



English Language Centre (ELC) Application Guide

Important Links

Application Link: <https://manitobaug.hobsonsradius.com/ssc/iform/zN771cTBSA70x67021IF.ssc>

Bulletin Link: 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.

Applicant Type

For the purposes of admission, there are a number of different applicant types:

- **Direct Entry Applicants (including University 1)**
 - High School graduates or Current High School students in final year; or
 - Home School graduates or Current Home School students in final year; or
 - Less than one year (24 credit hours) of post-secondary study.
- **Advanced Entry Applicants**
 - More than one year (24 credit hours) of post-secondary study; or
 - College Diploma Graduates; or
 - Degree Graduates
- **English Language Centre**
 - Applicants who do not meet the University of Manitoba English Proficiency Requirements (see [English Language Proficiency Requirements](#) for more details).
 - Applicants can apply for Conditional Admission (English Language Centre plus University Studies) or Regular Admission (English Language Centre only) (see [Options to Apply](#) for more details)
- **Visiting Applicants (see [visiting students](#) for more details)**
 - Applicants who have been given permission from their home post-secondary institution to complete one or more courses at the University of Manitoba.
- **Auditing Applicants (see [Auditing Students](#) for more details)**
 - Applicants who want to complete courses for personal interest with no credit granted.
- **Exchange Applicants**
 - Applicants who have been given permission from their own post-secondary institution to complete one or more semesters at the University of Manitoba.
- **Mature Applicants (see [Mature Student](#) for more details)**
 - Applicants who do not meet the high school admission requirements; and
 - 21 years of age or older; and
 - Canadian Citizen or Permanent Resident of Canada; and
 - Never previously attended university or college OR have completed less than 24 credit hours (four full courses).
- **Military Mature Applicants (see [Military Support](#) for more details)**
 - Same requirements as Mature Applicants above; and
 - Must be a member of the Canadian Armed Forces.

* Which of the above applicant types best describes you?

English Language Centre

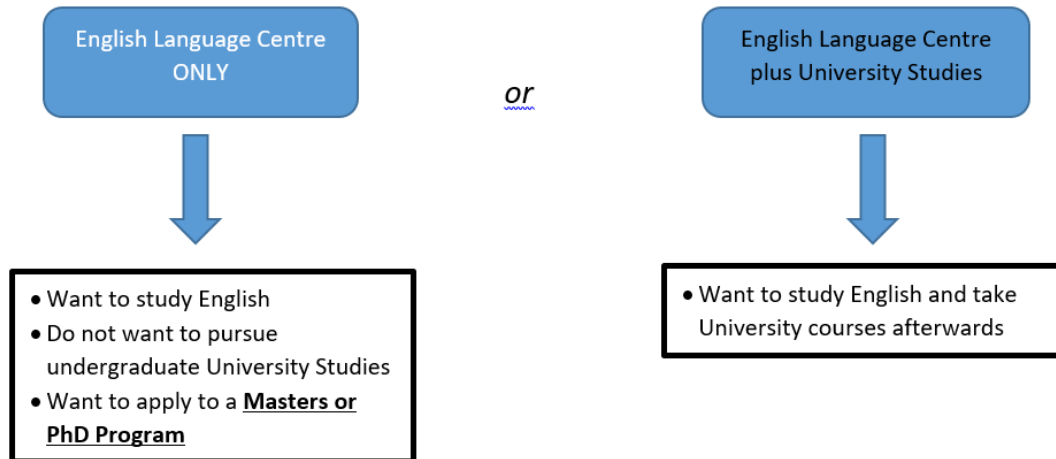
- In the **“Faculty/College/School of Interest”** section of the application please select “English Language Centre” again.

Faculty/College/School of Interest

* Which Faculty/College/School do you want to apply to?

English Language Centre

- 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**.

Program

English Language Centre Only
English Language Centre plus Arts
English Language Centre plus General Studies
English Language Centre plus Science
English Language Centre plus University 1

- Finally, select the “Starting Term”. This is the term you would like to begin your English Language Studies.

Starting Term

* Which term are you wanting to start in?

Fall 2018

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.

* Which of the above applicant types best describes you?
English Language Centre

Faculty/College/School of Interest
* Which Faculty/College/School do you want to apply to?
English Language Centre

Program
* Which Program do you want to apply to?
English Language Centre plus Arts

Starting Term
* Which term are you wanting to start in?
Fall 2018

English Language Centre - Fall 2018 - International
Please ensure that you have read all of the requirements outlined in the [Applicant Information Bulletin \(PDF\)](#) prior to clicking the link below to apply.

CLICK HERE TO APPLY

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.

Create Account

Once you have created an account, you will receive an email with a link to verify your account. You will need to verify your account before you will be able to log into your application.

Please note: you may use your email address as your user name.

Username: 6-50 characters

Email:

First Name:

Last Name:

Password: Minimum 6 characters

Re-enter Password: Minimum 6 characters

- 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

UNIVERSITY OF MANITOBA UNDERGRADUATE APPLICATION

English Language Centre-Fall 2018-International

Previous Save Logout Withdraw Application Next

Welcome Page and Instructions
Biographical Information
Contact Information
Citizenship and Immigration
Program Selection
High School Background
Advanced Level Coursework (AP/IB/Dual Credit)
Post-Secondary Background
Previous University of Manitoba History
English Proficiency Requirements
Release of Information
Emergency Contact
Homestay
Supporting Documentation
Overall Application Declaration
Changes and

* = Required Field

Program Selection

Applicant Type

Select One
Less than 24 credit hours of post-secondary completed
More than 24 credit hours of post-secondary completed
College diploma completed
Degree completed

Select One

Program

+
Select One

Starting Term

+
Select One

Indicate if you have previously applied to this program

Applicant Information Bulletin

The requirements and expectations are outlined in the [Applicant Information Bulletin](#).
* I have read and understood the Applicant Information Bulletin listed above.

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.

Program Selection

English Language Centre-Summer

Previous Save Logout

Program Selection

Applicant Type
 * At the start of your program, which of the following best describes your situation?
 Select One

Faculty
 *
 Select One

Program
 *
 Select One

Starting Term
 *
 Indicate if you have previously applied to this program

Applicant Information Bulletin
 The requirements and expectations are outlined in the [Applicant Information Bulletin](#).
 * I have read and understood the Applicant Information Bulletin listed above.

Callout Box:
 Select "English Language Centre". Depending on how you answered 'applicant type' you will either be defaulted to **Direct or Advanced Entry**

Legend:
 - 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.**

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.

- (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.

High School Background

- 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

| | | | | | | | |
|--|--|------------|----------|---|---|-----------|-----------|
| <p>High School Background</p> <p>Advanced Level Coursework (AP/IB/Dual Credit)</p> <p>Post-Secondary Background</p> <p>Previous University of Manitoba History</p> <p>English Proficiency Requirements</p> <p>Release of Information</p> <p>Emergency Contact</p> <p>Homestay</p> <p>Supporting Documentation</p> <p>Overall Application Declaration</p> <p>Charges and Additional Items</p> | <p style="color: red; font-size: small;">In which region are you currently taking or have taken Grade 12 (senior year) coursework?</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Quebec</p> <p>Saskatchewan</p> <p>Yukon</p> <p>United States</p> <p>Outside North America</p> </div> <p style="background-color: #f0f0f0; padding: 2px; font-size: small;">Only complete the following information for schools at which you are currently taking or have taken Grade 12 (senior year) coursework</p> <p style="background-color: #f0f0f0; padding: 2px;">High School Information Remove Entry</p> <p style="font-size: x-small;">Start typing the most unique part of your school name, wait a few moments for the search to complete, and select your school from the dropdown.</p> <p style="font-size: x-small;">Home schooled applicants type "Home School".</p> <div style="border: 2px solid black; padding: 5px;"> <p style="font-size: x-small;">If you do not find your school in the list, lookup "School Not Found - High School" and fill in the section that appears below.</p> <p style="font-size: x-small;">* High School Name</p> <p style="border: 1px solid #ccc; padding: 2px;">School Not Found - High School</p> <p style="font-size: x-small;">Need Help?</p> <p style="font-size: x-small;">If school not found, type the school's name and address below</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> </div> <p style="font-size: x-small;">Attendance Dates (Include only Grades 9-12)</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Start date</td> <td style="border: none;">End date</td> </tr> <tr> <td style="border: none;"><input style="width: 100%;" type="text"/></td> <td style="border: none;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="border: none; font-size: x-small;">[mm/yyyy]</td> <td style="border: none; font-size: x-small;">[mm/yyyy]</td> </tr> </table> <p style="font-size: x-small;">Did you (or will you) graduate from this school?</p> <p style="font-size: x-small;"><input type="checkbox"/></p> <p style="font-size: x-small;">If yes, when did you (or will you) graduate?</p> <p style="border: none;"><input style="width: 100%;" type="text"/></p> <p style="border: none; font-size: x-small;">[mm/yyyy]</p> <p style="text-align: right; font-size: x-small;">Add Another Response</p> | Start date | End date | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | [mm/yyyy] | [mm/yyyy] |
| Start date | End date | | | | | | |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | | | | | | |
| [mm/yyyy] | [mm/yyyy] | | | | | | |

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'.

Your 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

| <ul style="list-style-type: none"> Biographical Information Contact Information Citizenship and Immigration Program Selection High School Background Advanced Level Coursework (AP/IB/Dual Credit) Post-Secondary Background Previous University of Manitoba History English Proficiency Requirements Release of Information Emergency Contact Homestay Supporting Documentation Overall Application Declaration Charges and Additional Items | <p>Program Charges</p> <p>The application fee is non-refundable and must be received by the stated application deadlines.</p> <p>Our preferred payment method is online via credit card (Visa or Mastercard only) or Visa debit.</p> <p>Additionally we do accept the following methods of payment:</p> <ul style="list-style-type: none"> ▪ GlobalPay for Students ▪ In-office or Mail Payment (Cash, Cheque, Debit Card, Mastercard, Visa) <p>Choose the appropriate payment method and click submit. After submission, you will be taken to an external site to make payment if you chose to pay online. Alternatively, you will be instructed to print an invoice to provide with your payment if paying in person or by mail. Your application will not be considered until the application fee has been paid. Payment must be received by the application deadline to be valid.</p> <p>Please note: the listed application fee is in Canadian Dollars (\$CAD). Any payment that is submitted needs to cover the full value of the application fee in addition to any other charges such as exchange rate adjustments (for US cheques) and bank fees.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;">1</td> <td style="text-align: right;">\$175.00</td> <td style="text-align: right;">\$175.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Program Charges:</td> <td></td> <td style="text-align: right;">\$175.00</td> </tr> </tbody> </table> | Item | Description | Quantity | Cost | Total | Application Fee | English Language Centre Application Fee | 1 | \$175.00 | \$175.00 | Total Program Charges: | | | | \$175.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|-------------|-----------------|---------------|-------|-----------------|---|--------------|---|----------|-------------------------------|--|--------------------------|----------------------------|---|---|----------|--|--------------------------|-------------------------------|---|---|----------|--|--------------------------|--|---|---|----------|--|--------------------------|------------------------------|---|---|--------|--|--------------------------------|--|--|--|--|---------------|
| Item | Description | Quantity | Cost | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Application Fee | English Language Centre Application Fee | 1 | \$175.00 | \$175.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Program Charges: | | | | \$175.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Application Fee Adjustments</p> <p>If you have been provided with an Application Fee Adjustment code, enter it here and click Apply.</p> <p>Application Fee Adjustments <input type="text"/> Apply Clear \$0.00</p> | <p>Additional Items - Please select 1</p> <p>* Please select an item</p> <p>You must select at least one of the following options (this should match the selection that you made on the Program Selection section of this application):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Item</th> <th>Description</th> <th>Quantity</th> <th>Cost</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>University 1</td> <td>ELC + Conditional Admission to Direct Entry Program</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$120.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Bachelor of Arts (General)</td> <td>ELC + Conditional Admission to Advanced Entry Program</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$120.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Bachelor of Science (General)</td> <td>ELC + Conditional Admission to Advanced Entry Program</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$120.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Division of Extended Education (Special Student)</td> <td>ELC + Conditional Admission to Advanced Entry Program</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$120.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>English Language Centre Only</td> <td>Only if you are NOT applying for Conditional Admission.</td> <td style="text-align: center;">0</td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Additional Items Total:</td> <td></td> <td></td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">Your Total Balance Due: <input type="text" value="\$175.00"/></p> | Select | Item | Description | Quantity | Cost | Total | <input type="checkbox"/> | University 1 | ELC + Conditional Admission to Direct Entry Program | 0 | \$120.00 | | <input type="checkbox"/> | Bachelor of Arts (General) | ELC + Conditional Admission to Advanced Entry Program | 0 | \$120.00 | | <input type="checkbox"/> | Bachelor of Science (General) | ELC + Conditional Admission to Advanced Entry Program | 0 | \$120.00 | | <input type="checkbox"/> | Division of Extended Education (Special Student) | ELC + Conditional Admission to Advanced Entry Program | 0 | \$120.00 | | <input type="checkbox"/> | English Language Centre Only | Only if you are NOT applying for Conditional Admission. | 0 | \$0.00 | | Additional Items Total: | | | | | \$0.00 |
| Select | Item | Description | Quantity | Cost | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | University 1 | ELC + Conditional Admission to Direct Entry Program | 0 | \$120.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Bachelor of Arts (General) | ELC + Conditional Admission to Advanced Entry Program | 0 | \$120.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Bachelor of Science (General) | ELC + Conditional Admission to Advanced Entry Program | 0 | \$120.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Division of Extended Education (Special Student) | ELC + Conditional Admission to Advanced Entry Program | 0 | \$120.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | English Language Centre Only | Only if you are NOT applying for Conditional Admission. | 0 | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Items Total: | | | | | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- This is the payment portion of the Application. A few things to note:
 - 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.
 - 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.
 - 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.
 - Online: You can pay your application fee online with your credit card – Visa or MasterCard.
 - In-Office or Mail Payment: You can mail or deliver a cheque or money order to the Admissions Office.
 - **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.