



A Guide to Applying for Post-Secondary



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Calgary Board
of Education



Things to know when applying to Post-Secondary

Admissions:

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- Application Dates
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- Courses and Reporting
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Admissions

Why apply early in the application process?

You receive a student number allowing you to apply for residence.

You have an increased focus on your Post-Secondary plans and it's exciting.

You remove the pressure of meeting later deadlines since this step is done.

Many offer early admission or conditional acceptance based on early application.

If you aren't granted early admission you are rolled over to standard admission (you don't need to apply twice).

When can you start applying?

This can be different at every university. In Alberta, admission applications generally open in October. See school websites for dates.

When they end also differs by university. Take the time to check websites so you don't miss out.



How to Apply



Generally completed online

Visit Apply Alberta if you are applying to a school in Alberta [Apply Alberta](#)

This is a site post-secondary schools in Alberta use so that they can pull transcripts as needed (you give permission as part of completing your application). There is a detailed section in D2L on how to create an Apply Alberta account.**

Each province generally has their own portal - for example Ontario uses [ouac](#) and BC uses [education planner bc](#)

Self-reporting of grades is the norm (you fill in how you think you'll do in your courses this year). Some schools look at this and some only use transcripts/have their own portal where you do this

Make sure you complete a request through your My Pass account for your final transcript to be sent from Alberta Education to each **out-of-province university** you are applying to





Application Dates

U of C:	Oct 1 - March 1
U of A:	Oct 1 - March 1
U of L:	OPEN - June 30
SAIT:	Oct 2 - Ongoing Admissions **Please apply early as some programs fill in a first-come basis.
MRU:	Oct 1 - Feb 1 (Ongoing admissions)
BVC:	Oct 2 - Ongoing**Individual programs may close applications when capacity is reached
UVIC:	Sept – Jan 31
UBC:	Early October - Jan 15
Ontario:	Late September - dates vary.

Visit individual school websites for more info. [Ontario Universities Application Centre](#) use this link for Ontario applications

Fall Open House Dates

****Pre-registration encouraged**

U of C: October 25 [U of C Open House](#)

U of A: October 18 [U of Alberta Open House](#)

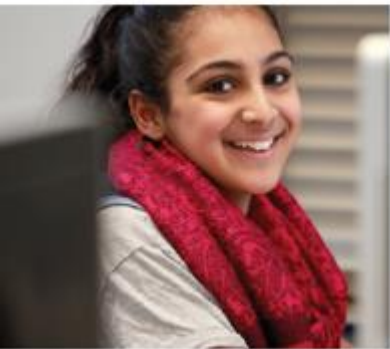
U of L: October 25 [U of Lethbridge Open House](#)

SAIT: October 17 & 18 [SAIT Open House](#)

Mount Royal: October 18 [MRU Open House](#)

Bow Valley: October 4 [BVC Open House](#)





What courses do Universities accept?

Again, each university and faculty can be different.

Generally, you must present four academic grade 12 subjects and 1 option/elective.

TIP: When you apply, please list all grade 11 and 12 courses if you are asked to self-report and schools will look at what you have and admit you with the courses that work and you have the best grades (or projected grades in).

There is a difference between universities in what they will accept.

Some faculties are more restrictive: E.g. Engineering Math 30-1, Math 31, Physics 30, Chemistry 30 and English 30-1

TIP: Go to [MyBlueprint.ca/cbe](https://myblueprint.ca/cbe) and log in with your CBE ID and password to search Canada wide admission requirements and schools that offer the programs you are interested in. You can "heart" and save your favorites to come back to later.

Post-Secondary schools will also list these on their sites. Here are a few direct links to get you started:

[SAIT](#) [U of C](#) [MRU](#) [BVC](#)
[U of A](#) [UBC](#) [U Vic](#) [U of Toronto](#)



Timelines for Applying for Fall 2026 Admission

September - October

Research alternatives: careers, programs, schools

Attend college/university presentations at school

Visit the websites of various Post-Secondary Institutions for information about programs, admission requirements, deadline dates

Investigate scholarships and student loans

Begin the application process by going online and creating an account and log-in username/password, most online applications go live in October

Check the admission section and the “How To Apply” and the “Application Process” on each institution’s website for details.

[Apply Alberta](#) - applying to post- secondary institutions in Alberta

[Education Planner BC](#) - British Columbia’s Post-secondary Application Service

[OUAC](#) - Ontario Universities’ Application Centre

[The Common Application](#) – Apply to over 500 universities & colleges in the United States

For others, go directly to the institution’s website

NOTE: The downside of applying too early or to too many schools is the application fee is non- refundable. However, if you wait too long, it may be too late to gain admission.



timelines continued...

November - January

Go online and complete the online applications for admission (or a paper one if applicable)

Check to see if reference letters, personal profiles, portfolios or supplemental applications are required

Attend Post-Secondary Information Sessions at the school and Open Houses

Continue to investigate scholarships & bursaries and apply well before the deadlines

If you are still undecided or your marks are not where they should be for admission purposes speak to your Guidance Counsellor about what you can do

This stage is determined by the deadline date of each institution.

February - June

Many institutions outside of Alberta will require an unofficial school transcript (**Detailed Academic Report available on My Pass) to be uploaded or after final marks from Sem 1 and/or first report card marks in Sem 2 become available – check your “to do” list for each institution.

Complete and upload any reference letters, personal profiles/statements, supplemental applications, portfolios that are required for admission

Conditional Admission offers are based on the marks they have to date (final and interim) and conditional upon your final marks being at or above the average required for that program/institution





Timelines continued...

TIP TIME : Did you know that if you are offered your second choice program and pay that deposit and a few weeks later are offered your first choice program at the same Post-Secondary, you can still accept that and the deposit will transfer to this program instead? Yay!



Final Admission is given once the institution has received your Official Transcripts in July with ALL of your Grade 12 marks and you are at or above the required final average in the 5 Grade 12 courses required for admission

If you are planning to attend an institution outside of Alberta order your Official Transcripts by the end of June online from [My Pass Alberta](#) (be sure to specify that finals marks are to be sent after June exams)

You may also need to order an Official Transcript for certain scholarships

After receiving acceptance (conditional), you may be asked to pay a deposit (which may be non-refundable and be applied to your tuition) in order to register in courses for your first year. The institution will notify you about the process for registering in courses.

Once you have made a final decision, notify your choice of your decision and pay the deposit to hold your spot and confirm your acceptance and notify the other schools that you applied to, that you will not be attending





My Pass

myPass is an Alberta Education self-service website for students to:

- ✓ Order high school transcripts in English and French
- ✓ View diploma exam marks
- ✓ Register to write or rewrite diploma exams with online payment
- ✓ View and print Detailed Academic Reports (DAR)
- ✓ View progress towards a credential (diploma or certificate)
- ✓ Order additional copies of an awarded credential in English or French
- ✓ Receive notifications for important messages

How do I see my diploma marks/print a transcript/get a letter of enrollment/find out whether you graduate?

What if I need to order a transcript for an out of province school?

[My Pass set up instructions](#)

[Lookup ASN](#)

[My Pass Account](#)



How to Pay

Scholarships – some websites include:

[Scholarships Canada](#)

[Education Matters](#)

[ALIS](#)

[Rutherford Scholarship](#)

[CHHS scholarship info](#)

Student Loans [Student Aid Alberta](#) in the spring . This site has both student loans and scholarships.

You can also look at [Canada Student Financial Assistance](#)

It's early but you can already be collecting reference letters and be putting together an excel spreadsheet of what activities you are involved in or volunteering for, in and outside of school. Please visit the Scholarship section of the Crescent Heights webpage for more sites and information. Mr. Dancey, our CHHS Scholarship Coordinator, will send out more information throughout the school year and you can set up an appointment in guidance if needing specific information. Watch for the EducationMatters presentation near the end of February, as that is when most scholarships are open to apply.

Student Lines of Credit from your bank

Registered Educational Savings Plans (RESP)/Savings/Work



University Fairs – multiple institutions

Alberta Post-Secondary CHHS Fair

September 17th 9:30-11:30 am

CHHS Student Center

Out of Province Post-Secondary Fair

October 24th 10-11:30 am

Crescent Heights Highschool – open to all CHHS students.

Over 40 Post-Secondary Schools from across Canada will be attending



US College Expo Visit – Please visit their website for information: [US College Expo](#)

TIP: If you are interested in US schools please visit [CollegeBoard](#) for SAT info/where to write in Calgary etc. We are not a PSAT writing center any longer. The [USA Study Guide](#) is also a great resource.



How to get more information

- Open Houses – Check bulletin board outside of student services and Post-Secondary Websites
- University Visits – Check Student Services bulletin board, weekly announcements, follow CHHS on Instagram @crescentcowboys
- [ALIS](#) : Gives you job trends, where you can study in Alberta, wage info and related careers
- Go to [My Blueprint CBE](#) Log in with your student username and password: includes career testing, career profiles, job trends, related careers, budgeting, resume templates, post-secondary and occupational searches, high school planner and more.***Please note credits on My Blueprint may not be accurate – My Pass has your Detailed Academic Report (unofficial transcript with update credits)
- When in doubt...book an appointment with your counsellor😊

Final Tips & Thoughts

- Post-Secondary reps are your best resource for specific questions- What is their competitive average? How many spots does a program have? What do you put for your second choice to try and transfer to your first choice program after your first year if that still interests you?
- See your Guidance Counsellor for help with general admission questions and application support if you get stuck. Please try applications on your own first before you book an appointment.
- Competitive programs are all about marks and not first come first serve – don't stress about getting applications in today. We recommend getting them done before Winter break if possible (unless there are university specific scholarships you are applying for that need you to apply earlier).
- You can start your application to take off stress and save as you go. Sometimes just filling your name and birthday helps you breathe.
- We'll help you figure out lots of ways to get to your goal so do your best and we'll be there if you need to find another path in the spring. Watch for a Transition Tips & Resources email coming your way in the new year to give you info about upgrading, open studies and more.
- Post-Secondary schools love email! Check your application email (**use your real life one and not your school email**) often.

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