



## Application to Enter Certificate Program

**There is a \$50 non-refundable program application fee (\$75 for international students – non-refundable).**

If you are a new student in a Certificate Program, please submit this form, and your application fee along with your completed course registration form to:

Student Registration and Records, Extended Education, 188 Extended Education Complex, University of Manitoba, Winnipeg, MB R3T 2N2 Fax: (204) 474-7661

Please print your legal name below.

- Mr.  Mrs.  Dr.  
 Ms  Miss

Last Name		First (Given) Name	Middle Name(s)	Preferred First Name
Home Address		City/Town	Province	Postal Code
Telephone (Home)		Telephone (Business)	Fax	
Employer		Job Title		
Business Address		City/Town	Province	Postal Code
E-mail Address: _____			Date of Birth: _____ yy/mm/dd	

What is your preferred mailing address?  Home  Business

**Please check the box next to the program to which you are applying:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Adult and Continuing Education (CACE)</li> <li><input type="checkbox"/> Applied Behaviour Analysis</li> <li><input type="checkbox"/> Applied Counselling                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Addictions Studies</li> </ul> </li> <li>Applied Management                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Organizational Effectiveness Specialization</li> <li><input type="checkbox"/> Police Services Specialization</li> <li><input type="checkbox"/> Records and Information Management Specialization</li> <li><input type="checkbox"/> Retail Management (MLCC) Specialization</li> <li><input type="checkbox"/> Utilities Management Specialization</li> </ul> </li> <li><input type="checkbox"/> Canadian Institute of Management Certificate Program in Management and Administration</li> <li>Case Management                         <ul style="list-style-type: none"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Rehabilitation</li> </ul> </li> <li><input type="checkbox"/> Financial and Management Accounting</li> <li><input type="checkbox"/> Human Resource Management</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Human Resource Management for Municipal Administrators (Letter of Accomplishment)</li> <li><input type="checkbox"/> Interdisciplinary Studies                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Applied Management for Arts and Science Students</li> <li><input type="checkbox"/> Customer Contact Centre Management</li> <li><input type="checkbox"/> Emerging Technologies for Learning</li> <li><input type="checkbox"/> Intercultural Training</li> </ul> </li> <li><input type="checkbox"/> Leadership and Management Development</li> <li><input type="checkbox"/> Manitoba Municipal Administration</li> <li>Prairie Horticulture                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Fruit and Vegetable Production</li> <li><input type="checkbox"/> Greenhouse Crop Production</li> <li><input type="checkbox"/> Landscaping and Arboriculture</li> <li><input type="checkbox"/> Nursery Crop Production</li> </ul> </li> <li><input type="checkbox"/> Public Sector Management</li> <li><input type="checkbox"/> Quality Management</li> <li><input type="checkbox"/> Records and Information Management (Letter of Accomplishment)</li> <li><input type="checkbox"/> Supervisory Management (Letter of Accomplishment)</li> <li><input type="checkbox"/> United Way of Winnipeg Leadership Development</li> </ul> |
|---|--|

**Program Fees Must Accompany Application (\$50; \$75 for international students)**

Payment options:

- Cash – In-person only.       Cheque/Money Order – Payable to the University of Manitoba (post-dated cheques will not be accepted).

- Invoice Employer – A request to invoice must be on letterhead and authorized by an official of the employer or sponsoring agency. Without prior credit history, amounts over \$1,000 require credit approval. Contact Student Registration and Records at 474-8016 or Toll-free 1-888-216-7011 ext. 8016 for a copy of the required form.

- Payment by Credit Card – Complete the following section.

Visa     Mastercard    Credit Card Number: \_\_\_\_\_    Expiry Date: \_\_\_\_\_

Card holder's name (as it appears on the card): \_\_\_\_\_    Amount \$ \_\_\_\_\_

Authorizing signature: \_\_\_\_\_

**Please ensure that you complete the reverse side of this form. ►**

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**Please complete in full.**

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

**Occupational History**

Job title: \_\_\_\_\_ Employer: \_\_\_\_\_

Length of time in your current position: \_\_\_\_\_

Job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Other experience (paid or volunteer) that relates to this certificate program: \_\_\_\_\_

\_\_\_\_\_

**Education Background**

Highest level of formal education achieved: \_\_\_\_\_

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

Name and location of educational institution: \_\_\_\_\_

Additional employment-related training/courses completed or professional standing achieved:

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

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

What are your goals in taking this program? \_\_\_\_\_

\_\_\_\_\_

- Where did you first hear about this program?  website  colleague  newspaper advertisement  education fair  
 course guide/program brochure  employment office  employer  
 other – please specify \_\_\_\_\_

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

Note: Students pursuing a certificate program where the certificate is offered by or in cooperation with an Association/Agency are authorizing the University of Manitoba to release their grades to those external agencies.

I authorize access to my University of Manitoba transcript:

Student number: \_\_\_\_\_

Signature

**Please verify any documentation or other requirements necessary to complete your application to a certificate or program.**

**Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**

This personal information is being collected under the authority of *The University of Manitoba Act*. It will be used for assessing the applicant's eligibility for the program, admission, registration, and communication with the student. It will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act*. It is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information, contact the Access & Privacy Office (204-474 9462 or 204-474-8339), 233 Elizabeth Dafoe Library, University of Manitoba, R3T 2N2.