

For Office Use Only:	
Receipt No.: _____	Site: _____
Date: _____	Advisor: _____
Student ID: _____	

CANADA APPLICATION FORM

It is acceptable to submit a legible photocopy of this form. Be sure to sign and date this form. Return this form to the Office of Admissions and Student Services with the non-refundable \$50.00 application fee. Please submit official transcripts for evaluation to the Office of the Registrar. Neither the application form nor transcript evaluation will be processed without payment of the non-refundable fee.

British Columbia and All M.Ed. Applicants
Return to: Office of Admissions
 CityU Canada – Vancouver site
 789 West Pender Street, Suite 310
 Vancouver, B.C. V6C 1H2 Canada
 VancouverBC@cityu.edu
 Fax: 604.689.0440

Alberta Applicants Return to:
Office of Admissions
 CityU Canada – Calgary site
 1040 7th Avenue SW, Suite 120
 Calgary, AB T2P 3G9 Canada
 Calgary@cityu.edu
 Fax: 403.229.9731

PART A

Name: _____
Last First Middle Maiden/Former if applicable

Mailing Address: _____
Apt. Number Street / P.O. Box

City Province/State Country Postal Code

Day Phone: _____ **Evening Phone:** _____ **Cell Phone:** _____

Email: _____

Social Insurance #: _____ **Date of Birth:** _____ **Gender:** Male Female Other

MM / DD / YYYY

Alberta student ID#: _____
(For students studying at Alberta campus only. To find or register for an Alberta student number, please go to <https://extranetapp.learning.gov.ab.ca/learnerRegistry/forms>)

Are you a Canadian citizen/resident? Yes No **If no, which visa do you hold?** _____

Please provide a copy of your visa with your application.

Country of Citizen (if other than Canada): _____ **Language first spoken if other than English:** _____

Have you completed High School in Canada? Yes No **If no, which country?** _____

Ethnic Origin*
(optional): First Nation (1) Asian or Pacific Islander (2) Black Non-Hispanic (3)
 White Non-Hispanic (4) Hispanic (5) Other (6)

*As a U.S. Institution, this data is reported annually to the U.S. Department of Education. (Submission of this information is optional. It is used to determine the effectiveness of efforts to provide equal education opportunity. These are federally designated categories.)

If you wish to declare that you are an Aboriginal person, please specify: Status Indian/First Nations Non-Status Indian/First Nations Métis Inuit

Alberta ADVANCED EDUCATION and TECHNOLOGY is collecting this personal information pursuant to section 33(c) of the FOIP Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information or if you have questions regarding the collection activity, please contact the Office of the Director, Business Operations & Reporting, System Capacity and Development Branch, Alberta Advanced Education and Technology, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-7145.

Employer: _____ **Does your employer have a tuition reimbursement program?** Yes No I don't know

Name of reimbursement program: _____ **Are you applying for Financial Aid?** Yes No

Are you a spouse or dependent of a City University employee? Yes No **If yes, name of employee:** _____

Check the City University location you wish to attend as your primary location:

(Please note: Not all programs are available at all locations. Contact an Advisor for a listing of programs available at each site.)

Albright School of Education (Master of Education) Division of Arts and Sciences (Master of Counselling) School of Management (Bachelor of Arts in Management)

British Columbia (Various locations) British Columbia (Vancouver & Victoria) British Columbia (Vancouver)

Alberta (Various locations; Leadership in Education only) Alberta (Calgary & Edmonton)

Quarter you wish to begin *: Fall Winter Spring Summer **Year: 20** _____

*For Master of Counselling program, Fall intake only for Mixed Mode and Saturday program; Winter intake only for Weekday program.

PART B

PROGRAM INFORMATION

Please mark the program you are applying to:

ALBRIGHT SCHOOL OF EDUCATION – GRADUATE LEVEL

GRADUATE – BRITISH COLUMBIA

Master of Education in BC

M.Ed. – Leadership in Education (on-site)

M.Ed. – School Counselling (on-site)

Graduate Certificate – Education in BC

Applied School Counselling (on-site)

Graduate Certificate – Education in BC

Teaching, Learning & Leading in a 21st
Century Global Society (on-site)

Industrial Arts and Applied Design Instruction

GRADUATE – ALBERTA

Master of Education in AB

M.Ed. – Leadership in Education (on-site)

No Degree Declared – Graduate

No Degree Declared –Graduate courses

SCHOOL OF MANAGEMENT – UNDERGRADUATE LEVEL

UNDERGRADUATE – BRITISH COLUMBIA

Bachelor of Arts in Management in BC

(Socially and Environmentally Responsible Management)

B.A.M. – Mixed mode, online + in-class (Part time)

No Degree Declared – Undergraduate

No Degree Declared –Undergraduate courses

DIVISION OF ARTS AND SCIENCES – GRADUATE LEVEL

GRADUATE – BRITISH COLUMBIA

Master of Counselling in Vancouver, BC

M.C. – On-site, Weekdays (Full time)

M.C. – On-site, Saturdays (Part time)

M.C. – Mixed mode, online + in-class (Part time)

Master of Counselling in Victoria (Langford), BC

M.C. – Mixed mode, online + in-class (Part time)

GRADUATE – ALBERTA

Master of Counselling in Calgary, AB

M.C. – On-site, Saturdays

M.C. – On-site, Weekdays (Calgary location only)

Master of Counselling in Edmonton, AB

M.C. – On-site, Saturdays

M.C. – Mixed mode (Edmonton location only)

No Degree Declared – Graduate

No Degree Declared –Graduate courses

PART C

List only colleges or universities that will supply transcripts to City University of Seattle at your request. Official transcripts from these colleges or universities must be sent to City University of Seattle in sealed institutional envelopes. All transcripts must be official (original or certified copies of original) documents.

College/University	Attendance from-to	Certificates/ Credits/ Degrees Received	Date Transcripts Requested

Other names that your transcripts may be listed under: _____

Pre-requisites – Please complete if you have selected Master of Counselling as your program choice.

N/A (Not applicable) for Master of Education)

Pre-requisites are determined based on your official transcripts. Please indicate below which of the following pre-requisites are demonstrated in your transcripts (Select all that apply. BC has 4 foundational modalities and AB has 3):

Master of Counselling – British Columbia

- Human Development
- Learning
- Cognition
- Personality

Master of Counselling – Alberta

- Developmental Psychology
- Learning Psychology
- Counselling Theories OR Personality Theories

If you have selected any of the above, please also complete the Master of Counselling Pre-requisite Evaluation Form.

Are you submitting transcripts/test scores from an organization other than a college or University (i.e. CLEP, DANTES, TOEFL, IELTS)

Yes No **If yes, please list:** _____

Do you require any special services or accommodations?

Yes No **If yes, please contact the Disability Resource Office at disability@cityu.edu.**

How did you hear about CityU Canada (part of City University of Seattle)?

- | | | |
|--|--|---|
| <input type="checkbox"/> Family/Friend(s) | <input type="checkbox"/> CityU Canada Website | <input type="checkbox"/> School District posting |
| <input type="checkbox"/> Professional colleague | <input type="checkbox"/> CityU Canada Social Media | <input type="checkbox"/> School District ProD event |
| <input type="checkbox"/> Employer/ Administrator | <input type="checkbox"/> Email blast | <input type="checkbox"/> Education Fair/ Conference/ Workshop |
| <input type="checkbox"/> Newspaper/ Magazine Ad | <input type="checkbox"/> Radio | <input type="checkbox"/> Other (please specify): |

PART D

Please review the following policies and procedures.

Notice of Non-Discriminatory Policy

City University of Seattle subscribes to the principals and laws of the state of Washington and the federal government, including applicable Executive Orders that pertain to civil rights, equal opportunity and affirmative action. City University of Seattle policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, colour, creed, national or ethnic origin, physical, mental or sensory disability, marital status, sexual orientation, and status as a Vietnamera or disabled veteran in the recruitment and admission of students of any race, the recruitment, employment and retention of faculty and staff, and the operation of all University programs, scholarships, loans, activities and services. Evidence of practices that are inconsistent with this policy should be reported to the Affirmative Action Coordinator in the office of Human Resources – 521 Wall Street, Seattle, Washington 98121, 1.888.422.4898.

City University of Seattle is accredited by the Northwest Commission on Colleges and Universities, 8060 165th Ave. NE, Suite 100, Redmond, WA 98052, and an EO institution.

Substance Abuse Policy

The goal of City University of Seattle's substance abuse policy is to ensure that the University and all its locations are free of illegal drug use, alcohol abuse or illegal drug activity. All City University of Seattle employees, faculty, staff and students will be provided with a complete copy of this policy. From time to time, drug-related educational materials and programs will be offered to enhance your awareness of the facts about alcohol abuse, as well as illegal drugs and the consequences of their use. Materials and programs also will describe the alternatives available to you in the event that you are or may become involved with drugs and feel the need for professional assistance. The University's typical response to voluntary requests for assistance is summarized in this policy. The policy's legal basis is the Federal Drug-Free Workplace Act of 1988, and Drug-Free School and Communities Act-Higher Education, Drug-Free Schools and Campuses, August 16, 1990. These laws and this policy apply to all City University of Seattle employees, faculty, staff and students, full-time, part-time and on-call. City University of Seattle is required by strict mandate of the Department of Education to implement and enforce these regulations.

Grievance Procedure

The Student, Staff and Faculty Grievance Procedure is designed to provide an effective/ acceptable means for persons to bring equal opportunity / non-discrimination, disciplinary or any conduct-related problems and complaints to City University of Seattle's attention. This procedure enables students, staff and faculty to file a grievance without fear of retribution or prejudice, and to help

identify and eliminate legitimate causes for dissatisfaction. This procedure is separate from and applies to all issues other than grades. The grade grievance procedure is and remains as defined in the catalog and faculty handbook.

Grievance-filing process:

1. The aggrieved party contacts the Affirmative Action Coordinator (AAC) as soon as a problem is recognized;
2. The aggrieved party and the AAC, together, prepare a careful and correct grievance form;
3. The AAC conducts an investigation and prepares a report of findings;
4. The AAC reviews the report findings with the Vice President for Human Resources who, in turn reviews them with the aggrieved party's department head and the university's Executive Management Group;
5. Within ten days, the outcome of these reviews will be shared with the aggrieved party;
6. In the event of any apparently irreconcilable conflict, a three-person peer group will be appointed to review the grievance and attempt conciliation. Their written recommendation, of which the aggrieved party will receive a copy, will be prepared within ten additional working days, for review by the president of the university;
7. When the appropriate action has been determined, all parties involved will be informed of the decision in writing, and finally a follow-up procedure will be developed to ensure that the agreed upon action is carried out.

Documentation of all proceedings will be held in strictest confidence and maintained in a confidential file. It is the responsibility of all City University of Seattle employees to refer any student grievance to the Affirmative Action Coordinator and to comply with the procedure regulations.

Disclosure of Campus Security Policy & Campus Crime Statistics Act

City University of Seattle is a private non-profit institutional of higher education. Its mission is to provide educational opportunities worldwide, primarily to segments of the population not being fully served. City University of Seattle is committed to the safety and security of its entire faculty, staff and students. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university is dedicated to the accurate and timely dissemination of all crime statistics and security related information to our constituents. The annual report containing campus and non-campus crime statistics and related information may be accessed at www.cityu.edu. Paper copies are available upon request by calling our Human Resource Department at 1.888.488.4898.

PART E

Once the application form is filled in, please print before initialing, signing and dating below. The completed application can be emailed or faxed to the appropriate location on the top of page 1.

Print

Equal Opportunity, Drug and Grievance Policies

I have read and understand the above equal opportunity, drug, grievances, and campus security policy statements.

Yes No Please Initial and Date: _____

Name (please print): _____

Signature: _____ Date: _____