



How to Apply – International Students

POST-SECONDARY APPLICATIONS

Please review the following steps to help guide you through the application process.

Download or print our [Application Guide for International Students](#) for your reference during the application process.

STEP 1: BEFORE YOU APPLY

CHOOSE YOUR PROGRAM

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

- Academic program only (continue below)
- English for Academic Purposes plus Academic program (continue below)

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 original 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).
 - **Applicants who have been educated outside of Canada** should review the general [admission requirements](#) based on country/curriculum of study.
2. **Post Graduate program entrance requirements are changing effective Fall 2020.** Please refer to the [individual program pages](#) for entrance requirements.
3. **Program Specific Entrance Requirements:** Visit the appropriate [program page](#) for program specific admission requirements and minimum grade requirements.
4. [English Language Proficiency](#) is required for all applicants whose primary language is not English.



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- 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 meet 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.

GATHER SUPPORTING DOCUMENTS

The following documents are required for admission:

1. Final original high school transcript, including proof of graduation.
 - Still in high school? Students who are currently studying in their final year of high school may be eligible for early, conditional admission using their most recent high school transcript (final Grade 11 transcript or interim Grade 12 transcript). Submit interim transcripts with your application. The most recent transcript must show the required senior level academic courses with current (or predicted) grades that satisfy the admission requirements of the program applied to. Final original documents must be submitted as soon as studies have finished and **must** be received by MITT at least 30 days prior to the start of the program. Final admission is dependent on successful completion of all Grade 12 admission requirements.

Final, original post-secondary transcripts and proof of post-secondary graduation (if applicable)

- Still in post-secondary? Submit interim transcripts with your application. Final original documents must be submitted as soon as studies have finished and **must** be received by MITT at least 30 days prior to the start of the program.
2. Proof of English Language Proficiency, if required.
 3. Passport
 4. Valid study permit or study visa (if available)
 5. Other program specific supporting documents, if required
 - Review program specific requirements. Some MITT programs require other documentation to be submitted, e.g. resume, PAT Test Form, Statement of Interest.

STEP 2: APPLY ONLINE

Download or print our [Online Application Tutorial](#).

Applicants may apply to up to two (2) post-secondary programs within a given Academic Year.



Each post-secondary program application requires payment of the applicable fees:

Application Fees for the 2020/2021 Academic Year (Fall 2020, Winter 2021, Spring 2021):

- Certificate and Diploma Programs: \$190 per application/program
- Cyber Defense and Cloud Administration, Network and Computer Technology, and Software Developer Programs: \$300 per application/program (includes PAT fee)

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

Applicants who submit more than two applications will be required to identify the two that they wish to proceed with; this may increase processing time.

[**APPLY ONLINE**](#)

[Online Application – International Applicants](#)

[**SUBMIT OFFICIAL SUPPORTING DOCUMENTS**](#)

Upload all required documents to the online application (see Step 1 for a complete list). We require **high quality** scans of your original documents:

- PDF format only
- Scanned in colour
- Full pages, scanned front and back
- Name each document with your full name, and type of document

Scanned documents that are of unacceptable quality, illegible or certified/notarized/attested documents will delay application processing and may result in your application being cancelled.

Original hard copy supporting documents must be sent to MITT for verification prior to the start of class.***

**Copy of passport and study permit only.*

***Some documents can be verified online – hard copies are not required to be submitted. See below.*

What is an original document?

An original academic document is a document issued directly by your educational institution. All other required documentation must also be original. Certified, notarized or attested documents are not acceptable.

- Documents in a language other than English must be accompanied by a notarized or certified English translation.



If my documents can be verified online, do I need to provide the original?

Sometimes, we are able to verify some of your documents online with the right information. If you have one or more of the documents below, please provide us with the correct information so that we may verify it online – no original hard copies are needed!

- **IELTS English Language Proficiency test:** please upload a scanned copy of your official test result, ensuring that your Test Report Form (TRF) Number is clear and legible
- **PTE Academic English Language Proficiency test:** please have your score released to 'MITT' by your testing centre. Email admissions@mitt.ca after you have released your score so that we can check our database
- **CBSE 12th Year Marks Sheet (India):** the following information is required to verify your Senior Secondary Marks Sheet online according to your graduating year:
 - 2017 onwards: Roll number, School number and Centre number
 - 2016: Roll number and School number
 - 2004-2015: Roll number
 - Prior to 2004: Original copies to be sent to us
- **WAEC/WASSCE Exam Results (West Africa):** please upload a copy of your exam results as well as a copy of your scratch card information for verification
- **Cambridge General Certificate of Education (GCE) Results:** if your exam results are from June 2014 or later, please upload a scanned copy of your GCE certificates. Any exams taken prior to June 2014 will require original certificates to be sent to us

Send original hard copy supporting documents prior to the start of class 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).

****Copy of passport and study permit only.***



Requests for Return of Original Documents

Only documents deemed to be 'irreplaceable' by the institution will be returned to students.

Examples of commonly received documents that are deemed 'replaceable' and will not be returned include:

- English proficiency score reports (IELTS, TOEFL, etc.)
- Any notarized documents
- 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

ADMITTED STUDENTS:

MITT reserves the right to retain original hard copy documents for six months following the start of your program. You will receive a notification from Admissions when your documents are available for pick up.

Document return requests will not be accepted while applications are still in progress.

Irreplaceable documents will be returned by request if your Admission status is one of the following:

- Ineligible
- Offer Rescinded
- Withdrawn

Once an admissions decision has been made, requests for the return of documents should be sent to admissions@mitt.ca with your full name, program applied to, and student ID. Please allow 5-10 business days for a response to your request.

STEP 3: AFTER YOU APPLY

APPLICATION PROCESSING

After MITT has received your completed application, it will be reviewed by our Admissions Team. Please allow up to 6 weeks for processing.

The status of your application can be reviewed in your application portal.

MITT prioritizes and will only process complete applications. An application is considered complete once all required information and original document scans have been received in the required format.



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Applications may not be transferred between programs or deferred to a future intake. Applicants wishing to change the program or intake for which they applied must cancel their current application, submit a new application, and pay a new, non-refundable, application fee.

Assessment and Notification

Class sizes at MITT are limited and MITT consistently receives many more applications than available seats in a given intake. Meeting minimum requirements is not a guarantee of admission.

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

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

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, you may 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.

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 2020/2021 Academic Year:

International applicants: \$5000 for Post-Secondary and Post-Graduate programs. 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](#) (effective as of Fall 2019) for more information.



ADMISSION DEFERRALS

An admitted student (who has accepted an Offer of Admission and has paid an admission deposit) may defer their admission **up to 30 days before the start of the program**; admission will be deferred **one time only**, to the **next** available intake, and no new admission deposit will be required.

Note: A student who defers their admission to an intake where the program admission requirements have changed will be subject to the new requirements.

ADMISSION LIMITS

Where an applicant gains admission to more than one post-secondary program in the same Academic Year, they will be required to choose one program and their other application will be cancelled. Any admission deposit already paid for an offer that has already been accepted is non-refundable.

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 on the [Recognition of Prior Learning](#) section of our [website](#).

Credit Transfer will only be considered for a student who has been admitted to a program, i.e. a student who has accepted an Offer of Admission and has paid an admission deposit. Credit Transfer must be requested using the appropriate [form](#) 30 days before the start of the program. Students interested in requesting Credit Transfer are expected to read the [Credit Transfer Policy](#).

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. Original 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

Note: A student who defers their admission to an intake where the program admission requirements have changed will be subject to the new requirements.



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PAY YOUR TUITION FEES

More information on tuition and fees can be found on the [Tuition and 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.

Review the program [supply list](#), and make arrangements to purchase your [textbook](#).

Once available, program schedules will be posted on the [Program Schedules](#) section of our [website](#).