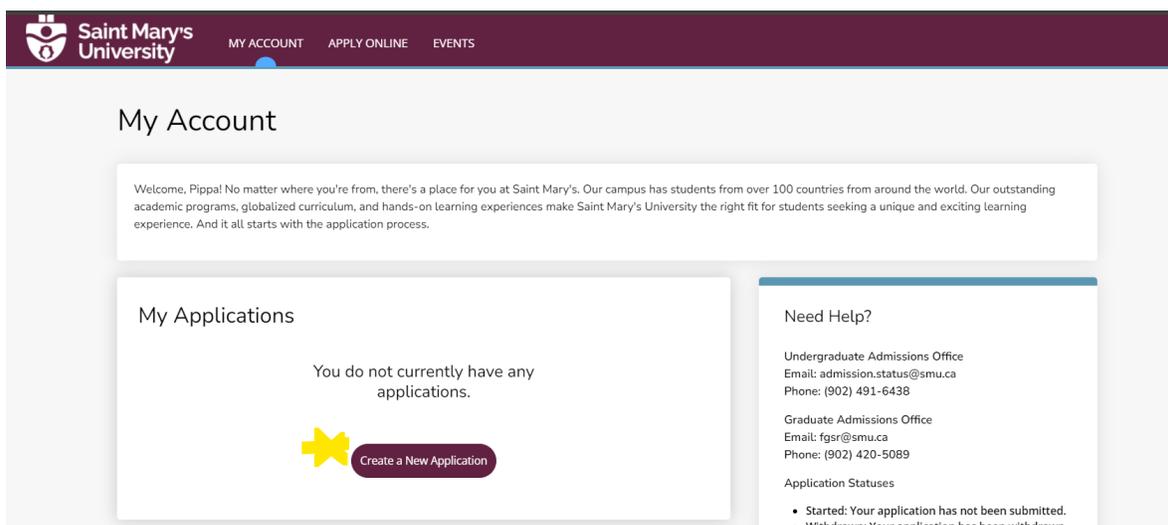


INFORMATION FOR VISITING AST STUDENTS

APPLY ONLINE

- Click the following link, <https://www.smu.ca/future-students/cs-apply-online.html>.
 - **New applicants:** Click the **Start your undergraduate application**. You will be directed to our online application portal to create an account. Ensure when you are entering an **Academic Program** from drop down menu, select **Visiting Undergraduate** from the list.
 - **Returning applicants:** Click the **Return to your application**.
- Once you have logged into your account, you can click **Create a New Application** in the portal.



- Follow the directions and select the undergraduate application that applies to you.

Undergraduate Applications

Select one of these applications if:

- You wish to pursue a program at the undergraduate level, regardless of previous academic background. Programs include bachelor's degrees, Diploma in Engineering, and undergraduate certificates.
- You are applying directly from high school or do not hold a previous bachelor's degree.
- **You are looking to complete only a few courses at Saint Mary's or wish to take courses and transfer credits back to your current institution. On the application you should not select a degree, diploma, or certificate program.** Please read the information for Auditing, Open Studies, Upgrading, and Visiting to determine the program that fits your goals.

Please Note: Before selecting a program on the next page, make sure to read the program-specific information that generates on the next page. Selecting the wrong program or admission type will result in delays with processing and reviewing your application.

Select **Domestic Student Undergraduate Application** if:

- You are a citizen of Canada.
- You are a Permanent Resident of Canada at the time you apply for admission.
- You are a Refugee in Canada

Domestic Student Undergraduate Application

Select **International Student Undergraduate Application** if:

- You are not a citizen of Canada.
- You are not a Permanent Resident of Canada at the time you apply for admission.

International Student Undergraduate Application

- For **Visiting Students**, it is very important that you select **Academic Program** as **Visiting Undergraduate**. This will populate the Visiting Institution for you to select your university. ****Visiting Students are provided a waiver code if applying from any Nova Scotian Institution.**

Program Selection

It is recommended that you list two program preferences on your application to maximize your chances of getting an offer of admission. Please designate your primary program of interest as your first choice and select an alternative as your second option.

Entry Term *

First Choice Academic Program *

Visiting Institution

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may

- Acadia University
- Atlantic School of Theology
- Cape Breton University
- Dalhousie University
- Mount Saint Vincent University
- Nova Scotia College of Art & Design
- Saint Francis Xavier Univ
- Université Sainte-Anne
- University of Kings College
- Another Institution

- After completing the application, before you click **Submit Application** make note of or copy and paste the application waiver fee code for you to enter on the **Order Summary** page.

Certification

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Saint Mary's University gathers and maintains information used for the purposes of admission, registration, and other fundamental activities related to being a member of the university community and a public post-secondary institution in the Province of Nova Scotia. This information includes contact information, information regarding university programs, services, university advancement and development, and information maintained in Student Records as defined in relevant University policies. Applications, documents, and transcripts will form part of the Student Record and may be disclosed to faculty or members of the university staff, partner or external agent organizations, or contracted recruitment representatives for officially recognized use. In signing an application for admission, any information placed into your student record will be protected and used in compliance with Nova Scotia's Freedom of information and Protection of Privacy Act 1993, c5.s.1. Regulations relating to all academic matters and student conduct on campus are made by the Board of Governors and the Senate of the university. In making this application, the student agrees to abide by all regulations, from time to time promulgated by the university. Attendance refers to both full-time and part-time and even applies in cases of withdrawal before completion of an academic year or program.

I hereby certify that all of the information provided in this application is complete and correct, and I authorize Saint Mary's University to verify any information provided as part of this application. I understand that withholding information or falsification of information in this application or supporting documents may be considered grounds for non-admission or, after admission, grounds for dismissal. I understand that, if admitted to the university, I am required to confirm my offer of acceptance and I may be required to pay an admission deposit prior to registering.

By providing your name below, you are providing your authorization to the above statement.

Signature *

Signature Date *

Visiting Student Application Fee Waiver

For applicants applying as a visiting undergraduate student from any Nova Scotian Institution listed on the first page, use the following waiver code to have the application fee waived: **SMUVISITNS2024**

[Previous Page](#) [Save Application](#) [Preview Before Submission](#) [Submit Application](#)

- On the **Order Summary** page, enter the waiver fee code, then click **Apply**.

Order Summary

DESCRIPTION	TOTAL
Undergraduate Application Fee \$50	\$50.00
	Subtotal: \$50.00
	Discount: \$0.00
	Total: \$50.00

Enter a promo code. Note: Promo codes are not available for Master and Doctoral Programs.

- Once discount has been applied, click **Submit**.

Order Summary

DESCRIPTION	TOTAL
Undergraduate Application Fee \$50	\$50.00
	Subtotal: \$50.00
	Discount: \$50.00
	Total: \$0.00

Enter a promo code. Note: Promo codes are not available for Master and Doctoral Programs.

- After you completed the online application process, you will be able to check your application status and upload your required supplemental items.

Your application has been submitted!

Congratulations!

Your application has been received by the Admissions Office and you should receive a confirmation message soon.

Please ensure that any incomplete requirements are submitted prior to the application deadline. You will be notified when the final decision regarding your admissions status is ready.

Thank you and good luck!

[Click to check your application status](#)

[Privacy Policy](#)

- To upload the required supplemental item(s), **Unofficial Transcript or Letter of Permission** from your home college/university on the portal, click **View**.

My Account

Welcome, Pippa! No matter where you're from, there's a place for you at Saint Mary's. Our campus has students from over 100 countries from around the world. Our outstanding academic programs, globalized curriculum, and hands-on learning experiences make Saint Mary's University the right fit for students seeking a unique and exciting learning experience. And it all starts with the application process.

My Applications

[Create a New Application](#)

APPLICATION	STATUS	ACTION
▶ January 2025 - Visiting Undergraduate	Action Required: Click arrow to the left or View for more information.	View

Need Help?

Undergraduate Admissions Office
Email: admission.status@smu.ca
Phone: (902) 491-6438

Graduate Admissions Office
Email: fgsr@smu.ca
Phone: (902) 420-5089

[Application Statuses](#)

- Scroll to the bottom of the **Supplemental Items** page and there you can upload your document.

Supplemental Items

Upon submission of this application, please check for the list of required supplemental documents. All documents submitted as part of the application process become the property of the University and will not be returned to applicants.

Scanned documents must be clear/clean (not blurry), easy to read, in colour, appropriately sized and oriented (i.e. the same size as the original), and include the entirety of the original document. Accepted formats include Word documents (for Letters of Intent or Additional Information), PDF and JPG. We will not accept .zip or .html files. Scans that do not adhere to the above specifications may be rejected.

This list may be updated after review of your submitted application.

Undergraduate Programs

All required supplemental items must be received before your application is reviewed for a decision. You may upload documents directly to the application (where allowed) or send them directly to the Admissions Office.

Any transcripts uploaded must include a grading scale. The original document may be requested at any point in the review process. Official final transcripts will be required.

For more information, contact admission.status@smu.ca.

Graduate Programs

As your next step please upload only the required supporting documents, listed below, to your online application. Additional documents will not be considered.

Several programs require supplemental forms, these forms may be obtained by consulting the FGSR website. All required supplemental items must be received before your application is reviewed for a decision. If you are unsure about what to upload please contact FGSR@smu.ca.

We will use uploaded unofficial transcripts for evaluation purposes. Applicants must upload a grading scale/legend with their unofficial transcripts. This gives the program a clear official explanation to assist with interpreting marks/GPA. Successful applicants will be required to submit official transcripts. For more information contact FGSR@smu.ca.

ITEM	SUBMISSION STATUS	ACTION
* Unofficial University Transcript or Letter of Permission	Not Received	Choose File No file chosen

- Choose the file and then click **Upload**.

* Indicates Required

ITEM	SUBMISSION STATUS	ACTION
* Unofficial University Transcript or Letter of Permission	Not Received	Choose File How to Sub... Requests... Upload

- After your application has all the required supplemental items added, the status will update to **Submitted** and will be reviewed for a decision.

The screenshot shows the 'My Account' page for Saint Mary's University. At the top, there is a navigation bar with the university logo and links for 'MY ACCOUNT', 'APPLY ONLINE', and 'EVENTS'. Below the navigation bar, the page title is 'My Account'. A welcome message follows: 'Welcome, Pippal No matter where you're from, there's a place for you at Saint Mary's. Our campus has students from over 100 countries from around the world. Our outstanding academic programs, globalized curriculum, and hands-on learning experiences make Saint Mary's University the right fit for students seeking a unique and exciting learning experience. And it all starts with the application process.'

The main content area is divided into two sections. On the left, 'My Applications' features a table with the following data:

APPLICATION	STATUS	ACTION
January 2025 - Visiting Undergraduate	Submitted	View

On the right, there is a 'Need Help?' section with contact information for the Undergraduate Admissions Office (Email: admission.status@smu.ca, Phone: (902) 491-6438) and the Graduate Admissions Office (Email: fgssr@smu.ca, Phone: (902) 420-5089).

- Once a decision has been made, you will be notified and required to respond with a decision in CRM Recruit (application portal) before you can register. Go your **Account** and Click **View** next to your application.

This is a close-up of the 'My Applications' table. The table has three columns: 'APPLICATION', 'STATUS', and 'ACTION'. The 'APPLICATION' column contains 'January 2025 - Visiting Undergraduate'. The 'STATUS' column contains 'Action Required: Click arrow to the left or View for more information.' The 'ACTION' column contains a 'View' button, which is highlighted with a red rectangle.

The screenshot shows the 'January 2025 - Visiting Undergraduate' application details page. At the top, there is a navigation bar with links for 'MY ACCOUNT', 'APPLY ONLINE', and 'EVENTS'. Below the navigation bar, there is a warning message: 'This application requires your attention for one or more items.' The main heading is 'January 2025 - Visiting Undergraduate'. Below the heading, there are links for 'Review', 'Supplemental Items & Documents // Deferral Request (Undergraduate Only)', and 'Decision History'.

The main content area features a table with the following data:

STATUS	DATE	DECISION LETTER	RESPOND
Application Decision	10/1/2024	Download	Respond Now

The 'Respond Now' button in the 'RESPOND' column is highlighted with a red rectangle.

- You will be directed to the **Application Response** page to either accept or decline your admissions offer.

Application Response

[Back to Application](#)

Entry Term	Academic Level	Academic Program	Student ID
January 2025	Undergraduate	Visiting Undergraduate	██████████

Undergraduate Admission Deposit

To confirm your offer of admission, please pay the admission deposit. Once the deposit payment is processed, you can apply to residence and register for courses (when registration opens for your intake). The admission deposit is non-refundable.

Admission deposit amounts for Undergraduate (Bachelor) students are listed at the following link: [Admission Deposit Webpage](#)

Alternate Payment Methods

- If you cannot make an online credit card payment using Visa, MasterCard, Visa Debit or MasterCard Debit, select "Alternate Payment Method" and follow-up with the Service Centre at service.centre@smu.ca with your payment.
- Alternate payment methods can include wire transfers, cheque/money order, online banking, or a credit on your student account.
- Ensure your full name, student ID (A#) and program are included on your alternate payment method.

Deferrals

- Students who have deferred a previous application and had already paid the Admission Deposit should select "Alternate Payment Method" to allow their accounts to be updated accordingly.
- Do NOT pay the admission deposit a second time.

Please select either the Accept or Decline button below. You will then be asked to confirm your decision. If you do not wish to make a decision at the time, please select the "Back to Application" button and return to this page when you are ready to decide.

[I Accept Admission](#)

[I Decline Admission](#)

REGISTER FOR COURSE(S)

- Once you have been fully accepted, you will be able to register in your course(s) under **Registration** on Self Service Banner. For Visiting Students that provided **a Letter of Permission**, an override will automatically be added to the system to allow the student to register if that course has any prerequisites.

- Log in to **Self Service Banner** to register, click on **Student** tab.
- Select **Registration**, click **Add or Drop Classes**.