

APPLYING FOR POST-SECONDARY

The application

- Some post-secondary institutions only accept online applications. In this case, set up a username and password to start the application process. Often a checklist is provided as one completes each section of the application. The application will not be complete until one provides a method of payment for the application.



Application fee

- The application fee varies from institution to institution. Fees often range from \$50 to \$125. Some institutions offer a reduced application fee if one makes an online application as compared to a paper application.

When to apply

- There is not one specific deadline date for all institutions. Generally speaking applications for programs open in October and close the following year. PLEASE CHECK YOUR INSTITUTION FOR ACTUAL DATES.
- **Competitive based admission deadlines** – must show evidence of meeting the required courses for the program and will be ranked against other applicants by admission average. Check your institution for deadlines.
- **Early admission deadlines** – some institutions have early admission deadlines (fall in the previous year) for certain programs. The early deadline is often linked to an opportunity for a wider range of scholarships. Check your institution for deadlines.
- **High-demand program deadlines** – admission is based on marks and other criteria. May include a portfolio submission, criminal record check, career investigation report, interview etc. Check your institution for deadlines.
- **First Qualified First Admitted** – apply early for these programs. First come first serve!



Confirmation of application

- Provide a valid email with the application as many institutions will communicate about the current status of an application via email.
- Notification will be made by the institution as to whether further documents may need to be submitted to complete the application requirements. Some documents can be submitted by your school guidance counsellor (example: current timetable of classes) whereas other documents need to be submitted by the applicant (example: official transcript of marks submission – see below)

Request for high school transcript

- <https://www.k12.gov.sk.ca/etranscript/>
\$20 application fee.
- Follow the online instructions to send a copy of one's official transcript of marks to the institution of choice. One may make five requests for the \$20 cost.

