

# UNIVERSITY OF TORONTO AT SCARBOROUGH

## DEPARTMENT OF MANAGEMENT CERTIFICATE IN BUSINESS AND NON-DEGREE APPLICATION INFORMATION

**Please Note:**

As of August 2009, we will no longer be offering the Non-degree Program. Current non-degree students will be managed on an individual basis. If you have any questions or concerns contact Audrey Quirion, Departmental Assistant at 416-287-7271 or [quirion@utsc.utoronto.ca](mailto:quirion@utsc.utoronto.ca).

This form should be used only by students applying to the University of Toronto at Scarborough for the Certificate in Business program or as a non-degree student to take courses in the Department of Management.

As a non-degree student it is expected that you are registered in a professional association (such as the Institute of Chartered Accountants of Ontario) and require management courses to meet the requirements of the association. Note that the University of Toronto does not have an open "mature student" policy. All applicants must qualify academically.

Degree students in the management and economics programs are given priority in course selection. Admission does not guarantee admission to courses. The purpose of this approach is to give you notification of acceptance to courses with the outcome of your application for admission. If there is not any space in the courses you want or your application is refused or declined, we will not process this application.

This form should not be used by Visiting Student who want degree status. If you need a different application, contact Admissions and Liaison at (416) 287-7529

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### APPLICATION DEADLINES:

April 3, 2009 for Summer 2009

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### APPLICATION INSTRUCTIONS:

- 1. Complete the application in full.**
- 2. Application Fee.** A non-refundable sixty dollar (\$60) application processing fee payable to the University of Toronto at Scarborough is required of all applicants. Please attach a cheque or money order to the application.
- 3. Official Documents Required:** Arrange for final and official transcripts showing all subjects studied, grades obtained and grading scale used, from ALL post-secondary institutions (universities, colleges etc.) These transcripts must come directly from those institutions to us and arrive as soon as possible after submission of your application form. Failure to receive the official transcripts that support your claims may result in a cancelled application or registration. Results for courses taken at one institution that are reported on transcripts issued by another institution are not accepted. If you attended an institution that does not award grades, supplementary evaluations of your performance in individual courses should accompany the transcripts. English translations of the transcripts will be needed.
- 4. English Facility Requirement.** In addition to meeting academic requirements, candidates whose first language is not English may be required to meet an appropriate standard in a recognized test of English facility such as the University of Michigan English Language Assessment Battery, or the T.O.E.F.L. including the Test of Written English. Proof of adequate English facility is required from all applicants **except** from those:
  - Whose first language (the language that you learned at home as a child) is English; or
  - Who have achieved satisfactory academic progress in at least four full years in full-time study in an English language school system located in a country where the first language is English or
  - Whose first language is French and have achieved satisfactory progress in at least four years of full-time study in Canada.
  - For details, please refer to the English Facility Brochure available from Admissions and Liaison. Call (416) 287-7529. Schedule your test date early so that results may reach our office well in advance of deadlines. Only official scores sent directly from the testing agency will be accepted.

5. Submit the application and \$60 (non-refundable) fee to (*Please remember to arrange for official transcripts to support your application*):

**Audrey Quirion**  
**Department of Management (Room MW214)**  
**University of Toronto at Scarborough**  
**1265 Military Trail**  
**Scarborough, ON M1C 1A4**

**A decision cannot be made with incomplete documentation.**

Arrange for official transcripts to be forwarded to the above address as well. However, for English facility test results, send these to the University of Toronto using the institution code 0982-00. You must notify us that you are arranging for this result to be sent so that we may check for the result with the central Admissions and Awards Office at 315 Bloor St. W., Toronto ON M5S 1A3

Inquiries:                      Audrey Quirion (416) 287-7271  
   E-mail: quirion@utsc.utoronto.ca  
   Admissions – U of T at Scarborough (416) 287-7529  
   E-mail: askadmssc@utsc.utoronto.ca

Confidentiality: Policies on access to student records and personal privacy allow us to speak only with the applicant unless we have written permission of the applicant to discuss the application with someone else.

**University of Toronto at Scarborough**  
**Application for Admission for the Certificate in Business and**  
**Non-degree Student in Management**

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms <input type="checkbox"/> Other		Legal Surname	Legal Given Names		Former Name (if applicable)
Date of Birth YY/ MM/ DD		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Marital Status <input type="checkbox"/> Single, Divorced or Widowed <input type="checkbox"/> Married or Separated	
Permanent Home Address (in full)					Home Telephone
Mailing Address <input type="checkbox"/> Same as above OR:					
Business Telephone		Business Fax		Home Fax	
Email Address					
First Language <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other		Country of Citizenship	If you are not a Canadian Citizen. Date of Entry into Canada and Legal Status Entry Date: <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Student Authorization <input type="checkbox"/> Other Visa		

ENROLMENT REQUESTED FOR (indicate one session only)					
Year	<input type="checkbox"/> Summer (May) <input type="checkbox"/> Summer (July) <input type="checkbox"/> Fall/Winter			Have your previously applied to U. of T. <input type="checkbox"/> No <input type="checkbox"/> Applied / did not register <input type="checkbox"/> Applied / registered	
U. of T. Student Number (if any)					
COURSES REQUESTED (For summer courses, indicate requests for both terms. For Fall/Winter courses, indicate requests for both sessions.)					
Course Code	Course Title	Session	Meeting Section	(Leave Blank)	
Briefly explain why you want to take the course(s):					
List the courses you have completed (or describe the professional experience) which will serve as the prerequisite for the courses you wish to take.					

LIST ALL SECONDARY SCHOOLS ATTENDED (Begin with the most recent and continue on a separate sheet if necessary)				
From (Month and Year)	To (Month to Year)	Name and Location of School	Highest Level Completed	Diploma Awarded

LIST ALL POST SECONDARY INSTITUTIONS ATTENDED, INCLUDING THE UNIVERSITY OF TORONTO. (Begin with the most recent and continue on a separate sheet if necessary)				
From (Month and Year)	To (Month to Year)	Name and Location of School	Program	Diploma Awarded

INDICATE WORK EXPERIENCE (Begin with the most recent and continue on a separate sheet if necessary)			
From (Month and Year)	To (Month to Year)	Activity or Nature of Work	Employer (if appropriate)

<b>DECLARATION</b>	
I hereby certify that all statements on this application and in any material filled in support hereof are true, correct and complete and all material information has been disclosed. I understand that, if the university finds to the contrary, my association with, admission to or registration in the university may be rescinded and cancelled after notice in writing to me at my permanent mailing address in addition, other universities may be contacted. The name shown at the top of this form is the complete name by which I am legally and correctly known. I understand that, if I have not previously applied to or registered at the university this name will be officially recognized in academic records of the university and it will not be changed there without a formal verification. I understand that, if I have previously applied to or registered at the university and the name on this form is other than that which I am known in the academic records of the university, I must complete a change of name form.	
Signature: _____	Date: _____

This application must be signed and dated and the \$60.00 non-refundable application fee attached (\$24.00 non-refundable if this is not your first application as a special student in Management).

Submit the application to: Audrey Quirion, Department of Management, Room MW214, University of Toronto at Scarborough, 1265 Military Trail, Scarborough, ON, M1C 1A4

Official transcripts for secondary and post secondary studies must be sent directly by the Ministry or the institution to Audrey Quirion. (NOTE: You do not have to resubmit transcripts with an earlier application or transcript from the University of Toronto, Other supporting documentation should be attached to the application.