



UNIVERSITY OF  
**KING'S**  
COLLEGE • HALIFAX

# UNDERGRADUATE APPLICATION

## Instructions for Applicants

Please read carefully

Applications are also available on the web at [www.ukings.ca](http://www.ukings.ca)

PLEASE SEE REVERSE FOR APPLICATION CHECKLISTS.

### Explanation of Terms

**Early Fall Admission** is available to all applicants who have completed their application by January 31.

**Official Transcript:** If sent by student, the transcript must be in an envelope sealed by the school. Transcripts may also be sent directly from the school via mail. Grade 12 applicants from semestered schools must submit their first semester final grades in addition to a list of the classes they'll be taking second semester. Applicants from non-semestered schools are required to submit their midterm grades.

**Self reported Grades:** Only applies to **Early Fall Admission**. Students must include their Grade 11 finals and a list of the courses they plan to take in Grade 12.

**Autobiographical Sketch:** Required for **Bachelor of Journalism Honours (BJH)** only. 1,000 words describing why you want to study journalism. We want to know something about your academic strengths (and weaknesses), your general interests, the work you may have done in journalism and other fields, and anything else that would contribute to a well-rounded story about yourself.

**Application fee:** \$65. Do not send cash. Pay by bank draft, cheque, credit card, debit card (in person only) or money order. Make cheques payable to "University of King's College" and print full name of applicant on back. From outside Canada or the US, only send credit card information or a bank draft in Canadian funds.

**Mature student:** Canadian citizen or permanent resident who are 21 years of age or older by the first day of classes and are not eligible for admission on the basis of the regular admission requirements.

### To Apply

- Please complete all sections of the application.
- Payment of the application fee is required to process your application.
- It is the responsibility of the applicant to ensure that all supporting documents are received by the Registrar's Office.
- Be sure to sign the declaration on the final page of the application before submitting.
- Submit your completed application to the Registrar's Office.
- Please allow three weeks for processing time after your completed application has been received.

### Tips

- **Enrolment is limited, and offers of admission are made on a rolling basis. Apply as early as possible.**
- Make sure that the names on all your documents match.
- In all future correspondence with the Registrar's Office, please include your full name and a second piece of identification (ie: birthdate).
- All documents become the property of the University of King's College and will not be returned.
- If possible, please submit all documentation together.
- If you consider yourself an applicant with special needs, please contact the Registrar's Office to be advised of services available at the University of King's College and Dalhousie University. This information will be used only to assess whether the universities are able to provide the necessary supports. It will not be considered as part of the admissions process.
- Scholarship information and applications available online at [www.ukings.ca/admissions/finances/scholarships/](http://www.ukings.ca/admissions/finances/scholarships/). Scholarship essay and major awards deadline is January 15th. High school transcripts supporting your scholarship application must be received by March 1st.

### Personal Information and Protection of Privacy

The information requested on this form is collected under the authority of the King's College Act (c.44, S.N.S. 1998) and is needed to assign your university identification number; to process your application for admission; to verify your qualifications and determine your eligibility for admission; for administration of student records, scholarships, and awards; for provision of student and alumni services; and for university planning and research. Upon registration at King's, this information will form part of your student record and will be used to document your progress in an academic program. Students' personal information may be disclosed, as required, to academic and administrative units; to donors or representatives of university-administered scholarships/bursaries/awards; to federal and provincial agencies as legally required; and to student governance associations. For details on the use and disclosure of students' personal information, please contact the Registrar at (902) 422-1271.

## Admission Dates

Scholarship essay and major awards	January 15
Transcripts for scholarship consideration	March 1
International students (except USA)	April 1
Regular admissions from Canada or USA <sup>1</sup>	June 1
Returning King's students <sup>2</sup>	August 15
Early Fall Admission (Based on Grade 11 Finals)	October 15–Jan 31
January Admission (readmission, transfer & internal transfer only)	November 15
Foundation Year Programme, Bachelor of Journalism (Honours) and Bachelor of Music (including readmission, transfer and internal transfer)	March 1

<sup>1</sup> Late applications may be considered until August 1, but we cannot guarantee space in programmes.

<sup>2</sup> For students returning to undergraduate programmes or attending as a special student.

## Application Checklist

(For explanation of terms in *italics*, please see “Explanation of Terms” on page 1.)

### BA and BSc

- Application and *Application fee*
- Self-reported* grades (early admission only)
- Official* high school transcripts

### BJH

- Same as BA and BSc Requirements
- Autobiographical sketch*
- Clippings and references (optional).

Please ensure your name is clearly attached to each submission.

### BMus

- Same as BA and BSc Requirements
- Supplemental application **sent directly to** the Department of Music available at: [www.dal.ca](http://www.dal.ca)

## Additional requirements if you...

(use *all* sections that apply to you)

### ...are from the US

- SAT or ACT scores (our reporting code is 0990 for the SAT, and 5511 for the ACT)
- A school profile, if possible

### ...are home-schooled

- Letter of intent
- Writing sample
- Information from educator about curriculum followed
- Lists of textbooks used and books read
- Any available transcripts
- Results of any standardized tests
- For BSc: successful completion of Math Diagnostic Test

### ...are from an Ontario High School

- Applicants applying through the Ontario Universities' Application Centre should submit their OUAC number to allow their grades to be sent to King's electronically. If received after applying, please forward your OUAC number by email to: [admissions@ukings.ca](mailto:admissions@ukings.ca).
- Official final transcripts, upon graduation, sent directly from your high school to the Registrar's Office

**Note:** OUAC reports marks in March. For *early fall admission*, you must submit self-reported grades even if you have submitted an OUAC number.

### ...are a mature student

- Official transcripts from all high school and/or post-secondary institutions attended
- Letter outlining life and work experience since last attending full time study
- Letter outlining education goals and motivation to succeed at university study

### ...are from an international location other than the US

- Students who have studied in an English language institution for at least three years at the secondary level, or one year at the post-secondary level, are not required to submit proof of English language proficiency. When proof of English language proficiency is necessary please submit a TOEFL or another equivalent test.
- Official translations of any documentation
- A school profile, if possible

### ...wish to be considered for an entrance scholarship

- Students are automatically assessed for a general entrance award if a completed admission application is submitted by March 1.
- Major awards deadline is January 15. Your application will be considered when a completed admission application, an entrance award application and three copies of a senior level essay are submitted by the deadline.

### ...are applying for readmission, transfer, internal transfer, special students or visiting status

- Official transcripts from all post-secondary institutions previously attended (internal transfers, readmits, and transfers from Dalhousie do not need to request a transcript)
- Letter of intent stating your planned course of study at King's
- Please check the transfer credit equivalency database at [www.dalonline.dal.ca](http://www.dalonline.dal.ca). If any of your courses are not listed, please submit the official course outlines so we may assess them for transfer credit.

#### Notes:

- Transfer applicants in first year must submit a high school transcript in addition to their current post-secondary transcript.
- Visiting students must submit a Letter of Permission from their home institution, and do not need to submit an official transcript.
- Students who have been out of school for a year or more must submit a brief letter outlining activities during their break in studies.

### ...are from a Nova Scotia High School

- Applicants applying from Nova Scotia, and have graduated in 2012 or later, have the option of providing a Provincial Student Number (PSN) on the application for admission. This will allow King's to access grades electronically.



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**Registrar's Office**

6350 Coburg Rd. • Halifax, NS B3H 2A1 • Canada  
(902) 422-1271 (T) • (902) 425-8183 (F) • admissions@ukings.ca

OFFICE USE ONLY

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# UNDERGRADUATE APPLICATION

**Contact Information**

Last Name (Surname/Family Name) Previous Last Name (if applicable)

First Name Middle Name(s)

Email

**Permanent Mailing Address** effective from DD / MM / YY to DD / MM / YY (If permanent, leave "to" field blank)

Address/P.O. Box/Rural Route/Lot # Apartment/Unit

City Prov/State Postal/Zip Code Country

Phone Number Cell Number

Permanent Residency (City/Province/State/Country if not Canada)

**Alternate Mailing Address** effective from DD / MM / YY to DD / MM / YY (If permanent, leave "to" field blank)

Address/P.O. Box/Rural Route/Lot # Apartment/Unit

City Prov/State Postal/Zip Code Country

Phone Number Cell Number

Permanent Residency (City/Province/State/Country if not Canada)

**Start Date and Personal Details**

**Start Date**

When do you wish to start? Year   
 Fall (September)    Winter (January)    Summer (May)

**Gender**  
 Male  
 Female  
 Not declared

**Date of Birth**  
 DD / MM / YY

**Social Insurance Number**  
 -  -   
 Do not enter US Social Security number

**Citizenship Status**

Canadian Citizen  
 Citizen of Another Country  
 Permanent Resident of Canada  
 Refugee  
 Country of Citizenship, if not Canadian: \_\_\_\_\_

If you are not a Canadian citizen and you are residing in Canada, indicate your date of entry into Canada:  
 DD / MM / YY

## Parent/Guardian Information

The University of King's College has a program to give parents the opportunity to keep up-to-date with college activities on and off-campus. You may provide us with their contact information for this purpose. Completion of this section is voluntary.

\_\_\_\_\_  
Last Name (Surname/Family Name) First Name

\_\_\_\_\_  
Last Name (Surname/Family Name) First Name

\_\_\_\_\_  
Street Address/PO Box/Rural Route/Lot#

\_\_\_\_\_  
Street Address/PO Box/Rural Route/Lot#

\_\_\_\_\_  
City, Province/State Postal Code Country

\_\_\_\_\_  
City, Province/State Postal Code Country

\_\_\_\_\_  
Telephone E-mail

\_\_\_\_\_  
Telephone E-mail

King's graduate?  Y  Y  Y  Y

King's graduate?  Y  Y  Y  Y

\_\_\_\_\_  
Previous Surname (if applicable) Degree Awarded

\_\_\_\_\_  
Previous Surname (if applicable) Degree Awarded

## Secondary Study (High School)

**Official Transcripts are required.**

For semestered schools, official transcripts should include Grade 11 results, 1st semester Grade 12 final grades and a list of second semester Grade 12 courses. For non-semestered schools, official transcripts should include Grade 11 results and first term results.

High School Attended for Grade 12 (or equivalent), Province and/or Country \_\_\_\_\_

Graduation date or last calendar year attended

Is your school semestered?  Yes  No

If you are a Nova Scotia high school student, please enter your NS Provincial Student Number here \_\_\_\_\_

If you have an OUAC number, please indicate it here \_\_\_\_\_  
e.g. 2 0 1 X - X X X X X X - 0

If you have written or will write any International Baccalaureate or Advanced Placement (College Board) examinations, please indicate the program:

IB Diploma  IB Certificate  AP (College Board)

## Post-Secondary Study (College/University)

Have you attended or are you currently attending college or university?  Yes  No

You must list all colleges and/or universities you have attended or are currently attending.

**Official transcripts** of all previous college and university studies are required. Transcripts for the University of King's College, Dalhousie University, the former TUNS, and the former NSAC are already on file. For exchange students, you may be required to submit a proof of English proficiency.

College/University	Province/State/Country	Attendance from MM/YYYY	To MM/YYYY	Degree/Diploma Intended or Obtained and Major

Have you ever been required to withdraw from any post-secondary institution for academic reasons?  Yes  No

If yes, which institution? \_\_\_\_\_ Date  /  /

### English Language Proficiency

Is English your first language?

Yes  No (Please attach English language proficiency test score)

If No, proof of English language proficiency may be required.

Are you planning on taking ESL training before beginning at King's?

Yes  No

If yes, where

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### Agent Representation (international students)

Do you have an education or international agent representing you?

Yes  No

If so, please name the individual and/or agency

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Are you participating in the NSISP (Nova Scotia International Student Program)?

Yes  No

If so, what date did you start the program?

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### Student Status

Have you ever applied to, attended or worked for the University of King's College, Dalhousie University, the former TUNS or the former NSAC?

Yes  No If yes, please provide your ID #

Please check your application type

- First Year
- Transfer Student
- Current/Returning King's or Dalhousie Student
- Exchange Student
- Visiting Student—Student working towards a degree from another institution
- Mature Student—Student who has been absent from high school academic study for several years
- Special Student—Student applying for admission to a Faculty to take courses, but not working towards a degree. Most special students already have a degree and/or wish to take courses for professional development or to prepare for future study.

### Programme Selection

#### Bachelor of Arts

- Foundation Year Programme (FYP)
- Undeclared

#### Bachelor of Science

- Foundation Year Programme (FYP)
- Undeclared
- Dalhousie Integrated Science Program (<http://disp.science.dal.ca/>)

#### Bachelor of Journalism (Honours)

- Foundation Year Programme (FYP)
- non-FYP (Transfer Student Applicants Only)

#### Bachelor of Music

- Foundation Year Programme (FYP)
- Undeclared

### Major or Field of Study

Field of study (e.g. Music)—Transfer, Current, Returning, or Special Students only

### Exchange Students/ Visiting Students:

Home University

Field of study (e.g. History)

### Supplementary Information

#### Extra-Curricular Interests

- choir  theatre  badminton  writing  student newspaper
- dance  cooking  volleyball  reading  student government
- art  soccer  basketball  rugby

#### Where did you first hear about King's? (Please select only one).

- family  teacher / guidance counselor  website
- friends  university rep/school visit/college fair  faculty classroom lecture
- alumni  social media

### Consideration for Financial Aid

Will you be applying for a government student loan or bank education loan?  Yes  No

(A number of Entrance Bursaries are available for students financing their education through student loans.)

### Permission to Release Information

Your written permission is required before any personal information, including admissions decisions, can be released to a third party, (e.g. a parent or a guidance counsellor). If you would like to grant a third party access to your application information, you must indicate so below. Access to your personal information will be granted only during the evaluation of your application.

I hereby consent to the release of information concerning my application for admission during the application evaluation period to:

Name

Relationship (e.g. parent, guidance counsellor, etc.)

## Application Fee Payment (non-refundable)—\$65

do not send cash

Debit (in person only)  Cheque (Cdn. Funds Only)  Money Order  Visa  Mastercard  Bank Draft (Cdn. Funds Only)

Signature of Cardholder: \_\_\_\_\_ Name of Cardholder (Printed): \_\_\_\_\_

Card Number:           Expiry Date: Month  Year

\* Students returning to the same program and current King's/Dalhousie students applying to the BA, BSc, and BMus programmes do not need to pay the application fee. King's/Dalhousie students applying to the BJH are required to pay the \$65 application fee.

## Declaration

I have read the information and instructions for this application. I hereby certify that all of the above information provided in this application is complete and correct and I authorize the University to verify any information provided as part of this application. I understand that withholding relevant information or falsifying information may be considered grounds for non-admission or, after admission, grounds for dismissal. I agree that details concerning any falsification of information may be provided to other institutions including the Association of Universities and Colleges of Canada. I agree to the release of information to Statistics Canada for statistical purposes only. (Should you wish to have identifying information removed from StatsCan files, please go to <http://www.statcan.gc.ca>) I agree to follow and be bound by the provisions of the Calendar, and the regulations of the University, including any revisions, deletions or additions made to them in the future. If admitted, I agree to pay all fees associated with my registration and enrolment at the University.

SIGNATURE: \_\_\_\_\_

NAME (please print): \_\_\_\_\_

Date: \_\_\_\_\_

## Voluntary Self-Identification

The University of King's College is committed to encouraging diversity and to providing services that meet the needs of the University's diverse student population.

**Self-Identify with Consent:** There may be **scholarships** and **affirmative action policies** in some programs that may be available to those who self-identify with consent in this section. King's and Dalhousie have numerous support services available to students who are Mi'kmaq, Inuit, Other First Nations, Black/African descent, other visible minorities or who have disabilities, including financial aid. If you select to self-identify with consent the University may forward additional information on these support services.

**Self-Identify without Consent:** There is also the option to self-identify without consent. This means any data produced from the information will not be linked to you without your prior written authorization. This information will be used by the University to assist in assessing and improving services for students who are Aboriginal, Black/persons of African descent or persons with a disability.

**Are you providing the following self-identification information with consent?**  Yes  No

**Voluntary self-identification:**

Mi'Kmaq status	<input type="checkbox"/>	Métis	<input type="checkbox"/>
Mi'kmaq non status	<input type="checkbox"/>	Black/African Nova Scotia	<input type="checkbox"/>
Inuit status	<input type="checkbox"/>	Black/African Canadian	<input type="checkbox"/>
Inuit non status	<input type="checkbox"/>	Black/African	<input type="checkbox"/>
Other First Nations status	<input type="checkbox"/>	Other visible minority	<input type="checkbox"/>
Other First Nations non status	<input type="checkbox"/>		

**Disability self-identification:**

Person with a disability With consent

Person with a disability Without consent

Do you consider yourself to be a person who is lesbian, gay, bisexual, queer, two-spirited or a similar term?

Yes  No

Do you consider yourself to be a person who is trans, transsexual, gender queer or a similar term?

Yes  No

**Thank you for applying to the University of King's College!**

**Application should be mailed to:**

University of King's College  
Registrar's Office  
6350 Coburg Rd.  
Halifax, NS B3H 2A1  
Canada

**Please direct any questions  
or concerns to:**

Registrar's Office  
(902) 422-1271 (T)  
(902) 425-8183 (F)  
admissions@ukings.ca