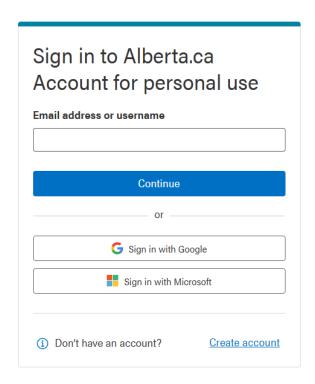
StMU How to Apply Guide

1. Visit the ApplyAlberta website and click Login:



2. Sign in to your <u>Alberta.ca Account</u>. If you do not have one you can create one using the "Create account" link.



Note: Only a **basic** account is required. You do not need to create a verified Alberta.ca account to access ApplyAlberta.

3. Fill in your My Profile information if it is not already done. Then click "Start a New Application" under My Activities and select St. Mary's University. You will then be asked to confirm the application transfer.



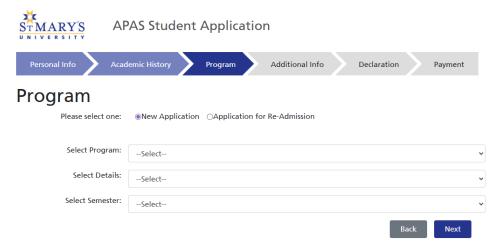
High School Courses and Marks: If you're currently in Grade 12, be sure to include all "In-Progress" and "Planning to Take" courses for the second semester or summer school. Omitting this information may prevent the Admissions Office from accurately assessing your eligibility for admission.

Keep Your Email Address Up to Date: It's very important that the email address linked to your Alberta.ca Account is your primary and active email address, as the Admissions Office communicates with applicants exclusively via email. View <u>Changing Your Email Address</u> for instructions.

4. You will now be redirected to the St. Mary's Student Application Portal. Verify that the information under "Personal Info" and "Academic History" is accurate.



5. Select the program and term you would like to apply for.



When choosing your program and term, please keep the following in mind:

- **Bachelor of Education (BEd):** This is After-Degree program, which means you must already hold a recognized undergraduate degree to be eligible to apply. This program only has one intake in the Fall term each year.
- Single-Entry Option (BA/BSc + BEd): If you see a program listed as BA/BSc 4-yr AND BEd 2yr, this is for Single-Entry. It's designed for students applying directly from high school who intend to complete both a 4-year Bachelor of Arts or Bachelor of Science degree and the 2-year Bachelor of Education degree.

 Please note: Admission to the BEd program is not guaranteed and is subject to meeting further admissions requirements.
- **Open Studies:** To apply for Open Studies, select "Undeclared Program" as your program and choose "Open Studies" under program details.
- Flexible Entry Pathway (FEP): Applicants to this pathway must meet regular high school admission requirements; however, they may substitute English 30-1 with English 30-2. Students begin in Open Studies, take three Fall courses, and upon successful completion, earn 9 credits towards an Arts and Science degree at StMU. See Flexible Entry Pathway for details.
- **Minors**: Selecting a minor is not required. If you do not want to declare a minor, select "No Minor" under program details.

- 6. Finish the application by filling in the "Additional Info" and "Declaration" sections.
- 7. A **\$100 non-refundable application fee** is required to submit your application for admission. You will need a credit card to make this payment. If you encounter issues with payment, try using a different credit card or internet browser.
- 8. Once your payment has been submitted, your application is officially complete. You will receive a confirmation email acknowledging that your application has been received. Please contact admissions@stmu.ca if you have any questions.

Important Note: Updating Your Email Address After Applying

If you applied using an email address that is **not your primary email**, please contact the Admissions Office at <u>admissions@stmu.ca</u> to request an update.

- You must send this request from the email address you originally used to apply.
- If that email address is no longer active, please contact the Admissions Office using your primary email address and include three pieces of personal information to verify your identity.

Examples of personal details include your date of birth, mailing address, and phone number.