



POLICY: Admissions (Policy)		POLICY NUMBER: AC 2-19
		PREVIOUS/REPLACES: N/A
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: February 25, 2026	PRIOR VERSIONS: N/A

See the related [PROCEDURES](#)

Policy Statement:

The Admissions Policy establishes clear admission guidelines to promote consistent and fair admissions practices and enables applicant selection through equitable application of overarching admission criteria, while also considering a diverse range of academic experiences

Scope:

The Admissions Policy is applied program to all applicants seeking admission to MITT’s post-secondary and post-graduate programs delivered in all modalities. This policy is not applicable to programs where applications are evaluated by MITT's partners.

Policy:

1. General

1.1. Application Submission and Fees

1.1.1. To qualify as an applicant, individuals are required to complete and submit a MITT application form specifying their chosen program(s) and intended intake period(s). A non-refundable application fee must be paid for each program selected.

1.1.2. MITT program applications are open up to a year in advance of a program start date and close on the first day of the program intake, except in instances where a pre-established application limit has been reached

1.1.3. In accordance with MITT’s Tuition and Fee Payment and Refund Policy and Procedure (AC-2-16), MITT may charge fees associated with the admissions process, including but not limited to application fees, test fees, and admissions deposits.

1.1.4. Applicants are permitted to have only one active application at a time, with the option to apply to up to two different programs or intakes in a single submission.

1.2. Declaration of Previous Studies

1.2.1. Applicants to MITT must list all secondary and post-secondary institutions attended, including incomplete or non-degree programs, both in Canada and abroad.



1.3. Application Limits

1.3.1. The College may limit application numbers to oversubscribed programs.

1.4. Program-based Admission

1.4.1. Admission is program-based. Applicants submit their applications directly to the chosen program, which begins and ends on set dates. Once admitted, students progress through the program in order, staying with their cohort from beginning to end.

1.5. Program Cancellation

1.5.1. The College reserves the right to suspend or cancel a program intake in instances where sufficient enrolment is not attained or under other exceptional circumstances.

2. Admission Criteria

2.1. In accordance with the Manitoba Institute of Trades and Technology Act, MITT's Governing Board (or designated representative) has the power to establish admission requirements for students.

2.2. Admission criteria are established to ensure student success in their program. Applicants who meet the minimum published admission requirements will be considered for admission.

2.3. Admission criteria include both general and program-specific requirements as well as English Language proficiency requirements.

2.4. Meeting minimum admission criteria does not guarantee an offer of admission.

2.5. General Eligibility Requirements

2.5.1. Post-Secondary Programs

2.5.1.1. Eligibility requirements for post-secondary certificate and diploma programs consist of any one of the following:

2.5.1.1.1. A Manitoba High School Diploma, or equivalent (as determined by MITT and published in the admission procedures).

2.5.1.1.2. Successful completion of a minimum of 24 post-secondary credits or 8 post-secondary courses within an accredited or recognized institution with a 'C' average based on the most recently completed 24 post-secondary credits.

2.5.1.1.3. Mature Student Status (see X)

2.5.1.1.4. An approved non-traditional education background (see X)

2.5.1.1.5. Any established lesser or greater program-specific general eligibility requirement.

2.5.2. Post-Graduate Programs

2.5.2.1. Eligibility requirements for post-graduate certificate and diploma programs consist of any one of the following:

2.5.2.1.1. An undergraduate diploma or degree from an accredited post-secondary institution

2.5.2.1.2. Any established lesser or greater program-specific general eligibility requirement



2.5.3. Students with Previous Post-Secondary Studies

2.5.3.1. Applicants with previous post-secondary studies must be in good academic standing at their previous institution(s).

2.5.3.2. Relevant post-secondary courses may be substituted for required secondary courses if beneficial for admission.

2.5.4. Mature Applicants

2.5.4.1. An individual who does not have a Manitoba High School Diploma or equivalent and has been out of school for at least one year and reached the age of 19 years of age by the start date of the program may be admitted as a Mature student to Certificate and Diploma programs.

2.5.4.2. Mature Applicant status is only available to domestic and indigenous students.

2.5.5. Consideration of Non-Traditional Pathways

2.5.5.1. The College will accept non-traditional education backgrounds as part of general eligibility criteria. This may include completion of:

2.5.5.1.1. Home-schooling completed in Canada

2.5.5.1.2. The General Education Development Certificate (GED)

2.5.5.1.3. The Canadian Adult Education Credential (CAEC)

2.5.5.1.4. Alternative learning environments

2.5.6. Age Requirements

2.5.6.1. There is no minimum or maximum age requirement to apply and be assessed for a MITT program, subject to the following:

2.5.6.1.1. There may be program requirements, such as work experience courses, that preclude a student under the age of majority from completing their credential in the minimum delivery time of the program.

2.5.6.1.2. A course or program has the discretion to set a minimum age requirement in situations where this is required to meet legislative or regulatory requirements, for health and safety reasons, or to meet specific requirements of a work-integrated learning site.

2.5.6.1.3. MITT does not provide custodial services to students under the age of majority in the province of Manitoba.

2.6. Program Specific Admission Requirements

2.6.1. The College will establish program-specific admission requirements that seek to optimize student access and success; requirements can be academic and non-academic in nature. These requirements may change over time.

2.6.2. Program-specific admission criteria will be objective, measurable and relevant to the program.

2.6.3. Applicants to MITT programs must meet all program-specific admission requirements unless program-specific flexible admission criteria have been established. Pre-admission may be offered for select program requirements.

2.6.4. MITT may establish alternative program-specific admission requirements for mature applicants.

2.7. Flexible Admission Criteria

2.7.1. MITT may establish flexible admission criteria to offer well-qualified students, including those with non-traditional educational backgrounds, alternative pathways for



admission.

2.7.2. Flexible admission criteria may be established for both general and program-specific admission requirements.

2.8. Admission Testing

2.8.1. Certain programs may require program-specific admission tests. If required, these details will be clearly outlined on the respective program's webpage.

2.9. English Language Proficiency

2.9.1. English is the language of instruction at MITT. Applicants must demonstrate English proficiency to meet the demands of their programs.

2.9.2. Applicants for whom English is not a first language must provide proof of English language proficiency prior to acceptance, regardless of country of origin or citizenship status.

2.10. Admission Document Requirements

2.10.1. MITT establishes admissions document requirements in accordance with general and program specific requirements. MITT also establishes deadlines by which admissions documents must be submitted.

2.10.2. All documents, except official French transcripts from Manitoba public high schools, must be submitted in English or accompanied by a certified English translation.

2.10.3. An application is considered complete only after all required information and digital copies of official documents are submitted in the proper format as per the college's application guide.

2.10.4. Upon admission, admitted students are required to provide their official academic documents to the MITT admission office for verification prior to the established document deadline for the intake. Official document guidelines are found on MITT's website.

2.10.5. Official documents submitted directly by the applicant's sending institutions or directly by the applicant become the property of MITT and will not be returned or copied.

2.10.6. MITT does not accept irreplicable or original documents except in exceptional circumstances as defined by MITT admission.

2.10.7. Failure to submit required documents by the established deadlines will result in the cancellation of the application and withdrawal from the program.

3. Applicant Selection at MITT is committed to advancing representational equity through improved access to post-secondary education.

3.1. Enrolment Allocations

3.1.1. Annually, MITT establishes the total number of seats to be filled in each program and defines the number of seats that will be allocated to Domestic and International applicants. International applicants may not be eligible to enroll in all programs.

3.2. Enrolment Limits

3.2.1. MITT programs have limited seats. Meeting of the minimum requirements does not guarantee admission to any program at the College.

3.2.2. In those instances where the number of qualified applicants exceeds the number that, in the opinion of the College, can be accommodated in a program, the College reserves the right to select from among the qualified applicants.



3.2.3. Applicants seeking admission to some limited enrolment programs may be subject to a competitive selection process.

3.2.4. MITT reserves the right to close a program's application.

3.3. Reserved Seats

3.3.1. To improve access to programs, MITT may:

- 3.3.1.1. designate one or more reserved seats in each program section,
- 3.3.1.2. prioritize or offer guaranteed seats to applicants who meet certain criteria,
- 3.3.1.3. recognize diversity in the competitive selection process,
- 3.3.1.4. establish Memoranda of Understanding (MOU) with provincial community groups and organizations.

3.3.2. Reserved Seats for Indigenous Students

- 3.3.2.1. The College is dedicated to enhancing the participation rate of Indigenous peoples in post-secondary education by providing dedicated program seats to a level which is representative of the Indigenous population of Canada.

3.4. Selective Admission Criteria

- 3.4.1. If a program of instruction continues to be oversubscribed, program specific selection criteria may be applied. Such criteria will be objective, measurable and relevant to the program.
- 3.4.2. The use of selection criteria may vary from year to year depending on needs and the number of qualified applicants.
- 3.4.3. Random selection will not be used as an applicant selection technique.

3.5. Selection Process

3.5.1. The College admits applicants on a first-qualified, first-admitted basis.

3.5.1.1.1. Exceptions may include:

- 3.5.1.2. Programs that use selective admissions processes to rank order qualified applicants.
- 3.5.1.3. Where there is identified Priority Admission for applicants from a designated group as identified by the Manitoba Human Rights Commission or reserved seating agreements with approved community partners.
- 3.5.1.4. Returning students who apply to be readmitted into a program, subject to availability of space.

3.5.2. Domestic Residence Priority

3.5.2.1. Domestic applicants will be accepted into programs based on availability and the following order of preference:

- 3.5.2.1.1. Residents of Manitoba;
- 3.5.2.1.2. Residents of other provinces and territories in Canada;
- 3.5.2.1.3. Other applicants, e.g. students applying under Minnesota Reciprocity Agreement.

3.6. Admission Outcomes



- 3.6.1. As part of the admissions process, applicants with complete applications will receive one of the following outcomes upon completion of the selection review:
 - 3.6.1.1. Admission Offered – The applicant has met all admission criteria and is offered a place in the program.
 - 3.6.1.2. Waitlisted – The applicant meets admission requirements but is placed on a waitlist due to limited program capacity.
 - 3.6.1.3. Not Eligible for Admission – The applicant does not meet the minimum eligibility criteria for admission.
 - 3.6.1.4. Alternative Offer – The applicant is not admitted to their first-choice section, intake or program but is offered a place in an alternative section, intake or program for which they qualify.

3.6.2. Outcomes may be program and intake specific.

3.7. Notification

- 3.7.1. Applicants will be advised of MITT's decision in writing by the Admissions department.

4. Successful Applicants are eligible for admission to MITT is program and intake specific. Eligibility for one program or intake does not guarantee eligibility to another program or to the same program in a different intake.

4.1. Acceptance

- 4.1.1. Applicants are required to formally accept their offer of admission by a deadline established and communicated by MITT Admissions.
- 4.1.2. Applicants who accept an offer of admission are required to pay a mandatory non-refundable admission deposit by the provided deadline to secure their seat. The purpose of this deposit is to ensure commitment to the program and facilitate effective enrolment management.
- 4.1.3. Failure to confirm acceptance by the offer acceptance deadline will result in the application being cancelled.

4.2. Conditional Admission

- 4.2.1. Applicants may receive a conditional offer of admission to a program based on proof of enrolment in courses and/or programs that will satisfy the admission requirements.
- 4.2.2. All conditions of admission must be met by an established deadline that will be prior to the start of classes.

4.3. Early Admission

- 4.3.1. Canadian high school students and adult learners who have finished Grade 11 and are completing pre-requisite Grade 12 courses leading to graduation will be evaluated for conditional admission based on their final grades from Grade 11 and/or their current or predicted grades in Grade 12 courses.
- 4.3.2. Early admission is evaluated only when interim or predicted Grade 12 grades are unavailable at the time of submitting the application.

4.4. Waiting Lists

- 4.4.1. When the number of eligible applicants exceeds the number of spaces available in the selected program intake, eligible applicants will be waitlisted.
- 4.4.2. Waitlist positions are confidential and not shared with applicants.



4.5. Post-Admission Requirements

- 4.5.1. All admitted students whose admission was processed using digital, unofficial or interim transcripts or documents must submit final, official transcripts/documents by an established deadline that will be prior to the start of classes.
- 4.5.2. All students admitted with conditions must provide proof of fulfilling all conditions of their admission by an established deadline that will be prior to the start of classes.
- 4.5.3. All admitted students are required to pay their tuition and fees, or submit proof of funding, by the deadline indicated in their letter of acceptance (LOA).
- 4.5.4. International students must be approved for a study permit before starting their academic program at MITT and are responsible for maintaining a valid study permit throughout the duration of their studies at MITT.
- 4.5.5. International students are solely responsible for ensuring that they are compliant with IRCC regulations before beginning their studies.
- 4.5.6. MITT requires all international students to submit their valid study permit to MITT Admissions by the study permit deadline outlined in their Letter of Acceptance (LOA).

4.6. End of Application Cycle

- 4.6.1. Each admission cycle is intake based (Fall, Winter, Spring). The cycle ends on the first day of the relevant intake.
- 4.6.2. Offers of admission may be extended to remaining waitlisted applicants for a future intake, subject to seat availability.
- 4.6.3. Applications will not be carried forward from one admission cycle to the next admission cycle. Candidates must re-apply for consideration in a new intake.

5. Admission Deferrals

- 5.1. The College establishes formal procedures and deadlines for admitted students who are unable to begin their studies in a specific term to request a deferral. Deferral deadlines are posted on MITT's website. See admission procedures for additional information.
- 5.2. It is the student's responsibility to request a deferral prior to the posted deferral deadline.
- 5.3. A maximum of one deferral per program admission will be considered, up to one year from the original start term.
- 5.4. Deferral requests are not guaranteed and will be reviewed on a case-by-case basis and assessed against specific eligibility criteria as established by MITT.
- 5.5. Deferrals are non-transferable. A deferral only applies to the initial program of admission and will not be applied to another program of interest.
- 5.6. Students who have accepted a deferral are not permitted to pursue for-credit college or university studies during the deferral period.

6. Unsuccessful Applicants

6.1. Denied Admission

- 6.1.1. Applicants who are deemed ineligible for admission, have not met general admission criteria, and/or program-specific requirements, and/or English language proficiency standards, are not eligible for conditional or early admission, and are not eligible for consideration using flexible admission criteria.
- 6.1.2. MITT reserves the right to deny admission if an applicant's previous academic standing, academic history or conduct has been unsatisfactory. Admission may also be denied to students who have financial accounts that are overdue with the College.
- 6.1.3. An applicant who submits falsified or fraudulent documents for admission or who



otherwise attempts to gain admission through dishonest means may be refused admission, either for the current program and academic year or for any future application to the college or any of its programs. Should such an application be discovered after the applicant has been admitted and registered, the student will be subject to disciplinary action under the college's regulations on academic misconduct.

6.2. Appeal of Admission Decisions

6.2.1. The College establishes a formal appeals process for applicants who wish to contest an admissions decision.

6.2.2. Admission decisions may be appealed under the following circumstances:

6.2.2.1. Credible evidence of a procedural error

6.2.2.2. Failure of the institution to follow the published admission requirements and criteria

6.2.2.3. Credible claims of bias, bad faith, or unfairness on the part of MITT while enforcing admissions policy or procedure

6.2.2.4. Credible evidence that the decision was made on incomplete or incorrect information through no fault of the applicant.

6.2.3. Generally disagreeing with admissions decisions, requirements, selection criteria, policies or procedures, claims of being unaware of admissions requirements, rules, policy, or procedures, or an applicant's failure to meet the timelines to provide documentation are not grounds for appeal.

6.2.4. An Applicant must establish that there are grounds for an appeal. Appeals filed without grounds or appropriate documentation will be dismissed.

7. Re-admission to a Program of Study

7.1. Students whose studies have been interrupted by a withdrawal or an academic suspension will be required to apply for re-admission (also referred to as re-entry) to their program if they desire to continue their studies in the same program.

7.2. The fee for an application for re-admission will be equivalent to the current application fee.

7.3. Students who have not successfully completed any courses within a program are required to submit a new application and pay the corresponding application fee.

7.4. Re-admission applicants must meet all current admission criteria.

7.5. If the curriculum has been updated since the initial studies occurred, students will need to fulfill the new curriculum requirements.

7.6. All re-entry tuition and fees will be assessed according to the Tuition and Fee Payment and Refund Policy.

7.7. Re-admission requests will be assessed on a case-by-case basis and will be subject to the availability of space in the program intake and may be subject to removal of academic, financial, or behavioural holds on the student record.

Administration:

The Vice-President, Academic, and the Vice-President, Business Development & Community Initiatives, are responsible for the administration of this policy.

Review:



This policy will be reviewed by Academic Council every 5 years.

Reference:

Student Behaviour (AC -1- 1)
Student Withdrawal Policy (AC- 2- 1)
Student Appeals Policy (AC-2-2)
Credit Transfer Policy (AC-2-6)
Student Concerns (AC-2-9)
Academic Standards (AC-2-10)
Tuition and Fee Payment and Refund (AC-2-16)
Privacy and Access to Information (GA-1)

Definitions:

Admission Period: The designated timeframe during which applications are accepted, processed, and offers of admission are issued for a specific program intake.

Academic Year: Three terms of study, beginning in September and concluding in August the following year.

Admission Requirements: MITT's specific general eligibility requirements and supplementary program-specific requirements for entry to the College in a specific program.

Applicant: Individual applying to a program of instruction, at MITT (also referred to as Domestic Applicant, International Student, etc.).

Applicants for whom English is not a first language: Individuals who were born and/or educated in countries where English is not the primary language of instruction.

Competitive Selection: A situation where that the number of qualified applicants exceeds the available spots, requiring a rigorous review and ranking of candidates based on specific criteria to determine who will be offered admission.

Custodial Services: A legal arrangement where a responsible adult is appointed to care for a minor child.

Domestic Applicant: Refers to an applicant who is lawfully eligible to study in Canada due to citizenship, residency or protected status (also referred to as an Indigenous Learner, Permanent Resident, Protected Person, Canadian Citizen etc.).

Eligible: Being eligible for an offer of admission for a specific program in a specific intake.

Equivalent: Documentation that deems previous formal, informal, non-formal and/or experiential learning as equal to one or more admission requirements for a MITT program.

Good Academic Standing: Academic standing of a student who meets the required academic performance standards for their institution/program, typically indicated by a minimum GPA (as defined by the institution) and successful completion of coursework, allowing them to continue their studies without restrictions.



Intake: An instance of a program offering for a specific term. There may be multiple intakes per academic year, for example fall intake, winter intake and spring intake.

Indigenous Applicant: An applicant who self-identifies as First Nations (status or non-status), Métis, or Inuit, in accordance with the Constitution Act.

International Applicant: Applicants who require a study permit to lawfully study in Canada, including a foreign national who is authorized under the Immigration and Refugee Protection Act (Canada) to enroll as a student in an educational institution in Canada.

Limited Enrolment Program: Programs with a predetermined, capped number of available spaces, meaning that not all qualified applicants can be admitted, and a waitlist may be created if demand exceeds capacity.

Mature Student Status or Mature Applicant: Status of an applicant who may not have a Manitoba High school diploma or equivalent but has reached the age of 19 years on or before the commencement of the program of instruction in which they intend to enroll.

Official Transcript: Transcript that comes directly from the sending school or issuing authority—either by mail or through an official digital verification service — and is sent directly to MITT from the school or issuing authority.

Original Transcript: Copy of a transcript a student receives upon completion of their studies.

Permanent Resident: A person who has been granted the right to live, work, and study in Canada permanently but is not a Canadian citizen.

Post Graduate Program: MITT program that requires previous post-secondary studies as the basis of admission. This includes post-graduate certificate and post-graduate diploma programs.

Post Secondary: Formal education pursued after completing secondary education.

Post Secondary Program: MITT program that does not require previous post-secondary study as the basis of admission. This includes certificate, diploma, advanced certificate and advanced diploma credentials.

Priority Admission: Applications that receive preferential consideration for admission based on pre-defined criteria.

Program: A discrete, structured and sequenced set of courses and requirements that a student must complete to obtain a specific credential (e.g. certificate, advanced certificate, diploma or advanced diploma).

Protected Person: A person who has been granted refugee protection under the Immigration and Refugee Protection Act and whose claim has not been rejected

Secondary: Refers to high school level education, typically grades 9-12. This is the final stage before entering post-secondary studies.



Selection Criteria: Specific qualifications, skills, and attributes used to evaluate (and rank) applicants. Selection criteria may vary by program and can include academic performance (grades, standardized test scores), extracurricular activities, essays, recommendations, or other factors deemed important by the institution.

Selective Admission: Admitting students based on specific selection criteria, usually academic ability or other aptitudes, rather than accepting all applicants.

Student: Any person enrolled at the College.

The College: Manitoba Institute of Trades and Technology (MITT).

Waitlist: An ordered list of qualified applicants that is created and maintained for a program section that has no remaining open seats for new students. As seats become available, offers are made, in order, to applicants on the waitlist.



POLICY: Admissions (Procedure)		POLICY NUMBER: AC 2-19
		PREVIOUS/REPLACES: N/A
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: February 25, 2026	PRIOR VERSIONS: N/A

See the related [Policy](#)

Procedures:

1. General

1.1. Application Submission and Fees

- 1.1.1. Application opening dates and all fees associated with applications are communicated at least 12 months before the academic year to which they apply via MITT's website and recruitment publications.
- 1.1.2. MITT uses an online application and application portal for application submission and tracking. Applicants requiring alternate formats should contact MITT Admissions.
- 1.1.3. Applicants wishing to apply to two programs or intakes must select both options during the initial application process.
- 1.1.4. After submission, applications cannot be modified. Any discrepancies or errors should be promptly reported to MITT Admissions.
- 1.1.5. To submit a new application, all previous applications must be made inactive by being designated as Ineligible, Withdrawn, or Offer Rescinded.

1.2. Declaration of Previous Studies

- 1.2.1. Omitting any institution or failing to provide full transcripts may result in application cancellation or withdrawal of admission offers.

1.3. Application Limits

- 1.3.1. Oversubscribed programs with associated application limits will switch to waitlisting or close completely when the application limit has been reached.

1.4. Program Cancellation

- 1.4.1. In the case of a program cancellation, applicants and/or admitted students will be notified in writing.

2. Admission Criteria

- 2.1. Applications are evaluated based on the general and program specific admissions criteria in place at the time of assessment.
- 2.2. The program dean or director, in consultation with the MITT admissions office, recommends admission criteria for approval. The designated body for approval of admission requirements is MITT's Academic Council.
- 2.3. All admission requirements, including MITT-approved English language assessments and their corresponding minimum scores, will be officially published on the MITT College website.
 - 2.3.1. Admission requirements are typically made available at least 12 months before the academic year to which they apply.
 - 2.3.2. There may be instances when admission requirements are revised during an ongoing



- admission cycle; applicants impacted by such changes will be notified in writing.
- 2.3.3. Changes to requirements may affect the eligibility status of previous students or deferred applicants. Additional supporting documentation may be requested to verify that updated general and program specific eligibility requirements are met.
- 2.3.4. Should any discrepancies arise between the website and other sources, the information provided on the MITT website shall be deemed authoritative and official.
- 2.4. Meeting minimum criteria results in application review only; offers depend on program capacity.
- 2.5. General Eligibility Requirements
 - 2.5.1. Post-Secondary Programs
 - 2.5.1.1. Educational equivalency is assessed by comparing academic credentials to Manitoba's standards. MITT will determine if out-of-province or foreign education matches Manitoban qualifications by reviewing curriculum, learning outcomes and study level, using recognized third-party credential evaluation services.
 - 2.5.1.2. Applicants are required to provide all necessary documentation to demonstrate fulfillment of general eligibility criteria.
 - 2.5.2. Post-Graduate Programs
 - 2.5.2.1. MITT will review and confirm the accreditation status of a post-secondary institution and/or program by reviewing available accreditation details from the institution and from the accrediting agency, and by verifying the credibility of the accrediting organization.
 - 2.5.3. Students with Previous Post-Secondary Studies
 - 2.5.3.1. Academic standing is defined by the sending institution.
 - 2.5.4. Mature Applicants
 - 2.5.4.1. MITT will determine if an applicant is eligible for classification and assessment as a Mature Applicant based on information provided during their application.
 - 2.5.5. Consideration of Non-Traditional Pathways
 - 2.5.5.1. Acceptable documentation for each pathway can be found on MITT website.
 - 2.5.6. Age Requirements
 - 2.5.6.1. Where an age requirement exists, MITT reserves the right to request proof of age from applicants.
- 2.6. Program Specific Admission Requirements
 - 2.6.1. Where program-specific admission requirements have been established they will be posted on MITT's individual program webpages.
 - 2.6.2. Applicants are required to provide all necessary documentation specified by MITT Admissions to demonstrate fulfillment of all program-specific admission criteria.
 - 2.6.3. Pre-admission testing will be automatically offered to eligible domestic applicants in eligible programs who do not meet program-specific admission requirements in Math or English Language Arts, or lack sufficient recognized educational documentation.
 - 2.6.4. Modified high school credits designated as "M" or equivalent or EAL credits, designated as "E" or equivalent do not meet MITT program admission requirements and will not be



- accepted.
- 2.6.5. Where program-specific flexible admission requirements are not established, applicants are assessed against MITT's standard program-specific admission requirements.
 - 2.6.6. Where program-specific mature student admission requirements are not established, applicants are evaluated based on standard program-specific admission requirements remaining applicable.
- 2.7. Flexible Admission Criteria
- 2.7.1. Where flexible admission criteria have been established, they will be posted on MITT's individual program webpages.
 - 2.7.2. Flexible criteria will be objective, measurable, and program specific, and evolve with emerging trends, student feedback, and advances in higher education.
 - 2.7.3. Applicants who do not meet the regular admission requirements will be further reviewed under program-specific flexible admission criteria, where available.
 - 2.7.4. An assessment for flexible admission may include a review of additional supporting documents, an interview with the dean or director, and/or test(s) of basic skills relevant to the program.
 - 2.7.4.1. To ensure consistency, fairness, and accessibility, standardized evaluation processes will be employed to assess applicants' qualifications.
 - 2.7.5. Where an applicant meets the general admission criteria but is missing one or more program-specific requirements, MITT may consider the student against established program-specific mature student requirements.
- 2.8. Admission Testing
- 2.8.1. MITT Admissions will notify applicants if a pre-admission test or other admission testing is recommended or required.
- 2.9. English Language Proficiency
- 2.9.1. Secondary school graduates from MITT-designated English exempt countries are not required to prove English proficiency. A full list of English exempt countries can be found on MITT's website and is subject to change.
 - 2.9.2. Acceptable tests and alternatives for demonstrating English language proficiency, including minimum test scores and waiver criteria, are found on the MITT website.
- 2.10. Admission Document Requirements
- 2.10.1. Admission document requirements and submission deadlines are posted on MITT's website and communicated to applicants by email.
 - 2.10.2. Applicants are responsible for providing all required documents.
 - 2.10.3. If documents are not in English, applicants must submit both the official copy and a certified English translation from a professional translator, the issuing institution, or a Canadian embassy. Full certified translation requirements are available on the MITT website.
 - 2.10.4. Digital copies of official documents are accepted from applicants only through the online application, and not by email.
 - 2.10.5. MITT will notify applicants by email if any required documents are missing. Applicants who receive such a notification must upload the missing documents to their application within by the deadline provided, or the application will be cancelled.

3. Applicant Selection



- 3.1. Enrolment Allocations
 - 3.1.1. The Vice President Academic or designate sets the enrollment allocation for each program annually.
 - 3.1.2. Allocations may be adjusted as needed to meet demand, operational needs, and institutional goals.
- 3.2. Enrolment Limits
 - 3.2.1. MITT may establish special or exceptional admission processes for oversubscribed programs to:
 - 3.2.1.1. prioritize learners from the College's pathway programs
 - 3.2.1.2. prioritize applicants of Indigenous ancestry; and/or
 - 3.2.1.3. to strategically manage, diversify, and address risk related to international enrolments.
- 3.3. Reserved Seats
 - 3.3.1. MITT may reserve program seats for specific applicant groups.
 - 3.3.2. MITT may establish MOUs that include reserved seats in specific programs or intakes. In such cases, these details will be available on the MITT website.
 - 3.3.3. Reserved Seats for Indigenous Students
 - 3.3.3.1. The College will allocate a designated portion of seats each year for Indigenous students in programs where demand regularly exceeds available capacity.
- 3.4. Selective Admission Criteria
 - 3.4.1. Where necessary, MITT will set selection criteria for oversubscribed programs. Where applicable, this information will be published on MITT's website.
- 3.5. Selection Process
 - 3.5.1. To be deemed eligible for admission to a MITT program, applicants must meet the published admission requirements and follow the prescribed application procedures.
 - 3.5.2. The selection process consists of the following consecutive steps:
 - 3.5.2.1. Assessment of the applicant's general eligibility for admission.
 - 3.5.2.2. Assessment of an applicant's eligibility for admission to a specific program
 - 3.5.2.3. Selection of applicants to be admitted based on the program-specific selective admission criteria, where applicable, or based on the date of qualification.
 - 3.5.3. Domestic Residence Priority
 - 3.5.3.1. Applicants may be asked to submit documentation verifying their residency status to establish admission priority.
- 3.6. Admission Outcomes
 - 3.6.1. If an applicant is found ineligible for admission, the reasons for ineligibility will be provided.
 - 3.6.2. Where an applicant is not admitted to a program to which they applied, MITT may make an offer of admission to an alternate program to which the applicant meets the admission requirements.
 - 3.6.3. MITT reserves the right to revoke admission to a program.
- 3.7. Notification
 - 3.7.1. All applicants will receive a formal decision in writing.



4. Successful Applicants

4.1. Acceptance

- 4.1.1. Applicants who are admitted must confirm their acceptance as instructed in their offer and by the deadline provided, or the offer and application will be cancelled.
- 4.1.2. Applicants are encouraged to refer to MITT's Tuition and Fee Payment and Refund policy for additional information and guidance about paying the admission deposit, and for options for students seeking funding or financial aid.

4.2. Conditional Admission

- 4.2.1. Applicants who receive conditional admission will be advised of the conditions of admission in writing.
- 4.2.2. Conditions of admission may include the following:
 - 4.2.2.1. Completion of required pre-requisite secondary or post-secondary courses with minimum grade requirements
 - 4.2.2.2. Secondary or post secondary graduation
 - 4.2.2.3. Successful completion of a defined number of post-secondary level credits or number of years of post-secondary study
 - 4.2.2.4. Completion of the required English language level with a language pathway partner
 - 4.2.2.5. Any other condition deemed reasonable by MITT admissions to facilitate admission
- 4.2.3. Admitted students who do not meet the conditions of admission by the established deadline prior to the start of classes will be removed from the program.
- 4.2.4. It is the responsibility of the applicant to provide final transcripts and/or proof of English language proficiency showing successful completion of the required courses and/or programs and/or achievement of English proficiency by the established deadline.

4.3. Early Admission

- 4.3.1. Qualifying applications will be automatically considered for early admission by MITT Admissions. Applicants are not required to indicate that they are requesting early admission.

4.4. Waiting Lists

- 4.4.1. Waitlists will be created and maintained by program and intake until the conclusion of the admission period.
- 4.4.2. Available seats will be offered to the next qualified applicant according to selection criteria. If no selection criteria exist, seats will be offered by date eligibility.

4.5. Post Admission Requirements

- 4.5.1. MITT will communicate the established deadlines for post-admission requirements to admitted students. Students who do not meet the deadlines will be withdrawn.
- 4.5.2. Admission will be withdrawn if students with conditional offers do not meet all requirements by the deadline.
- 4.5.3. Admitted students who are subsequently withdrawn for not meeting applicable deadlines will be notified in writing.

4.6. End of Application Cycle

- 4.6.1. At the end of the admission cycle for each intake, MITT will notify waitlisted applicants if seats are available in a future intake, and will provide the steps required to request



- consideration for a seat.
- 4.6.2. At the end of each intake admission cycle, MITT will notify applicants with incomplete applications, and any remaining waitlisted applicants, in writing that their applications are closed.
5. Admission Deferrals
- 5.1. MITT will establish specific deferral deadlines for each intake and publish them on our website.
- 5.2. Deferral requests must be submitted in writing to MITT Admissions in advance of the deferral deadline to be considered.
- 5.3. To be considered for a deferral, admitted students must have:
- 5.3.1. Accepted an offer of admission
 - 5.3.2. Paid the required non-refundable tuition deposit by the deadline in their offer letter.
 - 5.3.3. Completed and signed the student payment agreement form by the deadline in their offer letter.
 - 5.3.4. Fulfilled any outstanding conditions of the original offer of admission.
 - 5.3.5. Not been granted a previous deferral.
- 5.4. If a deferral is granted, all refundable and non-refundable fees paid will be applied towards the future intake.
- 5.5. MITT will make every effort to accommodate deferred students in the next available intake, which may be up to one year from the original program start date.
- 5.6. If all available intakes are full, deferred students may be placed on a waitlist.
- 5.7. Students will be charged the program fees for the intake they are admitted to, which may result in an increase in fees. Fees are typically updated each academic year.
- 5.8. If applicable, any outstanding conditions of the original offer of admission (such as providing official transcripts) will be transferred to the deferred application.
- 5.9. Students who have pursued for-credit college or university studies during their deferral period are required to declare the additional studies and re-apply for admission.
6. Unsuccessful Applicants
- 6.1. Denied Admission
- 6.1.1. Applicants determined to be ineligible for admission will receive written notification outlining the precise reasons for their ineligibility.
- 6.2. Appeal of Admission Decisions
- 6.2.1. Applicants who wish to submit an appeal should refer to MITT's student appeals policy.
7. Re-admission to a Program of Study
- 7.1. Former MITT students who want to be considered for re-entry to complete their original program of study are subject to MITT's established re-entry procedure.
- 7.2. Students are responsible for contacting their designated Academic Coordinator to initiate the re-



entry process.

- 7.3. Any holds on a student account must be resolved before re-admission can be considered.