

## ENROLMENT / MODIFICATION OF ENROLMENT

### NON-DEGREE STUDENT AND AUDITOR

- Before completing this form, carefully read the regulations pertaining to the non-degree student or auditor categories.
- Do not write in shaded areas.
- The term "credit" is replaced by "unit" in English texts only, except in expressions such as "credit transfer" or "advanced standing credit" that are commonly used throughout Ontario universities.
- Notice of Collection of Personal Information: Your personal information is collected under Saint Paul University Policy ADM-11 8 Access to Information and Protection of Privacy, in compliance with the Ontario Freedom of Information and Protection of Privacy Act. If you have any further questions, please contact the Secretary General at [sec\\_gen@ustpaul.ca](mailto:sec_gen@ustpaul.ca).

**NOTE:** In this document, masculine pronouns are used when no gender indicated.

## TRIMESTRE

FALL  WINTER  SPRING/SUMMER \_\_\_\_\_  
YEAR

## LAST NAME

## FIRST NAME

## MIDDLE NAME

## SEX

MALE  FEMALE  OTHER (SPECIFY) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_  
YEAR / MO. / DAY

HAVE YOU EVER SUBMITTED AN ADMISSION APPLICATION OR STUDIED EITHER AT SAINT PAUL UNIVERSITY OR THE UNIVERSITY OF OTTAWA?  
(BOTH UNIVERSITIES USE THE SAME STUDENT NUMBER.)

YES  NO

**IF YES, PLEASE PROVIDE YOUR STUDENT NUMBER:**

## FIRST LANGUAGE

ENGLISH  FRENCH  
 OTHER (SPECIFY) \_\_\_\_\_

## LANGUAGE OF CORRESPONDENCE

ENGLISH  FRENCH  
 OTHER (SPECIFY) \_\_\_\_\_

## IN WHICH LANGUAGE WOULD YOU LIKE TO STUDY?

ENGLISH  FRENCH

## STATUS IN CANADA

## COUNTRY OF BIRTH

## COUNTRY OF CITIZENSHIP

IF YOUR COUNTRY OF BIRTH IS OTHER THAN CANADA, WHAT WILL YOUR STATUS BE IN CANADA AT THE TIME OF ENROLMENT?

- CANADIAN CITIZEN (PROOF REQUIRED)  
 PERMANENT RESIDENT (PROOF REQUIRED)  
 DIPLOMAT (PROOF REQUIRED)  
 REFUGEE AS PER CONVENTION (PROOF REQUIRED)  
 STUDENT PERMIT  
 OTHER (PROOF REQUIRED)

**NOTE:** ENROLMENT CANNOT BE CONFIRMED UNLESS PROOF OF LEGAL STATUS HAS BEEN PROVIDED TO THE OFFICE OF THE REGISTRAR. PLEASE SEND YOUR PROOF OF LEGAL STATUS BY EMAIL TO [REGISTRAR@USTPAUL.CA](mailto:REGISTRAR@USTPAUL.CA).

**PERMANENT ADDRESS**

NO. AND STREET	APT.
CITY	PROVINCE
COUNTRY	POSTAL CODE
PHONE NO.	MOBILE NO.
EMAIL	

**MAILING ADDRESS (IF DIFFERENT FROM PERMANENT ADDRESS)**

NO. AND STREET	APT.
CITY	PROVINCE
COUNTRY	POSTAL CODE
<b>CONTACT IN CASE OF EMERGENCY: NAME</b>	
PHONE NO.	EMAIL

**UNDERGRADUATE**

- PERSONAL INTEREST:** Maximum of 6 units per term and a cumulative total of 30 units, including the present enrolment request.
- PROFESSIONAL CERTIFICATION:** Include a justification letter from the association.
- MICROPROGRAM** in:
- TRANSFER OF UNITS:** Provide a letter of permission or a formal written agreement from your home institution.
- UPGRADING:** Individuals holding a recognized college or university degree. Provide proof of degree.
- GIFTED STUDENT:** Maximum of 3 units per term and a cumulative maximum of 6 units including the present enrolment request. Provide a written recommendation from your high school.
- IMPROVING ACADEMIC STANDING:** Applicable to students who have been withdrawn from their faculty, or under recommendation of the Admissions Office. Maximum of 12 units per term and a cumulative total of 30 units, including the present enrolment request.
- AUDITOR:** Person who has been authorized by one of the faculties to take one or more courses without earning units. Auditors are not entitled to write examinations, nor to hand in assignments.

**GRADUATE**

INCLUDE A TRANSCRIPT.  
ALL REQUESTS MUST  
BE AUTHORIZED BY THE  
ACADEMIC UNIT.

- MICROPROGRAM** in:   
Maximum of 6 units per term and a cumulative maximum of 9 units including the present enrolment request.
- AUDITOR:** Person who has been authorized by one of the faculties to take one or more courses without earning units. Auditors are not entitled to write examinations, nor to hand in assignments.
- OTHER GRADUATE NON-DEGREE STUDENT:** Maximum of 6 units per term and a cumulative maximum of 9 units including the present enrolment request.

**COURSE SELECTION (ENROLMENT IN COURSES IS NOT OFFICIAL UNTIL APPROVED BY THE UNIVERSITY)**

**COURSE TO ADD**

COURSE CODE	SECTION
LETTERS - NUMBERS	A00
ABC	1234

AUTHORIZATION AND/OR COMMENTS


**COURSE TO WITHDRAW FROM**

COURSE CODE	SECTION
LETTERS - NUMBERS	A00
ABC	1234

AUTHORIZATION AND/OR COMMENTS


I agree to pay the fees arising from this enrolment. Any unpaid fees will be owed to Saint Paul University unless I inform the University IN WRITING of my intent to cancel my enrolment prior to the deadline for full refund as specified under the academic dates and deadlines found in the sessional calendar on the University website.

I have read and understood the regulations and directives pertaining to non-degree students and/or auditors. I certify that the above information is true and complete, including my declaration of citizenship and status in Canada. Any false declaration on my part will result in the cancellation of my enrolment. I agree to abide by all regulations of Saint Paul University.

DATE

YEAR / MO. / DAY

SIGNATURE

X