

APPLICATION PROCEDURES

Current Diploma application procedures are outlined in the Diploma Program Calendar (calendar.uoguelph.ca/associate-diploma/). Applicants for part-time study are considered on the same basis as full-time applicants, and therefore must meet the published admission requirements for the program desired.

Applicants from Ontario Currently Enrolled in Secondary School

See information on "Admission Requirements" for specific subject requirements for the various programs. The Ontario Universities' Application Centre OUAC 101 (<https://www.ouac.on.ca/>) application should be used by all applicants who are currently enrolled in an Ontario Secondary School as a day school student. Students who apply directly to a Co-op program and who are not admitted will be considered for the regular degree program. Applicants to the University are requested, where possible, to indicate on the application their program and major of primary interest. It should be noted that an offer of admission applies to both the degree program and to the major area of study specified in the offer. Because enrolment in certain courses is limited by the availability of resources, the University cannot guarantee that all students wishing to take a particular specialization will be accommodated.

Applicants from Ontario Not Currently Enrolled in Secondary School

Applicants who are not currently enrolled in an Ontario Secondary School as a day school student should apply through the Ontario Universities' Application Centre OUAC 105 (<https://www.ouac.on.ca/>) application.. This includes the following types of applicants: adult, night school, correspondence, on-line learning, and those who previously obtained the Ontario Secondary School Diploma.

Students who apply directly to a Co-op program and who are not admitted will be considered for the regular degree program.

All Other External Students

All other students should apply through the Ontario Universities' Application Centre OUAC 105 (<https://www.ouac.on.ca/>) application. This includes those applying from:

- a. secondary school outside Ontario
- b. CEGEP
- c. recognized college or university
- d. College of Applied Arts and Technology, and Institutes of Technology and Advanced Learning

In addition, students applying under the Mature Student Regulation, to General Studies, or to Non Degree Studies should complete the OUAC 105 application.. The OUAC 105 application is available on-line at <https://www.ouac.on.ca/ouac-105/>.

Applying from Outside Canada

Students applying from outside Canada are strongly advised to begin the application process six to eight months prior to the proposed entry point. Those applying for admission to the Fall semester should have their application in to Admission Services by February 15, followed by all required documentation, no later than March 1 in order to ensure a timely

decision. Early admission consideration is possible if applications arrive by January 15 and documents by February 1. There are three application options:

1. International applicants (Non-Canadian or Non-Permanent Residents of Canada) applying to the main campus who do not intend to apply to another university within Ontario should complete the University of Guelph International Online Application form. This form is available at <https://admission.uoguelph.ca/intapp> (<https://admission.uoguelph.ca/intapp/>). All documents should be sent directly to Admission Services.
2. Applicants who wish to apply to more than one university within Ontario or Canadians and Permanent Residents of Canada living outside of Canada should apply via the Ontario Universities' Application Centre, 105 Application Form (<https://www.ouac.on.ca/guide/105-guelph/>). All documents should be sent directly to Admission Services.
3. International applicants (Non-Canadians or Non-Permanent Residents of Canada) may also use the Common Application found at apply.commonapp.org (<https://apply.commonapp.org/login/>). Documents may be submitted through the Common Application.

Applicants who wish to check on the status of their application or to verify that all required documentation has been received may do so by checking their WebAdvisor account. Please refer to previous sections on Applicants from Outside Ontario and Applicants from Universities Outside of Canada for general information on admission requirements. The Admission Committees, upon receipt of a completed application form and all pertinent documentation, will make specific admission assessments for individual applicants.

Applying From Another Campus of the University of Guelph

Students wishing to transfer from The University of Guelph-Humber and from the Regional Ridgeway Campus should apply using the Application for Internal Transfer or Readmission. (<https://admission.uoguelph.ca/internal/>)

Applying For Internal Transfer or Readmission

University of Guelph students wishing to apply to another program within the University, or for readmission should apply using the Application for Internal Transfer or Readmission. (<https://admission.uoguelph.ca/internal/>)

Amendments to the Application Form

A student who has applied via the Ontario Universities' Application Centre (<http://www.ouac.on.ca/>) (OUAC) may verify their program selections and biographical information via the OUAC web site. Students wishing to revise their application should do so by accessing their OUAC account. If any changes are made, the University of Guelph will be notified of the applicable changes approximately 2-3 business days after OUAC receives the amendment. Although all amendments are important to the processing of each application, changes to academic program choice, residence status, last name, mailing and home addresses are of significant importance and should be reported via their OUAC account as soon as the situation arises. Amendments must be completed by the published application deadline dates.

Students who have applied through a University of Guelph application as opposed to an OUAC application must notify Admission Services, in writing, of any biographical or academic status changes, using the Amendment form available online or at Admission Services.