Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the English Language Centre at the University of Manitoba. This document outlines categories of admission, requirements and deadlines.

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.

Section 2: Eligibility Requirements

The English Language Centre offers five levels of full-time intensive academic English programs (IAEP) beginning with levels appropriate for students with intermediate skills in reading, listening, writing and speaking English. Successful completion of the highest level (Level 5) will satisfy the University of Manitoba's English language proficiency requirement for admission to an undergraduate program.

IAEP programs run three times a year, beginning in September, January, and May. Each program runs for 24 hours per week, 15 weeks per term, including a one-week midterm break. Please note that students must be 18 years of age at the start of the program.

Two program choices are listed on the application form:

1. Intensive Academic English Program (IAEP Levels 1-5)
   Choose this if you are only interested in taking ESL courses at this time.

2. Intensive Academic English Program plus UM studies (IAEP Levels 1-5)
   Choose this if you wish to take ESL courses and wish to continue your studies at the University of Manitoba in an academic program. If this is your choice, you will need to complete this application for the English Language Centre AND also apply for admission to an

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Application Deadlines:
Winter 2017 Applicants: November 15, 2016
Summer 2017 Applicants: March 15, 2017
Fall 2017 Applicants: July 15, 2017
Winter 2018 Applicants: November 15, 2017
There are two academic pathways to choose from to apply to the English Language Centre:

**A. Academic English Only**

Students who wish to improve their English skills in an academic environment without planning to attend the University of Manitoba afterwards. This method is also ideal for students who plan on completing a Graduate Studies program at the University of Manitoba but have not yet met the English Proficiency requirements. While studying with the English Language Centre, students studying Academic English only can choose to apply to the University of Manitoba afterwards.

**B. Conditional Admission to Degree Study**

Students may be accepted to the University of Manitoba (U of M) at the undergraduate level, under the condition that you meet the University's English language proficiency requirements through the English for Academic Purposes (EAP) programs. These programs are supported by the ELC.

Students who choose this route agree to three (3) consecutive terms of study in order to retain their conditional acceptance to the U of M.

**General Requirements**

- Be 18 years of age or older by the program start date.
- Meet Canadian Visa requirements.
- Read, understand and abide by all program guidelines and refund policy.
- Have an intermediate knowledge of English.*

*Any student that presents an IELTS score of 4.5 is guaranteed placement in the English Language Centre in Intensive Academic English Program (IAEP) Level 1. All students will take ELC’s placement test when they arrive for opportunity to place higher in IAEP. If students do not provide an IELTS score, they will be required to attend our mandatory institutional placement test prior to the start of the term. Please see CanTEST page for testing dates and details.

**English Language Requirement**

Students entering the English Language Centre will be tested and placed in the appropriate level. Students can enter Level 5 directly with a TOEFL score of 500 (173 CBT, 64 iBT), IELTS score of 5.5, or CanTEST band 3.5 or equivalent. An official score report must be provided.

If a student does not meet the minimum English proficiency requirement for the ELC they will be advised to study at least one term at the Extended Education’s English Language Studies before they can retest to the ELC. (Please see Refund Policy for details).

If a student meets the requirements to enter directly into IAEP Level 5, please submit an original copy of your proficiency test score report (by mail; or e-mail a scanned version of the original score report) one month prior to the start of the academic term in which you will be studying. Appropriate scores for direct entry into Level 5 are:

- IELTS (5.5 or higher)
- TOEFL (Minimum of 16 in each component and 70 overall)
- CanTest (3.5 Listening, 3.5 Reading, 3.5 Writing)

**NOTE:**

The ELC reserves the right to place a student in a level the Centre believes is appropriate for maximum learning, regardless of any standardized English proficiency test result.

Additionally, we reserve the right to deny admission and to refuse re-admission to students who do not fulfill the above conditions.

**Section 3: Application Process & Deadlines**

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<tr>
<td>Winter session</td>
<td>January 2017</td>
<td>November 15, 2016</td>
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<td>Winter session</td>
<td>January 2018</td>
<td>November 15, 2017</td>
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NOTE: The deadlines refer to the last date to submit the English Language Centre Programs Application Form, the English Language Centre Supplemental Application Form, and the application fee. All students, particularly international students living outside of Canada, are strongly encouraged to apply as early as possible and to send all documentation promptly to allow time to obtain the necessary Study Permit.

A. Application Fees

Domestic applicants: $90.00
International applicants: $120.00

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

All correspondence, including decision release information will be sent via email. (*Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.)

B. Required Application Documentation:

All students applying to study at the English Language Centre must complete two application forms:

- The University of Manitoba English Language Centre Programs Application Form 2013-2014
- The English Language Centre Supplemental Application Form for 2013-2014 (form is on pages three and four of this document). This form and required fees are to be returned to the English Language Centre

The following documents will be required to complete your application:

- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter.

- **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.

NOTE: It is the applicant’s responsibility to inform the Admissions 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.

- **Immigration documents** are required if born outside of Canada.

- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.

- An official TOEFL, IELTS, or CanTEST score report must be provided.

Please send all documentation to the following address:

Admission for ELC  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2

It is the applicant’s responsibility to ensure that the Enrolment Services/Admissions Office receive all required information and documents by the appropriate deadlines.

C. Deposit Requirements:

In order to accept an offer of admission a non-refundable deposit of $500.00 will be required. (This deposit amount is subject to change.) The deposit will be applied to tuition fees at the time of registration. Remaining fees must be paid one month before the start of the program.

Section 4: Selection Process

Applications are processed on a first-come-first-served basis. Class enrolment is limited, so early registration is recommended. Any student arriving late cannot be guaranteed placement in the ELC.

A. Tie Breaking Procedure for Offers:

Effective for the September 2016 intake, the University of Manitoba has approved a tiebreaking procedure for admissions. 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.

**B. Notification of Decision:**

Once a decision has been made, all applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance and pay a deposit online. If you do not accept the offer and pay the required deposit by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that your email account remains current and that you check it regularly or arrange for someone to check it in your absence.

**Section 5: Reconsideration & Appeals**

Individuals who wish to have their applications reconsidered should submit their 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) days of the posted decision date.

Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures.

http://umanitoba.ca/admin/governance/governing_documents/students/286.html

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

**Section 6: Counselling of Applicants**

The English Language Centre and Admissions Office are able to assist applicants who seek counselling regarding admission to the English Language Centre. However, it is 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. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.

All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given. (See Section 7: Contact Information.)

**Section 7: Contact Information**

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<tbody>
<tr>
<td>Telephone</td>
<td>Telephone: (204) 474-9251</td>
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<tr>
<td>Fax</td>
<td>Fax: (204) 275-8098</td>
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<tr>
<td>Email</td>
<td>Email: <a href="mailto:elc@umanitoba.ca">elc@umanitoba.ca</a></td>
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<td>Admissions Office: 424 University Centre</td>
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<td>Telephone</td>
<td>Telephone: (204) 474-8808</td>
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