University of Manitoba. This document outlines categories of admission, requirements and deadlines.

This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application.

**Section 2: Eligibility Requirements**

**A. Academic Requirements**

Students may be eligible for admission to Extended Education, General Studies in one of the following ways:

1. **Transfer Students**

Applicants in this category are students with a year (24 credit hours) or more of college or university studies, who are looking to take degree level coursework but are not currently seeking a University of Manitoba degree. Applicants must be in good academic standing at their institution and must meet the University of Manitoba’s English language proficiency requirements. Students should ensure that they meet any high school or university prerequisites for the course(s) to be taken at the University of Manitoba.

**Section 1: General Statement**

The purpose of this bulletin is to provide information to prospective applicants to General Studies at the University of Manitoba.
NOTES:

- As General Studies is not a degree program, students will be admitted as Special Students. If you are intending to pursue a degree program, you are required to apply to the faculty of your choice as soon as the application(s) are made available.

- Applications will not be assessed for transfer credit by the Admissions Office. The General Studies Office will however, enter overrides for external course(s) that have been evaluated by the University of Manitoba and that satisfy prerequisite requirements. Students are required to contact the General Studies Office upon admission and prior to registration if required to ensure overrides have been loaded into Aurora. Please take a look at the Transfer Credit Equivalency database to see if the institution you have attended has been evaluated for possible transfer credit equivalencies. [https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_main](https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_main)

- General Studies (Extended Education) provides an opportunity for students to register for academic course credit (while not seeking a degree) to satisfy entrance requirements to faculties, to boost GPA requirements and, to develop professionally and personally. As such, all students should be aware of the following:

  Government student aid information

Each of Canada’s provinces/territories maintain their own financial aid program for permanent residents. Loan applications are submitted to your home province and are integrated with the federal government (you do not have to complete two applications).

Manitoba residents enrolled in General Studies, are allowed to apply for provincial/loan funding, as long as they are in a minimum of 18 credits hours over the fall and winter terms (with a minimum load per term of 9 credit hours). Students, who are residents of other provinces, are encouraged to contact their provincial loan authority prior to accepting offers of admission to determine application eligibly as some programs are not recognized across provinces.

Links to all provincial agencies can be found at: [http://umanitoba.ca/student/fin_awards/government_aid/index.html](http://umanitoba.ca/student/fin_awards/government_aid/index.html)

2. Visiting Students

Students registered at another university or college who wish to take courses at the University of Manitoba for transfer back to their home institution. Applicants will require a letter of permission from their home institution. Students should ensure that they meet any high school or university prerequisites for the course(s) to be taken at the University of Manitoba.

3. Concurrent High School Students

Applicants must be in Grade 12 with very strong Grade 11 marks and a letter of recommendation from their principal. Students complete the coursework in their high school, but write the exams on campus (Refer to [http://extended.cc.umanitoba.ca/general-studies/](http://extended.cc.umanitoba.ca/general-studies/) for more information).

4. Auditing Students

Students who wish to attend lectures for a particular course(s) who do not wish to write the exams or receive any degree credit for the course(s). This option is limited to Canadian Citizens/Permanent Residents. Applicants will require written permission from the instructor to audit the course.

5. Senior Students

Students that are Canadian Citizens or Permanent Residents and are 65 years of age (by September 1 for Fall Term; May 1 for summer term), can apply as Senior Students. Seniors students are waived of the application and tuition fees as well as course, student union, and associated fees (books and supplies not included). Seniors who are seeking course credit should apply as Special students while Seniors who are not seeking credit and wish to Audit should apply as Auditing students. Senior students must meet all application and entrance requirements. Proof of Age will be required and possibly proof of citizenship/residency and English proficiency.

B. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba’s English language proficiency regulations will
be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions website.

See below links to view English Proficiency Waiver information:

(http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html)

See below links to view specific English Proficiency Requirement information:

(http://umanitoba.ca/student/admissions/international/english/index.html).

Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.

Section 3: Application Process & Deadlines

A. Application Fees

Domestic: $100.00
International: $120.00

Applications are not considered received until the application is submitted and the application fee has been paid by the posted deadline.

All correspondence, including decision release information will be sent via email and posted to your application portal.

Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.

It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.

B. Deadlines and Important Dates

1. Summer 2018 Applicants

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2018*</td>
<td>Recommended deadline for receipt of application and application fee for Summer 2018 Applicants</td>
</tr>
</tbody>
</table>

2. Fall 2018 Applicants

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15, 2018*</td>
<td>Last date for receipt of application and application fee for Fall 2018 Applicants</td>
</tr>
<tr>
<td></td>
<td>Last date for submission of all outstanding documentation</td>
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</tbody>
</table>

3. Winter 2019 Applicants

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines and Important Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1, 2018*</td>
<td>Last date for receipt of application and application fee for Winter 2019 Applicants</td>
</tr>
<tr>
<td></td>
<td>Last date for submission of all outstanding documentation</td>
</tr>
</tbody>
</table>

1 Registration for classes will open well before the final deadline for applications to Extended Education, and applicants who apply late or submit their documents late should be aware that they might not be able to register for the classes of their choice. * Late applications may be considered after the final deadline with the permission of an academic advisor in General Studies and only if all required documentation accompanies the application.

C. Required Application Documentation

The following documents will be required to complete your application:

- Interim transcripts showing current registration are to be submitted when applying or shortly thereafter.
- Final official transcripts from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.
NOTE: It is the applicant’s responsibility to inform the Admissions Office in writing of any deferred exams or grade changes. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process.

- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside Canada.

- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.

- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).

- **Letter of Permission** from Home Institution

- **Consent from Professor** (for students wishing to audit a class)

Please send all documentation to the following address:

**Admissions for General Studies**  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2

**Section 4: Selection Process**

**A. Notification of Decision**

Decisions will be posted to the applicant’s portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

If the offer is not accepted by the deadline date indicated in the letter, the offer will lapse and the student should contact the Admissions office to discuss the possibility of an extension.

**Section 5: Reconsideration & Appeals**

Individuals who wish to have their applications reconsidered should submit their request to the Admissions Office. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Admissions Office within ten (10) days of the posted decision date. Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures. [http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html](http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html)

Applicants are advised that appeals of reconsideration decisions by the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures, and NOT on subjective issues or the relative merits of the application.

**Section 6: Counselling of Applicants**

The Extended Education program office and Admissions Office are able to assist applicants who seek counselling regarding admission to Extended Education, General Studies. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.

2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.

3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see Section 7: Contact Information).
## Section 7: Contact Information

| Extended Education: | 185 Extended Education Complex  
|                     | 406 University Crescent  
|                     | Telephone: (204) 474-8330  
|                     | Email: generalstudies@umanitoba.ca |
| Admissions Office:  | 424 University Centre  
|                     | Telephone: (204) 474-8808  
|                     | Email: admissions@umanitoba.ca |
| Admissions Assessor:| Telephone: (204) 474-8821  
|                     | Email: admissions.general.studies@umanitoba.ca |