VSCP Online Application Instructions

Instructions

Once the online application is started, it can be saved and completed at a different time. The VSCP office recommends that students complete the application all at once to avoid confusion. Applications are not complete until the application fee is paid.

1. Go to http://www.registrar.ualberta.ca/

2. Click on the yellow 'Apply Now' button in the top left hand corner.

3. Click on the green 'Start Your Application' button.
VSCP Online Application Instructions

4. Select ‘Start Application’ on the first page of the online application.

5. Answer NO to ‘Are you currently enrolled as a student at the University of Alberta?’

6. Answer YES or NO to ‘Are you a Canadian Citizen or Permanent Resident of Canada?’ question.
VSCP Online Application Instructions

7. Enter your ‘Legal First Name’ and ‘Legal Last/Family Name’. Select your ‘Gender’ and enter in your ‘Birthdate’ and ‘E-mail’. Make sure that you enter in your full name as it appears on your passport. Your full name on this application **MUST** be the same as your full name on your passport.

![Start A New Application](image)

- There is a $125 CAD fee for submitting an online application ($75 CAD for current or former students).
- In order to complete the online application, you must be able to pay the application fee using a credit or VISA debit card. Most major credit cards are accepted. If you require a different method of payment, you will need to use the paper (PDF) application form.

8. Click on the ‘Start Application’ button to continue.

9. **E-mail Validation**: Check your e-mail account to see if you received an e-mail from do_not_reply@registrar.ualberta.ca. The e-mail subject should be called University of Alberta: Admission Application Information. Follow the instructions in the e-mail to continue your application. This step allows the University of Alberta to make sure that your e-mail address works. Be sure to check your junk mail or spam filters for important e-mail sent from the University of Alberta. **Applicants should use their own personal e-mail address to protect privacy.**

![Email Validation](image)

- If the validation email was not received within 24 hours, please try again using an account from a different email provider or contact Student Connect.
VSCP Online Application Instructions

Complete the Personal Information section. You must answer all questions with a red asterisk.

10. Please enter your Place of Birth, Country of Citizenship, and First Language. You do not need to provide an Alberta Student Number (unless you have studied in Alberta before), UAlberta Student ID, or Canadian SIN.

11. Citizenship Status: Select the option that describes your citizenship status in Canada.
VSCP Online Application Instructions

12. Correspondence (Mailing) Address: Please provide your mailing address. This is the address that will be on your Admission Letter.

![Image of Correspondence Address form]

13. Emergency Contact: Enter the name of the person that we should contact in your home country in case of an emergency.

![Image of Emergency Contact form]

14. Hometown: Answer YES or NO to the ‘Is your hometown different from your correspondence address?’ question.

![Image of Hometown form]

15. Click on ‘Next’ to save your answers. To continue your application, click ‘next’.

Complete the Academic History section. You must answer all questions with a red asterisk ∗

16. Previous and Current Secondary Education (High School): Answer YES or NO to the ‘Have you written or will you write International Baccalaureate (IB) or Advanced Placement (AP) College Board examinations?’ question.

![Image of Previous and Current Secondary Education form]
17. **Secondary Education (High School)**: VSCP applicants must provide high school information, but transcripts are not required. If you attended more than one high school, click the ‘Add School’ button.

![Secondary Education (High School) form]

18. **Post-secondary Education**: Answer YES or NO to the question ‘Have you attended or are you currently attending a postsecondary institution?’ To be admitted to the VSCP you must be attending a university or college in a country other than Canada.

**Previous and Current Postsecondary Education**: Please provide the information about your current university. If you have attended more than one university or college, click ‘Add Additional Post-secondary School’.

**University Degree**: Answer NO to the question ‘Will you have completed a university degree by the time you wish to begin attendance at the University of Alberta?’

![Post-secondary Education form]

**Attention applicants from the Republic of Korea:** If you are attending 충남대학교, please select Chungnam National University, not Chonnam National University.
19. **English Language Proficiency:** Please state the number of full-time years of formal education you have had at an institution where the primary language of instruction was English. This does not include ESL courses you have taken in the past.

20. **Educational Tests:** If you have completed an Educational Test (for example: TOEFL, IELTS), please enter in the information. If you have not, you can leave this section blank.

21. Click on ‘Next’ to save your answers. To continue your application, click ‘next’.

**Complete the Academic Programs section. You must answer all questions with a red asterisk.**

22. **Indicate Your Intended Status:** Answer the question by selecting the month that you wish to start studying. This should be the same month that your VSCP schedule starts (January, May, July or September).
23. **Intended Status:** Select ‘Open Studies’ - **DO NOT select ‘Visiting Student’**.

24. **Please select your preferred program:** Select VSCP.
VSCP Online Application Instructions

25. **Study Dates**: Select the time period for your VSCP schedule.

26. **Transcript Authorization**: Select the statement with the red asterisk *
   
   *Note: this does not apply to VSCP applicants, but every applicant must select this box to complete the application.*

27. **Declaration**: Select the statement with the red asterisk. You must select this box to complete the application.
VSCP Online Application Instructions

**Complete the Payment Tab (section). You must answer all questions with a red asterisk * **

28. **Application Fee Payment**: Please use Visa or a Mastercard to pay the $125 application fee. You must pay this fee to complete your application. Click on ‘Submit Credit Card Transaction’ to make your payment.

If you do not receive an e-mail receipt for the payment within 2 hours of completing the payment, please contact the application office by using the form at [http://www.registrar.ualberta.ca/contact](http://www.registrar.ualberta.ca/contact). There may be a problem processing the payment and as a result the application may not have been successfully submitted. If your credit card requires special authorization to do international payments, please contact your credit card company or bank in advance.

Congratulations! You have successfully submitted your VSCP online application.

**Important Information that will be sent to you by E-mail**

After you complete the application, you will receive 3 e-mails from the University of Alberta to your personal e-mail account.

1. **First E-mail**: receipt for application fee payment
2. **Second E-mail**: Application acknowledgement and University of Alberta ID number
3. **Third E-mail**: CCID and temporary password so that you can log in to Bear Tracks and your [ualberta.ca](http://www.ualberta.ca) e-mail account. This may take a few days to receive.

After the third e-mail, the University of Alberta will only contact you by sending e-mails to your [ualberta.ca](http://www.ualberta.ca) e-mail address, *not your personal address.*
VSCP Online Application Instructions

Students will then get an e-mail in their ualberta.ca account telling them to check Bear Tracks for Important VSCP Document information.

Residence Application: It will take 3 business days from the day you receive your CCID for your CCID to be uploaded to the online residence application system. After 3 days, your CCID should work for the online residence application.

IMPORTANT! Your University of Alberta Admission Offer (Letter of Acceptance)

It is important to check your ualberta.ca e-mail address and Bear Tracks account regularly for important application information.

Your University of Alberta Admission Offer (Letter of Acceptance) will only be provided to you in your Bear Tracks account.

The letter will be a pdf file which you should use to apply for your Canadian immigration documents. You can save it and print as many copies as you need.

You will NOT receive your Admission Offer (Letter of Acceptance) by e-mail or as a paper document.