



# Preparing your Application

Preparing your application is your first step toward continuing your education at any one of the Nunavut Arctic College's Learning Centres or Campuses.

There are a number of parts to an application.

1. The Application form (attached);
2. Official Post-Secondary Transcript
3. Official High School Transcript or Educational Assessment test;
4. Letter of Intent;
5. Three letters of reference;
6. Request for Accommodation form (should you need to attend school away from home).

Additional information is required for the following courses. (Please note: Nunavut Arctic College does not provide the forms and statements below):

- Early Childhood Education: Immunization Schedule, RCMP Security Form
- Interpreter Translator: I/T Language Test
- Nunavut Teacher Education: Immunization Schedule, RCMP Security Form, Résumé
- Management Studies: Interview may be required
- Jewellery & Metalwork: Interview may be required, Portfolio (optional)
- Environmental Technology: Résumé, Hand-written Letter of Intent
- Human Services: RCMP Security Form, Interview

## 1. Application Form (also at [www.arcticcollege.ca](http://www.arcticcollege.ca))

If you are applying for admission to Credit, Trades or Academic Studies programs, complete this form and follow all of the instructions. You must fill out all parts of this form, and attach the appropriate documents.

**PLEASE NOTE THAT ONLY COMPLETE APPLICATIONS WILL BE PROCESSED.**

## 2. Transcripts

Applicants with high school credits or post-secondary education must arrange with the school(s) at which they studied to have a copy of their transcript(s) mailed to Nunavut Arctic College. Transcripts should be sent to the same address as the application form.

Applicants who believe that their past post-secondary education or other experience may qualify them for credit toward Nunavut Arctic College courses may also submit an Application for Transfer Credits or Challenge Credits at this time. See Credit Transfer and Prior Learning for more information at [www.arcticcollege.ca](http://www.arcticcollege.ca).

## 3. Educational Assessment

Applicants who do not meet the academic program admission requirements will be required to write an educational assessment test. For more information, contact your nearest Community Learning Centre or Campus Registrar for more details.

## 4. Letter of Intent

Attach a one page explanation of why you are interested in the program you have chosen.

## 5. Three Letters of Reference

Applicants need three letters of reference to be submitted with their application. People such as an adult educator, school principal, teachers or former employers are all suitable references. Print out the Applicant Reference Form from [www.arcticcollege.ca](http://www.arcticcollege.ca) and have your references fill it in, or have them write a separate letter.

## 6. Application for Housing (see [www.arcticcollege.ca](http://www.arcticcollege.ca) for the application form)

If you are required to study outside of your home community, you can apply for housing. But apply early as housing is limited. Print out the housing application form and include it (and any required references) with your application. Only applicants who are accepted into a program will be considered.

## FINANCIAL ASSISTANCE

You are responsible for contacting the agency providing financial assistance. For more information on financial assistance, see Costs and Financial Services on the NAC website at [www.arcticcollege.ca](http://www.arcticcollege.ca), or call 1-800-661-0763. If you have already obtained sponsorship please attach proof of sponsorship, if available.

## SUBMITTING YOUR APPLICATION

Mail, fax, or drop off your completed application and supporting documents to the closest campus or Community Learning Centre offering the program or courses you wish to attend. If you have any questions, contact the Registrar at;

Office of the Registrar Nunatta Campus P.O. Box 600 Iqaluit, NU, X0A 0H0 Tel.: (867) 979-7222 Fax: (867) 979-7103 E-mail: <a href="mailto:nunatta@arcticcollege.ca">nunatta@arcticcollege.ca</a> Toll-Free Tel: 1-866-979-7222	Office of the Registrar Kitikmeot Campus P.O. Box 54 Cambridge Bay, NU, X0B 0C0 Tel.: (867) 983-4111 Fax: (867) 983-4106 Email: <a href="mailto:kitikmeot@arcticcollege.ca">kitikmeot@arcticcollege.ca</a>
Office of the Registrar Kivalliq Campus P.O. Bag 002 Rankin Inlet, NU, X0C 0G0 Tel.: (867) 645-4170 Fax: (867) 645-2516 E-mail: <a href="mailto:kivalliq@arcticcollege.ca">kivalliq@arcticcollege.ca</a>	Office of the Registrar Sanatuliqsarvik Trades Training Centre PO Box 876 Rankin Inlet, NU, X0C 0G0 Tel: (867) 645-4850 Fax: (867) 645-4871 Email: <a href="mailto:sheila.napayok@arcticcollege.ca">sheila.napayok@arcticcollege.ca</a>

### Acknowledgement of Receipt and Follow-Up

You will receive a letter to acknowledge that your application has been received. This letter will identify any additional information or documentation that may be required. You will be contacted if an interview is needed. Some programs require interviews. Others do not.

### Letter of Acceptance

Once the College has obtained all of the necessary documents and results of required assessments or interviews, you will be contacted to let you know that you have:

- been accepted, with information on how to proceed with registration; or
- not been accepted, but recommended for Nunavut Arctic College basic education or preparatory courses; or
- not been accepted, with an explanation.

### Registration for Courses

Registration in credit courses takes place in person after you have been accepted. Students accepted into programs will be given course registration instructions.

## FOR MORE INFORMATION

For more information on programs and courses available, or for more detailed explanation or additional copies of forms, visit the Students section of the Nunavut Arctic College website at [www.arcticcollege.ca](http://www.arcticcollege.ca).

If you require assistance with any part of your application, see your nearest college instructor, school principal or employment officer if you have any questions.

Apply early! The application process takes time, courses are offered only if interest is shown and student housing is filled up quickly.

For full College policies on application procedures, please see C.02 – Full-time Admissions – of the *Policy and Procedures Manual*, available at all Community Learning Centres and College libraries.



# Application Form

PLEASE PRINT. COMPLETE THIS FORM FULLY.  
PAGE 1 OF 2

**PROGRAM APPLYING FOR:** \_\_\_\_\_

What program are you applying for (as listed in the Program Information Section of the NAC website at [www.arcticcollege.ca](http://www.arcticcollege.ca))?

To which Campus or Community Learning Centre are you applying for admission?

Kitikmeot (Cambridge Bay)

Kivalliq (Rankin Inlet)

Nunatta (Iqaluit)

Trades (Rankin Inlet)

Community Learning Centre

Community: \_\_\_\_\_

Will you be  full time, or  part time?

## CURRENT STATUS/HISTORY WITH NUNAVUT ARCTIC COLLEGE

Are you  New to Nunavut Arctic College?  Returning to Nunavut Arctic College for further education?

If you are returning to Nunavut Arctic College, what is the most recent NAC program you have taken?

Program: \_\_\_\_\_ Community Location: \_\_\_\_\_

Date last registered into the program or course: \_\_\_\_\_

## Personal Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Previous Last Name: \_\_\_\_\_

Social Insurance No: \_\_\_\_\_ Birthdate: (YYYY / MM / DD)  Male  Female

## Permanent or Mailing Address

P.O. Box: \_\_\_\_\_ Apartment/Street: \_\_\_\_\_ Community: \_\_\_\_\_

Province/Territory.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Contact Information

Home: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Main Language Fluently Used

Inuktitut  Inuinnaqtun  French  English  Other (Please specify) \_\_\_\_\_

## Citizenship

Canadian Citizen  Permanent Resident  Country of Citizenship: \_\_\_\_\_

Are you a resident of Nunavut since birth?  Yes or since: (YYYY / MM / DD)

Ancestry:  Inuit  Other: (Please specify) \_\_\_\_\_

Do you have any medical conditions the College should be aware of?  Yes  No

If yes, please specify: \_\_\_\_\_

## CONTACT PERSON IN CASE OF EMERGENCIES

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_



# Application Form

PLEASE PRINT. COMPLETE THIS FORM FULLY.  
PAGE 2 OF 2

## EDUCATION

Elementary/High School

What is the highest grade level you completed? \_\_\_\_\_ Year? \_\_\_\_\_

Name of school: \_\_\_\_\_ Location of school: \_\_\_\_\_

## Post-secondary Education

Please list all academic institutions you have attended since leaving Elementary/High School.

Attach an additional sheet if necessary.

Academic Institutions Attended (List most recently attended first)	Location	Program	Certification: (record of achievement, diploma, certification, degree, etc.)		Year entered	Year left
			To be Completed	Completed		
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

## SPONSORSHIP

Do you plan to be self-sponsored?  Yes  No

**Please note: if you are not planning self-sponsorship, you are responsible for contacting an agency that provides financial assistance.**

If you have already obtained sponsorship, please attach proof of sponsorship to this application form, if available.

Check the appropriate sponsorship agency:

- Student Financial Assistance (Government of Nunavut)       Employer \_\_\_\_\_  
 Regional Inuit Association \_\_\_\_\_       Government of Nunavut staff training  
 Other \_\_\_\_\_

## SIGNATURE

I certify that the information above is correct and complete. I agree to comply with all rules, regulations and policies of Nunavut Arctic College.

I have made arrangements to have proof of education (transcripts) forwarded to the Registrar's Office.

Signature of applicant: \_\_\_\_\_

Application Date: (YYYY / MM / DD)

## REGISTRAR'S USE ONLY

Program No.: \_\_\_\_\_ Division: \_\_\_\_\_ Location Code: \_\_\_\_\_

Accepted? \_\_\_\_\_ Date Received: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_



**NUNAVUT  
ARCTIC  
COLLEGE**

# College Residence Request

- Please read carefully and complete all fields before submitting this request to the appropriate Campus.
- A college accommodation is allocated only to students who are accepted into programs.
- Accommodation is not allocated to anyone who has an outstanding account.

Last Name		First Name		Student I.D. #	
PO Box/ Street	Community		Province/Territory		Postal Code
Email		Phone # (Home / Cell #)		Phone # (Work)	

Which Program will you be attending?		Expected date of arrival (if known)		Estimated date of Departure	
What type of housing are you applying for?			What type of housing are you applying for?		
<input type="checkbox"/> <b>Single</b> <input type="checkbox"/> <b>Family</b> (not available in Rankin Inlet)			<input type="checkbox"/> <b>1 Bedroom</b> <input type="checkbox"/> <b>2 Bedroom</b> <input type="checkbox"/> <b>3 Bedroom</b>		

### Complete this Section for Family Housing only:

Name of Spouse: _____		
Name of Children	Date of Birth (YYYY/MM/DD)	Age

### Person to Notify in Case of Emergency

Last Name		First Name		Student I.D. #	
PO Box/ Street	Community		Province/Territory		Postal Code
Email			Phone Number/s		

### Declaration

<p>I, the undersigned, hereby apply for accommodation at Nunavut Arctic College. If admitted, I agree to abide by the rules of the Residences.</p> <p>I agree to pay a damage deposit to a total of \$375, which will be returned to me upon approved clearance from my unit. I also agree to pay rent regularly on the first day of each month.</p> <p>I agree to vacate my room or allotted accommodation within five (5) days to leaving a Program or for failing to follow the rules of the Residences.</p>	
Signature of Applicant	Date MM – DD – YYYY

**Nunatta Campus**  
PO Box 220  
Iqaluit, NU  
X0A 0H0  
1-867-979-7287

**Kitikmeot Campus**  
PO Box 54  
Cambridge Bay, NU  
X0B 0C0  
1-867-983-3333

**Kivalliq Campus**  
PO Box 990  
Rankin Inlet, NU  
X0C 0G0  
1-867-645-5508