

**Rady Faculty of Health Sciences  
College of Rehabilitation Sciences  
Respiratory Therapy Degree Completion Program  
Applicant Information Bulletin 2024 – 2025**

**Application Deadlines:**

**Fall: May 1, 2024**

**Winter: September 1, 2024**

**Summer: January 15, 2025**

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This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application.

Programs Offered: Bachelor of Respiratory Therapy: Degree Completion

\*For information regarding the *regular entry Bachelor of (Respiratory Therapy) program*, please see the [Applicant Information Bulletin](#).

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**Section 2: Eligibility Requirements**

**A. Academic Requirements**

Registered Respiratory Therapists who are registered with the Canadian Society of Respiratory Therapists or any other provincial regulatory body may apply to complete their degree. Respiratory Therapy diploma holders will be evaluated on the basis of previous work completed as indicated on a valid transcript of marks and supporting documentation from their educational institution. All respiratory therapy diploma holders who apply for degree completion must be graduates of a Council of Accreditation of Respiratory Therapy Education accredited program. All

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**Section 1: General Statement**

The purpose of this bulletin is to provide information to prospective applicants to the Respiratory Therapy Degree Completion program at the University of Manitoba. This document outlines categories of admission, requirements, and deadlines.

academic requirements for degree completion will be assessed on an individual basis.

Additionally, applicants will be required to submit a letter of intent, indicating their motivation for taking the program, and how completion of the program will support attainment of their future professional/academic goals.

### **B. English Language Proficiency Requirements**

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English.

Additional information regarding specific proficiency requirements, waiver information, and test options can be found on the [English language proficiency requirements](#) page.

***Results for most language tests, including TOEFL, IELTS, and Duolingo, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.***

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## **Section 3: Application Process & Deadlines**

### **A. Application Fees**

Domestic applicants:           \$100.00  
International applicants:       \$120.00

Applications are not considered received until the application is submitted and the non-refundable application fee has been paid by the posted deadline.

All correspondence, including decision release information will be sent via email and posted to your application portal.

Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.

It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.

### **B. Deadlines and Important Dates**

#### ***Fall 2024***

<b>DATE</b>	<b>DEADLINES AND IMPORTANT DATES</b>
<b>May 1, 2024</b>	Last date for receipt of application and application fee for Fall applicants.
<b>May 15, 2024</b>	Last date to submit proof of English proficiency (if required) for Fall applicants.  Last date for receipt of final official transcripts for <b>all</b> postsecondary study and other required academic documents that may be requested for Fall applicants.

#### ***Winter 2025***

<b>DATE</b>	<b>DEADLINES AND IMPORTANT DATES</b>
<b>September 1, 2024</b>	Last date for receipt of application and application fee for Winter applicants.
<b>September 15, 2024</b>	Last date to submit proof of English proficiency (if required) for Winter applicants.  Last date for receipt of final official transcripts for <b>all</b> postsecondary study and other required academic documents that may be requested for Winter applicants.

#### ***Summer 2025***

<b>DATE</b>	<b>DEADLINES AND IMPORTANT DATES</b>
<b>January 15, 2025</b>	Last date for receipt of application and application fee for Summer applicants.
<b>February 1, 2025</b>	Last date to submit proof of English proficiency (if required) for Summer applicants.  Last date for receipt of final official transcripts for <b>all</b> postsecondary study and other required academic documents that may be requested for Summer applicants.

## **C. Required Documentation**

The following documents will be required to complete your application:

- **Proof of registration** as a registered member (not associate member) with the Canadian Society of Respiratory Therapists or any other provincial regulatory body.
- **Proof of graduation** from the Council of Accreditation of Respiratory Therapy Education accredited program.
- **Letter of Intent from the applicant** indicating their motivation for taking the program, and how completion of the program will support attainment of their future professional/academic goals.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

An English translation of international transcripts in languages other than English must be provided by the issuing institution or by a certified English translator. A translation must include a copy of the document on which the translation is based. The certified translator must include the original language photocopy and the English translation in sealed envelopes and endorse the envelopes by signing across the seal.

- **Immigration documents** are required if born outside of Canada (i.e., proof of Canadian Citizenship, Permanent Resident of Canada, or Refugee Status). This can be a pdf document uploaded to the online application before application submission.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see *Section 2: Eligibility Requirements, B. English Language Proficiency Requirements*)

Please send all documentation to the following address:

**Admission for Respiratory Therapy  
University of Manitoba  
424 UMSU University Centre  
66 Chancellors Circle  
Winnipeg, MB R3T 2N2**

Electronic transcripts should be submitted to [Applicant.Services@umanitoba.ca](mailto:Applicant.Services@umanitoba.ca).

In order to be considered official, electronic transcripts must be sent **directly** from the email of the office responsible for issuing transcripts. Transcripts emailed or forwarded by the applicant are considered unofficial.

The University of Manitoba is a registered receiving organization with MyCreds™. Applicants from participating member universities and colleges can release their transcripts to the University of Manitoba through their MyCreds™ portal. Applicants should select 'Share' and then 'Organization' instead of opting for 'email'.

Applications are not complete until all necessary documents are received. It is the applicant's responsibility to ensure that our office receives all required information.

Applicants must notify the Admissions Office immediately should they either enroll at a post-secondary institution not previously declared on their application or enroll in additional coursework not declared on the previously submitted final transcript provided for assessment. Applicants will be required to provide proof of registration.

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## **Section 4: Selection Process**

### **A. Selection**

Applications of prospective students who meet minimum admission criteria will be evaluated for admission, on behalf of the BRT Admissions and Selections Committee, by the Chair of the BRT Admissions and Selections Committee and the Head of the Department of Respiratory Therapy. Admission

may be restricted due to space limitations, as determined by the Head of the Department of Respiratory Therapy.

**NOTE:**

- It is the applicant's responsibility to inform the Admission Office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process. Grade changes will not be accepted after the documentation deadline date. If a grade is not available by the documentation deadline date, an 'F' grade will be used in the final admission determination and calculation.
- Should a grade be retained on your record yet excluded from your institutional GPA calculation, that grade will be used to meet admission requirements and the GPA calculation for your application to the University of Manitoba.

**B. Tie Breaking Procedure for Offers**

In the event of a tie, the following procedure will be used:

1. Increase the number of significant figures used in the calculation.
2. Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.

**C. Notification of Decision:**

Decisions will be posted to the applicant's portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted and the subsequent deposit paid by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that emails and application portals are regularly checked.

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## Section 5: Reconsideration and Appeals

Individuals who wish to have their applications reconsidered should submit their written request to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) business days of the posted decision date.

Should the student wish to pursue the reconsideration decision further, such an appeal will be made in accordance with the [Senate Committee on Admission Appeals Procedures](#).

Applicants are advised that appeals of reconsideration decisions by the Chair of the Selection Committee and the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures outlined in this document, and NOT on subjective issues or the relative merits of the application.

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## Section 6: Counselling of Applicants

The College of Rehabilitation Sciences and the Admissions Office are available to assist all applicants who seek counselling regarding admission to the Respiratory Therapy program. However, it is the College's policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. No official of the College can guarantee the admission of any applicant. Admission is determined by the Selection Committee on the basis of an annual competition.
2. All applicants must supplement any personal enquiries with written enquiries so that an official written response can be made. It is only these written responses that will be considered as evidence of any advice given by the Faculty.

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## Section 7: Student Accessibility

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact [Student Accessibility Services](#) at 204-474-7423 or by email at [student\\_accessibility@umanitoba.ca](mailto:student_accessibility@umanitoba.ca) to learn more about the confidential supports that are available.

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## Section 8: Contact Information

<b>College of Rehabilitation Sciences</b>	Department of Respiratory Therapy Admission/Recruitment Officer <b>Kristen Stefanson</b> R106-771 McDermot Avenue Winnipeg, MB R3E 0T6 <i>Telephone:</i> (204) 789-3259 <i>Fax:</i> (204) 789-3927 <i>E-mail:</i> <a href="mailto:CORS.RTprogram@umanitoba.ca">CORS.RTprogram@umanitoba.ca</a> <i>Web:</i> <a href="https://umanitoba.ca/rehabilitation-sciences/">https://umanitoba.ca/rehabilitation-sciences/</a>
<b>University of Manitoba Admissions Office</b>	<b>Undergraduate Admissions</b> 424 UMSU University Centre 66 Chancellors Circle University of Manitoba Winnipeg, MB R3T 2N2 Telephone: (204) 474-8808  Lead Admissions Officer <b>David Schmidt</b> <a href="#">Contact RT Admissions Team</a>

The following other contacts may also be useful.

<b>Student Accessibility Services</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 Email: <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a>
<b>Student Advocacy Office</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 Email: <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>