



# Application for Admission and Scholarship

## Instructions for Applicants

Please read carefully the sections which apply to you

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

**2010/2011**

### All Applicants

#### *Transcripts*

- make sure the name on the application form is the same as the name on the transcript
- include a list of your current courses if these are not on your transcript
- if your school is on a semester system, include a list of classes in which you will be registered in the second semester
- as soon as it is available, submit a final transcript showing that you have met the minimum requirements
- we do not require transcripts from Ontario students who have also applied to Ontario universities; include your OUAC number of the form; decisions will be made based on grades available from OUAC in March
- it is not necessary for current or former students of either King's or Dalhousie university to submit a transcript of their marks or calendar descriptions from King's or Dalhousie

#### *Submitting Your Application*

- complete this form
- apply as early as possible; enrolment is limited
- admission is based on grades available when the application is first complete
- send form, fee of \$45 (Canadian), transcripts and other documents to:  
Registrar's Office, University of King's College  
6350 Coburg Rd, Halifax, NS, B3H 2A1
- missing information will delay the application process
- submit a separate application and fee for each programme to which you are applying
- all documents become the property of the University of King's College and cannot be returned
- if you have been out of school for one year or more, send a letter outlining your activities since leaving school

#### *Fees*

- a non-refundable application fee of \$45 must accompany the application to any programme in which you have not previously been registered
- do not send cash; pay by bank draft, cheque, credit card, debit card (in person only) or money order. From outside Canada or US, send a bank draft in Canadian funds or credit card information only.
- make cheques payable to University of King's College and print full name of applicant on back of cheque
- missing fees will delay the application process

#### *Residence*

- Students can apply for residence online as soon as they have been admitted to the University; if you are interested in residence, we advise you to submit your university admissions application and residence application as early as possible.
- Please note that we **do not** guarantee residence for first-year students.

### Journalism Applicants

- this form is for the Bachelor of Journalism (Honours) program for students graduating from high school
- if you have completed or will soon complete a university degree, you should apply to the one-year Bachelor of Journalism program for university graduates; see [www.ukings.ca](http://www.ukings.ca) or contact the Registrar's Office at (902)422-1271 or [admissions@ukings.ns.ca](mailto:admissions@ukings.ns.ca) for an application

#### *What you need to submit*

- \$45 (Canadian) application fee
- transcript (see notes under All Applicants, Transcripts)
- autobiographical sketch: a 1000-word essay about yourself. We're not looking for a list of names, dates and places. We want to know something about your academic strengths and weaknesses, your general interests, any journalism-related work you may have done, and anything else that would contribute to a well-rounded story about yourself
- clippings or tapes of your best work in journalism; please remember that we have hundreds of applications to read: select a few of your best pieces
- the committee encourages students to submit a maximum of three reference letters in support of their application

#### *What you do not need to submit*

- don't spend time or money on an elaborate presentation; the committee is interested only in content. Submit letter size 8.5" x 11" sheets with no binders or folders

#### *Please see next page for:*

- **Application Deadlines**
- **Information for Scholarship Applicants**
- **Information for International Applicants**
- **Information for Readmission, Transfer, Internal Transfer and Visiting Applicants**

## Scholarship Applicants

- the deadline is March 1st (postmark deadline)
- you must submit three copies of an essay you have written for a senior-level high school class, signed by a high school official to certify that it is your work
- you may send your essay separately from your other documents as long as everything is postmarked by March 1st; please ensure your full name is on the essay
- the essay must be analytic in style and 4 to 10 pages in length, typed and double spaced
- don't send exam answers, creative writing or opinion pieces
- for guidelines on the scholarship essay, please see [www.ukings.ca/scholarships-financial-aid](http://www.ukings.ca/scholarships-financial-aid)

*If you are applying to more than one programme, please send a copy of your scholarship essay in each application package*

## International Applicants

- international students whose native language is not English and who have not completed at least three consecutive years of study where English is the language of instruction must submit proof of proficiency in English
- acceptable scores are CAEL of 70, IELTS of 6.5, TOEFL of 580, Computer TOEFL of 237, iBT of 90 and MELAB of 81
- any applicant who has completed high school in the US must submit SAT or ACT scores; our code is 0990
- when possible, please submit a school profile with your application

## Readmission, Transfer, Internal Transfer and Visiting Applicants

- transfer applicants in first year must submit a high school transcript as well as their current post-secondary transcript
- if you are entering beyond first year (except for Visiting students) you must specify an intended major
- all transfer applicants must ask any previous university or college to send a current transcript directly to King's, as well as a final transcript as soon as it is available
- transfer applicants please check the Transfer Equivalency Database at [www.dal.ca/online](http://www.dal.ca/online); if your course is not listed, please submit the official calendar course description or the detailed class outline
- transfer applicants are not eligible for scholarship consideration until they have completed five full credits of work at King's
- readmission applicants must include a letter outlining their activities since attending King's
- readmission applicants who were offered a King's scholarship following their last year of study at King's should notify the Registrar's Office by June 1 of their intention to return, so that they may be considered in competition with current students for scholarship awards; the amount they are offered will not necessarily be the same as the offer in their previous year, as each year the incourse scholarship offers depend on the budget available and the number of students who achieve first class averages
- visiting students (Journalism only) must submit a Letter of Permission from their home university
- if you are applying for a King's Exchange program, please use the exchange application which can be found on our website.

## Application Deadlines

*All applicants please note:*

Admission to all programmes is limited by the number of spaces available. Applicants (particularly those interested in residence) are advised to apply as early as possible. Processing of applications begins in November.

### Regular Session (September to April)

*Bachelor of Arts, Music or Science*

Early Fall admission	Oct 15–Dec 31
Scholarship applicants & first round offers	March 1
Final deadline for International applicants(except US)	April 1
Final deadline for Canadian & US applicants	June 1
Transfer applicants	June 1
Internal transfer or readmission	August 15

*Bachelor of Journalism (Honours)*

All applicants (First year, internal transfer, transfer and readmission.)	March 1
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### Winter Term (January to April)

*Bachelor of Arts, Music or Science*

Internal Transfer, Transfer or Readmission only (no new students will be admitted in January)	Nov 15
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*Bachelor of Journalism (Honours)*

There is no admission to this programme for the Winter term

### Summer Term (May to August)

*Bachelor of Arts, Music or Science*

Internal Transfer, Transfer or Readmission only (no new students will be admitted in the summer)	March 15
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*Bachelor of Journalism (Honours)*

There is no admission to this programme for the Summer term



**4****Section A: (Complete this section if you have never enrolled at a university before.)**

Choose one:

- Bachelor of Arts - Foundation Year Programme<sup>1</sup>  
 Bachelor of Arts - Regular  
 Bachelor of Journalism (Honours) - Foundation Year Programme<sup>1</sup>  
 Bachelor of Music<sup>3</sup> - Foundation Year Programme<sup>1</sup>  
 Bachelor of Music<sup>3</sup> - Regular  
 Bachelor of Science - Foundation Year Programme<sup>1</sup>  
 Bachelor of Science - Regular  
 Bachelor of Science - DISP<sup>2</sup>

<sup>1</sup> First-year King's BA, BMus and BSC students may take either the Foundation Year Programme (a special, integrated first-year programme) or a Regular (i.e. non-Foundation Year) Programme.

<sup>2</sup> BSC students may apply to the Dalhousie Integrated Science Programme, available to both Dalhousie and King's students.

<sup>3</sup> Music applicants must have an audition and complete a supplementary application available at music.dal.ca

**Section B: (Complete this section if you have previously attended this or any other university.)**

1. I am applying for  Fall  Winter  Summer
2. Choose one:
- Transfer Applicant (from another university)  
 Internal transfer (from another programme at King's)  
 Degree Conversion (from concentration to major or major to honours)  
 Readmission (returning after an absence from King's or Dalhousie)  
 Visiting Student (Journalism only)  
 Special Student (non-degree status)
3. Choose one: (BA and BSC students beyond first year must declare a major. Your application will be delayed if you do not choose a major.)
- BA - Proposed Major: \_\_\_\_\_  
 BJ (Honours) - Major: Journalism  
 BMus - Major: Music  
 BSC - Proposed Major: \_\_\_\_\_

**5**

A new affiliation between King's and the HBA programme at the Richard Ivey School of Business at the University of Western Ontario has been introduced. Will you be applying for the Advanced Entry Opportunity (AEO) at the Richard Ivey School of Business?  Yes  No

**6**

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

Will you be applying for a government student loan?  Yes  No Please state parental income: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

**7****STUDENTS WITH SPECIAL NEEDS**

Applicants with special needs are encouraged to contact the King's Registrar directly at (902) 422-1271, to be advised of services available at the University of King's College and at Dalhousie University. Information concerning applicants with special needs will be used to assess whether the Universities are able to provide necessary support. It will not be considered as part of the admissions process.

**8**

What are your extra-curricular interests?  student government  volleyball  theatre  badminton  
 basketball  student newspaper  soccer  reading  
 yearbook  rugby  other \_\_\_\_\_

**9**

Where did you hear about King's?  family \_\_\_\_\_  university rep/college fair \_\_\_\_\_  internet/website  
 (Please Name)  friends \_\_\_\_\_  alumni \_\_\_\_\_  advertisement  
 teachers/guidance counsellor \_\_\_\_\_  promotional material

**AGENT REPRESENTATION** Do you have an education or international agent representing you?  Yes  No

If so, please name the individual and/or agency \_\_\_\_\_

**10**

**APPLICATION FEE PAYMENT**  Interac (in person only)  Cheque (Canadian funds only)  Money Order  Visa  MasterCard  
 (Do not send cash)

Have you faxed or mailed a previous application for this programme and term?  Yes  No

Did you include payment or payment instructions with your previous application?  Yes  No

\_\_\_\_\_  
 Name of Cardholder: \_\_\_\_\_

**SIGNATURE OF CARDHOLDER**

Credit Card # (Please print clearly)

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Expiry Date

Month		Year	

**11****DECLARATION**

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 falsification of information in this application or submitted with it 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.ca/english/concepts/ESIS/students.htm>). 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 (I have read the information and instructions for this application)

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 Name (Please Print):

**This area for office use only:**

Programme	Admit Type	Recommending Officer	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Decision Date
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PS/Conditions:

Comments:

**12****PERMISSION TO RELEASE PERSONAL INFORMATION**

If a family member or representative will be inquiring about your application on your behalf and you wish that person to have access to the information, your written permission is required before any personal information is released.

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

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

**13****PARENT/GUARDIAN CONTACT INFORMATION (optional)**

The University of King's College has a parent's 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.

**SURNAME** (Please clearly indicate upper and lower case letters.)

**PREVIOUS SURNAME AT KING'S** (if applicable)

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**FIRST NAME**

**MIDDLE NAME(S)**

**TITLE (Mr, Ms, Mrs, Dr)**

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**MAILING ADDRESS**

No. and Street

Apt. No.

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City

Prov/State

Postal/Zip Code

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Country

PHONE NUMBER (include area code)

	(		)	
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Is one or more of your parents a King's graduate?

Yes  No If yes, when did they graduate? \_\_\_\_\_

E-MAIL

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Degree earned \_\_\_\_\_

**SURNAME** (Please clearly indicate upper and lower case letters.)

**PREVIOUS SURNAME AT KING'S** (if applicable)

--	--

**FIRST NAME**

**MIDDLE NAME(S)**

**TITLE (Mr, Ms, Mrs, Dr)**

--	--	--

**MAILING ADDRESS**

No. and Street

Apt. No.

--	--

City

Prov/State

Postal/Zip Code

--	--	--

Country

PHONE NUMBER (include area code)

	(		)	
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Is one or more of your parents a King's graduate?

Yes  No If yes, when did they graduate? \_\_\_\_\_

E-MAIL

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Degree earned \_\_\_\_\_

# Voluntary Self-Identification Questionnaire

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

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.

Completion of all or part of this form is voluntary. The information collected from this form will be used by the University to assist in assessing and improving services to students who are Aboriginal, Black/person of African descent, or persons with a disability. Any data produced from the information will not be linked to you without your prior written consent.

Please complete the form only if you self-identify as Aboriginal, Black/person of African descent, or person with a disability. If you do not wish to complete the questionnaire at this time, you are strongly encouraged to do so once you have been accepted so that the University can serve you better. In the meantime, please note that there may be scholarships available to you.

## SECTION 1—Aboriginal Peoples

For the purposes of this questionnaire, "Aboriginal Peoples" include individuals who are status, non-status, Métis, or Inuit. Based on this definition, do you consider yourself an Aboriginal person?

Yes  No

## SECTION 2—Blacks/Persons of African Descent

Do you consider yourself Black/a person of African Descent?

Yes  No

## SECTION 3—Disabilities

For the purposes of this questionnaire, disabilities include: hearing and speech impairments; learning disabilities; Attention Deficit Disorder; mental or psychological disorders; mobility, coordination, traumatic brain injury, and health impairments; visual impairments.

Do you consider yourself a person with a disability?

Yes  No

\* Please note that if you require accommodation that relates to your disability, you must register with Student Accessibility Services and provide appropriate documentation.  
See <http://studentaccessibility.dal.ca>

## SECTION 4—Consent to Release Information

The University of King's College and Dalhousie University have numerous support services available for students who are Black, Aboriginal, and persons with disabilities. The University of King's College also offers some scholarships and bursaries for Black and Aboriginal students.

Would you like the Registrar's Office to provide you information about these support services and scholarships?  Yes, I wish to be notified.  No, I do not wish to be notified.

**Thank you for your cooperation!**

For further information about this questionnaire, please contact:  
Office of the Registrar, Phone: (902) 422-1271 E-mail: [admissions@ukings.ns.ca](mailto:admissions@ukings.ns.ca)  
Website: [www.ukings.ca](http://www.ukings.ca)