English Language Centre (ELC) Application Guide

**Important Links**

Application Link: [https://manitobaug.hobsonsradius.com/ssc/iformal171cTBSA70x67021IF.scc](https://manitobaug.hobsonsradius.com/ssc/iformal171cTBSA70x67021IF.scc)

Bulletin Link: [https://umanitoba.ca/student/admissions/media/ELC_Bulletin.pdf](https://umanitoba.ca/student/admissions/media/ELC_Bulletin.pdf)

**Program Selection Form**

- Fill out the “**Personal Information**” and the “**Immigration Status**” sections.
- If the student would like to apply to the English Language Centre please select “English Language Centre” in the “**Applicant Type**” as shown in the image below.

![Program Selection Form](image)

- In the “**Faculty/College/School of Interest**” section of the application please select “English Language Centre” again.

![Faculty/College/School of Interest](image)
• Under the “Program” section the student should select whether they would like to be English Language Centre Only OR English Language Centre plus University Studies (Conditional Student). For more information on the difference between the two applicant categories please refer to the bulletin or the brief explanation below.

Applying English Language Centre Only
• If you are applying to the English Language Centre Only please select “English Language Centre Only” under the “Program” section.

Applying English Language Centre plus University Studies
• If you are applying English Language Centre plus University Studies please select the Faculty you would like your application to be Conditional with.
• For students who have no post-secondary experience (ie. High School students) or less than 24-credit hours of post-secondary experience you must select University 1.
• For all other students please select either the Faculty of Arts or Faculty of Science. Please note that Faculty of General Studies is a non-degree program.
• Finally, select the “Starting Term”. This is the term you would like to begin your English Language Studies.

Select the term you would like to begin studying English. Students are given two start dates on the Letter of Offer. For example, if the applicant cannot attend Summer 2018, the offer will be valid for Fall 2018. However, if they do not attend Fall 2018 they would have to reapply for any future terms.

• Once all of these fields are filled out, click on the yellow box as shown.
Creating an Account

- If you have previously submitted an application to the University of Manitoba, use your existing username and password to access your application.
- If you have never submitted an application to the University of Manitoba, you must create an account.

Fill out all the required information fields and click ‘Create Account.’

**Note:** When creating your account, you must use your personal email, and not that of an educational agent or friend, there will be space later in the application to indicate agent or friend representation.

**Tip:** When creating your Login User Name and Password, choose something that you will be able to remember but that is also not easily identifiable.

- You will receive an email to the email address you provided. Use the link to verify your account
- Log into your application to continue.
- Go to each tab on the left hand side and fill out the information required.
Application

**Biographical Information**
- Fill out your personal information such as your name, date of birth, and gender.

**Contact Information**
- Fill out your contact information including your address, telephone number, and email address.

Note: Your contact information must remain up-to-date. If a change occurs, you are required to contact the Admissions Office to inform them. If you are a current/former student at the University of Manitoba, you also have to make the change in Aurora.

**Citizenship and Immigration Status**
- Fill out your country of birth and citizenship.
- Use the drop down menu to select your Immigration Status.
You will have three options to select.

1. **English Language Centre plus University Studies.** Select this if you wish to study at the undergraduate level after you have completed ELC. By selecting this option another field will appear called "Future Academic Plans at the University of Manitoba". For Direct Entry Studies the default selection will be University 1. Advanced Entry students must select either Arts, Science or General Studies.

2. **Already Applied to the University of Manitoba – Need English Language Centre.** This should only be selected if a student has already applied to either:
   - University 1 (Direct Entry)
   - Faculty of Arts (Advanced Entry)
   - Faculty of Science (Advanced Entry)
   - Faculty of General Studies (Extended Education)

   Once submitted we will combine the application submitted under this category with the existing application to one of the above Faculties and assess the student for conditional admission.

- If you have completed one or more years at a post-secondary institution (University, College, Etc.), but did not graduate select "More than 24 credit hours...".
- If you have never attended a post-secondary institution (ie. You are in high school, or you graduated High School but worked or just did not attend post-secondary) then you select "Less than 24 credit hours...".
- If you have graduated from College or University select either College Diploma complete OR Degree completed.
(3) **English Language Centre Only.** Select this option if you are only applying to study at the English Language Centre. You are NOT applying to a University Program.

- For the “High School Graduation Status” section select:
  - “Already Graduated” if at the time of application submission you have graduated High School
  - ‘Will Graduate...’ if at the time of the **start of term** you will have graduated High School. (ie. Student applies in February for the Fall term which begins in late August/early September. If they are currently in High School but will be graduated by August/September they should select ‘Will Graduate’.
- Select among the options, the region where you completed Grade 12 (High School)
- For the “High School Information” section
  - Type the name of your High School into the “High School Name” field. If you cannot find your High School please type into this field “School Not Found”
  - Below you must type the name of your High School and the Address
  - You must also enter the dates you attended and your graduation date
Post-Secondary Background

- If you have registered or attended any university or college classes, select yes.
- Select all the education levels you have attempted.
- Fill out the universities/colleges’ information in most recent-least recent succession.

Previous University of Manitoba History

- Even if you have never attended classes at the University of Manitoba, you must fill this tab.
- If you have not attended the University of Manitoba before, select ‘First application’.
- If you have attended the University of Manitoba, choose either ‘I have previously applied to the University but I have never attended classes’ or ‘former or current student’.

English Proficiency Requirements

- If you have taken any English Language Proficiency Exam, fill out the test date and score. You can upload your English language proficiency test.

Note: For information about the English language requirements and proficiency methods or for the list of countries designated as English-speaking for purposes of proficiency test waivers, visit

www.umanitoba.ca/student/admissions/international/english/index.html
Release of Information

- Working with an Agent?

If you are working with an agent, make sure you give consent by selecting ‘yes’.
You agent will be copied on emails we send to you and may speak with us about your application on your behalf. But we can only do this if you have given permission.

- If you wish for someone else besides an agent, such as a friend or relative to have access to information about your application, select ‘yes’.
- Select the information release options.
- Note: You can select several options. For each option, complete all the information required.

Emergency Contact

- Complete all the required fields for an Emergency contact.
- You can add another entry if you wish.

Note: Make sure that all the information is correct and accurate.

Supporting Document

- Supporting documentation can be uploaded in this tab.
- If you do not see any documentation specified, click ‘next’ to proceed to the next tab.
- Post-secondary transcripts (if applicable) should be uploaded in separate file for each institution.
Homestay

The ELC Homestay Program is a cultural exchange program that allows you to live in a Canadian home while studying at the ELC or in academic programs at the University of Manitoba. Please visit our website at http://umanitoba.ca/student/elc/homestay/ or call +1-204-474-6809 for more information.

Overall Application Declaration

- Read through the ‘The Freedom of Information and Protection of Privacy Act (FIPPA)’.
- Read through the ‘Disclosure of Personal Information of Statistics Canada’.
- Read the ‘Declaration’ and sign it.

Charges and Additional Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>English Language Centre Application Fee</td>
<td>1</td>
<td>$175.00</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

Total Program Charges: $175.00

Application Fee Adjustments
If you have been provided with an Application Fee Adjustment code, enter it here and click Apply.

Application Fee Adjustments: $0.00

Additional Items

<table>
<thead>
<tr>
<th>Select Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Y</td>
<td>ELC - Conditional Admission to Direct Entry Program</td>
<td>0</td>
<td>$120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Bachelor of Arts (General)</td>
<td>ELC - Conditional Admission to Advanced Entry Program</td>
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<td>$120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Bachelor of Science (General)</td>
<td>ELC - Conditional Admission to Advanced Entry Program</td>
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<td>$120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Division of Extended Education (Special Student)</td>
<td>ELC - Conditional Admission to Advanced Entry Program</td>
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<td>$120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>English Language Centre Only</td>
<td>Only if you are NOT applying for Conditional Admission</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Additional Items Total: $0.00

Your Total Balance Due: $175.00
• This is the payment portion of the Application. A few things to note:
  o Under “Additional Items”, if you are applying ELC plus University Studies please select the appropriate program you wish to make your application conditional with. This will add on the University of Manitoba application fee for the program of your choice.
  o If you have already applied to either University 1, the Faculty of Arts, Science or General Studies under “Additional Items” please select “English Language Centre Only”. This will add a charge of $0.00 to your cart, since you have already paid the University of Manitoba application fee ($120.00) with your previously submitted application we do not want you to pay it again. As long as both applications are for the same term (ie. Fall 2018) we can combine them and assess for conditional admission.
  o Finally if you are simply applying to the English Language Centre Only, please select this item so that no additional application fees are added.

• Select the appropriate payment method.
  o Online: You can pay your application fee online with your credit card – Visa or MasterCard.
  o In-Office or Mail Payment: You can mail or deliver a cheque or money order to the Admissions Office.
  o Please note that an application will not be processed until payment has been received

General Tip:

• Save the application after completing each tab. The ‘Save’ option is at the bottom of the page.
• You still have to submit your application after the payment.