

## Graduate Application Visiting, Upgrading and Reactivation Students

### Instructions

This application should be completed by Visiting, Upgrading and Reactivation students.

Forward application to:

Graduate Studies Officer  
Faculty of Graduate Studies and Research  
Saint Mary's University – Atrium Building, Room 210  
Halifax, Nova Scotia, Canada B3H 3C3

Documents submitted to Saint Mary's University in support of the application for admission will become the property of Saint Mary's University and cannot be returned. Please allow 3-4 weeks for processing (or longer during peak times) before calling to enquire about the status of your application.

### Application Categories

**Visiting** – students intending to take courses at Saint Mary's University on a "Letter of Permission" from their "Home Institution".

Note: Visiting students must submit a "Letter of Permission" to the Faculty of Graduate Studies and Research at Saint Mary's University and have approval from the appropriate Graduate Program Coordinator at Saint Mary's University.

**Upgrading** – students intending to take courses at Saint Mary's University after completing a degree program. Please ensure that all official post-secondary transcripts are forwarded directly to the Faculty of Graduate Studies and Research from the institutions attended. Students must have approval from the appropriate Graduate Program Coordinator at Saint Mary's University.

**Reactivation** – former Saint Mary's University students who satisfy all of the following:

- Returning to the same academic program.
- Did not attend Saint Mary's University for the entire preceding academic year or withdrew during the preceding academic year.
- Students must have approval from the appropriate Saint Mary's University program coordinator.
- Not be beyond the maximum time for completion of their Graduate Program.

### Application Deadlines

- **August 1 for September; December 1 for January; April 1 for May**

Applications received after these deadlines will be considered on an individual basis. If an application cannot be processed due to time constraints, it will be considered for the next available session.

### Residence Options

Students interested in living in residence should apply directly to the Residence Department. Applications for Single Student Housing are available to download at [www.smu.ca/administration/resoffic/app.html](http://www.smu.ca/administration/resoffic/app.html) or by calling 902.420.5598.

### Students with Special Needs

Saint Mary's University provides support services to students with disabilities. Applicants are invited to complete the Centre's on-line registration form at <http://www.smu.ca/campus-life/fred-smithers-centre.html>, by calling 902.420.5452 or by e-mailing [fredsmithers.centre@smu.ca](mailto:fredsmithers.centre@smu.ca). Students should forward relevant documentation regarding their particular disability directly to the Fred Smithers Centre. Staff at the Fred Smithers Centre will review the documentation and arrange an interview with the applicant.

## Application for Visiting, Upgrading and Reactivation Students

### Student: Fill out sections 1 to 4

#### 1. Provide information about yourself

Have you previously applied, attended or worked at Saint Mary's  Yes  No

Saint Mary's student identification #: (if known) A \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Previous Last Name \_\_\_\_\_  
(If applicable)

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date of Birth (D/M/Y) \_\_\_\_\_ Social Insurance # \_\_\_\_\_

Country of Birth \_\_\_\_\_ Applicant's Gender  Male  Female  Other

Citizenship  Canadian  Permanent Resident  Student Visa Date of Entry (D/M/Y) \_\_\_\_\_

#### 2. Provide information about your application

Start Date  September \_\_\_\_\_  January \_\_\_\_\_  May \_\_\_\_\_  
year year year

Status  Full Time  Part Time

Are you applying to be a visiting, upgrading or reactivation student?

##### Visiting

You intend to take graduate level courses at Saint Mary's University on a "Letter of Permission" from your "Home Institution."

Home Institution \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Please attach a signed letter of permission from your home institution**

##### Upgrading

You intend to take graduate level courses at Saint Mary's University after having completed a degree program.

List the courses  
you wish to take: \_\_\_\_\_  
\_\_\_\_\_

**Please ensure that all official post-secondary transcripts are forwarded directly to the Faculty of Graduate Studies and Research from the institutions attended.**

**■ Reactivation**

You intend to reactivate in your graduate program at Saint Mary’s University after failing to register in at least one semester, or you are returning from an approved Leave of Absence.

Program \_\_\_\_\_

Credits Earned \_\_\_\_\_ Date of last registration at Saint Mary’s University (D/M/Y) \_\_\_\_\_

**3. Visiting & Upgrading students ONLY - Provide details about your academic record (attach an additional page if necessary)**

Institution	Location	Dates Attended		Degree/Diploma Obtained
		From	To	

Indicate all post-secondary institutions attended. Failure to disclose will invalidate this application.

**4. Sign the following declaration**

I hereby certify that all of the information provided in this application is complete and correct, and I authorize Saint Mary's University to verify any information provided as part of this application. I understand that withholding information or falsification of information in this application or supporting documents may be considered grounds for non-admission or, after admission, grounds for dismissal. All submitted documents become the property of Saint Mary's University and will not be returned. Your application must be complete to be processed and a decision made. Regulations relating to all academic matters and student conduct on campus are made by the Board of Governors and the Senate of the University. In making this application, the student agrees to abide by all regulations, from time to time promulgated by the University. Attendance refers to both full-time and part- time and even applies in cases of withdrawal before completion of an academic year or program.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**5. Program Coordinator/Director: Fill out section 5**

I approve the student’s request

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Return form to:**  
**Saint Mary’s University**  
**Faculty of Graduate Studies and Research**  
**923 Robie Street, Atrium Building, Suite 210**  
**Halifax, NS, B3H 3C3**

**FGSR USE ONLY**

Processed  Date: \_\_\_\_\_

Copy to Registrar