

# Filling out an online application

After choosing a program or college to which to apply and learning the admission requirements and deadlines, the applicant should fill out and submit an application at [explore.usask.ca](http://explore.usask.ca).

## Begin an application

From the Steps to Apply page at [explore.usask.ca](http://explore.usask.ca), select Online Application.

## Create a Log-In ID and PIN

Log-in ID: \_\_\_\_\_

PIN: \_\_\_\_\_

The log-in ID and 6-digit PIN can be used to log back in later to finish an incomplete application.



Forgotten log-in ID and/or PIN? Contact the Prospective Student Services Office at **306-966-5788** or at [admissions@usask.ca](mailto:admissions@usask.ca).

## Select an application type

Choosing which application to fill out depends on which college/program the applicant is interested in, as well as educational history and citizenship/residence:

**TO APPLY TO AGRICULTURE AND BIORESOURCES, ARTS AND SCIENCE, EDWARDS SCHOOL OF BUSINESS, ENGINEERING, OR KINESIOLOGY, CHOOSE FROM:**

**1 - High School – Saskatchewan:** High school students or high school graduates from Saskatchewan with no other post-secondary education.

**2 - High School – Other Canadian:** High school students or high school graduates from elsewhere in Canada with no other post-secondary education.

**3 - High School – International:** High school students or high school graduates from outside Canada, including the U.S.A., with no other post-secondary education.

**4 - Transfer – Canadian:** Canadian students who are attending, have previously attended or have graduated from another post-secondary institution.

**5 - Transfer – International:** International students who are attending, have previously attended or have graduated from another post-secondary institution.

**TO APPLY TO EDUCATION, SELECT:**

**8 - Education – Direct Entry:** Applicants who wish to apply to uSask's direct-entry education program

**9 - Music – Bachelor of Music:** Any students who want to apply to the Bachelor of Music or the Bachelor of Music–Music Education, which require an audition and additional supporting documents.

Other application type options are for programs requiring previous post-secondary education or for certificate programs. For information about application types other than those listed above, applicants are encouraged to consult the website.

## Select an admission term

<b>2017 SPRING AND SUMMER TERM 1</b>	start dates in May (Quarter 1) and June (Quarter 2)
<b>2017 SPRING AND SUMMER TERM 2</b>	start dates in July (Quarter 3) and late July (Quarter 4)
<b>2017-2018 TERM 1</b>	Begins in September (also known as the Fall Term)
<b>2017-2018 TERM 2</b>	Begins in January (also known as the Winter Term)

Though most programs start in the Fall Term, Arts and Science and Edwards School of Business programs also offer an intake in the Winter Term.



Many new students opt to begin their studies in the summer, taking a university preparation course like INTS 100.3 – Strategies for Academic Success, focusing on a challenging class or getting a head start on their degree. Applicants should select the earliest term in which they may choose to begin their studies.

## Application checklist

The Application Checklist shows the sections of the application that need to be completed before it can be submitted. Each blue icon will change to a red check mark as sections are completed.

Before the application is completed, any section may be re-opened to verify or change the information provided.

**AT THE BOTTOM OF THE CHECKLIST ARE TWO BUTTONS:**

**Finish Later:** Select this button to leave the application unfinished and either return later to complete it or to return to the Application Menu to begin a different application.

**Application is Complete:** Once all of the sections of the application have been completed, selecting this button will take the user to the application fee payment page to pay the application fee and submit the application or submit the application without payment.



Applicants should not submit more than one application per academic year. They will not be considered for admission to more than one college at a time.

To request a change to an application that has been submitted, applicants should contact:

Recruitment and Admissions  
Tel: 306-966-5788  
Email: [admissions@usask.ca](mailto:admissions@usask.ca)

# Tips for filling out sections

## 1. Name

The applicant should enter his or her complete legal name as it appears on:

- identification such as a birth certificate, driver's license or passport, and
- transcripts and other educational documents.

This will allow us to match documents that are submitted to the correct application.

There is also a place where the applicant may enter any previous name(s), if their legal name has changed in the past, and/or a preferred name, if different from their legal name.

## 2. Address and phone

The mailing address to which official correspondence from the University of Saskatchewan may be sent must be provided.

## 3. Personal information

### EMAIL ADDRESS

A preferred email address at which the applicant may be reached regarding his or her application is required. As soon as an email address is entered, a verification code will be sent to that address; the verification code must be entered on the last page of the application before it can be submitted.



Students should add **admissions@usask.ca** to their email 'safe sender list' to ensure any email messages from the Admissions Office will not be directed to their Junk Mail folder.

### DATE OF BIRTH, GENDER, AND CITIZENSHIP STATUS

The applicant's date of birth, gender and citizenship status must be provided.

### SELF-DECLARATION

The applicant may indicate whether he or she is of Aboriginal ancestry, has a disability and/or is a member of a visible minority. Completion of these questions is voluntary. The university uses this information to develop and maintain effective programs and services to support student success.

## 4. Planned program of study

### COLLEGE - PROGRAM OF STUDY - FIRST CHOICE

The applicant must select his or her first-choice college/program of study. This is the only program for which the applicant will be considered for admission unless he or she does not meet this program's admission requirements. Programs are organized by college and then by degree or diploma.

### COLLEGE - PROGRAM OF STUDY - SECOND CHOICE

The applicant may choose to indicate a second-choice program in a different college. He or she will only be considered for admission to the second choice college/program of study if the minimum admission requirements for the first choice college/program of study have not been met.

### INTENTION TO STUDY OUTSIDE SASKATOON

Some colleges at uSask offer courses at off-campus sites or regional colleges throughout Saskatchewan. If the applicant plans to begin his or her studies at one of these locations, he or she can indicate the preferred study site here. Learn more about off-campus sites at [explore.usask.ca/programs/offcampus.php](http://explore.usask.ca/programs/offcampus.php)



Applicants may only apply for admission to one college/program of study and should not submit multiple applications if unsure of the program for which they want to be considered.

## 5. Secondary education

Click *Lookup High School Code* to search for the applicant's high school (secondary school). Applicants may search by country, or by province or state within Canada and the U.S., and then by city.

If the high school is listed, click *Copy selected High School information to Data Entry form* to return to the *Secondary Education* page.

If the school is not listed, the applicant may enter the school's information into the form manually.



January mid-term marks for full year (non-semestered) courses can be used in admission and awards average calculations, but only if we know about them and the marks are submitted by the appropriate deadline.

### (EXPECTED) GRADUATION DATE

The approximate date of the applicant's high school (secondary school) graduation must be provided.

### UPGRADING

If the applicant has already graduated and is retaking any high school classes, or if the applicant plans to retake any high school classes following graduation, indicate Yes and list the classes in the box provided.

### INTERNATIONAL BACCALAUREATE (IB)

If the applicant is enrolled in the International Baccalaureate (IB) Diploma Programme or in individual IB diploma courses and will be writing IB examinations, indicate Yes.

### ADVANCED PLACEMENT (AP)

If the applicant is enrolled in Advanced Placement (AP) classes and plans to write AP examinations, indicate Yes.

### FULL YEAR (NON-SEMESTERED) COURSES

If the applicant is enrolled in full-year courses, or courses offered over more than one semester, indicate Yes and list these courses.

## 6. Post-secondary education

Applicants who have not previously completed any classes at another post-secondary institution should click Continue to proceed to the next section.

If the applicant has completed classes or graduated from a program at another college or university, he or she should click Lookup College Code and search for the institution(s) he or she attended. If found, click Copy selected College Information to Data Entry form. If not found, information about the institution(s) may be entered into the form manually. Applicants who have attended more than one post-secondary institution should create entries for each.

The applicant should also enter the approximate dates of study at each institution, as well as whether any degree or other qualification was awarded.

## 7. Citizenship

The applicant should enter his or her country of citizenship.

## 8. Language test scores

If the applicant has written an English language proficiency test as a way to meet the University of Saskatchewan's English language proficiency requirements, he or she should select the type of test, enter the score achieved, and indicate the date upon which the test was taken.

The applicant may also indicate whether he or she plans to study ESL at the University of Saskatchewan Language Centre, or whether study at the Language Centre is already in progress or completed, or may indicate whether he or she has completed an advanced ESL program at another Canadian university.

Information about uSask's English language proficiency requirements may be found at: [explore.usask.ca/elp](http://explore.usask.ca/elp)

## 9. Additional information

If the applicant has attended another post-secondary institution and was required by that institution to withdraw (for academic reasons or due to personal conduct), this must be disclosed. Applicants who have not previously attended another post-secondary institution or who have not been required to withdraw may indicate No.

### RELEASE OF INFORMATION CONCERNING THE APPLICATION TO A THIRD PARTY

If another person, such as a parent or other family member, school counsellor, agent or other representative, will be contacting the university on the applicant's behalf, the applicant must provide consent for us to disclose information concerning his or her application, as well as detailed information about the person/people who will be contacting the university on his or her behalf.



If the applicant did not provide consent to release information to a third party, he or she should email [admissions@usask.ca](mailto:admissions@usask.ca) and we will provide a form that can be filled out to grant this permission.

## 10. Verification

When the applicant entered and confirmed his or her email address earlier in the application, an email containing a verification code was sent automatically to that email address. This verification code is required to submit the application.



If the applicant did not receive a verification code, he or she can request the verification code to be resent. If it is still not received, the applicant should check his or her junk mail folder and check that the email address in the **Personal Information** section of the application is correct.

# Next steps

## Submit the application

To submit the application to the Admissions Office, the applicant can click Application is Complete.

If the applicant is planning to pay the application fee online using VISA, MasterCard or Discover Card, he or she should not click Application is Complete until prepared to submit the application fee payment.

## Admissions agreement

The applicant will need to agree to terms regarding their application before proceeding. If the applicant agrees to the terms, he or she will be directed to the application fee payment page where a VISA, MasterCard or Discover Card number may be submitted to pay the application fee.

## Pay the application fee

On the application fee payment screen, the applicant has two options:

Click **Pay Online using VISA, MasterCard, or Discover Card** to be directed to the online credit card payment page. Credit card details should be entered when prompted. When payment has been submitted successfully, a payment confirmation screen will be displayed.

**OR**

Submit the application without payment if the applicant plans to pay the application fee later using an alternate payment method, such as:

- cheque or money order
- electronic wire transfer
- credit card, debit or cash (in person only)



If the applicant submits the application without payment, the application will be submitted automatically and the application fee can no longer be paid online. An alternate method of payment should be chosen. Admissions will not process the application until the fee is paid.

# Checking the status of an application

After submitting the application online, each applicant will be able to monitor the status of their applications, review a checklist of items that must be submitted to be considered for admission and check to see that items they have submitted have been matched to their file.

## Log in to PAWS

Within 2-3 business days after submitting an application, the applicant will be issued a unique Network Services Identification (NSID) and a temporary password to access the University of Saskatchewan's web portal, PAWS, at [paws.usask.ca](http://paws.usask.ca).

## Access the application

Under Academics in the menu, open Admissions and select Check the status of a current application. An application that has been submitted will be found under Processed Applications. To open the application and access the application summary, click the hyperlinked admission term for the application you wish to open.

# Application Summary

The application summary includes an overview of the information the applicant filled out in the application, such as name and contact information, admission term and program choice. Other details such as application status and requirements tell the applicant about the application and what is needed for a decision to be made.

## Application status

### INCOMPLETE ITEMS OUTSTANDING

Items required to consider an application may not have been received or we are not yet able to consider the application. Check the Requirements section of the Application Summary to determine which items have been received by the university and if any further items are needed.

### DECISION MADE

A decision regarding the application has been made and notification will be sent to the applicant.

## Requirements


### APPLICATION FEE

A one-time, non-refundable application fee of \$90 CDN is required before an Application for Admission will be processed. Methods of payment include MasterCard, VISA, Discover Card, cheque or money order, debit or cash (in person only) or electronic wire transfer. To learn how this fee can be paid, visit [explore.usask.ca/admissions](http://explore.usask.ca/admissions).

### PRELIMINARY STATEMENT

A preliminary statement of marks is a report card or transcript showing final grades for any classes that have been completed to date, as well as a list or timetable of all classes to be completed before graduation. We need both in order to consider an application.

### Application Summary

 This is a summary of the processed admissions application which you selected.

Changes to your application can be made by submitting a [Changes to your Application for Admission form](#).

#### Application Summary

Name and Address			
Name:	Jake Howler		
Mailing:	118 Science Pl Saskatoon, Saskatchewan S7N 5E2		
Phone Number:	306 5551111		
International Access:	1 306		
Application Data			
Admission Term:	2014-2015 Term 1		
Admission Type:	Early (Conditional) Admission		
Application Status:	Decision Made		
Current Program			
Bach of Arts Science Four-Year			
Level:	Undergraduate Level		
Program:	Bach of Arts and Science (4Yr)		
Catalog Term:	2014-2015 Term 1		
College:	Arts and Science		
Major and Department:	Environment and Society, Geography and Planning		
Date Created:	Mar 27, 2015		
Requirements			
Requirement	Received	Note	Status
Application Fee	Mar 27, 2014	Online cr cd \$90.00	
High School Transcript			
Preliminary Statement of Marks	Mar 27, 2014	Gr 11 marks, Gr 12 classes	

Out of province applicants should submit a preliminary statement of marks by email to: [admissions@usask.ca](mailto:admissions@usask.ca).

Applicants from Saskatchewan must request transcripts to be sent directly to uSask by the SK Ministry of Education. By submitting a single form and only one fee, students may request Grade 11, Grade 12 First Semester (after January exams) and final Grade 12 transcripts at the same time to be sent as they become available.



As students receive further marks or if there are any changes to their timetables, the University of Saskatchewan should be notified by email at [admissions@usask.ca](mailto:admissions@usask.ca).

### FINAL HIGH SCHOOL TRANSCRIPT

Following graduation (completion of secondary/high school), the applicant must arrange for a final, official transcript to be sent directly to the University of Saskatchewan by the approved issuing authority in your province, region or educational system.

This item will not be marked as “received” until a final, official document has been submitted to the university following the applicant’s graduation.

### POST-SECONDARY TRANSCRIPT

Official transcripts from any previous post-secondary institution the applicant previously attended must be sent directly to the University of Saskatchewan by the issuing institution.

### PROOF OF ENGLISH PROFICIENCY

Visit [explore.usask.ca/admissions/elp.php](http://explore.usask.ca/admissions/elp.php) to learn about English language proficiency requirements at the U of S and how these requirements may be met.

## Questions or changes to request

If the applicant has questions about his or her application or would like to request a change to be made, such as to the choice of program or admission term, he or she can contact Recruitment and Admissions at 306-966-5788 or [admissions@usask.ca](mailto:admissions@usask.ca). Please note that **February 15** is the deadline to request to change the planned program of study to Agriculture and Bioresources, Edwards School of Business, Engineering, Education or Kinesiology.

A parent, school counsellor, educational agent or other representative may only contact the university on the applicant’s behalf if the applicant is present or if the applicant has given the university permission to disclose information about the application. This permission can be given when filling out the application or by filling out a permission form. For more information, contact us at [admissions@usask.ca](mailto:admissions@usask.ca).



RECRUITMENT AND ADMISSIONS  
UNIVERSITY OF SASKATCHEWAN  
105 ADMINISTRATION PLACE  
SASKATOON, SK S7N 5A2



+1-306-966-5788



ADMISSIONS@USASK.CA



EXPLORE.USASK.CA



UNIVERSITY OF  
SASKATCHEWAN

APPROVED: OCTOBER 2016