

## Know Before You Apply

This Domestic Application is for use by Canadian citizens, permanent residents or refugees. If you are an international student who will be attending on a student visa, visit the International Education website ([rrc.ca/international](http://rrc.ca/international)).

### TO COMPLETE YOUR APPLICATION, YOU ARE REQUIRED TO SUBMIT:

1. This application form.
2. A non-refundable/non-transferable application fee (visit [rrc.ca/fees](http://rrc.ca/fees) to confirm the fee amount).
3. Admission requirement documentation.

## Academic Plans

### ACADEMIC PROGRAM

Academic program of choice: \_\_\_\_\_

Campus: \_\_\_\_\_

Preferred start date: \_\_\_\_\_

### OTHER QUESTIONS

#### Are you applying for readmission?

You are applying for readmission if you are requesting re-entry to a program you were previously admitted to and attended.

Yes  No

If **Yes**, readmission term: \_\_\_\_\_

Second-year major (if applicable): \_\_\_\_\_

#### Are you applying as an Undeclared Student?

You are considered an undeclared student if you are taking courses for professional development or general interest and **not** seeking a credential of certificate, diploma, degree, etc.

Yes  No

If **Yes**: have you obtained permission from the Chair of the program?

Yes  No

For which course(s) are you requesting registration? There is a maximum of two courses per term. After successfully completing four courses you must apply and be admitted to a program before registering for additional courses.

Course 1: \_\_\_\_\_

Course 2: \_\_\_\_\_

### BEFORE APPLYING, ENSURE YOU CAN MEET YOUR PROGRAM'S ADMISSION REQUIREMENTS

Applicants must meet all College and program admission requirements. To find and review your program's admission requirements:

1. Visit RRC Polytech's Catalogue ([rrc.ca/catalogue](http://rrc.ca/catalogue)).
2. Search for and click on your program of interest.
3. Click on the Admission Requirements tab.

### FORM LANGUAGE

This application form must be completed in English or French only.

#### Do you have prior learning from education, work or life learning?

- I have completed course(s) or a certificate/diploma/degree from another college or university that may be eligible for Transfer Credit.
- I have relevant learning from work, life experience, professional training and/or personal study that may be eligible for Recognition of Prior Learning (RPL).

## Contact Information

### CHOSEN NAME

If you have a preferred first name other than your legal first name you'd like to use instead, please indicate below.

First name: \_\_\_\_\_

### LEGAL NAME

Your legal name will appear on your transcript, parchment and T2202 as indicated here.

Legal first name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

### NAME CHANGES

If the name listed on the official transcripts you plan to submit to RRC Polytech does not match your current name, or if you have legally changed your name since you last attended the College, you will be required to provide proof of name change within 15 days of applying ([rrc.ca/supports/student-records](http://rrc.ca/supports/student-records)).

Previous first name (if applicable): \_\_\_\_\_

Previous last name (if applicable): \_\_\_\_\_

## EMAIL

RRC Polytech sends all communication via email only.

Email address: \_\_\_\_\_

## PHONE NUMBER

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

## MAILING ADDRESS

Street address (line 1): \_\_\_\_\_

Street address (line 2): \_\_\_\_\_

City: \_\_\_\_\_

Province/state: \_\_\_\_\_ Postal/ZIP code: \_\_\_\_\_

## EMERGENCY CONTACT

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Phone: \_\_\_\_\_

# Personal Information

## GENERAL INFORMATION

Birth date (mm/dd/yyyy): \_\_\_\_\_

### Gender identity

Gender identity refers to how a person feels and identifies in regards to their gender.

- Female
- Male
- Another, not listed

### Social Insurance Number (SIN)

The Income Tax Act requires RRC Polytech to collect your Social Insurance Number for purposes of producing your T2202 Tuition and Enrolment Certificate.

### How would you describe your education/employment status in the last 12 months?

- Attended college
- Attended high school
- Attended other education
- Attended university
- Employed
- Not employed
- Other

## VOLUNTARY DIVERSITY SELF-IDENTIFICATION

At RRC Polytech we are committed to fostering an inclusive environment, where all students feel valued, respected and supported.

You are encouraged to identify your status in relation with these five equity-deserving groups. Your declaration as a member of an equity-deserving group is voluntary and will remain confidential.

Learn more about equity-deserving groups ([rrc.ca/self-identification](http://rrc.ca/self-identification))

### Equity-deserving groups (check all that apply):

- Woman
- Indigenous Person
- Person with Disabilities
- Racialized Person
- Person of the 2SLGBTQIA+ Community
- I choose not to declare

### Indigenous Ancestry

An Indigenous Person is recognized as 'one of the Aboriginal peoples of Canada' within the meaning of section 35 of the Constitution Act, 1982, which further states that the 'Aboriginal peoples of Canada' includes the Indian, Inuit and Métis peoples of Canada.

- First Nation Status
- First Nation Non-Status
- Métis
- Inuit

## CANADIAN STATUS

### What is your citizenship status in Canada?

- Canadian Citizen
- Permanent Resident (Landed Immigrant)
- Refugee

Citizenship country if applicable: \_\_\_\_\_

Date of entry to Canada, if applicable (mm/dd/yyyy): \_\_\_\_\_

Country of origin, if applicable: \_\_\_\_\_

## LANGUAGE

### Your first language

Your first language is the language you first learned in childhood.

- English
- French
- Other

### Your primary language

Your primary language is the language you know best and are most comfortable with and primarily use for reading, writing, listening and speaking.

- English
- French
- Other

# Educational Background

## YOUR EDUCATION

You must have completed or be enrolled in the high school and/or post-secondary courses required for program admission. For most programs you may apply while enrolled in the required high school and/or post-secondary courses if you are able to submit both:

- An interim transcript confirming enrolment in the required courses within 15 days of applying, and
- A final transcript by July 15 or the deadline specified in your admission letter.

However, some programs require successful completion of the required courses and submission of a final transcript within 15 days of applying. See your program's admission requirements for details ([rrc.ca/catalogue](http://rrc.ca/catalogue)).

### Have you successfully completed three years of high school (secondary) education in Canada?

- Yes (proceed to high school attended section)
- Non-Graduate – completed all education in Canada but did not graduate high school (proceed to High School Attended section)
- No (answer the questions below)

If **No**, have you successfully completed three years of high school (secondary) education in the United States, or an ELR-exempt country?

View the list of exempt countries ([rrc.ca/elr](http://rrc.ca/elr)).

- Yes  No

If **Yes**, indicate USA or the name of the ELR-exempt country where you completed your three years of high school education in English:

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If **No**, indicate how you will meet English language requirements:

Understand the English language requirements options ([rrc.ca/elr](http://rrc.ca/elr)).

- Completion of Grades 10 and 11, and enrolment in Grade 12
- Manitoba High School
- Post-Secondary
- English Language Assessment

### Important English language requirement exceptions:

The English language requirement options Manitoba High School and Post-Secondary are not available for some RRC Polytech programs. For these programs, you must meet English language requirements by completing an approved English language assessment as listed in your program's admission requirements ([rrc.ca/catalogue](http://rrc.ca/catalogue)).

## HIGH SCHOOL ATTENDED

I am/was home schooled:  Yes  No

High school name: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Country: \_\_\_\_\_

Attended from (month/year): \_\_\_\_\_

Attended to (month/year): \_\_\_\_\_

### Graduated?

- Yes  No  Still Attending

### Manitoba Education and Training (MET) Number

\_\_\_\_\_

## COLLEGE/UNIVERSITY ATTENDED

Institution name: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Country: \_\_\_\_\_

Academic level: \_\_\_\_\_

Area of study: \_\_\_\_\_

Graduation date: \_\_\_\_\_

Attended to - year (if non-graduate): \_\_\_\_\_

## Submission of Required Documentation Within 15 Days

Failure to submit required documentation within the required timelines will result in your application being cancelled without a refund of the non-refundable/non-transferable application fee.

All supporting documentation must be in English or French, or have certified English translations attached. The documents must be legible.

### UPON RECEIPT OF YOUR APPLICATION, YOU WILL BE SENT AN EMAIL WITH DETAILED INFORMATION AND INSTRUCTIONS TO SUBMIT:

- Complete Academic History: We require transcripts verifying your complete academic history including any public or private high school, college, university, or technical institute you have attended.
- Proof of Completion of Various Other Program Admission Requirements (if applicable)
- English Language Requirements (if applicable)
- Permanent Resident Card (if applicable)
- Proof of Name Change (if applicable)

# Applicant Declaration

Please affirm the following before you submit your application.

## TERMS AND CONDITIONS: PROGRAM REQUIREMENTS AND ADMISSIONS

### I have read, understood and agree to the following declaration:

- I have read and understood the program admission requirements and application instructions.
- I am prepared to submit required documentation within the prescribed timelines.
- I understand my application will be cancelled if I fail to submit required documentation or fail to respond to College communications within the deadlines specified.
- I understand that my application form, transcripts, and other documentation submitted become the property of RRC Polytech.
- I understand Admissions will be sending out communications via email only. Applications can be delayed or cancelled for failure to respond to admissions emails.
- I understand that misrepresentation, falsification of documents, or the withholding of requested information with respect to my application may result in cancellation of my application, acceptance, and registration, or dismissal from the College.
- I accept that any information on falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada.
- I understand that the start date I am applying to may change, and that the College cannot guarantee admittance into a specific start date.
- I understand that payment of the non-refundable/non-transferable application fee does not guarantee admittance into the College or my requested start date.
- I will provide true and complete statements with respect to my application.
- I understand if I have previously been informed my RRC Polytech that I have an outstanding account or am on suspension, etc., I must meet the requirements previously outlined before I apply. I understand if I apply before meeting the requirements, my paid application fee will not be refunded and may be applied to any outstanding fees.
- Once offered admittance, I will pay the non-refundable/non-transferable deposit fee by the deadline indicated in my admittance offer letter. I understand failure to do so will result in the cancellation of my application and admittance offer. I understand that payment of the deposit confirms my attendance in the program and I will be responsible for the payment of fees.
- If admitted, I agree to comply with the regulations of RRC Polytech and the conditions of the program.

Yes  No

## TERMS AND CONDITIONS: ACADEMIC RECORDS AND REQUIREMENTS

### I have read, understood and agree to the following declaration:

- I authorize my high school/college/university to release my academic record(s) for admission purposes.
- I am prepared to meet the physical and environmental conditions of the program.
- If enrolled in a joint program, I authorize RRC Polytech to share my academic record with partner institutions.
- I understand the College must follow the Freedom of Information Protection and Privacy Act (FIPPA) regarding applicant and student files.

Yes  No

## TERMS AND CONDITIONS: PERSONAL AND CONTACT INFORMATION

### I have read, understood and agree to the following declaration:

- I understand it is my responsibility to notify the College of changes to my personal information including my name, address, phone number, and email address. Therefore, I understand College communication returned as undeliverable will result in my application being cancelled.
- I consent to the College using my contact information to maintain contact after graduation.
- If admitted, I authorize and consent to the use, release and exchange of my personal information to various organizations and businesses for the purpose of providing services or programs in accordance with the Freedom of Information and Protection of Privacy Act where such information is used solely in connection with the administration of such services or programs. Organizations and businesses may include, but are not limited to, Gallivan & Associates (RRCSA Health and Dental plan broker), the Student Health and Dental insurance carrier and Winnipeg Transit.

Yes  No

## SIGNATURE

Your signature is your confirmation that the application you have filled out is your own work and the information is factually true.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Application Submission

Submit this form, the application fee and your required documentation by one of the following methods:

**Email:**

documents@rrc.ca

**In person or by mail:**

Please visit [rrc.ca/campuses](https://rrc.ca/campuses) for your closest location.

**I have included my application fee payment in the form of:**

- Cheque or money order made payable to Red River College Polytechnic.
- Interac E-Transfer: Transfer funds via email to [studentservices@rrc.ca](mailto:studentservices@rrc.ca). You must include the full name of the student or applicant, their date of birth (mm/dd/yy) and payment type (e.g., application fee payment or tuition payment) in the email message field prior to sending.

If mailing, please do not send cash.

## Declaration of Waiver

The information in this application is accurate as of July 2023. RRC Polytech does its best to update application and program information regularly so applicants are not inconvenienced. However, on occasion, changes do occur. RRC Polytech reserves the right to modify or cancel any program, process, or procedure without notice or prejudice. Fees may change without notice. Please visit our website at [rrc.ca](https://rrc.ca) for complete and up-to-date program information.

## RRC Polytech Student Service Centres

**Notre Dame Campus**

D101-2055 Notre Dame Ave., Winnipeg, MB R3H 0J9  
P: 204.632.2327 | F: 204.697.0584

**Exchange District Campus**

P104-160 Princess St., Winnipeg, MB R3B 1K9  
P: 204.632.2327 | F: 204.949.9105

**Regional Campuses**

For Regional Campus contact info, please visit [rrc.ca/campuses](https://rrc.ca/campuses)