

4825 Mount Royal Gate SW, Calgary AB T3E 6K6
T: 403.440.6867
W: mru.ca/edassistant

How to Apply

1. Submit the following documentation with completed application:

Transcripts

Official transcripts from all high school and post-secondary institution(s) you have attended are required for Mount Royal to make an admission assessment. You are required to request the transcripts yourself. Final/official transcripts are transcripts which are sent directly to Mount Royal University from the issuing institution and remain in the original sealed envelope. All transcripts become the property of Mount Royal University and will not be returned nor photocopied for the student. **See program website for instructions on ordering Alberta high school transcripts.**

A high school diploma or equivalent is required for entrance to the program. Applicants 21 years of age or older who do not have a high school diploma are considered on an individual basis.

A minimum of **60% in English 30-1 or 70% in English 30-2** or equivalent is required.

Two Professional References

Provide two professional reference letters demonstrating volunteer or paid hours with children and/or youth within the past 5 years (e.g., coaching, Guides, Scouts, early learning and childcare centres, school lunch room program, classroom experience). References from relatives or friends are not acceptable.

English Language Proficiency Requirement

All applicants must demonstrate English Language Proficiency for the purpose of admission if their primary or first language (meaning main language learned and used as a child) is not English. Please see the program website for current requirements.

2. Submit the completed application and \$100 non-refundable application fee in one of the following ways:

Email: Continuing Education Registration Services: cereservices@mtroyal.ca

Application Fee: Do not send credit card information through email.

Phone Continuing Education Registration: 403.440.3833 or toll-free 1.877.287.8001

Mail: Mount Royal University
Continuing Education Registration Services
4825 Mount Royal Gate SW, Calgary AB, T3E 6K6

Application Fee: Do not send cash through the mail.

Provide credit card number, money order or cheque (payable to Mount Royal University).

***Note:** At this time applications cannot be accepted in person.

When to Apply

Fall Semester: Early Admission: December 1 – April 30 Ongoing Admission: May 1 – August 31

Winter Semester: Early Admission: September 1 – November 30 Ongoing Admission: December 1 – 15

Enrolment is limited. It is to your advantage to apply during the early admission period. Applicants who apply for early admission will be considered within 4-6 weeks of their date of application. Applications may be accepted after the early admission period, pending space availability. Visit the website for updates.

Contact Information

Website: mru.ca/edassistant

Toll-free: 1.866.616.3606

Email: edassistant@mtroyal.ca

Telephone: 403.440.6867

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Applying for: Fall Semester (Starts September) Winter Semester (Starts January)

PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS COMPLETELY

Have you previously applied to or have you ever attended Mount Royal University? Yes No

If Yes, your Student ID number:

Personal Information

Last Name (family name)		First Name (legal)			Middle Name (legal)		
Previous Name (if applicable)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Reported			Birth date		
					dd	mm	yy
					<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address (Street/PO Box #)							
City/Town		Province/Country			Postal Code		
Telephone - Home ()		Telephone - Business ()			Fax (if available) ()		
Citizenship Status <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Study Permit <input type="checkbox"/> Work Permit <input type="checkbox"/> Refugee <input type="checkbox"/> Other		Date of Entry into Canada (if not a Canadian citizen)			dd	mm	yy
					<input type="text"/>	<input type="text"/>	<input type="text"/>
					Country of Residence (current)		
					First Language (mother tongue)		
					English Language Proficiency requirement may apply		
E-mail		Emergency Contact Name Telephone ()			Alberta Student Number (if available)		
					<input type="text"/>	-	<input type="text"/>
					<input type="text"/>	-	<input type="text"/>

Previous Education

Most recent High School Attended / Credential Earned	City/Province	From		To	
		mm	yy	mm	yy
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Post-Secondary Institution Attended / Credential Earned	City/Province	From		To	
		mm	yy	mm	yy
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other					

Applicant Survey

How did you hear about the program?

Print (please specify): _____

Referral (please specify): _____

Online (please specify): _____

Other (please specify): _____

Why did you choose our program?

Declaration

Have you included: Transcript(s) Two Professional References

I certify that I have read all of the instructions and information accompanying this application form and that the information I have provided on the application form is true.

Signature of Applicant _____ Date _____

Freedom of Information and Protection of Privacy The information that you provide to Mount Royal University when you register for Continuing Education courses is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act in the Province of Alberta, Section 33(c). This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities. Your personal information is protected and can be reviewed upon request. The complete statement and further contact information is available at conted.mtroyal.ca/cefoip.

Method of Payment (\$100 application fee)

Cheque (Mount Royal University) Money Order VISA MasterCard

MRU values the security of your personal information. In accordance with the Payment Card Industry standards, MRU is no longer processing credit card data received over our email system. **Please submit payment via one of the following methods:**

Mail: Mount Royal University
Continuing Education Registration Services
4825 Mount Royal Gate SW, Calgary AB, T3E 6K6

Phone: 403.440.3833 or toll free 1.877.287.8001

Payment Information – For mail application only. Do not complete if submitting application by email (phone payment).

Credit Card #	Expiry Date
Cardholder Name	Cardholder's Signature