

# How to complete an online application for the Indigenous Sport and Recreation Certificate



## Create a New Account

### Password requires:

- At least ten (10) characters.
- Both uppercase and lowercase letters.
- At least one number or special character.

By clicking 'Create Account' you agree to the [Privacy Policy](#).

First, you will need to create an account. Complete this page and click 'proceed'

Be sure to record the email address used and your password, you will need this to login later if you don't complete the application now.

# Faculty of Graduate Studies and Research

Logged In: Jane Doe

[Logout](#) | [Program Search](#) |

## Program Search

The University of Alberta offers a wide range of graduate programs. A detailed listing of the available programs can be found on the [FGSR website](#). Click "Search Now" for a list of all currently available programs.



Now you will need to search for your program. Click on Physical Education & Recreation, and Part Time. Then click 'Search Now'

## Program Search

The University of Alberta offers a wide range of graduate programs. A detailed listing of the available programs can be found on the [FGSR website](#). Click "Search Now" for a list of all currently available programs.

Physical Education and Recreation ▾

Keywords

Part Time ▾

**Search Now**

### Your Search Results:

[Master of Arts \(Crse\) in Physical Education and Recreation - Part Time](#)  
Keywords: Master of Arts (Crse) in Physical Education and Recreation - Part Time

[Master of Arts \(Crse\) in Physical Education and Recreation, Recreation And Leisure Studies - Part Time](#)  
Keywords: Master of Arts (Crse) in Physical Education and Recreation, Recreation And Leisure Studies - Part Time

[Master of Coaching \(Crse\) in Physical Education and Recreation - Part Time](#)  
Keywords: Master of Coaching (Crse) in Physical Education and Recreation - Part Time

[Post-Baccalaureate Certificate in Physical Education and Recreation, Indigenous Sport And Recreation - Part Time](#)

A screen will appear with a list of search results. Click on Post-Baccalaureate Certificate in Physical Education & Recreation, Indigenous Sport and Recreation – Part Time.



## Faculty of Graduate Studies and Research

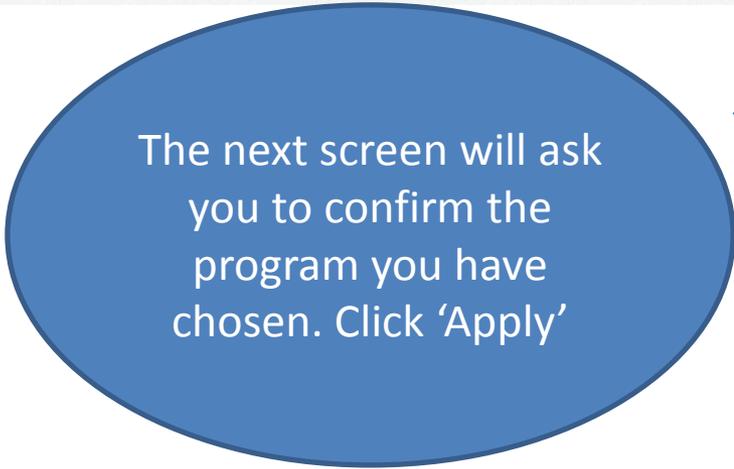
Logged In: Jane Doe

[| Logout](#) | [Program Search](#) |

### Post-Baccalaureate Certificate in Physical Education and Recreation, Indigenous Sport And Recreation - Part Time

Please confirm the correctness of the selected program and the corresponding academic year, mode of attendance, program start date before clicking the "Apply" button. Please be aware that, once you make your selection, you will not be able to change it without starting a new application.

Academic Year	Mode of Attendance	Program Start Date	Application Open Date	End Date	
2017/2018	Part Time	September 2017	March 10, 2017	September 01, 2017	<a href="#">Apply</a>

[Back to Search](#)

The next screen will ask you to confirm the program you have chosen. Click 'Apply'

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## Post-Baccalaureate Part Time

Please confirm the correct information. Please be aware that, once you make an application, you cannot edit it.

### Academic Year

2017/2018

[Back to Search](#)

### Important Note

Important Note: To secure and protect personal information, unsubmitted applications are deleted 21 calendar days after you begin your application or the application deadline (whichever comes first).

We suggest before you start your application, you gather the documents necessary to complete and submit your application (e.g. transcripts, degree certificates, English Language Proficiency scores, referee contact information, and other documents required by the department offering the program to which you're applying).

[Ok](#)[Cancel](#)[Apply](#)

You have 21 to complete your application before you will have to start again. You can save your application to complete at a later date within the next 21 days.

Click 'OK' and then 'Apply'

Please visit the [department website](#) to review the specific requirements of your program, and contact the department directly if you have any questions. As requirements vary by program, this step is critical before you continue completing your application.

Mandatory fields are marked with an asterisk (\*) and must be completed in order to submit your application.

Hold your cursor over the  icon to display additional information and/or instructions relating to that field.

Please do not use quotation marks, special characters (&,%, \$ ) or letters with accents (including Chinese characters) when entering text in this online application form. The system does not support these symbols. Use of these types of characters or symbols will prevent submission of your completed form.

This application must be submitted by June 23, 2017. After this date the application will be deleted.

- Personal Information
- Languages
- Academic History
- References
- Funding / Supervisors
- Documents
- Declaration

## Personal Information

* Title	<input type="text" value="Please Select"/>
* First Name 	<input type="text" value="JANE"/>
Middle Name	<input type="text" value="Middle Name"/>
* Family Name 	<input type="text" value="DOE"/>
Previous Family Name	<input type="text" value="Previous Family Name"/>
* Gender	<input type="text" value="Please Select"/>
* Date of Birth	<input type="text" value="16/Aug/1978"/>

Now you will begin to fill out your personal information.  
\*Are required fields.

Email Address jane.doe@gmail.com

\* Is your home address different than your mailing address?  Yes  
 No

## Emergency Contact

\* First Name

\* Family Name

\* Relationship

Email Address

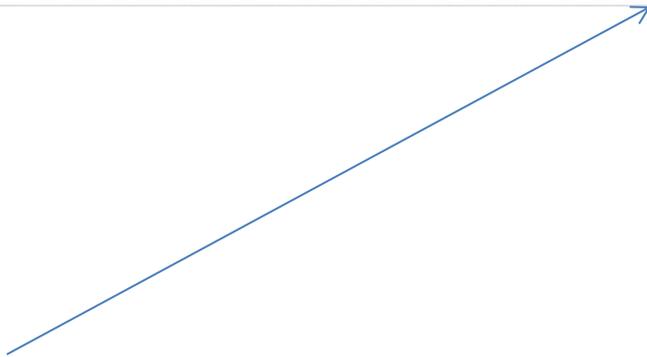
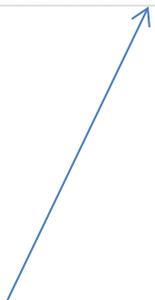
\* Primary Telephone Number

Alternate Telephone Number

Save

Next

At the end of each session, be sure to click 'save' then 'next'.



# Post-Baccalaureate Certificate in Physical Education and Recreation, Indigenous Sport And Recreation - Part Time

**Application Closing Date: September 1, 2017**

Please visit the [department website](#) to review the specific requirements of your program, and contact the department directly if you have any questions. As requirements vary by program, this step is critical before you continue completing your application.

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Personal Information    Languages    Academic History    References    Funding / Supervisors    Documents    Declaration

## Language Proficiency Information

\* First (Primary) Language

Please Select

- |          |                            |                              |                           |
|----------|----------------------------|------------------------------|---------------------------|
| Speaking | <input type="radio"/> High | <input type="radio"/> Medium | <input type="radio"/> Low |
| Reading  | <input type="radio"/> High | <input type="radio"/> Medium | <input type="radio"/> Low |
| Writing  | <input type="radio"/> High | <input type="radio"/> Medium | <input type="radio"/> Low |

Complete your  
primary  
language and  
level of  
understanding.

Writing

High

Medium

Low

Add Language

## English Language Proficiency

English is the primary language of instruction and communication at the University of Alberta. All applicants must be proficient in English prior to admission. Applicants with degrees/qualifications taken in a language other than English must demonstrate proficiency in the English language.

- Visit the [FGSR website](#) for requirement information.
- Consult your program's department website prior to applying as many departments have English language proficiency requirements that are higher than the FGSR minimum.
- Select the appropriate item(s) below if you are required to provide an English language proficiency test score or a letter stating English is the medium of instruction at your institution.

Exam Type

TOEFL (Internet-Based)

Pearson Test of English

IELTS (Intl Eng Lang Test Sys)

MELAB (Michigan Eng Lang AB)

CAEL (Can Academic Engl Lang)

English is Medium of Instruction Letter

Back

Save

Next

At the bottom, don't forget to click 'save' and 'next'.

# Post-Baccalaureate Certificate in Physical Education and Recreation, Indigenous Sport And Recreation - Part Time

**Application Closing Date: September 1, 2017**

Please visit the [department website](#) to review the specific requirements of your program, and contact the department directly if you have any questions. As requirements vary by program, this step is critical before you continue completing your application.

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Hold your cursor over the ⓘ icon to display additional information and/or instructions relating to that field.

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Personal Information    Languages    Academic History    References    Funding / Supervisors    Documents    Declaration

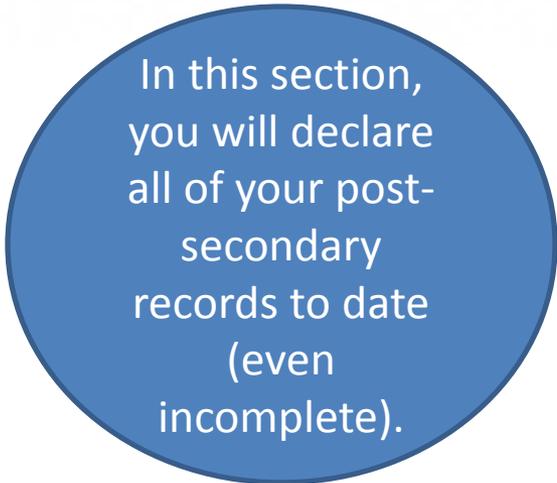
## Education

You must declare your post-secondary academic record to date, including complete and incomplete programs of study.

Enter the post-secondary institutions you have attended in chronological order, starting with the most recent/current program of study. You may enter up to seven institutions.

You will be required to scan and upload each page (front and back) of your most recent official academic documentation under the "Documents" tab. Refer to the [Acceptable Document Guidelines](#) for further details.

### Institution 1



In this section,  
you will declare  
all of your post-  
secondary  
records to date  
(even  
incomplete).

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Enter the post-secondary institutions you have attended in chronological order, starting with the most recent/current program of study. You may enter up to seven institutions. You will be required to scan and upload each page (front and back) of your most recent official academic documentation under the "Documents" tab. Refer to the [Acceptable Document Guidelines](#) for further details.

### Institution 1

\* Institution

University of Regina, SK

If Other Please Specify

If Other Please Specify

\* Country of Institution

Canada

\* Degree Name

Kinesiology and Health Studies

\* Degree Status

Complete

\* Start Date

08/Sep/1997

\* End/Anticipated End Date

20/Jun/2002

Jun 2002

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Search

Add Institution

Back

Save

Next

You can search for your institution or click 'Add Institution' if it's not listed. Then click 'save' and 'next'

## Reference 1

* Name	<input type="text" value="Sam Smith"/>
* Academic Rank/Job Title ⓘ	<input type="text" value="Supervisor"/>
* Company/Organization/Institution Name	<input type="text" value="Saskatchewan Health"/>
Contact Telephone Number ⓘ	<input type="text" value="555-555-5555"/>
* Email Address	<input type="text" value="sam.smith@gmail.com"/>
* Type of Reference	<input type="text" value="Work"/>

## Reference 2

* Name	<input type="text" value="Jill Cameron"/>
* Academic Rank/Job Title ⓘ	<input type="text" value="Manager, International and Community Education"/>
* Company/Organization/Institution Name	<input type="text" value="University of Alberta"/>
Contact Telephone Number ⓘ	<input type="text" value="780-492-8369"/>
* Email Address	<input type="text" value="jill.cameron@ualberta.ca"/>
* Type of Reference	<input type="text" value="Work"/>

This contact information is correct and can be used as well.

This section is for your references. You will see there are 3 references required, however this program only requires one. In order to advance, please enter Jill Cameron (as seen on slide), as your two remaining references.

Contact telephone Number 780-492-8369  
\* Email Address jill.cameron@ualberta.ca  
\* Type of Reference Work

### Reference 3

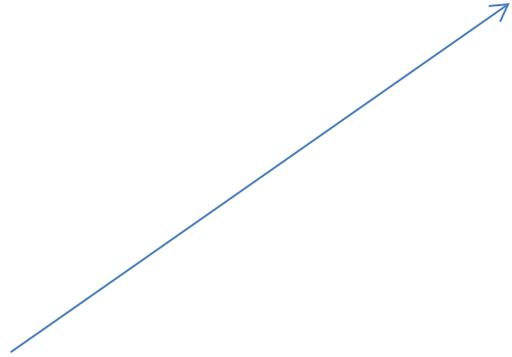
\* Name Jill Cameron  
\* Academic Rank/Job Title Manager, International and Community Education  
\* Company/Organization/Institution Name University of Alberta  
Contact Telephone Number 780-492-8369  
\* Email Address jill.cameron@ualberta.ca  
\* Type of Reference Work

Back

Save

Next

After completing all three references (with two being the same), click 'save' and 'next'



Please visit the [department website](#) to review the specific requirements of your program, and contact the department directly if you have any questions. As requirements vary by program, this step is critical before you continue completing your application.

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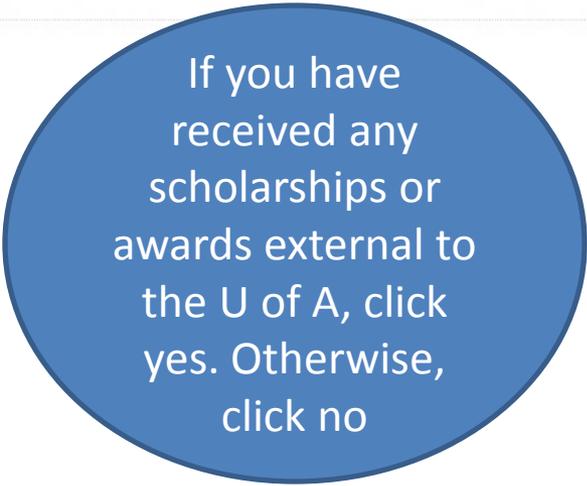
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### Scholarships and Awards

Provide information on any scholarships or awards, external to the University of Alberta, you have applied for. You may enter up to five scholarships and/or awards.

\* Do you have any scholarships or awards external to the University of Alberta that you expect to receive?  Yes  No



If you have received any scholarships or awards external to the U of A, click yes. Otherwise, click no

## Supervisor

An academic supervisor is required in order to be admitted to this Faculty. Select the name(s) of your supervisor(s) from the drop down lists below. Please note you must have previously corresponded with these faculty member(s) and a tentative supervisory arrangement has been agreed to.

For MCoach Applicants only, please select both an academic supervisor and mentor coach. To provide the mentor coach's name, go to the second supervisor drop down list, scroll down to select Other and enter the coach's name.

For Post Baccalaureate Certificate Program, a supervisor is not required to apply.

If known please select  
your potential supervisor  
Second Supervisor?

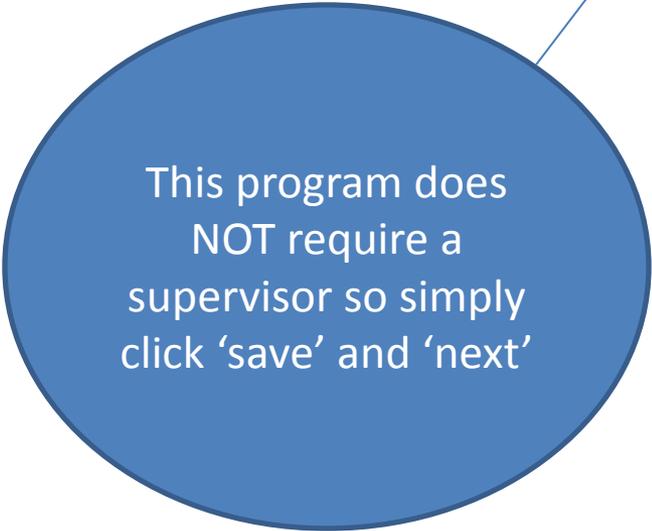
Please Select

Please Select

Back

Save

Next



This program does  
NOT require a  
supervisor so simply  
click 'save' and 'next'

# Post-Baccalaureate Certificate in Physical Education and Recreation, Indigenous Sport And Recreation - Part Time

Application Closing Date: September 1, 2017

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## Supporting Documentation

Upload all applicable supporting documentation. Applications require the documents listed below before an admission decision can be made.

- The maximum allowable file size for transcripts/marksheets is 10MB and all other documents are limited to 5MB.
- Acceptable file formats are PDF, JPG and PNG.
- Ensure all security features (e.g. passwords and encryptions) are removed from the documents before uploading them.
- When uploading transcripts/marksheets and degree certificates, include the front **and** the back of each page.

Kinesiology and Health Studies, University of Regina, SK



This is where you will upload copies of all of your transcripts.

## Kinesiology and Health Studies, University of Regina, SK

Maximum file size is 10MB and the acceptable file formats are PDF, JPG and PNG.

### Official Transcript/Marksheet in the Original Language\*

Select File....

### Official Transcript/Marksheet English Translation

Non English transcripts require that you also upload a certified English translation.

Select File....

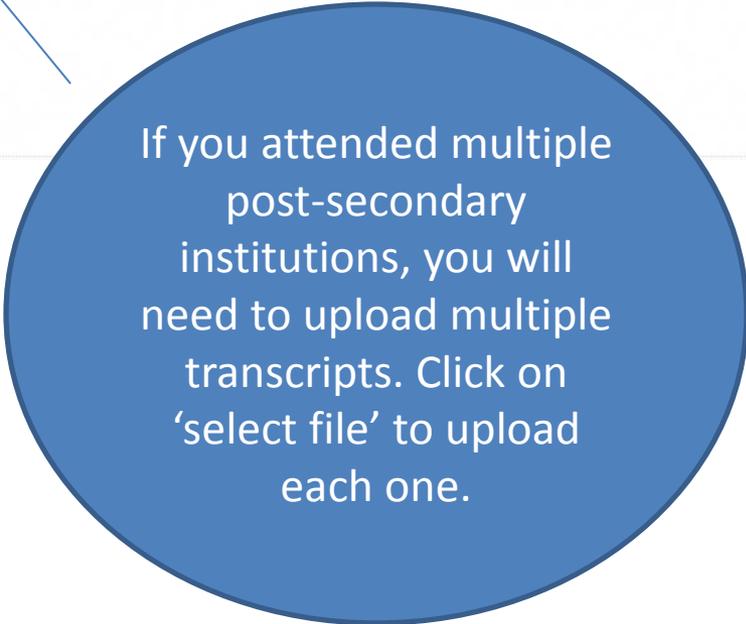
### Degree Certificate in the Original Language

Select File....

### Degree Certificate English Translation

Select File....

### Department Checklist



If you attended multiple post-secondary institutions, you will need to upload multiple transcripts. Click on 'select file' to upload each one.

## Department Checklist

Some University of Alberta departments have specific requirements. Visit the [department website](#) to check if any specific templates or documents are required for your application.

- The maximum allowable file size is 5MB and the acceptable file formats are PDF, JPG and PNG.
- Ensure all security features (e.g. passwords and encryption) are removed from the documents before uploading them.
- For large files (e.g. videos) please provide the applicable URL in the 'Other Comments' field at the bottom of the page, along with any additional comments you may wish to include.

## Curriculum Vitae / Resume

Upload as a PDF to online application (hard copies sent by email or mail will not be accepted)

Select File....

## Letter of Intent

- Address letter to Graduate Programs Admissions Committee
- Provide 1-2 typewritten pages explaining your area of interest, why this is an important area, and your goals
- Identify the faculty member you contacted as a potential academic supervisor. Master of Coaching (MCoach) applicants must also identify a mentor coach. (N/A for Post Baccalaureate Certificate Program)
- Upload as a PDF to the online application (hard copies sent by email or mail will not be accepted)

Select File....

Always remember to click 'save' and then 'next' when advancing screens

You will also be required to upload a current copy of your CV or resume as well as a letter of intent.

## Graduate Assistantship Funding Application (N/A for Post Baccalaureate Certificate Program)

The Faculty of Physical Education and Recreation is committed to providing graduate assistantship (GA) funding to new and continuing students in the **Master's and Doctoral programs**. To be considered for GA support, complete the Graduate Student Assistantship Application form in entirety. Please review our Funding and Awards section for more information on eligibility and regulations. [Download here](#)

Select File....

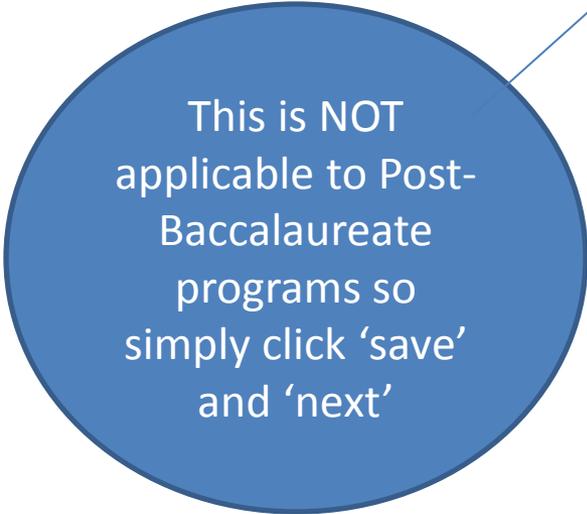
### Other Comments

Other Comments

Back

Save

Next



This is NOT applicable to Post-Baccalaureate programs so simply click 'save' and 'next'

### Graduate Assistantship Funding Application (N/A for Post Baccalaureate Certificate Program)

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Select File....

Other Comment

#### Warning - Page Incomplete

Some mandatory fields are blank, please check highlighted fields.

Click Continue to go to the selected page and return to this page later or Cancel to review your responses on this page.

Cancel

Continue

Back

Save

Next

If you see this page when you try to click submit, it's likely because you are missing some documents. That is OKAY. This is why they give you 21 days to complete the application. Click 'continue' then 'save' and 'next' to advance

## Declaration

Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be used by academic and administrative units according to university policy, and operational needs. It is disclosed pursuant to federal and provincial regulatory reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. Direct any questions about this collection to the Admissions Services Supervisor, Faculty of Graduate Studies and Research, Killam Centre for Advanced Studies, 2-29 Triffo Hall, University of Alberta, Edmonton, AB T6G 2E1, 780-492-3499 or visit the [Information and Privacy Office website](#).

You must agree to the following declaration before submitting your application:

- I agree, if admitted to the University of Alberta, to comply with University regulations.
- I certify that the information in this application is true and complete in all respects and that I have withheld no information.
- I authorize the University to verify any information provided as part of this application.
- I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in prosecution under the University's Code of Applicant Behaviour, Code of Student Behaviour and/or the Criminal Code of Canada.

\* I agree to the above Declaration

Back

Save

Submit

The final step is your declaration. This states that everything you've entered is true. Be sure to click \*agree before clicking 'save' and finally 'submit'

And that's it! Good luck, we look forward to reviewing your applications.