

# STEP 1: BEFORE YOU APPLY

## CHOOSE YOUR PROGRAM

Visit our [program listing page](#) to find a program that is right for you.

## DECIDE WHEN YOU WANT TO BEGIN YOUR STUDIES

- **Certificate, Post-Graduate and Diploma Programs:** MITT offers multiple intakes throughout the year in Fall, Winter and Spring. Program availability varies by intake; please check the appropriate [program page](#).
- **Apply Early!** Many programs are very popular and fill up quickly. Take time to learn about the many programs we offer and carefully select a program that matches your abilities, interests, and future goals. Please ensure you review the entrance requirements for your program of choice, complete the application in full, and have all your official documents are ready.
- **International Applicants** should research the amount of time it will take to obtain a study permit. Be aware of these timelines when applying for a specific program intake.

## DETERMINE IF YOU MEET ENTRANCE REQUIREMENTS

1. **General entrance requirement** for all regular post-secondary certificate and diploma programs is a Manitoba Grade 12 or Mature Student High School Diploma (or equivalent). In addition to this requirement, when applying to post-graduate programs must have successfully completed at least 2 years of post-secondary studies at an accredited institution.
  - **Applicants who have been educated outside of Canada** should review the general admission requirements based on country/curriculum of study [found here](#).
2. **Program Specific Entrance Requirements:** Visit the appropriate [program page](#) for program specific admission requirements and minimum grade requirements.
3. [Skills assessments](#) *may* be offered to **domestic** applicants who do not meet the program specific entrance requirements.
4. [English Language Proficiency](#) is required for all applicants whose primary language is not English.
  - Applicants who have been educated outside of Canada may be required to prove [English Language Proficiency](#).
  - An applicant educated in one of the listed [English Exempt Countries](#) is not required to prove English Language Proficiency.
  - Applicants who do not currently meeting English Language Proficiency requirements can apply for additional English language training at MITT's [English Language Institute \(ELI\)](#) and may be eligible for conditional admission to a post-secondary program once enrolled in the ELI.

## PREPARE SUPPORTING DOCUMENTS

The following documents are required for admission:

1. Final official high school transcript, including proof of graduation (notarized copies are recommended). If you are still studying, please submit the most up-to-date transcript available.
  - Current high school students can apply after they have completed Grade 11, using interim transcripts. Final, official Grade 12 transcripts will still be required as soon as secondary studies are completed.
2. Final, official post-secondary transcripts and proof of post-secondary graduation (if applicable) (official or notarized copies)
3. Proof of English Language Proficiency, if required.
4. **Additional requirements for all international applicants:**
  - **Copy** of passport
  - **Copy** of valid study permit or study visa (for applicants who already have a valid Canadian study permit or study visa)

## STEP 2: APPLY ONLINE

Each post-secondary and English Language Institute program application requires payment of the applicable fees:

### Application Fees for the 2019/2020 Academic Year (Fall 2019, Winter 2020, Spring 2020):

- Certificate and Diploma Programs: \$100 per application/program
- Post-Graduate Programs: \$125 per application/program

Applicants with international credentials requiring evaluation will also be charged a **\$65 international document assessment fee** for each post-secondary application submitted.

**All application fees are non-refundable and non-transferrable.**

### Apply Online

- [Canadian Citizens and Permanent Residents](#)
- [International Applicants](#)

### Upload Supporting Documents

Copies of all supporting documents (see Step 1 for a complete list) must be uploaded in PDF format into your online application for a preliminary assessment.

**Applications will not be assessed for admission until all official and supporting documents have been received.\***

## STEP 3: SUBMIT FINAL OFFICIAL DOCUMENTS

Domestic and international applicants are required to provide final, official documents as a part of the application process. **Final, official documents must be received by the 14<sup>th</sup> calendar day from the date the application is received by MITT.**

In cases where applicants are in the process of completing their current secondary or post-secondary studies, interim transcripts may be used to grant an offer of conditional admission. In these cases only, final official documents are due as soon as studies have finished and must be received by MITT at least 30 days prior to the start of the program.

### *What is an official document?*

- **Documents in English: *Official or notarized copies only.*** Certified copies or copies stamped by Commissioner of Oaths are not considered official. Documents do not need to be sealed in an envelope by the issuing institution; however, they need to be in good condition, and all seals and stamps clearly visible.
- **Documents in another language: *Official or notarized copies only, accompanied by a notarized or certified English translation*** (official or notated copy of the translation only accepted as well). Self-translations or translations done by an individual or company that is not certified is not acceptable.

To prepare your final assessment, final official documents must be submitted to:

### **Admissions Office**

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

Documents may be submitted in person, by mail or courier (applicants are responsible for all courier fees).

*\*Please note that all documents submitted become the property of MITT and will not be returned unless deemed irreplaceable by MITT; applicants are encouraged to submit notarized copies of their documents, instead of originals. Examples of commonly received documents that are deemed 'replaceable' and will not be returned include: All English proficiency score reports (IELTS, TOEFL, CanTEST etc.), any notarized documents, most original post-secondary transcripts/graduation certificates, most original secondary transcripts/graduation certificates, translations of original documents (unless permanently affixed to an original document which is deemed to be irreplaceable), photocopies of passports, study permits, etc., any unofficial documents.*

## STEP 4: AFTER YOU APPLY

### APPLICATION PROCESSING

After MITT has received your completed application, it will be reviewed by our Admissions Team. Please allow 4 – 6 weeks for processing. **The status of your application can be reviewed in your application portal:**

- [Canadian Citizens and Permanent Residents](#)
- [International Applicants](#)

**Please note that an application that has been submitted and paid for is only considered complete once all required documents have been received.**

#### International Applicants

**Complete Applications:** If the application is complete and you have uploaded copies of all required documentation, your application will be held for a maximum of 14 calendar days from the date your application is received to allow you to submit your official documents. If your official documents are received within this time period, your application will be considered complete and will move to the next stage of processing. If your official documents are not received by the deadline, your application will be cancelled and you will be invited to re-apply to a future intake.

**Incomplete Applications:** If the application form is not complete and/or you have uploaded incorrect documents, you will receive an email advising that your application will not be processed and you are invited to re-apply to a future intake.

Once your final application assessment is complete, a letter will be issued **by email** outlining one of the following:

- Applicant does not meet entrance requirements, and is not eligible for admission at this time e.g. Math 40S is required; or
- Applicant meets entrance requirements, but a seat is not available at this time. You will be placed on a waitlist; or
- Applicant meets entrance requirements and an Offer of Admission will follow.

**Important information about waitlists:** If your program of choice is full, you will be placed on a waitlist until the start of the program. If a space does not become available by the start of the program you applied to, your application will be cancelled and you will need to re-apply for a future intake.

### RECEIVE YOUR OFFER OF ADMISSION

If you meet all entrance requirements and a seat is available for your chosen program and intake, you will be sent an Offer of Admission **by email**. This offer will include a request to pay a non-refundable admission deposit, which will be applied toward the total tuition owing for your program.

## ACCEPT YOUR OFFER OF ADMISSION

In order to accept your Offer of Admission, you must pay the required admission deposit and submit any required forms by the deadline outlined in the offer. The admission deposit will be applied against the total amount of tuition owing.

**Failure to pay the deposit or tuition by the deadline(s) indicated will result in your Offer of Admission being withdrawn.**

## ADMISSION DEPOSIT AMOUNTS

**For the 2019/2020 Academic Year (Fall 2019, Winter 2020, Spring 2020):**

- Domestic applicants: \$400
- International applicants: \$1,000 for Post-Secondary programs; \$2,000 for Post-Graduate programs.

All admission deposits are **non-refundable and non-transferrable**.\*

*\*In instances where an international applicant has received a study permit denial, deposits may be refundable. Please see our [Refund Schedule](#) for more information.*

## RECEIVE A LETTER OF ACCEPTANCE

Once you have accepted your Offer of Admission, you will be provided with a Letter of Acceptance (LOA).

## APPLY FOR TRANSFER CREDIT (IF APPLICABLE)

Requests for transfer credit are accepted up to 30 days prior to the program start date. More information on transfer credit can be found [here](#).

## INTERNATIONAL APPLICANTS ONLY - APPLY FOR A STUDY PERMIT and SUBMIT A COPY TO MITT

**It is the applicant's responsibility to ensure a study permit is applied for in a timely manner.**

After receiving a Letter of Acceptance, you must apply for a study permit. Official information on requirements can be obtained from an IRCC office in Canada, a Canadian Embassy or Consulate overseas and/or the [IRCC website](#).

Applicants who have been admitted to a post-secondary program must provide proof of a valid study permit at least **30 days before** the start of the program. If a valid study permit cannot be presented by this time, applicants can request a **one-time deferral** to the next available intake by emailing [admissions@mitt.ca](mailto:admissions@mitt.ca)

## PAY YOUR TUITION FEES

More information on tuition and fees can be found on the [Tuition & Fees page](#).

## ATTEND ORIENTATION AND BEGIN CLASSES

Detailed information regarding orientation and the start of classes will be provided via email prior to the start of the program.

Once available, program schedules will be posted [here](#).