applyalberta
Alberta Post-Secondary Application System
CLICK

Application Process

Start here...

CREATE a Secure Logon Account

FIND Alberta Student Number

AUTHORIZE Transcript Transfer

To Apply to **ANOTHER** Institution (repeat last 2 steps)

FILL IN Personal & Academic Profile

SUBMIT Application/ Pay Institution's Application Fee
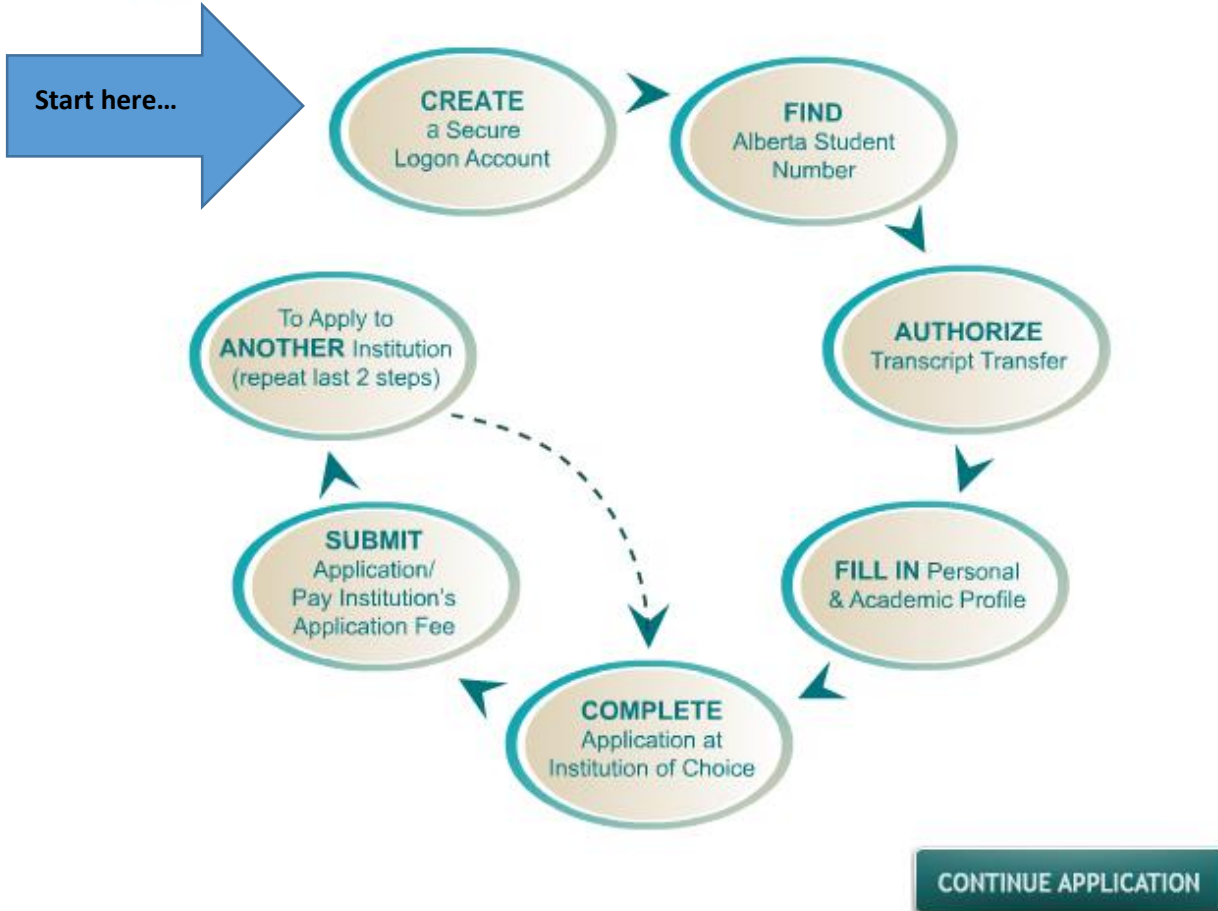
COMPLETE Application at Institution of Choice

CONTINUE APPLICATION

Detailed Application Process

Register for a secure provincial logon account

You will need to create a secure provincial logon account to enter the ApplyAlberta application system. The Government of Alberta's Secure Identity and Access Management System (SIAMS) will protect your personal information.

1. *Privacy Statement:* Before proceeding, applicants must agree to the terms and conditions for obtaining and using an ApplyAlberta Account.
2. *Fill in your personal information*: This includes the required personal information (name, birth date, address and contact information)

   Provide your legal first name and surname as shown on (birth certificate, marriage certificate, passport, Canadian Immigration Record of Permanent Residency, or Canadian Immigration Student Authorization document.)

   <div align="center">

   Hint: Be sure to fill in your middle name if you have one.
   (This helps to create your unique identity.)

   </div>

   Contact e-mail address: This is mandatory and will be used to communicate with you electronically.

3. *Select Challenge Response questions*: The purpose of these questions is to help you login if you have forgotten your password and to keep your account information secure. Select and complete responses for 4 of the 10 questions.
4. *Create User ID and Password*

   Hints:

   User ID must be at least 6 characters long. All characters and symbols except ….are allowed.
   Password must be 8 to 20 characters long and include at least one lower case, one UPPER case, and one number or special character. Allowed special characters are: ! @ # $ % ^ & * ( )_ etc…

   Important: Keep your Login ID and Password in a safe location. You will need it to re-enter this secure site:

   - to resume an application in progress;
   - to send your application information to other Alberta post-secondary institutions;
   - to check the status of your transcript transfers.

Find Alberta Student Number

- An Alberta Student Number (ASN) is required to complete an ApplyAlberta application.

  Note: An ASN is a unique number assigned to any student who has applied to or attended an Alberta school (K-12), college, technical institute or university.
  - If you applied to or attended school in Alberta you may already have an ASN and the system will try to find it.
  - If you don't have an ASN, the system will assign one to you.

<div align="center">

Your Alberta Student Number is needed to access your Alberta high school or post-secondary transcripts.

</div>

Authorize transfer of your transcripts

- The post-secondary institution chosen may need transcripts to determine eligibility for admission. You will need to authorize the post-secondary institution(s) to obtain your transcripts on your behalf, where required.
- The first step in this part of the process is to read the legal agreement that covers the ApplyAlberta Privacy Notice, Transcript Authorization and Terms and Conditions.
    - By clicking AGREE, you acknowledge that you have read and understand all that is covered in the Legal Agreement.
    - If you do not agree, you will not be able to proceed with an ApplyAlberta application.

Fill in your personal and academic history profile

Your personal profile information includes legal name, birth date, citizenship and contact information.
Citizenship

- You will enter your Country of Citizenship and if Canada, you will be asked for your Immigration Status within Canada.
- If you have citizenship within Canada or the United States, you will be asked if you wish to declare Aboriginal Ancestry.

Academic History

Post-secondary institutions will want to know your academic history. It is important that you fill this out as completely as possible.

High School Information

- You need to provide the name of every high school you have attended, the date you started and the date you finished your studies.
- Click 'Add High School' if you attended more than one.

Highest Level Achieved

- This refers to the highest level you completed in high school, e.g., Grade 12.

High School Courses and Grades information Apply Alberta will ask if you want to input your marks, you will always input your marks, most post-secondary institutions will use these marks to make early admission decisions. Fill in all 30 level grade 12 classes. You will make your best guess at what you anticipate earning in this course 'to be completed'. You may want to put in your grade 11 marks for core classes too.

- Many institutions will use your course and grade information to determine eligibility to a program and to grant early admission before final grades are available.
- Current high school students are encouraged to enter their courses and grades.

Post-secondary Academic History

- You need to provide the name of every post-secondary institution you have attended, the date you started and the date you finished your studies, as well as whether you have or will be obtaining a credential (diploma, degree, etc).

Click 'Add Post-secondary School' if you attended more than one.

The information in your profile will be filled in automatically on any of the Alberta post-secondary institution applications you complete using ApplyAlberta, now or in the future.

Complete application at Institution of Choice

- o   You will select an institution from the list and complete the institution-specific part of the application (e.g., select term/program/check admission requirements).
- o   Follow the prompts to complete your application.
- o   The institution will indicate which transcripts they will obtain on your behalf and will also let you know if there are transcripts that you will need to obtain and send to the institution.

Submit application and pay the institution's application fee

- o   When you are ready to submit your application you will be asked to review your application and declare the information is correct.
- o   You will then be asked to pay the institution's application fee. (your application is not complete without payment being made).
- o   The institution will then process the application and deal with you directly.

To apply to additional institutions

- o   You can return to ApplyAlberta at any time to submit applications to additional participating institutions.

You simply choose another institution, complete the institution-specific information, pay the institution's application fee and submit the application. Your personal and academic profile information will be filled in automatically.