

# University of Manitoba Online Application Guide




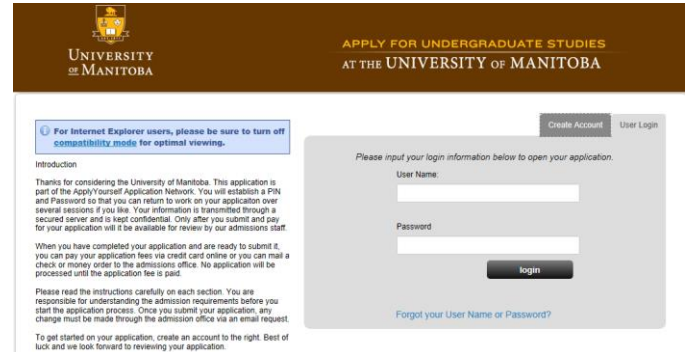
UNIVERSITY OF MANITOBA

Thank-you for considering the University of Manitoba

The Online Application Guide is designed to assist you in applying to the undergraduate programs offered at the University of Manitoba. Along the way there will be helpful hints, reminders, and instructions on how to successfully submit your application.

Your password must be between 8 and 30 characters and spaces are not allowed. Example: Manitoba!

 **NOTE:** Please review the Applicant Information Bulletin for the program to which you are applying, to ensure you understand the admissions requirements and procedures. The undergraduate application information is available at the Undergraduate Admissions Webpage, <http://www.umanitoba.ca/student/admissions/application/>



## CREATING AN ACCOUNT


To access the University of Manitoba's online application system, log onto: <https://umanitoba.askadmissions.net/emtinterestpage.aspx?ip=ugapplication>


After submitting your information you will be directed to another screen, where you will need to select 'Please access your application,' in order to start filling out your application. You will then use the User Name and Password you created to log into your application portal.

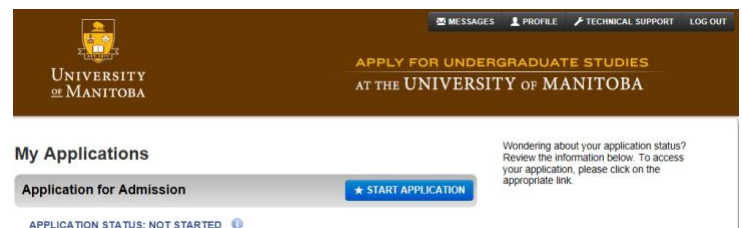
## COMPLETING THE APPLICATION

Once you have successfully logged in, you will be able to view the University of Manitoba's application homepage, where you can begin your application by selecting 'Start Application'. Once you have completed the required fields in each section select 'Save and Continue' at the bottom of the screen to save your completed work and continue onto the next page. If you want to finish your application at a later time, select 'Save' and you can access your application later by logging back into your application portal.

In order to create your application portal you must fill out all the required information fields and click 'Submit Information.'

 **TIP:** Read all of the instructions and questions before answering to ensure you are providing the most accurate information. You must complete the questions with an asterisk (\*) beside them, as they are required information.

 **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. Your Login Password must include one uppercase letter, one lowercase letter, one number, and one special character.





**NOTE:** Your application homepage is where you will be able to view your application status and check for required documentation.

## Contact and Biographical Information

**Personal Data:** Fill out your personal information such as your name, preferred name, date of birth, and gender.

Personal Data	
Enter your full legal name as it appears on your birth certificate or passport	
Legal first name*	<input type="text" value="Mary"/>
Legal middle name(s)	<input type="text"/>
	<small>if applicable</small>
Legal family name*	<input type="text" value="Smith"/>
Preferred first name	<input type="text" value="Mary"/>
	<small>if different from above</small>
Legal former name	<input type="text"/>
	<small>if applicable</small>
Date of birth*	<input type="text" value="01/30/1992"/>
	<small>mm/dd/yyyy</small>
Gender*	<input type="text" value="Female"/> <input type="button" value="v"/>
	<small>For statistical purposes only</small>

**Contact Information:** Fill out your contact information including your address, telephone number, and email address. If you have a University of Manitoba email, it is preferred you use it as your contact email to avoid miscommunication between other accounts.



**NOTE:** Your contact information must remain up-to-date and if a change occurs you are required to contact the Admissions Office to inform them of the change, as well as make that change in Aurora if you are a current/former University of Manitoba student.

**Citizenship and Immigration:** Fill out your place of birth, status in Canada, country of citizenship, and date of entry into Canada. You will be required to provide proof of immigration if you:

- were born outside of Canada and you are now a Canadian Citizen
- are a Permanent Resident
- are a refugee in Canada



**TIP:** Proof of immigration can include a copy of landing papers, a Canadian passport, a Citizenship Card, or both sides of your Permanent Residency card.

Your proof of status in Canada documentation can be uploaded to the 'Upload Button' or can be submitted later by email or mailed to the Admissions Office at the University of Manitoba (address at end of guide). See *'How to Upload a Document'* for more information on the uploading process.

Citizenship and Immigration	
Country of birth*	<input type="text" value="Select One"/> <input type="button" value="v"/>
Province/State of birth	<input type="text" value="Select One"/> <input type="button" value="v"/>
	<small>Canada/USA only</small>
City/Town of birth	<input type="text"/>
Status in Canada*	<input type="text" value="Select One"/> <input type="button" value="v"/>
Country of citizenship*	<input type="text" value="Select One"/> <input type="button" value="v"/>
Date of actual or anticipated entry into Canada (if not born in Canada)*	<input type="text"/>
	<small>mm/yyyy</small>
<b>Immigration Documentation</b>	
If you were born outside of Canada and you are now a Canadian Citizen, please upload proof of Canadian Citizenship. This can either be in the form of your landing papers, a Canadian passport or a Citizenship Card.	
If you have stated that you are a Permanent Resident of Canada, please upload proof of Permanent Residency. This can either be in the form of your landing papers or both sides of your Permanent Residency card.	
If you are a refugee in Canada, please upload proof of your refugee status.	
<input type="button" value="Upload Document"/> <small>e.g. doc, pdf, txt, xls <a href="#">More</a></small>	
If you selected that you are an American from Minnesota and applying under the Manitoba Reciprocity Agreement, download the <a href="#">Manitoba-Minnesota Reciprocity Form</a> . This form can either be uploaded here or, if you wish, you may submit the completed form later by email, fax, courier or mail - see the form for directions.	
<input type="button" value="Upload Document"/> <small>e.g. doc, pdf, txt, xls <a href="#">More</a></small>	

**Canadian Armed Forces:** Select whether or not you are affiliated with the Canadian Armed Forces and how by clicking the dropdown arrow.

**Indigenous/Aboriginal Peoples:** Select whether or not you are an Indigenous/Aboriginal person from Canada or the United States and designation by clicking the dropdown arrow. An Indigenous person is a member of a Canadian First Nation, Metis, or Inuit Community, or is an American Indian. Canadian First Nation or American Indian includes 'Status,' 'Treaty,' or 'Registered' Indians as well as 'Non-Status,' and 'Non-Registered' Indians.

Indigenous / Aboriginal Peoples	
<small>Information in this section is collected to assist the University in meeting its commitment to recruit and retain Indigenous students from Canada and the United States. This declaration will also be used by the Financial Aid &amp; Awards Office for awards selection purposes and by the University's Indigenous Connect program to communicate with applicants and students about Indigenous-specific programs, services and opportunities, including cultural and social events. The declaration is voluntary except where students are requesting consideration for a.) Indigenous-specific, financial awards and/or b.) Special consideration into a faculty based on Indigenous identity. In these cases, verification of ancestry will be required. If you have any questions about the collection of your personal information, contact Indigenous Connect, (tel. 204-474-8904) 140 Migizi Agamiik, 45 Curry Place, University of Manitoba, Winnipeg, MB R3T 2N2 Canada.</small>	
<small>An Indigenous person is a member of a Canadian First Nation, Metis, or Inuit Community, or is an American Indian. Canadian First Nation or American Indian includes 'Status,' 'Treaty,' or 'Registered' Indians as well as 'Non-Status,' and 'Non-Registered' Indians.</small>	
<small>The University of Manitoba is committed to the principle of merit and the equitable participation and success of under-represented groups such as women, Indigenous peoples, members of visible minority groups, persons with disabilities, and persons who traditionally have not had the opportunity for university studies because of economic, social, cultural reasons, lack of formal education or residence in remote areas.</small>	
Are you an Indigenous/Aboriginal person from Canada or the U.S.?	
	<input type="text" value="v"/>
If yes, please specify designation	<input type="text" value="Select One"/> <input type="button" value="v"/>

## Program Selection

By answering the series of questions on the Program Selection page, you will be able to select the specific area of study to which you are applying.

**Applicant Type:** Select the option that best describes your educational background by clicking the dropdown arrow.

**Faculty:** Select the area you wish to study at the University of Manitoba by selecting an option from the dropdown arrow.

**Program:** Within your area of intended study, please select your specific program by choosing an option from the dropdown arrow.

**Starting Term:** Select the term in which you are applying for by clicking the dropdown arrow.

### University of Manitoba Connections

**Previous History with the University of Manitoba:** Select the option that best describes your relationship with the University of Manitoba by clicking the dropdown arrow. If you are a current/former University of Manitoba student indicate your student number. Specify if you have ever applied to the program by clicking the dropdown arrow. If you have previously applied to the program, indicate the date. Fill out when you last applied to an undergraduate program at the University of Manitoba.

**Other Connections with Manitoba:** Select the option(s) that apply to you. Indicate if you have attended the International College of Manitoba (ICM), are a transfer student from Universite de Saint-Boniface (USB) or Ecole technique et professionnelle (USB), or are a student of the Canadian Virtual University (CVU) or an E-Campus Manitoba student. You can select more than one option if needed.

**College Membership:** Select whether or not you are interested in becoming a member of one of the colleges at the University of Manitoba, and which one you would be interested in joining. College membership is optional and you can chose to join at a future date. If you want more information on the University of Manitoba's colleges, visit <http://umanitoba.ca/colleges/>.

### Academic Background- High School

Indicate the highest level of education you have attended by clicking the dropdown arrow.

**Most Recent High School Information:** To determine the code of your most recently attended high school, select the 'Look Up' button. Use ONE of the fields (school name, city, Canadian Province or Territory, or U.S. State or Territory, or country) to perform your search. Enter one identifying word of your school (i.e. Winnipeg), click search and then click on the result. Indicate if your high school is programme francais, French immersion, or neither, the dates you attended, indicate whether you graduated, and fill out your graduation date.

If you need further assistance, please follow the steps outlined in the LookUp Instructions document.

**LookUp Instructions:** Use one search criteria.

- **Search by School Name:** Use unique keywords to find your school. For example, if the name of your school is "Fort Richmond Collegiate", use "Richmond" to search for the school.
- **Search by City:** For example, if your school is located in Brandon, Manitoba, in Canada, search by "Brandon" in the City field. If your school is located in Cairo, Egypt, search with "Cairo" in the City field.
- **Search by Canadian Province or Territory, or U.S. State or Territory:** For example, if your school is located in Ontario, in Canada, search with "ON" in the Province/State field. Do not spell out the full name of the province, state, or territory; use abbreviations.

- **Search by Country:** This should be used as a last resort as the number of entries will be large. For example, if your school is located in Florida, in the United States, search with "United States" in the Country field. If your school is located in Beijing, in the People's Republic of China, search with "China" in the Country field. Use the full name of the country if searching by country.



**NOTE:** If you cannot find your school after following all of the above steps, please type 'Not Found' into the High School Name field and choose the 'School Not Found' option. You will then be asked to complete the details about your school in the next section.

You have the option of uploading a final transcript from the high school you graduated from. High school transcripts are not required for the assessment of advanced entry option applications to many faculties at the University of Manitoba. However, final grade 12 grades (or equivalents) are required in order to load high school pre-requisites for many introductory courses offered at the University of Manitoba. Therefore, it is helpful at the time of registration to have already submitted a final high school transcript so high school pre-requisites can be loaded and applicants do not encounter registration restrictions. Your final high school transcript can be uploaded to the 'Upload Button' or can be submitted later by email or mailed to the Admissions Office at the University of Manitoba (address at end of guide). See 'How to Upload a Document' for more information on the uploading process.



**NOTE:** If you are using your high school education to satisfy the English language proficiency requirement, please ensure you submit a final official transcript that shows completion of three full successful years of high school education in Canada. Or if you are using part of your high school education along with a combination of post-secondary education, please include a complete final official high school transcript.

**Previous High School Information:** This section should be filled out if you have attended more than one high school. Follow the same steps used to complete the Most Recent High School Information section.

**Additional Information:** Select the option(s) that apply to you. Indicate if you have completed (or will be completing) International Baccalaureate (IB), Advanced Placement (AP) or Dual Credit/Concurrent High School/College coursework. You can select more than one option if needed.

If you complete any Advanced Placement or International Baccalaureate (IB) courses that you would like to have considered for admission, transfer credit, or awards, please ensure that you have released all of your grades to the University of Manitoba through the College Board. If you are unable to release your grades, please provide a final official transcript from AP/IB and completed 'Request for University Credit for Advanced Placement or International Baccalaureate Results form' to the Admissions Office at the University of Manitoba (address at end of guide).

### **High School-Not Found in Lookup**

This section will ONLY appear if you could not locate your high school in the look-up option offered in the 'Academic Background-High School' section. You must have entered 'Not Found' into the high school name field of the look-up option and chose 'School Not Found' in order to view and complete this section. Enter the name and location of your high school.

### **Academic Background- Post-Secondary**



**TIP:** List your most recent university or college first (including University of Manitoba, USB and ICM).

This section should be filled out if you have attended or are currently attending a university or college, **including the University of Manitoba**. To determine the code of your university/college, select the 'Look Up' button. Fill in one of the required fields (for example your institution's name) and click 'Search.' If the search is successful select your university/college and your institution's information will automatically be entered into your application. If your search is unsuccessful, you must manually enter the institution's name and information, whether you are currently attending this institution, the dates you attended, indicate whether you completed a degree, and provide the date of your degree completion.

Indicate your level of achievement at the institution by clicking the dropdown arrow and specify your main area of study by clicking the dropdown arrow. If your main area of study does not appear in the dropdown options, fill out your main area of study in the 'Other Area of Study' section.

To speed up the processing of your application you have the option of uploading a copy of your most recent transcript or marksheet from this institution here. If applicable, you can also include English translations of the documents. If you are looking to upload a transcript, please ensure that you upload a scan of an official transcript (web transcripts and grade summaries do not provide sufficient information for an evaluation to be made). Any transcript that is not clear enough for us to use, will be indicated as "Not Received" and you will be expected to send in a clearer copy. It is therefore recommended that you do not take a picture with your phone or camera and upload the picture as the quality of the image is usually insufficient for evaluation to take place.

**University of Manitoba transcripts are not required.**



**NOTE:** Transcripts that are uploaded through your application portal are considered unofficial. Therefore, an **official transcript** must be mailed or hand-delivered to the Admissions Office for a final decision to be made (address at end of guide).

If you are a student at another university or college and wish to take courses at the University of Manitoba to be credited towards your degree or diploma at your home institution you can apply for admission as a Visiting Student. The only documentation that is required is a Letter of Permission from your home institution. You can upload a copy of your Letter of Permission to the 'Upload Button' so the Admissions Office can perform an initial assessment on your application. However, you are still required to submit an original Letter of Permission from your home institution to the Admissions Office for your admission to be considered complete (address at end of guide).



**NOTE:** If you register at any post-secondary institution subsequent to submitting this application, please notify the Admissions Office.

**Additional Universities/Colleges Attended:** If you have attended more than one university/college complete this section. Follow the steps used in the 'Academic Background-Post Secondary section' to complete this section. Indicate if you have attended

more than two universities/colleges, as you will require additional sections to fill out information pertaining to the rest of your post-secondary education.



**NOTE:** You are required to list all prior universities and colleges that you have attended, regardless of number of courses completed and dates attended.

Additional Universities/Colleges Attended
Do you need to add more post-secondary institutions to your academic history?
You are required to list all prior universities and colleges that you have attended, regardless of number of courses completed and dates attended.
<input type="radio"/> Yes <input type="radio"/> No

## ***Additional Universities/Colleges***

If you have attended more than two post-secondary institutions complete this section. List the remaining universities or colleges you have attended. Follow the steps provided in 'Academic Background-Post-Secondary' to complete this section. If you should require additional space, please contact [application\\_help@umanitoba.ca](mailto:application_help@umanitoba.ca) for further assistance.

## ***English Language Requirement***

**Primary Language:** Select your primary language by clicking the dropdown arrow. If you do not see your primary language listed, select OTHER in the dropdown list and provide your primary language.



**NOTE:** English is the language of instruction at the University of Manitoba and every applicant whose primary language is not English will be asked to demonstrate proficiency in the use of English. For more 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 <http://www.umanitoba.ca/student/admissions/international/english/index.html>

**English Proficiency:** Indicate how you meet the English proficiency requirements by clicking the dropdown arrow. If you listed OTHER you must indicate how you meet the requirements. If applicable, provide your test date and score. Results for most language tests, including TOEFL, IELTS, and CanTEST, expire two years from the test date and must be valid at the beginning of your admission term. Please confirm the validity of your test results. Applicants have the option of uploading their proof of English language proficiency to the 'Upload

Button' or it can be submitted later by email or mailed to the Admissions Office at the University of Manitoba (address at end of guide). Uploaded documents will be considered unofficial and you may be asked to provide official documents or wait until the unofficial document can be verified. See 'How to Upload a Document' for more information on the uploading process.



**NOTE:** The Admissions Office does not accept English language proficiency results with test dates exceeding two years.



**TIP:** If you are applying only for English Language Centre studies, or for admission as a Visiting or Exchange student, you do not need to answer the English Proficiency question.

### **Program Specific Information: Law (Juris Doctor, J.D.)**

**Applicant Bulletin:** Please ensure you have familiarized yourself with the expectations for law applicants by reviewing the *Law Applicant Bulletin*. When you have read and understood the information presented in the Applicant Bulletin, please select 'yes' from the provided dropdown arrow.



**NOTE:** If you are required to meet English Language Proficiency Requirements via a proficiency test, the Faculty of Law requires that applicants meet a higher standard than those stated on the English Language page. Please see the [Law Applicant Bulletin](#) for more information.

#### **LSAT (Law School Admission Test) - required for all First Year, Transfer and Advanced Standing applicants:**

Fill in your LSAC Account Number. Prior to writing your LSAT exam, you were provided with an LSAC Account Number. We require your LSAC Account Number to access your LSAT Scheduling and Registration System results. If you do not have an LSAC Account Number, by the time you are submitting this application, please email your number to [applications.law@umanitoba.ca](mailto:applications.law@umanitoba.ca) as soon as your number becomes available. Indicate if you have or will be writing this year's October LSAT, if you will be writing the upcoming December LSAT. If an additional LSAT sitting is added after the submission of your application contact Admissions via email at [applications.law@umanitoba.ca](mailto:applications.law@umanitoba.ca) to amend your record. Indicate your highest LSAT test date and score (at the time of application).

**First Year Law Applicants:** Fill this out if you are a first year law applicant. Indicate the category for which you

want to be considered. It is optional to submit the personal characteristics statement. Applicants are asked to describe their own personal characteristics that are associated with the highest standards of the legal profession; please use personal experiences to demonstrate. Maximum number of words is 500. If you elect not to upload a statement, you will not be considered for the Entrance Scholarships offered through the Faculty of Law at the University of Manitoba. The statements must be uploaded by November 1.

In addition to the personal characteristics statement, some of our entrance scholarships have a financial need component. To demonstrate financial need, please complete the budget worksheet found at [http://law.robsonhall.ca/images/stories/Entrance\\_Award\\_Application\\_2016-17.pdf](http://law.robsonhall.ca/images/stories/Entrance_Award_Application_2016-17.pdf) and email it to [lawadmissions@umanitoba.ca](mailto:lawadmissions@umanitoba.ca).

**Province of Residence:** Indicate your province of residency and if you are claiming Manitoba residency. You meet the Manitoba residency requirement if:

- Option 1: Have graduated from a Manitoba high school;
- Option 2: Have a recognized degree from a university in Manitoba;
- Option 3: Have completed two consecutive years of full-time academic studies in a recognized program at a university in Manitoba, while physically residing in Manitoba;
- Option 4: Have resided continuously in Manitoba for any two year period following high school graduation (the two year period shall not be considered broken where the program's admission committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term volunteer work or employment, or as a full-time student).

If you are claiming Manitoba residency, indicate how you meet the Manitoba residency requirement for the Faculty of Law.

Indicate if you have completed a minimum of 10 full courses or 20 half courses at the time of application. If you have not completed a minimum of 10 full courses or 20 half courses at the time of application, choose the option that best describes your situation by clicking the dropdown arrow.

If you will be 26 years of age by September 1 in the year admission is sought, indicate if you will have completed a minimum of 5 full courses or 10 half courses by the end of the December exam period. Choose the option

that best describes your situation from the dropdown menu.

Indicate if you are currently registered in coursework and if you plan to register for courses in the upcoming school year. Choose the option that best describes your situation from the dropdown menu.



**NOTE:** Ensure transcripts you have submitted reflect current course registration. Please be aware that should you decide to enroll in courses this academic year you must send in a transcript reflecting current registration followed by a transcript with your grades when courses are complete.

**Required Documents for Aboriginal and Individual Consideration Applicants:** If you are an Individual Consideration or Aboriginal applicant, you are to upload a copy of your resume and personal statement using the Upload Button. See *'How to Upload a Document'* for more information on the uploading process.

In addition to this application, you will be required to arrange for the submission of three recommendation letters on your behalf. Please complete the 'Recommendations' section for three recommenders that comply with the guidelines found in the Applicant Information Bulletin.



**NOTE:** The information in the 'Recommendations' section must be completed BEFORE you submit your application.

**Half Time Studies:** If you are applying for half-time studies (not full time studies) fill out this section. Indicate if you are planning on doing half time studies. Fill out why you have chosen law as your preferred area of study, why you are unable to attend full time, what you would consider to be required of you in total time (class and study-hours) per week as a half-time law student, what other demands (job, family, and home responsibilities, community involvements, etc.) you will have while you are a law student, and what experience you have had in managing a total work load.

**Law Upper Years Applicants Only:** If you are applying as an Upper Years applicant fill out this section. Indicate your program choice. Indicate if you are claiming Manitoba Residency and if so, submit a copy of your Manitoba Health Card, which you can upload using the Upload Button. If you indicated you were applying as a NCA (National Committee on Accreditation), you are required to submit a written statement and a NCA

recommendation, which you may upload to the Upload Button. If you indicated you were applying as a Letter of Permission, you are required to submit a letter from your home law school confirming they are permitting you to take up to one year of credit here, along with a written statement which can be uploaded to the Upload Button. If you indicated you were applying as a transfer student, you are required to complete the written statement and provide two recommendation letters both of which can be uploaded with the Upload Button. Also, you must fill in the LSAT information under the First Year Law Applicant/ LSAT section of the application. See *'How to Upload a Document'* for more information on the uploading process.

## ***Release of Information***

Complete this section if you wish for someone else (for example, an agent, friend, or relative) to have access to information about your application.

Indicate whether or not you plan to allow someone access to your application information. If so, you must indicate their relationship with you (example: relative) and fill out their name. In accordance with Canadian privacy rules, you must sign and submit the Consent to Release Applicant's Undergraduate Information Form before any information can be released. The form can be downloaded, completed in full and uploaded to the 'Upload Button' or can be submitted later by email or mailed to the Admissions Office at the University of Manitoba (address at end of guide). See *'How to Upload a Document'* for more information on the uploading process.

**Educational Consultant or Agent:** If you indicated you were releasing your applicant information to an educational consultant or agent, fill out the name of agency, the country the agency is in, and the agency's email.



**NOTE:** The Consent to Release Applicant's Undergraduate Information form remains valid and in effect for 12 months from the date signed.

## ***Declaration***

Read the Declaration section, including the Freedom of Information and Protection of Privacy Act (FIPPA) and Disclosure of Personal Information to Statistics Canada. To accept the terms of the Declaration you must select yes.

**DECLARATION**

- I understand that the application fee submitted with this form is non-refundable and not credited towards the tuition fees.
- I authorize the University to verify any information, transcripts, or reference letters provided as part of this application.
- I accept that any information on falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada.
- I authorize my high school/university to release my academic record/s should the need arise to accelerate the processing of this application.

I accept the terms of this declaration:\*

Yes

## SUBMITTING APPLICATION

**Step One:** Once you have completed all the required fields and have accepted the declaration you are ready to review your application before submission. Review your application by selecting 'Preview Application in PDF Format' to ensure all your information is accurate. You cannot change your answers through the application portal once you have submitted your application.

After reviewing your application you must indicate that you have read and understood the application information and wish to submit your application at this time. Your application has not been submitted until you reach the page titled "Submission Complete".

**Step Two:** You will be prompted to pay an application fee, which ensures the assessment of your application.

You may pay your application fee online with your credit card – Visa or MasterCard only. To use your credit card, select the Credit Card Payment option, fill out your credit card information, and click on the submit button below.

You may also mail or deliver a cheque or money order to the Admissions Office (address at end of guide). Check the appropriate payment method and click submit. After submission, you will be instructed to print a payment voucher to mail with your cheque. Cheques that are mailed **MUST** be postmarked on or before the application deadline to be considered for assessment. Applications will not be reviewed until a payment is received.

**Step 2: Application Fee Payment**

Almost done! The application fee 'seals the deal' but it is non-refundable and must be received by the stated application deadlines.

You may pay your application fee online here with your credit card – Visa or MasterCard only. To use your credit card, select the Credit Card Payment option, fill out your credit card information, and click on the submit button below.

If you prefer, you may mail or deliver a cheque or money order to the Admissions Office. Check the appropriate payment method and click submit. After submission, you will be instructed to print a payment voucher to mail with your cheque. Mail it as soon as possible as your application is not reviewed until payment is received.

**Review Application Fee**

CS80

**Select Payment Method**

Check (I'll mail my payment)

Credit Card

Click below to confirm the payment method indicated above and continue with the process of submitting your Application. Please note that paying your Application fee DOES NOT submit your Application. You must complete and submit the information on the signature page to fully submit your Application.

**Pay and Continue**

**NOTE:** Paying your application fee DOES NOT submit your application. You must complete and submit the information on the signature page to fully submit your application.



**Final Step:** You must fill out your full name to certify that the information in your application is true and correct to the best of your knowledge. In order to submit your application, click 'Submit Application'. When your application has been successfully submitted you will see Submission Complete and you will be able to print the Payment Voucher.

**Submission Complete!**

Please print a [Payment Voucher](#) at this time for your records.

Your application has been successfully submitted. You will receive an email shortly with more information. Thank you for using our online application process!

Your application will be reviewed following the submission and receipt of your application, application fee and required documents.

## HOW TO UPLOAD A DOCUMENT

Fill out the document and scan it to your computer and save it. Select the 'Upload Button' in the correct section of your application and click browse to find the document you want to upload. Select 'Upload Document' after you have chosen the proper document. Once the document has been successfully uploaded you will be able to view the document or delete it if you have chosen the incorrect document.

**File Upload**

Please select a file to upload using the "Browse..." button below. If you experience difficulties, please contact technical support.

The file cannot exceed 1500 KB in size and should be in .doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx or .txt format. For Macintosh users, please note that the filename must include the appropriate three- or four-letter extension. Also, please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

Browse...

**Upload Document**

## ADDITIONAL HELP

If you require further assistance completing your application review the Application Instructions section in your application portal.

Applicants must contact the Admissions Office in writing if a change needs to be made to their application.



Should you have any questions about the application process or the information collected at the time of application, or if you need to change any information after submission, please contact the University of Manitoba Admissions Office directly at [application\\_help@umanitoba.ca](mailto:application_help@umanitoba.ca).

**Technical support:** If you require technical assistance select Technical Support at the top of your screen. You will be directed to the Hobsons Help Center where you can select Support Center to submit a ticket (technical support question) or you can search the frequently asked questions.

## CONTACTS

Admissions Office  
424 University Centre  
University of Manitoba  
Winnipeg, Manitoba  
R3T 2N2  
Phone: 204-474-8808  
Fax: 204-474-7554  
Email: [admissions@umanitoba.ca](mailto:admissions@umanitoba.ca)  
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