



INFORMATION AND INSTRUCTION GUIDE

**UNIVERSITY OF REGINA WELCOMES YOUR APPLICATION
AND ENCOURAGES ONLINE SUBMISSION AT:
WWW.UREGINA.CA/GRADSTUDIES**

WHO SHOULD SUBMIT THIS FORM?

- ✓ **All new applicants for graduate admission to Doctoral, Master's and Master's Certificate programs and for Non Degree status who are not submitting via the web.**

Please read the **self administered** application guide carefully before completing this form. Applicants are to assemble **all** relevant documentation required and forward a complete package to:

- ☐ Faculty of Graduate Studies and Research (FGSR)
North Residence. NR110.2
University of Regina
Regina, Saskatchewan
Canada S4S 0A2

Executive MBA Only:

- ☐ Kenneth Levene Graduate School of Business
Education Building, ED512
University of Regina
Regina, Saskatchewan
Canada S4S 0A2

For applicants applying to more than one program, each application requires a separate form, fee and supporting documents.

The Faculty of Graduate Studies and Research (FGSR) has sole authority for admission, and all offers of admission are made by the Dean of FGSR or the Dean's designate. Correspondence with a faculty member,

department or school does not constitute approval for admission. All offers of admission are valid for the terms of entry indicated in the offer.

APPLICATION DEADLINES

Applications, except for the following areas, will be accepted at any time during the year, but admission is restricted to the beginning of a regular semester or session.

Department/Faculty	Deadline
Aboriginal Social Work* Education Psychology Social Work Visual Arts	February 15
Indigenous Studies Social and Political Thought	March 15
Gerontology Justice Studies/Police Studies	March 31
Music Political Science	March 15 (Fall) September 15 (Winter)
Physics	May 15 (Fall), August 15 (Winter)

* This program is currently on hold

Normally, applicants will not be permitted to register in the same semester in which they are admitted.

Deadlines pertain to the receipt of all required materials in the appropriate office by 4:30 p.m. on the deadline date or, the next business day if the deadline falls on a weekend or holiday.

Incomplete applications will not be forwarded to departments for review.

REQUIREMENTS

This guide is numbered to correspond with each section of the application. Please use this as a **checklist** to ensure that you are submitting all of the required documents.

1. **WHEN DO YOU WANT TO BEGIN CLASSES?**
 - A. Indicate the semester and year in which you wish to begin your program.
 - B. Indicate if you wish to study on a full time or part time basis.

2. PERSONAL INFORMATION

FULL LEGAL NAME

Name: Print your full legal name, beginning with your last name. Do not use initials.

Preferred Name: If you prefer to use a nickname or your middle name, indicate it here.

Previous Name(s): Maiden name, previous married name, or any name that might be on documents the University receives.

MAILING ADDRESS

The University will be mailing important information to this address. If you move, please notify the FGSR Office by e-mail (grad.studies@uregina.ca) with your new address and the effective date.

EMAIL

This address will be used for correspondence during the admission process. Upon admission, you will be given a U of R email address.

DATE OF BIRTH

In order to create student accounts at the University of Regina, we require your Date of Birth.

3. ABORIGINAL ANCESTRY

Provision of this information is optional. It is used by the University to gain a better understanding of its student body and for statistical reporting.

4. CITIZENSHIP

A. Indicate your citizenship status in Canada and complete the relevant sections. If you are a Permanent Resident of Canada include a copy of your documentation.

B. Indicate your first Language.

5. CONSULTATION

It is recommended that applicants consult with the academic unit to which they are applying before submitting this application.

6. EMERGENCY CONTACT

Please name the person to be contacted in case of an emergency.

7. CONFLICT OF INTEREST FORM

Full time University of Regina employees must submit a conflict of interest form available on the FGSR website. www.uregina.ca/gradstudies/forms

8. FACULTY AND PROGRAM DETAILS

Please indicate the preferred Degree, Major, and Route. Refer to the table on the back of the application form for approved program options. Applicants may apply as Non-Degree solely for the purpose of enrolling in selected, specific graduate courses. Special Case and Interdisciplinary programs are available. For additional information about programs and majors please consult our website at: www.uregina.ca/gradstudies/main/programs.shtml

9. CONFIDENTIAL RECOMMENDATION

Two letters of recommendation (see form attached) are to be completed by persons (academics, employers) who can critically assess the applicant's ability to do research and advanced courses. Letters of recommendation must be received in a sealed envelope with the referee's signature across the seal, and can be sent directly to our office or be part of a self-administered application.

10. POST SECONDARY EDUCATION

Applicants must provide official transcripts for all post-secondary education irrespective of whether a degree was obtained or not.

Transcripts will be considered official only if received with the verification of the issuing institution as follows:

- The documents must be in a sealed, official university envelope with the official stamp of the university stamped across the seal.
- The transcripts must show grades as well as degree and date awarded.
- Where the degree is not shown on the transcript, the institution should include a copy of the diploma with the transcript.

Transcripts in languages other than English or French must include a certified English (literal) translation. We do not accept notarized copies unless they are forwarded from the institution to the Notary and the Notary affirms that. Please note these documents must be received in a sealed envelope with the official stamp and signature of the Notary across the seal of the envelope.

11. OTHER REQUIRED MATERIALS

A. ENGLISH PROFICIENCY:

Applicants whose language of instruction was not solely English are required to submit the results of an approved English Proficiency test. To view the list of exempted institutions please check our website: http://www.uregina.ca/gradstudies/intl/min_standards.s.html. The following is a list of approved tests:

Test of English as a Foreign Language (TOEFL)

www.ets.org/toefl

Minimum score:

Internet based 88 (80 Engineering only) and 22 in the writing and speaking components;

Paper based 580 (550 Engineering only);

Computer based 237 (213 Engineering only)

International English Language Testing System (IELTS)

www.edunet.com/ielts

Minimum score: Band 6.5

English as a Second Language (ESL)

www.uregina.ca/esl/

Successful completion of ESL 050 from the University of Regina

Canadian Test of English for Scholars and Trainees (CanTest)

www.cantest.uottawa.ca/

Minimum score: 4.75 with no individual score below 4.0

Canadian Academic English Language Assessment (CAEL)

www.carleton.ca/slals/cael.html

Minimum score: 70

Michigan English Language Assessment Battery (MELAB)

www.lsa.umich.edu/eli/

Minimum score: 85

B. GRADUATE RECORD EXAM (GRE) www.gre.org:

Applicants for the MA Psychology and International applicants for the PhD Psychology are required to submit the GRE subject and general test. International students applying for the Johnson-Shoyama Graduate School and Physics must submit the GRE general test and All other International students are encouraged to submit the results of a GRE, especially the score for the subject test in the discipline being sought.

C. GRADUATE MANAGEMENT ADMISSIONS TEST (GMAT)

www.mba.com: Applicants to the MBA program must submit this test. A minimum score of 500 is required.

D. RESUME:

Include educational background and relevant employment history. (Required for all programs)

E. PERSONAL STATEMENT:

Outline your purpose in applying to FGSR. (Required for all programs)

F. MATH PROFICIENCY:

Applicants to the Executive MBA must do a Math Proficiency test. Please contact Kenneth Levene Graduate School of Business for more information at: levene.gradschool@uregina.ca

G. WRITING SAMPLE:

Applicants to English, Justice Studies and Police Studies are required to submit a writing sample.

H. SUPPLEMENTARY FORMS:

Applicants to Social Work, Aboriginal Social Work and Physics are required to submit a supplementary form.

These forms can be located on the web at:
www.uregina.ca/gradstudies/forms/index.shtml

I. SLIDES:

Applicants to Visual Arts are required to submit documentation (Slides, CD-Rom or DVD) of recent work (20 images) accompanied by a corresponding sheet indicating title of each work; media; date; dimensions (if applicable). Please send a return envelope with the appropriate postage so that we can return your work.

J. AUDITION:

Applicants for the MMUS in Composition are to submit recent compositions. Applicants for the MMUS in Performance (instrumental or vocal) will perform an in person audition arranged through the Department Head. Only applicants from outside Canada and the U.S. may be considered on the basis of an unedited DVD, certified to be the performance of the applicant. Applicants for the MMUS in Conducting are to submit a DVD recording of approximately 30-45 minutes of unedited rehearsal and performance, including at least 20 minutes of consecutive rehearsal. Written

diagnostic examinations in music theory and history are required.

12. APPLICATION FEE PAYMENT (SUBJECT TO CHANGE)

An \$85.00 (domestic) or \$100 (International) non-refundable application fee must be submitted with your application. Payment may be made by cheque or money order, payable to the University of Regina. Applicants that have a previous University of Regina Identification Number may pay the application fee at the Financial Services Office or Online at UR Self Service.

13. DESIGNATE:

A designate will have the authority to request information on the status of your application on your behalf.

14. DECLARATION

Please ensure that your application is complete and accurate before signing the form.

15. WHY US?

Please indicate how you heard about our University. Check all that apply

ADDITIONAL INFORMATION

FINANCIAL ASSISTANCE

There are several categories of financial assistance available on a competitive basis for fully qualified students who will be registered full-time in a master's or doctoral program:

- Scholarships, Research Awards, Teaching Assistantships and Teaching Fellowships (administered by FGSR).
- Departmental Assistantships (administered by the corresponding Department).
- Support provided by faculty members (normally the student's supervisor) from research grants or contracts.

Financial application forms are available on the FGSR website at:
<http://www.uregina.ca/gradstudies/scholarships/index.shtml>

Please note that admission to a graduate program does not ensure that financial support will be available.

INTERNATIONAL STUDENT SUCCESS OFFICE

College West Building – Room 109
Phone: (306) 585-5082
Website: www.uregina.ca/isso/

SPECIAL NEEDS

Provision of information about any disabilities you may have is optional. The University makes every attempt to accommodate students with disabilities. Before submitting this application, please consult the Coordinator, Room 251, Dr. William Riddell Centre, tel. (306) 585-4631, voice/tty 585-4631, to ensure that appropriate assistance is available for your disability.



READ INSTRUCTIONS AND ANSWER QUESTIONS IN FULL.
TYPE OR PRINT CLEARLY AND FIRMLY IN PEN USING UPPER AND LOWER CASE LETTERS.

U OF R STUDENT I.D. NUMBER									

1. WHEN DO YOU WANT TO BEGIN CLASSES?

A. FALL (Sept.–Dec.) WINTER (Jan.–Apr.) SPRING/SUMMER (May–Aug.) YEAR

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B. FULL TIME STUDIES PART TIME STUDIES

2. PERSONAL INFORMATION

LEGAL LAST/FAMILY NAME(S)	LEGAL FIRST/GIVEN NAME(S)	LEGAL MIDDLE NAME(S)
PREFERRED NAME (IF DIFFERENT THAN FIRST)	PREVIOUS/MAIDEN NAME (IF APPLICABLE)	
MAILING ADDRESS – APT #, STREET OR BOX # (THIS WILL BE USED FOR ALL CORRESPONDENCE PRIOR TO THE FIRST REGISTRATION)		
CITY/TOWN	PROVINCE	
COUNTRY	POSTAL CODE	

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other_____	
PHONE: HOME (INCLUDING AREA CODE)	
PHONE: CELL (INCLUDING AREA CODE)	
PHONE: BUSINESS (INCLUDING AREA CODE)	EXT.
E-MAIL	

<input type="checkbox"/> Male	<input type="checkbox"/> Female	BIRTHDATE DD – MON – YEAR
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SOCIAL INSURANCE NUMBER									

3. ABORIGINAL ANCESTRY AND AFFILIATION:

<input type="checkbox"/> Status Indian	<input type="checkbox"/> Non-Status Indian	<input type="checkbox"/> Metis	<input type="checkbox"/> Inuit	Band Name: _____
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4. CITIZENSHIP (CONFIRMATION OF PERMANENT RESIDENCY IS REQUIRED WITH THIS APPLICATION.)

<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Permanent Resident of Canada	<input type="checkbox"/> Study Permit (Student Visa)	<input type="checkbox"/> Other _____
Country of Birth _____	Country of Citizenship _____	If not born in Canada, Date of Entry DD - MON – YEAR	

5. FIRST LANGUAGE

<input type="checkbox"/> English	<input type="checkbox"/> French
<input type="checkbox"/> Other: _____	

5. CONSULTATION

Have you consulted with the corresponding academic unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Who have you contacted? _____
Did the consultation involve an offer of financial support? <input type="checkbox"/> Yes <input type="checkbox"/> No

6. EMERGENCY CONTACT

LAST NAME	FIRST NAME	RELATIONSHIP	TELEPHONE NUMBER (INCLUDING AREA CODE)

7. FACULTY AND PROGRAM DETAILS (Please indicate only one degree, major and route)

DEGREE PROGRAM FOR WHICH YOU ARE APPLYING	MAJOR	ROUTE

8. CONFLICT OF INTEREST: Full time employees of the University of Regina must sign a conflict of interest form (available on the FGSR website. Please specify the nature of your employment: _____

NOTE: It is the responsibility of the student to notify this office should he/she become a full-time employee of the University while enrolled in a graduate program.

9. **CONFIDENTIAL RECOMMENDATION:** Recommendation forms are to be returned to the applicant in a sealed envelope, signed across the seal by the referee.

LAST NAME (PLEASE PRINT)	FIRST NAME (PLEASE PRINT)	E-MAIL ADDRESS
LAST NAME (PLEASE PRINT)	FIRST NAME (PLEASE PRINT)	E-MAIL ADDRESS

10. **POST SECONDARY EDUCATION**

LIST ALL POST-SECONDARY INSTITUTIONS ATTENDED WHERE A **DEGREE WAS AWARDED OR WHERE YOU ARE CURRENTLY WORKING ON A DEGREE**. ONE SET OF OFFICIAL TRANSCRIPTS (A transcript is considered official only if it is received from the issuing institution, in a sealed envelope which bears the official university stamp across the seal) IS REQUIRED FOR EACH INSTITUTION ATTENDED.

POST-SECONDARY INSTITUTION	CITY / PROV. / COUNTRY	NAME OF DEGREE	DATE OF AWARD	LANGUAGE OF INSTRUCTION
			DD / MMM / YYYY	
			DD / MMM / YYYY	
			DD / MMM / YYYY	

LIST ALL OTHER POST-SECONDARY INSTITUTIONS ATTENDED WHERE A **DEGREE WAS NOT AWARDED BUT COURSES WERE TAKEN**. ONE SET OF OFFICIAL TRANSCRIPTS IS REQUIRED FOR EACH INSTITUTION ATTENDED.

POST-SECONDARY INSTITUTION	CITY / PROV. / COUNTRY	FROM DATE	TO DATE	LANGUAGE OF INSTRUCTION
		DD / MMM / YYYY	DD / MMM / YYYY	
		DD / MMM / YYYY	DD / MMM / YYYY	

11. **OTHER DOCUMENTS AS REQUIRED**

English Proficiency	<input type="checkbox"/> Included <input type="checkbox"/> To Follow	GRE	<input type="checkbox"/> Included <input type="checkbox"/> To Follow	GMAT	<input type="checkbox"/> Included <input type="checkbox"/> To Follow	Resume	<input type="checkbox"/> Included <input type="checkbox"/> To Follow	Personal Statement	<input type="checkbox"/> Included <input type="checkbox"/> To Follow
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Support Material (if applicable) please specify: _____

12. **APPLICATION FEE PAYMENT**

<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order	<input type="checkbox"/> Financial Services (previous UofR students Only)	<input type="checkbox"/> Online (previous UofR students Only)
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13. **DESIGNATE**

If you wish a **designate** to have authority to request information on the status of your application please indicate below.

Name of Designate:	E-mail Address:
Designate Phone Number:	Relationship to you:

14. **DECLARATION** – I hereby declare that the information I have submitted in this application is true and correct to the best of my knowledge. I understand that completion of this signed application permits the University of Regina to request and/or confirm any information necessary to support my application for admission; that submission of any false statements or documents will result in the immediate and permanent cancellation of admission or registration to the University of Regina; that information on falsifications will be shared with the Association of Registrars of Universities and Colleges of Canada; and that failure to disclose attendance at another post-secondary institution may lead to cancellation of this application.

The University of Regina collects and creates information about students (“personal information”) under the authority of the *University of Regina Act*, and in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection and Electronic Documents Act*, for purposes of admission, registration, and other decisions on students academic status, and the administration of the University and its programs and services. Some of this information may be disclosed to the relevant students’ society and alumni association, and will be reported as required by federal or provincial authority. Any misrepresentation may be shared with other post-secondary institutions. By enrolling in courses at the University of Regina, students consent to the collection, use, and disclosure of personal information as described above.

Applicant’s Signature

Date

15. **Why us?**

We’d like to know how you learned about the University of Regina. Please choose all that apply:

- Advertisement
- Alumni
- Education Agent
- Education/Career Fair
- Embassy
- Family
- Friend
- U of R Event
- U of R Promotional Material
- U of R Website
- None of the Above

Faculty	Degree Program	Major/Specialization	Route	
Arts	MA	Anthropology	Thesis	
		Canadian Plains Studies **	Thesis	
		Creative Writing & English	Thesis	
		English	Thesis, Course	
		French	Thesis	
		Geography	Thesis	
		Gerontology **	Thesis	
		History	Thesis	
		Indigenous Studies *	Thesis	
		Justice Studies	Thesis	
		Linguistics *	Thesis	
		Philosophy *	Thesis	
		Police Studies	Thesis	
		Political Science	Thesis	
		Political Science Public Policy Emphasis	Thesis	
		Psychology: <i>Clinical or Experimental & Applied</i>	Thesis	
		Religious Studies	Thesis	
		Social and Political Thought **	Thesis	
	Sociology	Thesis		
	Social Studies	Thesis		
	MSC	Geography	Thesis	
	Gerontology **	Thesis		
PHD	Psychology: <i>Clinical or Experimental & Applied</i>	Thesis		
Education	MED	Curriculum and Instruction:	Thesis, Project, Practicum, Course	
		Educational Administration	Thesis, Project, Practicum, Course	
		Educational Psychology	Thesis, Project, Practicum, Course	
	Maîtrise en éducation française	didactique Curriculum and Instruction	Thesis, Project, Course	
	MHRD	Human Resource Development	Thesis, Project, Course	
	MAED	Adult Education	Thesis, Project, Course	
PHD	Education	Thesis		
Engineering	MASC	Advanced Manufacturing and Process Systems **	Thesis	
		Electronic Systems Engineering	Thesis	
		Environmental Systems Engineering	Thesis	
		Industrial Systems Engineering	Thesis	
		Petroleum Systems Engineering	Thesis	
		Process Systems Engineering	Thesis	
		Software Systems Engineering	Thesis	
	MENG	Advanced Manufacturing and Process Systems **	Project	
		Electronic Systems Engineering	Project	
		Environmental Systems Engineering	Project	
		Industrial Systems Engineering	Project	
		Petroleum Systems Engineering	Project	
		Process Systems Engineering	Project	
		Software Systems Engineering	Project	
	PHD	Engineering	Thesis	
		Electronic Systems Engineering	Thesis	
		Environmental Systems Engineering	Thesis	
Industrial Systems Engineering		Thesis		
PHD	Petroleum Systems Engineering	Thesis		
	Fine Arts	MA	Interdisciplinary **	Thesis
			Musicology	Thesis
Music Theory			Thesis	
MFA	Ceramics	Research & Exhibition		
	Drawing	Research & Exhibition		
	Interdisciplinary **	Research & Exhibition		
	Intermedia	Research & Exhibition		
	Painting	Research & Exhibition		
	Printmaking	Research & Exhibition		
Sculpture	Research & Exhibition			

Fine Arts Continued	MMUS	Composition	Thesis
		Conducting	Thesis
		Performance	Applied Music
Johnson-Shoyama Graduate School of Public Policy	MPA	Public Management	Project, Course
		Public Policy	Project, Course
	Master's Certificate	Economic Analysis for Public Policy	Course
		Health Systems Management	Course
		Non-Profit Management	Course
		Public Management	Course
Public Policy	Course		
Kenneth Levene Graduate School of Business	EMBA	Executive Management	Project
	MADMIN	Leadership	Project, Course
	MBA	Business Management	Project, Course
	MHRM	Human Resource Management	Project, Course
	Master's Certificate	Business Fundamentals	Course
		General Management	Course
		Human Resource Management	Course
International Business		Course	
Organizational Leadership	Course		
Kinesiology and Health Studies	MSC	Kinesiology and Health Studies	Thesis
Science	MA	Mathematics	Thesis, Report
		Statistics	Thesis, Report
	MSC	Biochemistry	Thesis
		Biology	Thesis
		Chemistry	Thesis
		Computer Science	Thesis, Project, Co-op
		Geology	Thesis
		Mathematics	Thesis, Report
		Physics	Thesis
		Statistics	Thesis, Report
	PHD	Biochemistry	Thesis
		Biology	Thesis
		Chemistry	Thesis
		Computer Science	Thesis
		Mathematics	Thesis
		Physics	Thesis
Statistics	Thesis		
Social Work	MASW	Aboriginal Social Work***	Thesis, Project, Internship
	MSW	Social Work	Thesis, Project, Practicum

* Special Case Programs

** Interdisciplinary Programs

*** On Hold