlcentr/apply.html, by calling 902.420.5452 or by e-mailing chris.grace@smu.ca. Students should forward relevant documentation regarding their particular disability directly to the Atlantic Centre for Students with Disabilities. Staff at the Atlantic Centre will review the documentation and arrange an interview with the applicant.

Please contact us for further information on our programs & available financial support.

Faculty of Graduate Studies and Research
Saint Mary's University
Burke Building, Suite 110
Halifax, Nova Scotia Canada B3H 3C3

t: 902.420.5089
f: 902.496.8772
e: fgsr@smu.ca

<http://fgsr.smu.ca>



GRADUATE APPLICATION
For VISITING, UPGRADING AND REACTIVATION ADMISSION

Have you previously applied, attended or worked at Saint Mary's University? No Yes

Saint Mary's student identification #: (if known) A _____

Personal Information (Please clearly indicate upper and lower case letters)

Last Name (Surname/Family Name)

Previous Family Name (if applicable)

First Name

Middle Name

Street Address (please indicate address to which all university correspondence will be mailed)

City/Town

Province/State

Postal/Zip Code

Country

Phone Number (home)

(work)

(fax)

E-mail Address

Applicant's Gender

Date of Birth (D/M/Y)

Social Insurance Number

Country of Birth

Male Female

Citizenship

Immigration Status (non-Canadians)

Date of entry into Canada

Permanent Resident Student Visa Landed Immigrant

(D/M/Y)

Start Date (Indicate year e.g. Sept 2005)

(Please check one)

Sept

Jan

May

Full-time studies

20

20

20

Part-time studies

Admission Categories (Please check one category)

VISITING

UPGRADING

REACTIVATION

If you have selected **VISITING**, please include the name and program of "Home Institution" _____

Mailing address of "Home Institution" _____

If you have selected **UPGRADING**, list degree(s) and institutions(s) attended: _____

If you have selected **REACTIVATION**, please check the academic program that you are re-entering.

PhD Astronomy

MA-Women & Gender Studies

Master of Finance

MSc-Applied Psychology

MA-Theology & Religious Studies

PhD Business Admin (Mgmt)

MA-History

MMCCU

MSc-Astronomy

PhD I/O Psychology

MA-IDS

MBA

Graduate Diplomas:

EMBA

MA-Philosophy

MBA-CMA

IDS

MA-Atlantic Canada Studies

MA-Criminology

MSc-Applied Science

How many credits did you earn? _____

Please indicate date of last registration at Saint Mary's _____ (D/M/Y)

Academic Record

Educational/Training Institution	City/Province/State/Country	From:		To:		Degree/Diploma/Level Obtained
		Month	Year	Month	Year	

Indicate all post-secondary institutions attended. Failure to disclose will invalidate this application. Include additional page if more space is required.

Freedom of Information and Protection of Privacy

Saint Mary's University gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of the university community, and a public post-secondary institution in the Province of Nova Scotia, such as contact information regarding university programs, services, university advancement and development. If admitted, it will form part of the student record and may be disclosed to faculty or members of the university staff for officially recognized and legitimate use. In signing an application for admission, any information placed into your student record will be protected and used in compliance with Nova Scotia's Freedom of Information and Protection of Privacy Act 1993, c.5, s.1.

Regulations relating to all academic matters and student conduct on campus are made by the Board of Governors and the Senate of the university. In making this application, the student agrees to abide by all regulations, from time to time promulgated by the university. Attendance refers to both full-time and part-time and even applies in cases of withdrawal before completion of an academic year or program. *All applicants will automatically be issued with a S.A.T.U.R.N. (Secure Access to University Restricted Network) PIN, under the terms delineated in the Academic Calendar.*

Signature _____ Date _____

Approved by: Graduate Program Coordinator
Signature
Date

For FGSR use only
Processed <input type="checkbox"/> Date _____
Copy to Registrar <input type="checkbox"/>

Updated June 17, 2008