

GENERAL ADMISSION REQUIREMENTS

Applicants to the certificate programs must ensure that their application is complete. All formal education must be documented by official transcripts.

Application for whom English is a second language must submit proof that they have written and passed the following: Test of English as a Foreign Language (TOEFL) with a minimum score of 580 and Test of Spoken English (TSE) with a minimum score of 45 (if written before July 1, 1995).

NOTE: Incomplete applications cannot be processed, i.e., those with missing transcripts, immigration documents, or TOEFL & TSE scores.

APPLICATION FOR ADMISSION INSTRUCTIONS

SECTION A

- Each applicant must complete **Section A** entirely.
- Applicants who are not Canadian citizens must either:
 - submit notarized copies of status in Canada, or
 - bring original document and a photocopy to the Registrar's Office to have the copy verified.
- If you have previously registered as a full-time, part-time or continuing education student at either Mohawk College or The Michener Institute, please indicate the last year attended, and your student number.

SECTION B

- Complete the education section, with the most recent institution first.
- All official transcripts must be submitted with this application.
- Photocopies are not normally acceptable
- Indicate all institutions attended, location, dates of attendance, program and qualification received.
- Submitted documents become the property of the institutions and are not returned.

SECTION C

- Complete the employment section with the most recent employer first.
- You must indicate dates of employment and the position held.
- Be sure to date and sign the application

COURSE REGISTRATION

Students who have been accepted into this program must register formally in each course.

To register, a student must:

- Select the course(s)
- Complete the appropriate course application form
- Pay the appropriate fees

Registration forms will be sent out with program acceptance notices.