



Portfolio Certificate Program

APPLICATION FOR ADMISSION

35 George Street, Ottawa, Ontario, K1N 8W5, 613 241-7471, info@artottawa.ca, artottawa.ca

The Portfolio Certificate Program

First Name & Initials

Last Name

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I am applying for admission on a full time basis commencing in the _____ term of 20____.
I am applying for admission on a part-time basis commencing in the _____ term of 20____.

[] Portfolio Certificate Program (30 credits)

Personal Information:

Male Female Birth Date: ____/____/____(year/month/day)

Citizenship:

Canadian or Permanent Resident Other: _____

SIN# ____-____-____ Permanent Resident Card# ____-____-____

Required Documentation for Admission:

- Copy of photo ID** (e.g., Driver's License or passport) and **2 passport photos**
- Portfolio** – Please refer to the Application Guidelines of the program you are entering
- A signed essay** (one page) explaining why you wish to attend the Ottawa School of Art
- International Student:** In addition to the documents listed above, international students must also provide the following:
 - _ Student Visa – photocopy _ Student Visa #: _____ Expires: _____
 - _ Passport – copy of photo page
 - _ Admission Test Results (including proof of English Competency – TOEFL or equivalent)
- High School Graduates:** original of OSSD transcripts or equivalent (see note on back of page)
- Mature Students:** must be nineteen years of age

Permanent Residence	Ottawa Residence
tel: _____	tel: _____
e-mail: _____	e-mail: _____

My educational record is as follows (most recent achievements first, attach list if necessary):

Name & Address of School	Dates of Attendance From To	Degree/Diploma Year Obtained

AGREEMENT:

I have truthfully answered the questions in this Admission Application Form. I understand that a review of my portfolio will take place and that if I have submitted the portfolio with my application, I certify that the work therein was created by me. I have paid the \$50.00 Application Fee (Receipt # _____) and have received and understand the contents of the Information Package. I also understand that payment in full, or arrangements for payment, must be made at the time of registration. I agree that, if accepted, I will abide by the rules and regulations of the Ottawa School of Art.

Notes Regarding Transcripts:

All applicants must arrange to have official transcripts sent by their high school (or other institution) to OSA no later than the start of the fall term. No marks will be issued until the official transcript is on file. **Applicants requesting advanced standing**, official transcripts must be on file.

Student Signature: _____ **Date:** _____

This area for office use only

Approved for Admission: Yes

[] Portfolio Certificate Program (30 credits) Full time Part-time

Comments:

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Diploma Program Coordinator Signature: _____ **Date:** _____

REVISED MAY 2012