

# Admission Regulations

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## Section 13

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T.B.A.

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### Location

*Sir George Williams Campus*  
Faubourg Tower, Room: FB 900  
514-848-2424, ext. 2668  
Fax: 514-848-2621  
Web: [concordia.ca/offices/registrar](http://concordia.ca/offices/registrar)  
University Website: [concordia.ca](http://concordia.ca)

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## 13.1 ADMISSION TO CONCORDIA UNIVERSITY

The University gives fair consideration to all applicants and informs them of its decisions and the basis for such decisions within a reasonable period of time. Concordia has a long tradition of service to adult and part-time students. Basic information on admission requirements and procedures is included in this Calendar. More detailed information can be found in the Undergraduate Program Guide and at the Concordia website.

In keeping with general principles accepted by Quebec universities, admission to Concordia University is open to qualified applicants in the program of their choice. In programs with limited enrolments, not all qualified applicants can be accepted. In such cases, the University accepts those with the strongest qualifications and demonstrable potential. Qualified applicants not admitted to their preferred program are automatically considered for their second-choice program.

Applicants should submit an application through the Concordia website: [concordia.ca](http://concordia.ca).

There is a single processing centre to which all admission-related documents should be mailed:

Concordia University  
Admissions Application Centre  
P.O. Box 2900  
Montreal, Quebec  
H3G 2S2

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## 13.2 DEFINITIONS

### The Academic Year

The academic year begins with a summer session (May to August) followed by a regular session (September to April). The summer session includes all courses offered between the beginning of May and the end of August. The regular session is divided into a fall term (September to December) and a winter term (January to April), each 15 weeks long. Terms include an examination period, during which any final examination must be held. The Academic Calendar §11 lists precise dates for the beginning and end of classes and examination periods.

### Exemption

A student may be exempted from a Concordia course based on previous study or a challenge exam. An exemption from a course has no credit value towards a degree or certificate. Exemptions from required courses may be granted in cases where students

have already covered the work at any institution with an appropriate level of performance. Any such courses may be replaced with courses chosen in consultation with their advisors. Students who complete a course for which an exemption has been granted will not be permitted to retain the credits unless they have been granted prior approval from the Faculty and/or departmental advisor.

### **Sequence of Courses**

- **Prerequisite**  
Course A is a prerequisite of Course B when “A” must be taken and successfully completed before taking “B.” Students may be deregistered from a course until its prerequisite course(s) has been successfully completed.
- **Co-requisite**  
Course A is a co-requisite of Course B when “A” must be taken in the same academic term as “B,” unless it has already been successfully completed. Students may be deregistered from Course B if they are not concurrently registered in the co-requisite Course A.

### **Residence Requirement**

This refers to the minimum number of credits which must be taken at Concordia University to obtain a degree or certificate awarded by the University.

### **Transfer Credits**

Transfer credits are credits for courses taken at another institution (or in another Concordia program) which may be transferred towards a Concordia degree or certificate. Concordia courses transferred from an incomplete degree or certificate program or from independent studies will have the credits transferred as well as the corresponding grade provided a grade of C- or better has been achieved. Concordia courses transferred from a completed degree or certificate will have the credits transferred but will not include the corresponding grades. Courses from another institution with a grade of C- or better (or equivalent) may have the credits transferred, if deemed appropriate, but will not include the corresponding grades. Students who repeat a course for which transfer credits have already been awarded will not be permitted to retain the credits unless they have been granted prior approval from the Faculty and/or departmental advisor.

### **Student Type**

- **Extended Credit Program Students**  
Students registered in an extended program, normally requiring 30 credits in addition to the regular requirements, designed for students entering from secondary institutions outside Quebec. (See relevant Faculty section.)
- **Independent Students**  
Students not seeking a degree or certificate.
- **Mature Students**  
Undergraduate students who do not meet regular academic admission requirements and have been admitted on the basis of their age, experience, and potential.
- **Undergraduate Students**  
Students registered in an undergraduate degree or certificate program, whether on a full-time or part-time basis. See §16.1.2 for a definition of full-time and part-time study.
- **Visiting Students**  
Undergraduate students from other universities who have written approval from their home university to take courses at Concordia University, or students currently registered in certain certificate programs sponsored by external associations (e.g. programs related to the John Molson School of Business).

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## **13.3 ADMISSION REQUIREMENTS**

### **13.3.1 Applicants from Quebec Institutions**

Quebec applicants must have successfully completed a two-year pre-university program in a Cegep and qualify for a Diploma of Collegial Studies (DEC) or the equivalent. Applicants who have completed a three-year professional program in a Cegep or have obtained a French or International Baccalaureate are also eligible for consideration.

Cegep records of applicants must include the successfully completed prerequisites of the Concordia degree program for which they are applying. These programs and admission requirements “profiles” are listed in:

- The programs and admission requirements listed under each Faculty section,
- The Undergraduate Program Guide,
- The Concordia website.

Students admitted to a particular program at the University and who subsequently wish to change to another program may have to complete specific prerequisites in addition to their regular program requirements.

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### **13.3.2 Applicants from Other Canadian Provinces**

When applying to a Faculty program, graduates of secondary schools in Canadian provinces and territories other than Quebec are considered for admission to the Extended Credit Program (ECP) at Concordia. The ECP requires completion of 30 credits in addition to the regular requirements. The duration of a degree program is normally four years. The BEng, BA (Early Childhood and Elementary Education), BEd (TESL), BSc in Athletic Therapy, and BFA (Specialization in Art Education) will generally require five years of full-time study to complete.

To be considered for admission, students must have successfully completed prerequisites of the Concordia degree program for which they are applying. The specific admission requirements are listed in the Undergraduate Program Guide and on the Concordia website.

Students admitted to a particular program at the University and who subsequently wish to change to another program may have to complete specific prerequisites in addition to their regular program requirements.

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### 13.3.3 Transfers from Other Universities

Each transfer application is considered on its merits. The number of transfer credits granted depends on the character, quality, and quantity of the work completed at the accredited institution. In allowing transfer credits, some special conditions apply:

1. Students will not be given credit for courses taken in another university during the same academic term in which they have registered for courses at Concordia University, unless special permission has been obtained in advance from this University.
2. To earn an undergraduate degree, students must take a minimum of 45 credits at Concordia University. These should be the **last** 45 credits. The BEng, BA (Early Childhood and Elementary Education), BEd (TESL), BSc in Athletic Therapy, and BFA (Specialization in Art Education) require 60 credits at Concordia.
3. Students transferring to Concordia after having failed to achieve a satisfactory record at any university must take a minimum of 60 additional credits at Concordia.
4. At least 50 per cent of the degree credits for honours, specializations, majors, options, or minors must be taken at Concordia. Individual Faculties determine the precise proportion.
5. Students who already have an undergraduate degree may undertake a second undergraduate degree, subject to the conditions below. (Before registering, such students should consider whether their purpose might be better served by taking a graduate degree, diploma, or certificate program.) To obtain a second undergraduate degree, students must:
  - a) register in a program with a higher concentration than a minor, and
  - b) complete at least two-thirds of the credits normally required for the second degree in courses other than those credited to the first degree — for example, a minimum of 60 credits must be completed when the normal requirement is 90 credits, and
  - c) complete at least 36 credits in the new field of concentration.

Further detailed information is available in §16.1.6 and §16.2.2 of this Calendar.

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### 13.3.4 Transfers from Other Post-Secondary Institutions

Each transfer application is considered on its merits. Credits from junior colleges, community colleges, or colleges of applied arts and technology outside Quebec will, in general, be given the same recognition towards undergraduate programs as they receive in their respective provinces.

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### 13.3.5 Transfer Credits and Exemptions

Transfer credits are credits for courses taken at another institution (or in another Concordia program) which may be transferred towards a Concordia degree or certificate. The respective Faculty assesses all requests for transfer credits. Concordia courses transferred from an incomplete degree or certificate program or from independent studies will have the credits transferred as well as the corresponding grade provided a grade of C- or better has been achieved. Concordia courses transferred from a completed degree or certificate will have the credits transferred but will not include the corresponding grades. Courses from another institution with a grade of C- or better (or equivalent) may have the credits transferred, if deemed appropriate, but will not include the corresponding grades.

An exemption from a course has no credit value towards a degree or certificate. Exemptions from required courses may be granted in cases where students have already covered the work at any institution, with an appropriate level of performance. Any such courses may be replaced with courses chosen in consultation with their advisors. Students cannot retain credits for a repeated course or a course in which any exemption has been granted, unless they have been granted prior approval from the Faculty and/or departmental advisor.

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### 13.3.6 Applicants from Outside Canada

In general, candidates who have completed the level of education required for admission to university in their home country and have achieved good grades are eligible to apply for admission. Further information regarding international admission requirements is available in §19.

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### 13.3.7 Former Concordia Students

Former Concordia students who have been absent from Concordia may be required to submit a new application for admission. Students are advised to contact the Office of the Registrar for information on the correct procedure. Students may have to resubmit proof of legal status in Canada and Quebec resident status after an absence of more than 12 months (see §13.7 for required documents). Normally,

- Students who, during their absence from Concordia, attended another institution and attempted **at least** 12 credits, must submit a new application and make arrangements to have an official transcript sent to the Admissions Application Centre. Transfer credits will be assessed as part of the admissions process. If **fewer than** 12 credits have been attempted or if

attendance at another institution was based exclusively on a letter of prior approval from the Faculty Student Request Committee, a new application would normally not be required. Students may, however, be eligible for transfer credits for the work completed during their absence.

- Students who **officially** withdrew from Concordia University and who wish to return to study must submit a new application. If they have attended another institution during their absence, they must also make arrangements to have an official transcript sent to the Office of the Registrar. Transfer credits will be assessed as part of the admissions process.
- Students in the Faculty of Arts and Science who have been absent from their program for nine consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.
- Students in the John Molson School of Business who have been absent from their program for six consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.
- Students in the Gina Cody School of Engineering and Computer Science who have been absent from their program for six consecutive terms or more will be withdrawn from their program and must submit a new application for admission through the Concordia website.
- Students in the Faculty of Fine Arts who have been absent from their program for nine consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.

The respective Faculty assesses all requests for transfer credits. Further detailed information is available in §13.3.3, §16.1.6 and §16.2.2 of this Calendar.

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## 13.4 LANGUAGE PROFICIENCY

While the language of instruction at Concordia is English, most assignments and examinations may be submitted in French.

Students whose first language is not English must demonstrate language proficiency prior to their admission to Concordia.

They will ordinarily be exempt from pre-admission English tests if they have completed any of the following criteria:

- The last four years of high school studies in Quebec and the DES (Secondary V);
- Both Secondary V and the Diploma of Collegial Studies (DEC) in Quebec;
- The Diploma of Collegial Studies (DEC) at an English Cegep in Quebec;
- A minimum of three full years of study in an institution where the sole language of instruction is English;
- Four full years of study in Canada in French at the secondary-school level immediately prior to graduating;
- The course Group 1 English (Language A: Literature, Language A: Language & Literature, or Literature & Performance) (Higher or Standard level) in the International Baccalaureate (IB);
- The American or British Option internationale du baccalauréat (OIB) of the French Baccalauréat;
- IGCSE English Language, English as a Second Language or First Language English with a grade of “C” or better;
- The Advanced 2 level of the Intensive English Language Program (IELP) at Concordia University’s Continuing Education Language Institute (CELI) with a final grade of 70% or higher.

If none of these criteria fits, a student whose first language is other than English must write a pre-admission English test. Proof of proficiency in English must be provided by achieving the appropriate score on one of the following:

- Test of English as a Foreign Language (TOEFL);
- University of Michigan English Language Assessment Battery (MELAB);
- International English Language Testing System (IELTS);
- Canadian Academic English Language Assessment (CAEL);
- Cambridge Certificate of Proficiency in English (CPE) and Certificate in Advanced English (CAE).

For information on the minimum scores required please consult the Undergraduate Program Guide or the Concordia website.

Test results must be reported directly to the Admissions Application Centre by the test centre. Results more than two years old will not be accepted as proof of language proficiency. **In all cases, the University reserves the right to require a proficiency test if it is deemed necessary.**

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## 13.5 APPLYING FOR ADMISSION

Students should submit an application through the Concordia website at concordia.ca. Students are encouraged to apply for admission as early as possible to allow sufficient time for the evaluation of their application. This is especially true for applicants from outside Canada. Supporting documents must be submitted at the time of application or as soon afterwards as they become available.

Applicants must state their full academic history on their application for admission or risk cancellation of their admission or registration. No transfer credit will be awarded retroactively for former studies not reported in the application.

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### 13.5.1 Application Fee

There is a \$100 (Canadian) application fee required with every application, payable to Concordia University by certified cheque, money order, MasterCard, Visa, American Express or debit card (Interac). Applicants from outside Canada may pay this fee by international money order or draft drawn on a Canadian bank in Canadian funds.

This application fee is not refundable under any circumstances, nor can it be used towards tuition. It is not transferable to a session other than that for which the student is applying.

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## 13.5.2 Deadlines

September is the normal point of entry to full-time and part-time studies. Entry in January is limited to certain programs. Students should refer to the admissions information within the relevant Faculty section, in the Undergraduate Program Guide, or on the Concordia website.

March 1 and November 1 are the application deadline dates normally set for the fall and winter terms respectively. However, candidates are encouraged to submit their applications well before the start of term to allow sufficient time for evaluation and notification. Candidates applying from outside of Canada should submit their applications by February 1 for September entry and September 1 for January entry.

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## 13.5.3 International Applicants

While the normal entry period for International students from outside Canada is September, Faculties may also consider them for January admission. The Faculty of Arts and Science, the John Molson School of Business, and the Gina Cody School of Engineering and Computer Science have implemented a rolling international admissions process whereby a student whose application becomes complete too late to be considered for a given session will automatically be considered for the next entry date. Please note that there is no rolling admission for Fine Arts.

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## 13.6 SPECIAL ADMISSIONS

### 13.6.1 Mature Students

Mature students are undergraduates who have not met the regular academic admission requirements (e.g. completion of a DEC or equivalent), but have been admitted on the basis of age, experience, and potential. Mature students may study full-time or part-time.

Information on Mature Entry is contained in §14.

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### 13.6.2 Visiting Students

Visiting students are undergraduate students from other universities who have written approval from their home university to take courses at Concordia University, or they are students currently registered in certain certificate programs sponsored by external associations. These students may apply for Visiting student status by contacting the Birks Student Service Centre. The granting of such status in no way guarantees a student a place in a course.

1. Students from other Quebec universities who wish to take courses at Concordia must complete a web-based Inter-University Exchange Authorization form at [crepuq.qc.ca](http://crepuq.qc.ca). Additional information is available in §16.1.6.
  2. Undergraduate students from other universities outside the province of Quebec who wish to take courses at Concordia must submit a letter of permission from the registrar of their home university and Canadian citizenship/permanent residency documents or *Quebec Acceptance Certificate (CAQ)* and *Study Permit*. Visiting students who are Canadians or permanent residents may be eligible to pay Quebec rates of tuition upon submission of proof of Quebec residency in accordance with government criteria (see §13.7).
  3. Students who wish to register in certificate programs sponsored by external associations must submit proof of membership in the association and citizenship documents. Visiting students who are Canadians or permanent residents may be eligible to pay Quebec rates of tuition upon submission of proof of Quebec residency in accordance with government criteria (see §13.7).
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### 13.6.3 Independent Students

Concordia University allows individuals to register as Independent students — students who can take individual courses but are not registered in a degree program — if they satisfy the admission requirements.

Canadian citizens and permanent residents can qualify for admission by providing proof of being over 21 years of age as of May 15 for the summer session, September 15 for the fall term or January 15 for the winter term OR providing proof of meeting the minimum academic requirements for entry to the University. International students must be academically eligible for University entrance.

Independent students may register for a maximum of 18 credits a year, equally divided between fall and winter terms; their Independent status in no way guarantees them a place in a given course. International Independent students are required to register for a minimum of 12 credits each fall and winter term according to Immigration Quebec rules.

Independent students are admitted through Enrolment Services and will subsequently receive academic advising through the respective Faculty. Students who wish to enter a degree or certificate must submit a formal application. Credits acquired as an Independent student may be applied towards the degree or certificate if applicable. In the case of the Faculty of Arts and Science and the Gina Cody School of Engineering and Computer Science, a maximum of 30 credits earned in the Independent status may be transferred towards a degree.

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## 13.6.4 Complementary University Credit Certificate Students

The University is no longer accepting students into the Complementary University Credit certificate programs. For more information, contact the Centre for Continuing Education in §21.

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## 13.6.5 Senior Students

Concordia University is committed to lifelong learning and community service. Seniors at Concordia either take credit courses in a program or as Independent students. They can also choose to audit courses on a non-credit basis through the Senior Audit program administered by the Office of the Registrar.

Students aged 55 and over who wish to attend undergraduate courses primarily in the Faculty of Arts and Science for personal interest rather than for credit, may register to audit courses. Though not required to write class assignments or final examinations, they participate in every other aspect of the courses. Senior Audit students pay significantly reduced fees. For more information, call Sylvia De Niverville at 514-848-2424, ext. 3893.

If seniors wish to pursue an undergraduate program or take courses as Independent students for credit, they may do so at the regular tuition fees. Some assistance through the William Schiff Scholarship is possible for those 55 or over. Applications and information may be obtained at the Financial Aid and Awards Office.

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## 13.7 REQUIRED DOCUMENTS

### Proof of Canadian Citizenship or Permanent Residency

All applicants must provide documentary proof of their status in Canada. Applicants who have been accepted by the University and who have not provided this proof of status will automatically be charged the higher International tuition fees. To provide proof of Canadian citizen/permanent resident status, applicants must submit a photocopy to the Admissions Application Centre of one of the following documents:

- Canadian Birth Certificate;
- Quebec Birth Certificate issued by the Quebec Directeur de l'état civil with the mention "Certified" or "certifié conforme";
- Canadian Citizenship Card (both sides);
- Canadian Citizenship Certificate;
- Permanent Resident Card (both sides) or IMM 5292 or IMM 5688;
- Certificate of Indian Status Card (both sides).

The following documents are **not** acceptable:

- Driver's Licence;
- Medicare Card;
- Social Insurance Number Card;
- Quebec Baptismal Certificate.

In case of a discrepancy in information provided, the University reserves the right to ask students to provide additional documentation to verify their legal name.

### Proof of Quebec Residency (Applicable to Canadian Citizens and Permanent Residents)

The University will endeavour to establish Quebec residency status for applicants from Quebec Cegeps by importing Quebec resident status data electronically from government files based on their "permanent code."

Other Canadian citizens and permanent residents must present proof of Quebec residency. Students who have not provided such evidence are automatically charged non-Quebec resident fees.

To prove Quebec residency, applicants must supply the Office of the Registrar with an original or a legible photocopy of one of the following documents:

- A "certified" birth certificate issued after January 1, 1994 by the Government of Quebec (regardless of place of birth), which does not contain the notation "*Émis en vertu de l'article 137 du Code Civil*";
- A current Canadian passport clearly indicating a place of birth in Quebec;
- A *Certificat de sélection du Québec* (CSQ) or an official letter from the Ministère des Communautés culturelles et de l'immigration du Québec attesting that the student is the holder of a CSQ;
- A loan certificate issued by l'Aide financière aux études du ministère de l'Éducation et de l'Enseignement supérieur for the current year.

In addition, the student may fit into one of a number of other approved government categories. Among the categories recognized by the Government are:

- A student adopted by a person with residency status in Quebec at the time of the adoption;
- A student, one of whose parents resides in Quebec;
- A student who has resided in Quebec for at least 12 months before becoming a full-time student;
- A student who came to Canada as a permanent resident without a *Certificat de sélection du Québec* (CSQ) but has resided in Quebec for at least three months without having lived elsewhere for more than three months since landing in Canada;
- A student whose spouse qualifies under these criteria as a Quebec resident.

Students who had Quebec resident status at Concordia in the past may have to renew their Quebec resident status after an absence of more than one year.

If, upon acceptance to a University program, proof of Quebec residency has not been established, students must apply for Quebec residency on the student portal at [myconcordia.ca](http://myconcordia.ca) and submit the required documentation by the deadline for the term in question. Details can be found at [concordia.ca/admissions/tuition-fees/quebec-residency](http://concordia.ca/admissions/tuition-fees/quebec-residency). Quebec resident status may not be granted retroactively.

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### 13.7.1 All Applicants

#### Academic Documents

Applicants must submit all secondary and post-secondary academic records. In order for their admission to be finalized, they must ensure that an **official** transcript is forwarded directly to the Admissions Application Centre by all of the institutions which they have attended.

With their application, students currently enrolled at an institution must include results from all previous terms together with a list of courses in progress. They must arrange for an **official** transcript with the results of the final semester to be forwarded as soon as possible once they have been admitted. All documents must be originals or appropriately certified copies. Uncertified copies are not acceptable; neither are records transmitted by fax. Transcripts in a language other than English or French must be accompanied by a certified translation. If the transcript does not detail the subjects and the grades, a certified statement of these from an authorized official of the institution should also be included.

The above procedure whereby institutions send official transcripts directly to Concordia University is the normal method for receipt of official transcripts. However, in order to accelerate the review of their file, students may submit official transcripts in **sealed envelopes** along with their application, subject to the following procedures: applicants are to request each previous educational institution to provide them with a copy of their official transcript, sealed in an envelope which bears the name and address of the school, the institutional logo (if applicable), a notice on the envelope stating that it contains official transcripts, and a signature/signature stamp/explanatory label placed across the seal of the envelope. **The sealed-envelope transcript method may be used only for transcripts issued by institutions in North America.**

*NOTE: All required documents received by Concordia University become the property of the University. Official documents and/or transcripts will not be returned to the applicant and will be destroyed after three years.*

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### 13.7.2 Permanent Code

The Ministère de l'Éducation et de l'Enseignement supérieur requires all registered students to have a "permanent code" (a unique identifying number) which is assigned by the Ministry. Students who already have a permanent code must enter it on their application form.

For students who have attended or are currently attending Cegep in Quebec, Concordia University will automatically obtain the required Cegep record electronically from CREPUQ (Conférence des recteurs et des principaux des universités du Québec) by using their permanent code.

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## 13.8 SELECTION PROCESS AND NOTIFICATION

### 13.8.1 Conditional Admission

Applicants seeking admission to undergraduate programs may be granted conditional admission on the basis of available academic records, including interim results for the current year. Final admission is contingent upon a student's successfully completing all the academic admission requirements and meeting all conditions as stated in the conditional offer of admission issued by the University.

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### 13.8.2 Confirmation Fee

Applicants who have been granted admission or conditional admission to full-time studies or to certain part-time programs are required to submit a \$100 (Canadian) confirmation deposit to confirm their intention to attend the University. This non-refundable confirmation deposit is applied towards tuition fees.

Applicants who receive a conditional offer of admission, but who are ultimately denied admission because they have not completed the minimum academic requirements for entrance, will receive a refund of their confirmation deposit upon request.

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### 13.8.3 Registration

Complete information regarding registration is available at [myconcordia.ca](http://myconcordia.ca).

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