

INTERNATIONAL APPLICATION GUIDE

Application Process

1. Complete all parts of the application form, including signature (“X” shows where signature required)
2. Include original education transcripts or certified translations
3. Include payment for non-refundable application fee and non-refundable seat deposit based on program selection.
4. Submit all documents together to Manitoba Institute of Trades and Technology, 7 Fultz Boulevard, Winnipeg, Manitoba, R3Y 1G4.

Entrance Prerequisites

Academic requirements and documentation:

- Applicant must have obtained the Manitoba Grade 12 or equivalent. For entrance requirements, please also refer to program requirements at www.mitt.ca
- Your application form, transcripts, and other documentation submitted become the property of MITT. Arrangements will be made for you to pick up your documents from MITT within the first month of the program start date.
- Original high school transcripts must be printed on school letterhead, signed by a school official, and have an official school seal.
- All supporting documents must be in English or have certified English translations attached.
- If you have attended a post-secondary institution including college, university, or a technical institute, we require submission of your official post-secondary transcripts, even if the program you are applying to does not require post-secondary courses as an admission requirement. Faxes are not acceptable.
- Record of Immunizations, Criminal Record Check and Child Abuse Registry Check (applies to some programs).
- Please refer to the Manitoba Institute of Trades and Technology website www.mitt.ca.
- Faxes of educational documents are not acceptable.

English Language Proficiency

If applicants are educated outside of Canada, applicants must meet English language proficiency. Please visit the Institute’s website for further information on the list of countries that are exempt from testing for english language proficiency.

English Language proficiency can be demonstrated in the following ways:

TEST OPTIONS	REQUIRED SCORE	WEBSITE
MITT’s Language Assessment Note: Institutional language test can only be used for MITT admission.	Refer to MITT’s International Student Guide	www.mitt.ca
Test of English as a Foreign Language (TOEFL)	Internet Based (IBT): Achieve a minimum score of 78 with no less than 17 on each component score Paper Based (PBT): Achieve a minimum score of 550 with no less than 50 (unscaled) in each component score Computer Based (CBT): Achieve a minimum score of 213 with no less than 17 in each component score	www.toefl.org Manitoba Institute of Trades and Technology Institution code #8870
International English Language Testing System (IELTS)	Achieve overall band score of 6.0, with each component no less than 5.5	www.ielts.org
Canadian Test of English for Scholars and Trainees (CanTEST)	Achieve a minimum score of 4.0 in all sections	www.cantest.uottawa.ca
Academic English Program for College Admission	Achieve a minimum grade of 80%	www.mitt.ca
Academic English Program for University and College Admission (AEPUCE)	Achieve a minimum score of 6.5	www.umanitoba.ca/student/elc/full-time/index.html or www.rrc.mb.ca/index.php?pid=2674
Academic English Program Level 5	Achieve a minimum grade of 60%	www.uwinnipeg.ca/index/elp-14week
Canadian Academic English Language Assessment (CAEL)	Achieve a minimum score of 60	www.cael.ca
Michigan English Language Assessment Battery (MELAB)	Achieve a minimum score of 80	www.cambridgemichigan.org/melab
University of Cambridge Certificate of Proficiency in English (CPE)	Achieve a minimum score of C	www.cambridgeesol.org/exams/cpe.htm

IMPORTANT: Official test result must be forwarded directly from the test centre to the Manitoba Institute of Trades and Technology. The Institute will not accept photocopied documents and student copies. Tests taken more than two years prior to application may not be considered.



MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

IMPORTANT POLICY INFORMATION

Admissions Process

Acceptance to a program is based on the date of the completed application. Applicants must submit the application fee and the seat deposit to receive a Letter of Acceptance.

As an applicant, it is your responsibility to notify MITT of changes to your personal information including your name, address, phone number, and email address. **Communications from MITT returned as undeliverable will result in your application being canceled.**

Study Permit

Use the Manitoba Institute of Trades and Technology letter of acceptance to apply to the Canadian Embassy, Consulate or High Commission for a Study Permit. In many countries the chances of obtaining a Canadian Study Permit are significantly improved if you can show proof of payment of the tuition deposit.

For further information on studying in Canada refer to the Government of Canada website at www.cic.gc.ca.

Manitoba Institute of Trades and Technology reserves the right to modify or cancel any program, process or procedure without notice or prejudice. Please visit www.mitt.ca for complete and up-to-date program information.

APPLICATION CHECKLIST

- Complete Manitoba Institute of Trades and Technology International Admission Application
- Academic transcriptions or certified copies
- English Language Test results (i.e. TOEFL, IELTS), if applicable
- Application fees and tuition deposits (tuition deposit required only for international students)

Please return completed form and required documents to:

Manitoba Institute of Trades and Technology
7 Fultz Blvd.
Winnipeg, Manitoba, Canada, R3Y 1G4

tel: 1.204.989.6500

fax: 1.204.488.4152

INTERNATIONAL APPLICATION AND GUIDE

APPLICATION REQUIREMENT (FOR OFFICE USE ONLY)

- Transcript English Language Proficiency Entrance Requirement Met
- Application fee per-program - \$100 Seat deposit - \$400
- (non-refundable, non-tax deductible)* *(non-refundable, non-tax deductible)*
-

PERSONAL INFORMATION

(Your full legal name is required and will appear on your certificate / diploma / transcript as indicated below)

LEGAL NAME: _____
Last / Family Name *First / Given Name* *Middle Name*

PREFERRED NAME: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____
Apt # *Street Address* *City*

Province *Country* *Postal Code*

Home # *Cell #* *Work #*

DATE OF BIRTH: _____ **GENDER** Male Female
Year / Month / Day

WHAT IS YOUR PRIMARY LANGUAGE? *(Language commonly used):* English French Other: _____

IMMIGRATION STATUS

Please provide documentation for any of the following that apply to you:

- Student Visa (Purpose of Education Only)
- Other Visa (Diplomatic, Work Trade, Other Missions)
- Visitor Permit *(students holding visitor permits must show proof of valid student permit before the 15th day of the sixth month of training)*

COUNTRY OF CITIZENSHIP: _____ **COUNTRY OF BIRTH:** _____



HEALTH INFORMATION

PLEASE PROVIDE THE NAMES OF TWO PEOPLE WE CAN CONTACT IN CASE OF AN EMERGENCY.

1. _____
Last / Family Name *First / Given Name*

Home # *Cell #* *Work #*

Relationship to Student

2. _____
Last / Family Name *First / Given Name*

Home # *Cell #* *Work #*

Relationship to Student

Family Manitoba Health Registration #: _____ (6 digits) Personal Manitoba Health ID #: _____ (9 digits)

Please note any conditions: _____

In the event of a medical emergency you will be transported (at your expense, if applicable) to the nearest hospital.

HEALTH INSURANCE

All international students studying in Manitoba for shorter than six months must purchase or show proof of valid health insurance during their stay. Students can purchase health insurance at Manitoba Institute of Trades and Technology on the first day of classes.

Have you already applied for or do you currently have Manitoba Health Insurance?

- Yes
 No

Are you eligible to apply for Manitoba Health Insurance?

- Yes (Study permit is valid for minimum of six months)
 No (Study permit is valid for LESS than six months)

If **yes**, please ask for the Manitoba Health Checklist

If you answered no:

- You must purchase health insurance through Guard Me or Ingle International, OR
- Provide proof of health insurance

Insurance Company: _____ Policy #: _____

Coverage Effective Dates: _____



RELEASE OF INFORMATION (IF APPLICABLE)

I hereby authorize Manitoba Institute of Trades and Technology to release any of the following items: admission status, transcripts, progress, attendance records, or financial records to:

Agency: _____ Relative/Friend/Other (name): _____
 Contact Name: _____ Phone #: _____
 Phone #: _____ Email: _____
 Agent Email: _____ Applicant Signature: _____

EDUCATION HISTORY

You must submit secondary educational transcripts. If you have post-secondary education, those transcripts will also be required.

HIGH SCHOOL (Grade 12 Equivalent)

Name of Diploma: _____
 Language of Instruction: _____ Country: _____
 Attended From: _____ Attended To: _____
Month Year Month Year

POST-SECONDARY SCHOOL (College, Technical Institute or University)

Name of certificate, diploma or degree: _____
 Language of Instruction: _____ Country: _____
 Attended From: _____ Attended To: _____
Month Year Month Year

Number of full-time years where the language of instruction was English: _____

PROOF OF LANGUAGE PROFICIENCY

Is English your first language? Yes No

If you answered no, which English language test did you take?

TOEFL IELTS CanTest MELAB
 Other: _____ Score: _____ Test Date: _____

**Language assessment is also available at MITT. Please contact the International Education Department.*



PROGRAMS

Please indicate the program you wish to apply for: English Training Technical Training Both

MITT ENGLISH TRAINING PROGRAM

Start Month: January Session (12 weeks) May Session (12 weeks) September Session (12 weeks)

Summer Intensive Program (4 weeks) Customized Program - Details:

English Training Program - April 27, 2015 to July 17, 2015

TECHNICAL PROGRAM

Program: _____

Preferred Start Term: Fall Winter Spring Year: _____

PREPARE FOR ARRIVAL

Please refer to the "Post-Secondary International Student Orientation Handbook" at www.gov.mb.ca/ie/pdf/ps_handbook.pdf.

Refund Policy for International Students

Withdrawals Before the Start of Classes

\$100.00 CAD Application fee and \$400.00 CAD deposit are non-refundable for English Training and Technical Program. All other fees paid will be refunded. Only \$100.00 CAD Application fee and \$100.00 CAD Administration fee will be charged if applicant is denied a Study Permit, and a rejection document from the Canadian Embassy or Consulate is submitted.

Withdrawals After the Start of Classes:

No refund will be provided unless a rejection document from the Canadian Embassy or Consulate is submitted.

After Start of Classes

Day 1 - Day 5
Day 6 - Day 30
Day 31 - Day 90
Day 91 and onward

Your Cost

25% tuition charge
50% tuition charge
75% tuition charge
Full tuition charge

English Training Only

No Refunds after start of classes.

Transfer Policy

International students accepted into a Manitoba Institute of Trades and Technology program will be provided with **one** opportunity to transfer to an alternate MITT program at no additional charge where there are international seats available. Applicants must request this transfer a minimum of **8 weeks** in advance of their initial program application start date. e.g. If your application is for a Sept 5/14 start date, the applicant would need to provide notice on or before July 5/14 of any possible changes. No transfers will occur if the applicant provides less than 8 weeks notice. There is no guarantee that a transfer can be provided.

PAYMENT

(\$100.00 CAD non-refundable application fee and \$400.00 CAD non-refundable tuition deposit for each program applied for)

The non-refundable administration fee and seat deposit are transferable to another program or start date one time only, upon an applicant's written request and where there are international seats available. Applicants must request this transfer a minimum of 8 weeks in advance of the initial program start date. There is no guarantee that a transfer can be provided. Additional transfers are subject to an additional \$100 application processing fee.

In your payment, please include:

- \$100 CAD Application fee (required)
- \$400 CAD Non-refundable tuition deposit for **1** session of English Language Program (if applicable)

\$400 CAD x _____ session(s) = _____ paid.

- \$400 CAD Non-refundable tuition deposit for a technical program

Authorized total payable amount: \$ _____



DECLARATION

1. I declare that I have read and understood the information in this application and guide, including the Notice Regarding Collection, Use and Disclosure of Personal Information, and that all statements made with respect to this application are true and complete.
2. I understand that misrepresentation, falsification of documents or the withholding of requested information with respect to this application can result in cancellation of the acceptance and registration, or dismissal from the Institute.
3. I accept that any information on falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada.
4. I authorize my high school/college/university to release my academic record(s) for admission purposes should the need arise to accelerate the processing of this application.
5. If enrolled in a joint program, I authorize Manitoba Institute of Trades and Technology to share my academic record with partner institutions.
6. I agree, if admitted, to comply with the regulations of the Manitoba Institute of Trades and Technology.
7. I understand that the intake my application is being processed for may change, and that the Institute cannot guarantee entry into a specific intake.

USE OF PERSONAL INFORMATION

The freedom of Information and Protection of Privacy Act and The Personal Health Information Act at Manitoba Institute of Trades and Technology: The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) both apply to the Manitoba Institute of Trades and Technology. Should any of the Institute's policy conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the College: The Institute collects personal information in the course of admission, registration and related activities. In accordance with the Manitoba Legislation, Freedom of Information and Protection of Privacy Act (FIPPA) and Personal health Information Act (PHIA), Manitoba Institute of Trades and Technology respects the personal information in its possession, regarding staff, applicants and students and treats it in a confidential manner. It may be disclosed to other educational institutions, government departments, co-sponsoring organizations, or the Manitoba Institute of Trades and Technology Alumni Association. Information regarding graduation and awards may be made public. Application data may also be used to conduct research into institute enrolment and related statistical profiling and reporting activities. The Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act protect all personal information. For further information on MITT's Privacy Guidelines, please refer to our website at www.mitt.ca.

Notice of Disclosure of Personal Information to Statistics Canada: Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. Statistics Canada asks all colleges and universities to provide data on students and graduates, Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity. Under the Federal Privacy Act, individuals can request access to their own, individual information held in federal information banks, including those held by Statistics Canada. The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. Further information on the use of this information can be obtained from Statistics Canada's web site: www.statscan.ca or by writing to the Post-secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Canada, K1A 0T6

Applicant's Signature

Date

WHAT INFLUENCED YOU TO APPLY TO MITT?

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> TV | <input type="checkbox"/> Career Symposium | <input type="checkbox"/> School Counsellor/Other Counsellor |
| <input type="checkbox"/> Website | <input type="checkbox"/> WeChat | <input type="checkbox"/> www.163.ca |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Parent/Guardian |
| <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Friend | <input type="checkbox"/> Google Search |
| <input type="checkbox"/> Other: _____ | | |