



University of Victoria

Undergraduate Records
Office of the Registrar
Student Affairs
Main Floor University Centre
250-721-8138/8134
FAX 250-721-6225

APPLICATION TO THE SCHOOL OF EXERCISE SCIENCE, PHYSICAL AND HEALTH EDUCATION

Deadline to Submit to Undergraduate Records: January 31

For Continuing & Returning UVic Students Only

Application Fees NOTE: A Document Evaluation Fee may be required in addition to an Application Fee. See "COURSEWORK ELSEWHERE" on the reverse for more information.

- Continuing at UVic (registered in previous Summer or Winter Session): no fee
- Returning to UVic (after at least 1-year absence): \$16.00 – Credit Card # _____ expiry ____/____

Please underline preferred first name

SURNAME	GIVEN NAME(S)	UVic ID NUMBER

MAILING ADDRESS (To reach you February to July)	CITY	PROVINCE	POSTAL CODE	TELEPHONE NUMBER

	D	M	Y	
PREVIOUS NAME(S)	BIRTHDATE			EMAIL ADDRESS (if checked regularly)

INDICATE DEGREE PROGRAM FOR WHICH YOU ARE APPLYING: NO SECOND CHOICE PERMITTED. IF YOU ARE UNSURE WHICH PROGRAM TO CHOOSE, READ THE CALENDAR DESCRIPTION OR EXPLORE THE WEBSITE: <http://www.uvic.ca/phed/> TO DECIDE.

<input type="checkbox"/> BACHELOR OF ARTS - Recreation and Health Education Co-op	<input type="checkbox"/> BACHELOR OF SCIENCE - Kinesiology <i>Please check here if applying for the Co-op option: <input type="checkbox"/></i>	<input type="checkbox"/> BACHELOR OF EDUCATION – Physical Education Secondary (5-Year Program) <i>(not permitted to have a degree before entering this program)</i>
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DEADLINES FOR SUBMISSION OF ALL FORMS & OFFICIAL NON-UVIC TRANSCRIPTS (UVIC TRANSCRIPTS ARE NOT REQUIRED.)

- JANUARY 31** - DEADLINE FOR ALL NON-UVIC TRANSCRIPTS WITH DECEMBER (& EARLIER) GRADES AND "IN PROGRESS COURSES"
- MAY 31** - DEADLINE FOR ALL NON-UVIC TRANSCRIPTS WITH APRIL GRADES

It is the student's responsibility to insure that documents arrive to meet the deadlines above. No additional reminders will be issued. Note document retention policy on reverse

LIST BELOW ALL POST-SECONDARY INSTITUTIONS ATTENDED **SINCE LAST ATTENDANCE** AT UVIC (INCLUDING WITHDRAWN SESSIONS) and including any during the current Winter Session.

NOTE: Failure to declare attendance/submit transcripts from elsewhere will lead to disciplinary action by the University (see Calendar).

Institution Name(s)	City, Province	Degree Granted	Start Date (M, Yr.)	End Date (M, Yr.)

Completion of this form does not constitute formal application for a degree program. Please consult appropriate Advising Centre. Failure to provide full and accurate information may result in the cancellation of this and future registrations. Declaration: I hereby accept and submit myself to the statutes, rules, regulations and ordinances of the University of Victoria as authorized by the Senate and the Board of Governors and of the Faculty or School in which in due course I shall be registered and to any amendments thereto which may be made while I am a student of the University and I promise to observe the same.

Signature: _____ Date: _____

OFFICE USE ONLY

REQ'D by 31 Jan: _____ REQ'D by 31 May: _____ Appl Entered

Comments: _____

UNIVERSITY OF VICTORIA

www.uvic.ca

ADDRESS:

Your address will be updated with the information you have provided on this form. If your address subsequently changes please update it through uSource at usource.uvic.ca.

COURSEWORK ELSEWHERE:

Students who have studied elsewhere must submit an official transcript to Records Services by January 31st (showing course grades up to and including December and in-progress courses, if enrolled in January-April courses) in order to be considered for admission to this program. If enrolled in January - April courses, an official transcript showing April grades must be submitted by May 31st. If you have completed studies at another post-secondary institution since you last attended UVic, or while in attendance at UVic, and the studies were not authorized under a Letter of Permission by your faculty, a Document Evaluation Fee of \$40 will be assessed.

NOTES:

- 1. Document Retention Policy:** If you do not register at UVic for a period of three years, your personal file (e.g. application for admission, transcripts from elsewhere) will be destroyed. In such cases, your official UVic academic record (transcript) will be retained indefinitely. However, you will be required to submit a copy of any or all official transcript(s) of studies completed elsewhere upon your resumption of studies at UVic.
- 2. Authorization Procedure:** If you are not admitted to the School of Exercise Science, Physical and Health Education, you will be authorized to re-register in the program in which you were previously registered. If you are admitted but choose to remain in your previous program, you must contact Undergraduate Records, in writing, to be authorized in your previous program.
- 3. Provisional Admission Status:** If your admission status to UVic was provisional, you will not be authorized for re-registration until your basis of admission status is changed. Please submit the required documentation (e.g. high school, college, or university official transcript, mature student forms, letter of permission) to Undergraduate Admissions, as previously requested.
- 4. Concurrent Degree Program:** If you wish to register in a concurrent degree program, contact the Faculty Advising Centre. Until approval is received for a concurrent degree program, you will be authorized to register in one program only.

FREEDOM OF INFORMATION / PROTECTION OF PRIVACY:

The University of Victoria collects the personal information on this form pursuant to the University Act, *RSBC1996*, c.468 and section 26 on the *Freedom of Information and Protection of Privacy Act*. The information is used for the purposes of admission, registration and other decisions on your academic status and may be provided to the relevant students' society and alumni association. The information may also be used for research purposes but in those cases, individual identities will not be disclosed. If you wish further information, please contact the Office of the Registrar, Student Affairs for an information sheet. If you wish to have information on the status of your application released to a friend or relative you must provide written permission.

YOUR ATTENTION TO THE ABOVE INFORMATION / INSTRUCTIONS IS APPRECIATED