



# Application for Admission

## Application Fees

Domestic Applicants \$78.75 (\$75 plus GST)

International Applicants \$157.50 (\$150 plus GST)

### Please ensure to:

- A. Complete the entire application to avoid any delays in processing.
- B. **Submit your high school and any post-secondary transcripts from schools/institutions that you have attended.**
- C. **Submit proof of enrolment (timetable or transcript) for courses you are currently enrolled in.**
- D. **Submit any other required admission documents (portfolio submissions, applicant questionnaires, career investigation forms). Please visit [www.oldscollege.ca](http://www.oldscollege.ca) for admission requirements.**
- E. Read the FOIP statement (see Section 4) before signing and dating your application.
- F. **PLEASE NOTE: If you are applying for an apprenticeship program DO NOT use this application form. Go to the Alberta Government's Apprenticeship and Industry Training website at [www.tradesecrets.alberta.ca](http://www.tradesecrets.alberta.ca) to find the appropriate enrolment information for apprenticeship training.**
- G. If you wish to keep a copy for your records, photocopy the completed application before submitting to:

**OLDS COLLEGE**  
**Office of the Registrar**  
**4500 50 Street**  
**Olds, AB T4H 1R6**  
**PHONE: 1-800-661-6537 or 403-556-8281**  
**FAX: 403 556-4711**  
**SCAN and EMAIL: [admit@oldscollege.ca](mailto:admit@oldscollege.ca)**

# APPLICATION FEE

Domestic Applicants \$78.75 (\$75 plus GST)

International Applicants \$157.50 (\$150 plus GST)



### When to Apply:

- ♦ October 1 of each year for Fall & Summer Intakes
- ♦ February 1 of each year for Winter & Spring Intakes
- ♦ Please check [www.oldscollege.ca](http://www.oldscollege.ca) for specific program opening dates

# Application for Admission

## I Personal Information

<b>Full Legal Name</b>				<b>Address — Permanent Mailing Address</b>		
Last Name		First Name		Street, Box Number, Apartment Number		
Middle Name		Preferred Name		City or Town		Province
Former/Maiden Name (if applicable)				Postal Code	Country	Cell Phone ( )
Gender <input type="checkbox"/> Female <input type="checkbox"/> Male				Home Telephone ( )	Business Telephone ( )	
Date of Birth	Month	Day	Year	Fax ( )	Personal E-mail Address	

### Alternate Contact (Transitional Employment Program only)

Name	
Relationship to You	
Home Telephone ( )	Cell phone ( )

### Aboriginal Ancestry

This information is being collected on behalf of Advanced Education and Technology, pursuant to Section 33(c) of the FOIP Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. For further information or if you have questions regarding the collection activity, please contact the office of the Director, Post-secondary Planning and Accountability, Adult Learning Division, Alberta Advanced Education and Technology, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 422-1209.

If you wish to declare that you are an Aboriginal person, please specify:

- Status Indian/First Nations
- Non Status Indian/First Nations
- Métis
- Inuit

### Citizenship

<input type="checkbox"/> Domestic Applicant <ul style="list-style-type: none"> <li>• Canadian Citizen</li> <li>• Permanent Resident</li> <li>• Landed Immigrant</li> <li>• Refugee</li> </ul>	<input type="checkbox"/> International Applicant Country of Citizenship:  First/Native Language:
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## 2 Application Details

### Program Start Date:

Month	Year
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### Diploma/Certificate/Applied Degree

Program Desired
Major (Where applicable)

If applying for the **VETERINARY MEDICAL RECEPTIONIST** or the **AGRICULTURAL & HEAVY EQUIPMENT** certificate programs, please indicate the desired delivery method:

Online  On-Campus

The **APPAREL TECHNOLOGY** diploma program is offered at The Fashion Institute in Calgary, AB.

### 3 Education

Alberta Student Number (ASN) (if applicable): \_\_\_\_\_

High School Education (List the name of the most recent high school attended and the academic grade level achieved)

Name of School	City	Province (Country if outside of Canada)	From	To	Academic Level Achieved

Post-Secondary Education (List the name(s) of all Post Secondary Institution(s), number of year(s) attended, and any credentials received.)

Name of School	City	Province (Country if outside of Canada)	From	To	Academic Level or Credential Achieved

### 4 FOIP STATEMENT

The information collected on this form is collected under the authority of the Post Secondary Learning Act, the Freedom of Information and Protection of Privacy Act of Alberta and the Taxation Act (Canada). The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta.

I understand that the information collected on this form will be used to create records for the purpose of determining eligibility for admission to Olds College and to distribute information about college programs and services. If I am admitted, the information will form part of my student record and will be disclosed to relevant academic and administrative departments for the purposes of registration, operation of Olds College programs and services, Olds College Fund Development Office, [Sec. 39 (2)], providing tax receipts, determining eligibility for scholarships and awards, graduation, distributing follow-up educational information, college research, and college alumni programs and services. In addition, specific elements of information will be disclosed to Statistics Canada and provincial governments [Sec. 40 (1) (f)] to meet reporting requirements and to the Olds College Students' Association and other cooperating educational, funding and workplace agencies in accordance with contractual agreements. Types of credentials awarded to a student are part of the public record and may be disclosed to third parties on request.

If you have any questions about the collection and use of this personal information, please contact the Olds College FOIP Coordinator at 4500 – 50 Street, Olds, Alberta, T4H 1R6.

### 5 DECLARATION

I certify that the information provided is true and complete in all respects and that no information has been withheld. I understand that falsifying or omitting documents or information on this application will result in immediate and permanent dismissal from the college. Falsified documents may be referred to the appropriate authorities. Furthermore, if admitted to Olds College, I will comply with all rules, regulations and the College Code of Conduct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### 6 APPLICATION FEE

**DOMESTIC Application Fee of \$78.75 CAD (\$75 plus GST) is required to be submitted with the application.**

**INTERNATIONAL Application Fee of \$157.50 CAD (\$150 plus GST) is required to be submitted with the application.**

**Payment by Cheque – make cheque payable to Olds College**

**Payment by Visa, Mastercard, Cheque, or Interac can be made in person at the Olds Campus – Office of the Registrar in the Bell e-Learning Resource Centre**

**Payment by Visa or Mastercard (Credit Card information is destroyed after processing)**

OFFICE USE ONLY	
Application Fee Paid:	
ID #:	
Date Received:	

VISA OR MASTERCARD NUMBER: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

NAME ON CREDIT CARD: \_\_\_\_\_

## APPLICATION FOR ADMISSION INSTRUCTIONS

### 1. PERSONAL INFORMATION

**Name:** Please print your full name carefully, as indicated. If you change your name you must notify the Office of the Registrar.

**Address:** Enter your permanent address. Your address will be used for correspondence relating to admission and all subsequent correspondence from the college.

**Alternate Contact:** To be used for Transitional Employment Students only.

#### Citizenship Status

Please check your current citizenship status:

- ♦ If you are a permanent resident, please attach a copy of your card or documentation.
- ♦ If you are an international student you must present a valid Study Permit on or before registration day. Please list your country of current citizenship. List your mother tongue or your language first spoken and understood.

### 2. APPLICATION DETAILS

Please refer to the Olds College website for specific program admission requirements. Questions regarding admission procedures or requirements may be directed to 1-800-661-6537 or (403) 556-8281 or e-mail [admit@oldscollege.ca](mailto:admit@oldscollege.ca)

Please allow 4 to 6 weeks for the processing of your application.

### 3. EDUCATION

**Alberta Student Number (ASN):** Please enter the number if you have this information.

**Current High School Students:** Submit a transcript of completed courses and marks. Include a list or timetable of all courses you are or will be enrolled in and any interim (midterm) marks.

#### Where to Order High School Transcripts

- **In Alberta (*Olds College is able to request electronic records of Alberta high school students*)**  
High school transcripts can be ordered online at your own time and your own pace. If you are applying to an Alberta post-secondary institution, the post-secondary institution can order transcripts online on your behalf from [ApplyAlberta](#). Transcripts ordered from [ApplyAlberta](#) on your behalf are free of charge.  
<https://education.alberta.ca/transcripts/how-to-order/everyone/ways-to-order-transcripts/>
- **Out of Province**  
Contact the Department of Education or high school in the appropriate province.

**ALL DOCUMENTS SUBMITTED BECOME THE PROPERTY OF OLDS COLLEGE AND WILL BE USED FOR COLLEGE ADMISSIONS PURPOSES AND TO DETERMINE ELIGIBILITY FOR AWARDS. THEREFORE THEY ARE NOT RELEASED OR COPIED.**

**Post-Secondary Transcripts:** If you have attended any college, technical school or university, request transcripts from the Registrar of each institution attended and ask that they be submitted to Olds College directly.

**Deadlines for Submission of Final Transcripts/Marks:** Final transcripts/marks must be submitted within one month of the completion of the course and no later than one month prior to the program start date.

### 4. FOIP STATEMENT

Please read this section completely before signing and dating the application.

### 5. DECLARATION

Please sign the application.

### 6. APPLICATION FEE

Please submit the necessary details for payment. The application will not be processed without successful payment.