

University of Alberta-VSCP

★ 제출서류

1. 학사포탈 온라인 SAP 지원서 출력본 1부;
지도교수 및 전공책임교수 (또는 학과장, 학부장) 경유
2. 영문성적증명서 1부
3. 여권사본 1부
4. VSCP Application Form 1부 (첨부양식)
5. 영문 교수 추천서 1부(A4 자유양식, 밀봉 후 추천자의 서명 또는 도장)
6. TOEFL 성적표 원본 1부(해당자에 한함)
7. Credit Card Authorization Form 1부(첨부양식)
(지원비 \$115와 기숙사 신청비 \$175만 선택)
8. 기숙사 신청서 1부(해당자에 한함)
9. 추천서를 제외한 위 모든 서류의 사본 각 1부

VSCP Application Information & Form (2009-2010)

VSCP Academic Fees

VSCP students are assessed a fixed program fee at the start of the program. In addition, once students register in academic courses, they are assessed instructional and non-instructional fees as per standard international student tuition fees.

Program Fees

Schedule 1	May 2009 – April 2010	\$5715
Schedule 2	May 2009 – December 2009	\$5715
Schedule 3	July 2009 – April 2010	\$4120
Schedule 4	July 2009 – December 2009	\$4120
Schedule 5	September 2009 – June/August 2010	\$5715
Schedule 6	September 2009 – April 2010	\$5715
Schedule 7	January 2010 - December 2010	\$5715
Schedule 8	January 2010 - June/August 2010	\$5715

* The \$115 application fee is not included in the program fee

Academic Course Fees

Once students complete their ESL courses, they are permitted to enroll in a maximum of 9 credits per term, and course selection is subject to the approval of the Academic Advisor. For 2008/09, instructional fees* for international undergraduates are \$1703.40 per 3 credit course and non-instructional fees are \$352.30 which includes a \$78.00 transit pass valid for the 4-month semester.

Students are responsible for all additional expenses such as food, clothing, transportation, textbooks and supplies, entertainment and health insurance.

Health Insurance

It is mandatory for international students at the University of Alberta to participate in one of the following health care insurance plans.

Students who have a Study Permit for more than 12 months are eligible for the Alberta Health Care Insurance Plan (AHCIP) and should apply for this coverage upon arriving in Alberta. The cost of AHCIP is presently \$44/month.

Students studying at the University of Alberta for less than 12 months are required to participate in the University of Alberta Health Insurance Program (UAHIP). Currently the cost of UAHIP is \$47/month. This amount is in addition to the VSCP fees.

All fees are subject to change. Please contact the VSCP office for current fees information.



Housing

Acceptance to the VSCP does not guarantee university housing. If you would like university housing, please contact the VSCP office for a current residence application form and submit it to the VSCP office with this application. You will be notified if housing is available.

Please Note:

- Contact the VSCP office to confirm fees or the status of your residence application.
- The Residence Application Form should be submitted as soon as possible as housing availability is limited. Housing is assigned in the order in which applications are received.
- Residence Applications for all schedules must be submitted by April 30 to guarantee a room for July or September 1st.

VSCP students can apply to live in HUB, International House or Lister. Visit <http://www.uofaweb.ualberta.ca/residences/> for more information.

Application Procedures

Please return this application form, together with an international draft or money order or credit card authorization form for the applicable fees (as outlined on the reverse). Send a transcript (with English translation) and one letter of support from a professor at your university. If available a TOEFL score should be sent.

Schedule 1 & 2 Application Deadline	January 15, 2009
Schedule 3 & 4 Application Deadline	March 15, 2009
Schedule 5 & 6 Application Deadline	June 15, 2009
Schedule 7 & 8 Application Deadline	October 15, 2009

Mail the completed application to the address above. Please contact us with questions by telephone, fax or e-mail (above).

Canadian Immigration

Upon receipt of your official letter of acceptance to the University of Alberta, you should immediately begin procedures to obtain a Study Permit. Details will be provided with your letter of acceptance.

Visiting Student Certificate Program (VSCP)

172 HUB (9101 Street level) Tel: 780.492.2692 www.international.ualberta.ca
Edmonton, AB T6G 2E1 Fax: 780.492.1134 info@international.ualberta.ca

VSCP Application Information & Form (2009-2010)

Personal Information

Family Name: _____ Given Name: _____

Middle Name: _____ Former Name: _____

Date of Birth: Month: _____ Date: _____ Year: _____ Male Female

Country of citizenship: _____ First language: _____

Mailing Address

Street/Apt/Box No.: _____

City: _____ Province: _____

Postal Code: _____ Country: _____

Telephone: _____ Fax: _____

E-mail: _____

**please do not use hotmail, naver or hanmail account*

Immigration status in Canada

Please choose one of the following:

I already have a study permit Permit Obtained: _____

I have applied or will be applying for a study permit

I will attend University of Alberta as a Canadian citizen/permanent resident

Current Post-secondary Education

Home University: _____ Location: _____

Start Date: _____ End Date: _____

Faculty/major of study: _____

Program consent

Home university official: _____ Signature: _____ Date: _____

position: _____

University of Alberta official: _____ Signature: _____ Date: _____

VSCP Schedule

(Choose one)

1. May 2009 – April 2010

2. May 2009 – December 2009

3. July 2009 – April 2010

4. July 2009 – December 2009

5. September 2009 – June/August 2010

6. September 2009 – April 2010

7. January 2010 – December 2010

8. January 2010 – June/August 2010

Declaration

I agree, if admitted to the University of Alberta, to comply with the regulations of the University. I certify that the particulars furnished on this application are true and complete in all respects and that no information has been withheld. I understand that misrepresentation, falsification of documents, or the withholding of requested information in regard to this application are serious offences which may result in prosecution under the University's Codes of Behaviour and/or the Criminal Code of Canada.

Applicant Checklist

Completed VSCP application form signed by home university

\$115 non-refundable VSCP application fee

University transcript (English translation)

Letter of support from a professor at your university

TOEFL score (optional)

Residence application + \$175 application fee* (optional)

VSCP Study Plan

Applicant's signature: _____

Date: _____



Important Academic Course Information for VSCP Students

Students who successfully complete one University of Alberta academic credit course will earn three academic credits from the University of Alberta.

All academic course registration is done in consultation with a VSCP advisor.

A VSCP student can register in academic courses for credit if:

1. the student has a strong enough level of English to be successful in the course
2. the student has the background knowledge the course requires
3. the course is available for VSCP students to register
4. the student has the approval of an University of Alberta professor or department

VSCP students can register in Open Studies Courses in the Faculties of Agriculture, Life & Environmental Studies, Arts, Education, Library & Information Studies, Native Studies, Physical Education, and Science.

Please note that students who choose non-Open Studies courses will require official permission from the teaching department to register in these courses. These requests are submitted after the VSCP schedule starts but permission is not guaranteed. Students who need non-Open Studies courses to graduate may need to consider a different study abroad program. Non-Open Studies courses include: business (e.g. finance, marketing, and human resources), engineering and senior level courses.

It is possible for VSCP students to audit most academic courses. This means that students can attend the course and participate in lectures and discussions but not required to do assignments or exams; however, students DO NOT receive academic credit for the course. The audit fee is half of the credit course fee.

VSCP students cannot take courses in law, nursing and medicine and dentistry.

Academic course information is available on line.

- The symbols for Open Studies courses are **O** and **L** in the course listings information.
- www.registrar.ualberta.ca/calendar/Courses/Details-of-Courses/230.html
- <https://www.beartracks.ualberta.ca>

For further information or if you have any questions please contact a VSCP advisor at vscp@international.ualberta.ca



2009-2010 VSCP Study Plan

This form is to be submitted with the VSCP application.

A VSCP Advisor will contact you about your VSCP Study Plan

Family Name: _____ Given Name: _____

Home University: _____

Current Year of Study: _____

Major area (s) of Study: _____

Minor area (s) of Study: _____

Will your home university accept University of Alberta academic course transfer credits towards your degree?

Yes No

Do you require academic course credits from the University of Alberta to graduate from your home university?

Yes No

If yes, how many academic course credits do you require from the University of Alberta?

How many academic courses do you plan to take as a VSCP student?

Please list the University of Alberta courses you would like to take after doing course research on-line. The symbols for Open Studies courses are **O** and **L** in the course listings information. The VSCP recommends that you choose a minimum of 6 course choices for your study plan and that at least 3 of these choices should be Open Studies courses.

Course name examples: LING 101, ANTHR 101, SOC 100

1		6	
2		7	
3		8	
4		9	
5		10	

I have read and understand the Important Academic Course Information for VSCP Students.

Signature: _____ Date: _____

VISITING STUDENT CERTIFICATE PROGRAM INFORMATION & APPLICATION



University of Alberta | Residence Application Form

This application form is intended for International students or English Language Program students who have not received a University of Alberta ID number or applicants paying by cheque or money order. If you have a University of Alberta ID number and are paying by credit card, please use the online application form available on our website at www.ualberta.ca/residences.

Please review the Residence Preferences to assist you in selecting your preferred residence. The Residence Preferences can be found online on our website at www.ualberta.ca/residences.

Only one application per student will be accepted.

Important Note:

- Falsifying any information on this form will result in the automatic cancellation of your application, forfeiture of all paid fees, and denial of housing in all residences.
- Information provided must be the same as the information provided on your application to the University.
- All rates in this application are subject to change.

Please print clearly in English. Applications received without all necessary information completed will not be processed.

Send your completed application, along with payment to:

Residence Services
University of Alberta
1-044 Lister Centre
Edmonton, Alberta Canada T6G 2H6

FAX: (780) 492-7032

1. Personal Information

Last Name: _____

First Name: _____

Middle Name: _____

Birth date: _____ Gender: Male Female
(dd/mm/yyyy)

2. Where can we contact you?

This information should be the same information provided to the University of Alberta in your application for admission.

Street Address: _____

City/Town: _____

Province/State: _____

Postal / Zip Code: _____ Country: _____

Other: _____

Home Phone (with area code): _____ Daytime Phone (with area code): _____

Fax: _____ email: _____

**Please use your University of Alberta email address on your application form. This is our most effective form of communication. Hotmail, Yahoo, AOL email addresses are not advised.

3. Country of Origin

Country: _____

First Language: _____ Second Language: _____

4. University of Alberta Student Information

As of your preferred move-in date, will you be a full-time University of Alberta student? Yes No
 Priority is given to full time students. If you will not be a full time student, please explain:

U of A Student ID number: _____

Faculty / Program: _____

Will this be your first degree? Yes No

5. Which of the following categories best describes you as of your preferred move in date? Please select all applicable:

***This section must be filled in. Please read carefully. It could affect your ability to obtain housing.*

- Scholastic Distinction (applied for or offered only)
- Academic Excellence (applied for or offered only)
- Leadership Award (applied for or offered only)
- Canadian Merit Scholarship (applied for or offered only)
- Chan Pang Kuen Scholarship (applied for or offered only)
- First Year (first Degree) undergraduate student
- Second Year undergraduate student, Returning Resident
- Second Year undergraduate student, New Resident
- Third or fourth Year undergraduate student, Returning Resident
- Third or fourth Year undergraduate student, New Resident
- Transfer Student
- Graduate Student
- Varsity Athlete
- English Language Program Student
- Aboriginal Student
 Canadian Aboriginal Applicants only: By declaring your status, you will aid Residence Services and the Aboriginal Student Services Centre (ASSC) to appropriately fill the limited Aboriginal housing units available and in the development of programs and services for Aboriginal students.
- Undergraduate International Student NEW to the University
- Exchange Student (please specify): _____
- Open Studies Student (please specify): _____
- Other (please specify): _____

6. What is your preferred move-in date? _____
(Day/Month/Year)

Housing is required for the (select one): Full Year Fall Semester Winter Semester

7. How did you hear about residence? _____

8. Choose A Residence

Which residence are you applying for? **Please choose one residence only.**

We recommend mature* students apply to live in East Campus Village, HUB, International House, Michener Park or Newton Place (including mature students that are first year undergraduate students).

Check one only	Residence	Preferred Student Group
<input type="checkbox"/>	Augustana Residences	Students enrolled at the Augustana Campus (page 3)
<input type="checkbox"/>	East Campus Village	Second, third or fourth year undergraduate students and graduate students (page 4)
<input type="checkbox"/>	HUB	First through fourth year undergraduate students and graduate students (page 4)
<input type="checkbox"/>	International House	Canadian or International students interested in global education (page 5)
<input type="checkbox"/>	Lister Centre	First and second year undergraduate students. Lister Centre also includes Schäffer Hall available only to second and third year undergraduate students (page 6)
<input type="checkbox"/>	Michener Park	Students and families; student couples (page 7)
<input type="checkbox"/>	Newton Place	Third or fourth year undergraduate and/or graduate single students or student couples with no children (page 8)
<input type="checkbox"/>	Residence Saint-Jean	French-speaking students enrolled at Campus Saint-Jean (page 8)

*Residence Services defines a **mature student** as a student who has been out of high school for eight years or more.

Proceed to the applicable residence section below.

Augustana Campus Residences (Students enrolled at Augustana Campus)

You may select up to two accommodation options within this residence. Please indicate your 1st and 2nd choice in the space provided.

- | Choice | Room Type |
|--------|---------------------------------------------------------------------------|
| _____ | <input type="checkbox"/> Double Dormitory Room for the full academic year |
| _____ | <input type="checkbox"/> Single Dormitory Room for the full academic year |
| _____ | <input type="checkbox"/> Double Dormitory Room for the first term only |
| _____ | <input type="checkbox"/> Single Dormitory Room for the first term only |
| _____ | <input type="checkbox"/> Double Dormitory Room for the second term only |
| _____ | <input type="checkbox"/> Single Dormitory Room for the second term only |

Special housing requirements: _____

Meal Plan:

Students living in Augustana Residences must commit to one level of meal plan:

Full Academic Year:

\$3,174

Single Term Only:

\$1666

East Campus Village (second, third and fourth year undergraduate and graduate students)

Space is rented on a per room basis on a monthly lease.

You may select up to two accommodation options within this residence. Please indicate your 1st and 2nd choice in the space provided.

	Choice	Choice	Choice
House:	<input type="checkbox"/> 1 Bedroom _____	<input type="checkbox"/> 2 Bedroom _____	<input type="checkbox"/> 3 Bedroom _____
	<input type="checkbox"/> 4 Bedroom _____	<input type="checkbox"/> 5 Bedroom _____	<input type="checkbox"/> 6 Bedroom _____
Walk-up Apartment:	<input type="checkbox"/> 1 Bedroom _____	<input type="checkbox"/> 2 Bedroom _____	<input type="checkbox"/> 4 Bedroom _____

Unit Preference (shared accommodation only): Female Male Co-ed

Special Housing Requirements: _____

HUB (Single Students)

Space is rented on a per room basis on a monthly lease.

You may select up to two accommodation options within this residence. Please indicate your 1st and 2nd choices in the space provided.

Choice	Room Types:
_____	<input type="checkbox"/> Bachelor (third and fourth year undergraduates and graduate students)
_____	<input type="checkbox"/> Furnished Bachelor (third and fourth year undergraduates and graduate students)
_____	<input type="checkbox"/> 1 Bedroom (third and fourth year undergraduates and graduate students)
_____	<input type="checkbox"/> 2 Bedroom (all undergraduate students)
_____	<input type="checkbox"/> 4 Bedroom (first and second year undergraduate students)

Unit Preference: Female Male Co-ed

Special Housing Requirements: _____

International House (Canadian and International students interested in a global experience)

Note: Selection to live in International House is based on a resident’s interest in contributing to this global experience.

In order to assist us with our selection process, applicants are asked to answer the following questions (please attach a separate sheet with your answers):

New Applicants to International House are asked to answer the following two questions:

- 1. Why do you want to live in International House at the University of Alberta?
- 2. What experiences, talents or interests do you have to share with the International House community?

Returning Applicants to International House are asked to answer the following two questions:

- 1. How do you currently contribute to the I-House community and its objectives? Please provide specific examples.
- 2. Why do you want to return and what contributions do you see yourself making in the future? Please provide specific examples.

Room Type: Single occupancy with private washroom

Special Housing Requirements: _____

Internet:

Would you like direct high-speed internet (non-modem) access? Yes No

The monthly rate for direct high speed internet is \$24.95 per month (\$199.60 for the full 8 month academic year). The full amount is payable in advance at the same time as the contract fees.

Telephone Service:

Would you like to sign up for the Housing Telephone Service (HTS)? Yes No

No other landline service provider is available in this residence other than Residence Services' Housing Telephone Service (HTS).

If Yes, which package would you prefer? Basic: (\$24.44/month)

Bundled: (\$34.44/month) – includes voice mail, call forwarding & call display

There is an additional \$20 hook-up fee. The total fee for this service is payable in advance along with the contract fees. (e.g. Basic = \$215.52 per academic year, Bundled = \$295.52 per academic year).

Long Distance is also available. Are you interested in signing up for it? Yes No

Telephone & Internet rates subject to change without notice.

Lister Centre (First, second and third year undergraduate Student Housing)

You may select up to two accommodation options within this residence. Please indicate your 1st and 2nd choice in the space provided.

Choice **Room Type** (Preference is given to students attending for the full academic year):

- _____ Single Occupancy (Classic)
- _____ Double Occupancy (Classic)
- _____ Single Occupancy with private washroom in Schäffer Hall (second and third year undergraduate students only)

Special housing requirements: _____

Meal Plan:

Students living in Lister Centre must commit to one level of meal plan:

8 month contract:

- \$3,990 \$3,150 \$2,730 \$2,310

4 month contract:

- \$1,995 \$1,575 \$1,365 \$1,155

Note: The first \$2310 of the meal plan on an 8 month contract OR the first \$1155 of the meal plan on a 4 month contract is non-refundable and non-transferable.

Internet

Would you like direct Internet (non-modem) access? Yes No

The monthly rate for direct high-speed internet is \$24.95 per month (\$199.60 for the full 8-month academic year). The full amount is payable in advance at the same time as the contract fees.

Telephone Service

Telephone service (landline) is only available in Schäffer Hall. No other landline service provider is available in Schäffer Hall other than the Housing Telephone Service (HTS).

Would you like to sign up for the Housing Telephone Service (HTS)? Yes No

- If Yes, which package would you prefer?
- Basic: (\$24.44/month)
 - Bundled: (\$34.44/month) - includes voice mail, call forwarding & call display

Fees: a \$20 hook up fee for HTS. The total fee for this service is payable in advance along with the contract fees. (e.g. Basic = \$215.52 per academic year, Bundled = \$295.52 per academic year).

Long Distance access is also available. Are you interested in signing up for it? Yes No

Telephone & Internet rates subject to change without notice.

Michener Park (Off-Campus Family and Student Couple Housing)

You may select up to two accommodation options within this residence. Please indicate your 1st and 2nd choice in the space provided.

Families (with Children):

Choice	Unit type:
_____	<input type="checkbox"/> 2 Bedroom townhouse Townhouse type* (select one): <input type="checkbox"/> Basic (no upgrades) <input type="checkbox"/> Semi (some upgrades) <input type="checkbox"/> Renovated (full upgrades)
_____	<input type="checkbox"/> 3 Bedroom townhouse (priority given to families with 3-5 children) Townhouse type* (select one): <input type="checkbox"/> Basic (no upgrades) <input type="checkbox"/> Semi (some upgrades) <input type="checkbox"/> Renovated (full upgrades)
_____	<input type="checkbox"/> 2 Bedroom walk-up apartment

**Townhouse Type: Rates vary depending on level of upgrades and choice is not guaranteed.*

Couples (no children):

Choice	Unit type:
_____	<input type="checkbox"/> 1 Bedroom apartment with loft (Vanier House)
_____	<input type="checkbox"/> 2 Bedroom walk-up apartment

Do you require parking? Yes No If yes, how many stalls? _____

Special Housing Requirements: _____

Partner / Spouse Information (if applicable):

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Birth date: _____ **University ID#** (if applicable): _____
(day/month/year)

Gender: Male Female

Children (if applicable):

Are you expecting a child? Yes No

1. **Last Name:** _____ **First Name:** _____ **Middle Initial:** _____

Birth date: _____ **Gender:** Male Female
(day/month/year)

2. **Last Name:** _____ **First Name:** _____ **Middle Initial:** _____

Birth date: _____ **Gender:** Male Female
(day/month/year)

3. **Last Name:** _____ **First Name:** _____ **Middle Initial:** _____

Birth date: _____ **Gender:** Male Female
(day/month/year)

4. **Last Name:** _____ **First Name:** _____ **Middle Initial:** _____

Birth date: _____ **Gender:** Male Female
(day/month/year)

5. **Last Name:** _____ **First Name:** _____ **Middle Initial:** _____

Birth date: _____ **Gender:** Male Female
(day/month/year)

Newton Place (third and fourth year undergraduates & graduate students with no children)

You may select up to two accommodation options within this residence. Please indicate your 1st and 2nd choice in the space provided.

Choice: Unit Type:

- _____ Bachelor (1 person)
- _____ 1 Bedroom (1 person or student couple)
- _____ 2 Bedroom (2 people)

Special Housing Requirements: _____

Partner / Roommate Information (if applicable - one & two bedroom units only):

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Birth date: _____ **University ID # (If applicable):** _____
(day/month/year)

Gender: Male Female

Residence Saint-Jean (French Speaking Students enrolled at Campus Saint-Jean)

Residence Saint-Jean only offers an Academic Year Length Agreement (September to April). Term agreements are not available. Students living in this residence cook their own meals.

In order to assist us with our selection process, applicants are asked to answer the following questions (please attach a separate sheet with your answers):

1. Qu'attendez-vous de la vie à l'intérieur de la communauté de la Résidence Saint-Jean?
2. Quelles expériences apporterez-vous à la communauté de la Résidence Saint-Jean?
3. Qu'allez-vous faire afin de maintenir et d'enrichir l'aspect francophone de la Résidence Saint-Jean?

Room Type: Single Occupancy with private washroom

Special housing requirements: _____

Internet: Would you like direct high-speed Internet (non-modem) access? Yes No

The monthly rate for direct high-speed Internet is \$24.95 per month (\$199.60 for the full 8-month academic year). The full amount is payable in advance at the same time as the contract fees.

9. ASSIGNMENTS AND ROOMMATE REQUEST

This section applies only to students applying to live in **Augustana Residences, Lister Centre, HUB and East Campus Village**.

A. ABOUT ME

All students applying to live in **Augustana Residences, Lister Centre, HUB and East Campus Village** **MUST** complete this section. In the event you are assigned a space that involves a roommate, Residence Services will use the following as a guideline to assist in assigning your space. Please note that completion of this chart does not guarantee an exact match of lifestyles.

Please check off the appropriate answers:

I am sensitive to scents in my living environment yes no

My year of study will be first year second year third year
 fourth year transfer other _____

I consume alcoholic beverages regularly occasionally never

I smoke* yes no

In regard to neatness, I prefer my room very neat somewhat neat doesn't matter

I prefer to socialize in my room keep my room a private space

I tend to wake up before 8 am 8 am – 10 am after 10 am

I tend to go to bed before 10 pm 10 pm - midnight after midnight

I prefer to study with music in the morning in my room
 without music in the evening elsewhere

Do you prefer to live with students in the same faculty? yes no

*Smoking is not permitted in residence. Please reference your residence handbook.

B. ROOMMATE REQUEST

This section applies only to students applying to live in **Lister Centre, HUB and East Campus Village** (in a double or two bedroom unit or larger).

NOTE: In order to be assigned or considered roommates, each or all applicants must request each other on their residence application. For example: if John and Bob want to be roommates, John must request Bob as his roommate on his residence application and Bob must request John.

- i. **Last Name:** _____ **First Name:** _____ **Middle Initial:** ____
U of A Student ID: _____ Does this person currently live in Residence? Yes No
- ii. **Last Name:** _____ **First Name:** _____ **Middle Initial:** ____
U of A Student ID: _____ Does this person currently live in Residence? Yes No
- iii. **Last Name:** _____ **First Name:** _____ **Middle Initial:** ____
U of A Student ID: _____ Does this person currently live in Residence? Yes No

Every effort will be made to place you with your requested roommate(s), however we cannot guarantee your request.

10. Emergency Information

Residence Services requires that all residents complete the following medical condition information and emergency contact information. By collecting this information, Residence Services can provide the necessary assistance in the case of emergency to a resident living within the University of Alberta residences.

If the information you provide changes at any time, including during your stay, please be sure to contact Residence Services at housing@ualberta.ca with the new information, or visit the Residence Services Student Account Inquiry section of the Residence Services website to update your emergency contact information.

Please list allergies to food, drugs, or other life threatening allergies:

Please list medical conditions such as heart conditions, diabetes, or other life threatening conditions:

Other important information Residence Services should be aware of:

Emergency Contacts:

Please provide at least one phone number for each Emergency Contact, including the country code for phone numbers outside North America. Fields marked with an asterisk (*) are required.

1. **Last Name***: _____ **First Name***: _____

Address: _____

City/Town: _____ **Province/State:** _____

Postal / Zip Code: _____ **Country:** _____

Email: _____ **Relationship*:** _____

Phone* (with area code): _____ **Alternate Phone** (with area code): _____

2. **Last Name***: _____ **First Name***: _____

Address: _____

City/Town: _____ **Province/State:** _____

Postal / Zip Code: _____ **Country:** _____

Email: _____ **Relationship*:** _____

Phone* (with area code): _____ **Alternate Phone** (with area code): _____

10. Application Fees

This application form will not be processed without payment. **Submitting this application does not guarantee you a space.**

i. Application Fee: \$175

The \$175 application fee must be submitted with this application. \$150 of this fee becomes the security deposit upon move-in. \$25 of the application fee is kept as a non-refundable processing fee.

ii. Method of Payment (do not send cash)

Cheque or Money Order (If you would like to submit payment by cheque, please make the cheque payable to the University of Alberta and ensure that it is drawn on a Canadian bank only. Please ensure your cheque or money order accompanies the printed out application.)

Visa/MasterCard (Credit Card Authorization for \$175)

Card Number: _____

Expiry Date (MM/YY): _____

Name of Cardholder: _____

Signature of Cardholder: _____

Please be sure to enclose your cheque or money order or submit your credit card information with this application. Applications will not be processed without payment.

11. Use of Information

The personal information requested on this form is collected under the authority of the University of Alberta and Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of administering student housing and supporting the University's purposes, programmes and policies.

12. Cancellations

Please note: The term "housing offer(s)" applies to first or second housing choice requested.

All cancellations must be submitted in writing (email is acceptable) to the appropriate Residence Services office.

- \$175 application fee is required with each application, \$150 of which becomes the security deposit at move-in.
- \$25 of the application fee is charged to ALL applicants as a processing fee. It is non-refundable.
- Applicants who cancel their application in writing prior to a housing offer being made will receive a \$150 refund.
- If space is not available and no offer has been made by the preferred move in date, the applicant receives a \$150 refund.
- Applicants who decline or do not respond to a room offer by the deadline stated in the correspondence confirming a room offer, will lose the entire application fee.
- Once an offer has been made and accepted and a lease or contract signed, a ROAF (Room Offer Acceptance Fee) will be required in order to hold the space.
- Applicants who have paid the ROAF and cancel after the deadline stated in the room offer letter will lose the ROAF and the application fee.
- Applicants who have been offered a space and have signed the agreement or lease and cancel due to non-acceptance to the U of A will lose only \$25 provided the written cancellation is received **along with a copy of the non-acceptance letter**, within 10 days of the date of the non-acceptance letter but prior to the move-in date.

If you have found alternate accommodation, please cancel your application in writing immediately.

13. Signature

In completing this application, I certify that I have read and will comply with the application, assignment and refund policies, and declare that the information reported on this form is true, correct and complete. I understand that completing an application does not guarantee assignment or room type requested.

Applicant's Signature: _____ **Date:** _____



University of Alberta VSCP Credit Card Payment Authorization Form

Please fax this form to (780) 492-1134.

VSCP Student's Full Name:

VSCP Student's E-mail address:

VSCP Student's Home University:

VSCP University of Alberta Student ID Number (if available):

I, the credit card holder, authorize the following payments to be made using this credit card.

Please check all required payments:

O: \$115 Non-Refundable University of Alberta Application fee

O: \$175 Non-Refundable University of Alberta Housing Application fee

O: Housing Confirmation deposit: _____ (please indicate amount)

O: to hold temporary accommodation reservation

O: Other _____ (please indicate amount)

Credit Card Type: (Visa or Mastercard only)

Credit Card Holder (Name):

Credit Card Number:

Credit Card Expiry Date (month/year):

Authorizing Signature (credit card holder's signature):

This signed form is strictly to be used by the University of Alberta to process the payments indicated above. Further payments will require an additional signed form.