

# General Application for Admission Form

for Certificate programs  
BAC and EBAC

Once you have completed the admission form, submit it along with a \$75 admission fee (new U of S students only) to:

**Business Advisory Services**  
Edwards School of Business  
K. W. Nasser Centre  
256, 3rd Avenue S.  
Saskatoon, SK S7K 1L9

Jill Salamon, Director Business Advisory Services  
salamon@edwards.usask.ca  
306.966.8443

### Other Contact Information:

For more information or to check on the status of your application for admission, please contact one of the following:

**Business Administration Certificate Program (BAC) or Executive Business Administration Certificate Program (EBAC)**  
www.edwards.usask.ca/programs

Christina Suter, Program Coordinator  
suter@edwards.usask.ca  
306.966.5572

## Register Online with PAWS

Registering for certificate programs has never been faster or easier.

Once your Application for Admission is accepted, you are a U of S student and are eligible to register for Edwards School of Business Certificate program courses. All U of S students register for programs using the PAWS (Personal Access to Web Services) website. Login to your PAWS account using your username and NSID, click on the Academics Tab and into the Academic Services Channel. Simply follow the instructions to add you class. It's that easy.

If you do not have an NSID or have trouble logging in, please contact the Help Desk at 306-966-4817 or toll free (in Canada) at 1-800-966-4817.

Registration details are also available online at [www.students.usask.ca/registration](http://www.students.usask.ca/registration)



Visit [www.paws.usask.ca](http://www.paws.usask.ca) to register now.

### Admission

Applications for admission are accepted for BAC and EBAC programs only. If you wish to enroll in a degree credit course you must follow the general admission procedures outlined at [www.usask.ca/students/apply](http://www.usask.ca/students/apply).

You must apply for admission to a program before you will be able to register for classes, even if you are a previous U of S student. Please make note of the admission deadlines. Previous U of S students are not required to pay the \$75.00 admission fee, nor submit education transcripts.

### Admission Categories and Educational Requirements

#### Regular Admission

For applicants with grade 12 standing or who have complete secondary level standing (24 credits) in Saskatchewan or its equivalent, and for applicants who are either in attendance at, or have attended, other recognized post-secondary institutions. GED, ABE, and ACE subjects are not acceptable for regular admission to the Certificate program.

#### Probationary Admission

This category is for applicants who lack regular admission requirements or may not have completed grade 12. Students may be admitted on a probationary basis and take up to two courses (maximum of one per term). Students who are accepted on a probationary basis and who pass both courses with an average mark of 60% or better will then be deemed to have met the regular admission requirements. To be considered for probationary admission, applicants must submit the following:

- a written request for Probationary Admission, including a statement why the applicant has chosen this area of study and a summary of work and personal experience since leaving school

#### Required Admission Documentation

In addition to the completed admission form, the following documents and fees are required for admission.

Please note that the Admission Fee is for new U of S students only, and Transcripts are only for transferring students or those wishing to take the EBAC with an equivalent certificate other than the BAC.

	Admission Fee (\$75)	Transcripts (If transferring classes or applying to EBAC with an equivalent)	Proof of English Proficiency (when English is not the 1st language)
BAC	✓	✓	✓
EBAC	✓	✓	✓

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Please fill out the application online, print, sign it, then mail or fax your application to:

Business Advisory Services, Edwards School of Business, K. W. Nasser Centre, 256 3rd Avenue S., Saskatoon, SK S7K 1L9 **OR** Fax: (306).966.8812

Personal Information								
If you have previously applied to the U of S, please state when			Month	Year	Former Name			
Last Name				First Name		Middle Name (Do Not Abbreviate)		
Permanent Address - Apt. Number, Street, Box Number								
						Social Insurance Number		
City / Town				Province		Postal Code		
Home Telephone Number (     ) -		Work Telephone Number (     ) -		Cellular Phone (     ) -		Fax Number (     ) -		
Email Address								
Date of Birth Day     Month     Year ____ / ____ / ____		Gender Male     Female <input type="checkbox"/> <input type="checkbox"/>		Immigration Status <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Student Visa <input type="checkbox"/> Landed Immigrant     Date Landed: _____			Country of Citizenship (if not Canada)	

Type of Program	
Please check the program you are applying for	
<input type="checkbox"/> Business Administration Certificate	<input type="checkbox"/> Executive Business Administration Certificate
Session Information: <i>Please check which session you wish to begin your studies</i>	
<input type="checkbox"/> Regular Session: Term 1, Fall	<input type="checkbox"/> Regular Session: Term 2, Winter
Admission Category	
<input type="checkbox"/> Regular Admission	<input type="checkbox"/> Probationary

Previous and Current Education (list all institutions attended)							
	Name of School	City or Town	Province	Country	Degree or Program	From	To
High School							
College or University 1							
College or University 2							
College or University 3							
Have you requested your transcripts from the last academic institution you've attended <b>if you are transferring</b> classes?							
<input type="checkbox"/> Yes		<input type="checkbox"/> No		Date Requested _____			

## Current Employer Information

Current Employer \_\_\_\_\_

Employment Information for the last 4 years

## Payment of the Application Fee for New U of S students

Please indicate how you will be paying the \$75.00 (CDN) non-refundable application fee. Application fee payment is required before your application will be processed and a decision communicated to you. Cheques and money orders should be made out to the University of Saskatchewan.

Cheque

Money Order

Credit Card (If you wish to pay by Credit Card please fill in this portion by hand once you have completed the rest of the application form).

Card Type:  Mastercard  Visa

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Authorization name on card (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Cash (applicants may use this option only when paying in person - please do not send cash in the mail)

### FOR OFFICE USE ONLY

Application Fee Paid

Previous U of S student

#### Approval

Applicant fully accepted

Applicant conditionally accepted

Applicant accepted on probation

Signature: \_\_\_\_\_

## Declaration

I agree, if admitted to the University of Saskatchewan, to comply with the regulations of the University. I certify that the information I have provided on this application is true and complete in all respects and that no relevant information has been withheld. I understand that misrepresentation, falsification of documents, or withholding of requested information in regard to this application are serious offenses which may result in prosecution under the University's Regulations on Student Academic Dishonesty and/or the Criminal Code of Canada. I also understand that other institutions may be notified if such information is discovered.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## How did you hear about us?

Calendar

Website \_\_\_\_\_  
(URL)

Word of Mouth

Teacher or Classroom

Employer in the field

Poster

Newspaper \_\_\_\_\_  
(Name)

Other \_\_\_\_\_

## Completed application forms to be submitted to:

Business Advisory Services, Edwards School of Business, K. W. Nasser Centre, 256 3rd Avenue S., Saskatoon, SK S7K 1L9 **OR** Fax: (306) 966.8812