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Please read the following instructions carefully before you complete the application form.

COMPLETING THE WEB APPLICATION FORM

Once you have downloaded the form, please **complete all entries on the application form by typing or by writing the information clearly (use a pen)**. Answer every question. Enter N.A. for questions not applicable to you. Where a choice is given, check one box only. **International applicants who are applying from outside Canada should apply at least six (6) months in advance. Please refer to the information "Additional Requirements for International Applicants."** You may visit the UNB International Student's website for additional information on student life, money matters, academic programs, etc. (<http://www.unb.ca/prospective/international/international.html>).

This is a self-administered application package. You must assemble all relevant documentation and forward the completed package to the School of Graduate Studies at the address shown at the bottom of this page. **Please Note: An incomplete package will not be processed. In order to ensure your application is complete, please refer to the enclosed "Additional Required Documentation for Graduate Programs".** As well, complete the check list on the application form to ensure that you have enclosed all necessary material. **Please submit a self-addressed envelope instead of a reply card, in order that an acknowledgement can be forwarded to you once we receive the application package.**

SURNAME/FAMILY NAME/GIVEN NAME: This must be your full LEGAL name. Do not use nicknames.

POST SECONDARY INSTITUTIONS ATTENDED- Complete one line for each post secondary institution you have attended. Start with the program in which you are currently enrolled or the most recently completed one. Include all academic programs whether they were completed or not.

Submit **two official** copies of your academic transcript from each previous undergraduate and graduate program begun and/or completed. Submit your transcript request, to each of the institutions you have attended and/or are now attending. **These transcripts must be returned to you sealed in an envelope. Do not open the transcript envelopes. Submit them with your completed package. If the institution does not wish to return the transcripts directly to you, request that they be mailed directly to the School of Graduate Studies at the address shown below.**

- Uncertified copies of transcripts will not be accepted.
- Transcripts in languages other than English or French must be accompanied by a certified literal translation.
- All transcripts submitted with an application become the property of the School of Graduate Studies and cannot be returned to the applicant.
- If you are a UNB graduate, transcripts from undergraduate and graduate programs are still required. Please submit a request through the UNB transcript office (506) 453-4864 or regstrar@unb.ca. UNB students or former UNB students are not charged for the UNB transcripts submitted to the School of Graduate Studies.

REFEREES - On the application form, you are required to submit names, positions and addresses of the 3 referees who will fill out recommendation forms for you. Submit the reference forms to individuals who are well acquainted with your education and abilities. **These must be returned to you by the 3 referees sealed in envelopes and signed across the back flap. Submit them with your completed application package (Do Not Open).** **Please Note: We reserve the right to verify the authenticity of all references submitted.**

APPLICATION FEE - The application fee is \$50 (Canadian) and can be paid as follows:

1) **VISA OR MASTER CARD.** To pay by credit card, please contact the Graduate Administrator at UNB Financial Services (506) 458-7175, fax: (506) 453-4572, or by e-mail: gradfees@unb.ca

2) **CHEQUE** made payable to the University of New Brunswick. **Send cheque directly to the School of Graduate Studies at the address shown below.** Please note: the cheque must be able to clear through one of the 5 major Canadian banks (Bank of Montreal, Bank of Nova Scotia, Canadian Imperial Bank of Commerce, Royal Bank, T-D Canada Trust.) **Because of high overhead, we cannot accept cheques or bank drafts from international banks such as Bank of China, Bank of India, Bank of Iran, or Habib Bank.**

3) **MONEY ORDER** payable to UNB drawn from any 5 major Canadian banks: Bank of Montreal, Bank of Nova Scotia, Canadian Imperial Bank of Commerce, Royal Bank, T-D Canada Trust. **Please send money order directly to the School of Graduate Studies at the address shown below.**

4) **A friend or relative who lives in Canada or the USA may pay the fee on your behalf** by credit card, cheque or money order (refer to above instructions).

5) **TRANSFER OF FUNDS BY WIRE from a Bank via a Telegraphic Transfer (wire) to the Bank of Montreal, Fredericton Main Office, 505 King Street, Fredericton, N.B., Canada E3B 1E7.** The wire must state: "Direct funds to the University of New Brunswick, P.O. Box 4400, Fredericton, N.B., Canada E3B 5A3. **UNB's Account No. is 0123-0000051.** **Type of funds - i.e. Canadian or U.S. Dollars.** Details of payment (instructions) should say: **Application fee payment for Graduate Studies**

Please forward your completed application to:

For information, you may contact us at:

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