

Application Information Checklist for Students

Laurentian University Online H.B.Com Program

The Application Form (both the original and photocopy) and accompanying documents must be forwarded to your provincial/regional/territorial CGA Affiliate or International Program office. Every student must first apply to the online H.B.Com program before registering in any Laurentian University business courses.

Application Process

Step 1:

Complete the original Application for Admission form and make a photocopy of the completed form. You must submit both copies of your completed application form.

Step 2:

The application fee of \$40.00 **must** accompany the application form. You may either complete *Section 4* of the application form with your credit card information or include a cheque or money order **made payable to Laurentian University.**

Your payment must be returned to your **provincial/regional/territorial CGA Affiliate or International Program office** with your application form. DO NOT send your payment directly to Laurentian University.

Step 3:

Check to make sure that you've entered all of the appropriate information required on the application form. Also, make sure to sign and date *Section 5*. Your application will not be processed without this consent.

Step 4:

Arrange to have all original or notarized post-secondary transcripts, or international credential evaluation reports forwarded to your Provincial/regional/territorial CGA Affiliate or International Program office (addresses are available on the last page of this application package). It is your responsibility to ensure that the transcripts are received at the affiliate or international program office prior to the application deadline date.

A complete application includes:

1. Completed "Application for Admission" form
2. \$40.00 application fee (Cheque, money order or credit card information)
3. Original or notarized transcripts from post-secondary institutions or international credential evaluation reports

Laurentian University will confirm your status in the program by mail. Your letter of offer will provide the details required to successfully undertake and complete the online H.B.Com degree program.

Once accepted into the program, you will be allowed to register into Laurentian University courses.

Application for Admission - Online H.B.Com Program

SECTION 1: APPLICANT INFORMATION	CGA NUMBER <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	AFFILIATE CODE <div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div>
NAME <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Surname Former Surname (<i>most recent</i>) Given Name Middle Name </div>		
HOME ADDRESS <div style="margin-top: 10px;"> Apt. # House # - Street </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> City Province Country Postal Code </div>		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female DATE OF BIRTH <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Year Month Day </div>
MAILING ADDRESS (if different than home address) <div style="margin-top: 10px;"> Apt. # House # - Street </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> City Province Country Postal Code </div>		TELEPHONE # Home: _____ Work: _____ ext: _____ International Code: _____
COUNTRY OF CITIZENSHIP: _____ CURRENT STATUS: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident of Canada <input type="checkbox"/> Other COUNTRY OF RESIDENCE: _____		E-MAIL ADDRESSES Preferred: _____ Alternative: _____
LANGUAGE: Mother Tongue: <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other _____ Principal Language of Communication: <input type="checkbox"/> English <input type="checkbox"/> French		
CGA AFFILIATE: <div style="display: flex; flex-wrap: wrap; margin-top: 5px;"> <div style="width: 33%;"><input type="checkbox"/> B.C./Yukon</div> <div style="width: 33%;"><input type="checkbox"/> Alberta</div> <div style="width: 33%;"><input type="checkbox"/> NWT/Nunavut</div> <div style="width: 33%;"><input type="checkbox"/> Saskatchewan</div> <div style="width: 33%;"><input type="checkbox"/> Caribbean</div> <div style="width: 33%;"><input type="checkbox"/> Manitoba/Saskatchewan</div> <div style="width: 33%;"><input type="checkbox"/> Ontario</div> <div style="width: 33%;"><input type="checkbox"/> Quebec</div> <div style="width: 33%;"><input type="checkbox"/> P.E.I.</div> <div style="width: 33%;"><input type="checkbox"/> Newfoundland</div> <div style="width: 33%;"><input type="checkbox"/> New Brunswick</div> <div style="width: 33%;"><input type="checkbox"/> Nova Scotia</div> <div style="width: 33%;"><input type="checkbox"/> International</div> </div>		

CURRENT STATUS: CGA Program of Professional Studies	THIS SECTION TO BE COMPLETED BY YOUR CGA AFFILIATE
<input type="checkbox"/>	CGA Member - since _____ (year) Note: A letter of good standing needs to be attached to this application if the applicant is a CGA member
<input type="checkbox"/>	Foundation Studies (Levels 1 to 3) of the CGA Program of Studies completed

SECTION 2: WORK EXPERIENCE
Number of years of full-time work experience? _____

Current work status: ☐ Full-time
☐ Part-time
☐ Unemployed

Current job title/position: _____

SECTION 3: POST-SECONDARY EDUCATION

Please note that you are required to submit with your application, notarized or original transcripts from **ALL** post-secondary institutions that you attended.

1. COLLEGE

Name of Institution	Province/Country	Diploma/Certificate	Program Completed
I. _____	_____	<input type="checkbox"/> 2 yr <input type="checkbox"/> 3 yr <input type="checkbox"/> Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
II. _____	_____	<input type="checkbox"/> 2 yr <input type="checkbox"/> 3 yr <input type="checkbox"/> Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. UNIVERSITY or OTHER POST-SECONDARY EDUCATION

Name of Institution	Province/Country	Degree	Program Completed
I. _____	_____	<input type="checkbox"/> 3 yr <input type="checkbox"/> 4 yr	<input type="checkbox"/> Yes <input type="checkbox"/> No
II. _____	_____	<input type="checkbox"/> 3 yr <input type="checkbox"/> 4 yr	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 4:

ADMISSION FEE

There is a standard admission fee of **\$40.00** payable directly to **Laurentian University**. The fee is non-refundable and must accompany this application for admission.

Method of Payment: ☐ Cheque ☐ Money Order
☐ Mastercard ☐ Visa

Credit card holders:

Name: _____

Card #: _____

Expiry Date: ____/____

Signature

SECTION 5: AUTHORIZATION AND DIRECTION TO RELEASE INFORMATION

I have applied for admission to Laurentian University and I understand that a condition of admission is verification of education backgrounds and employment background and histories from any source and of all data provided with my application, documents and/or résumé and I authorize Laurentian University to verify any information provided as part of this application.

I hereby certify that the information and documents provided are complete, true and correct, to the best of my knowledge. I understand that any incomplete, incorrect or false information furnished by me or my representative or agent may disqualify my application for admission and will be grounds for expulsion from the university if I am registered, at the sole discretion of Laurentian University.

I have agreed to allow an investigation and verification of information and documents I have provided or will provide in my application for admission. I understand that information on falsified documents is shared with the Association of Universities and Colleges of Canada, and the universities.

I hereby authorize and direct you to release to Laurentian University any information contained in your files concerning my employment, my education record, references submitted, test scores and all information relating to my application.

I hereby release and forever discharge Laurentian University, holder(s) of information and their affiliates and all of their respective past and present officers, directors, employees from any actions, claims and demands of any kind whatsoever in any way relating to the collection, disclosure, or use of this information by the holder(s) of information relating to the above items.

I grant to CGA-Canada, CGA-Canada Affiliates and Laurentian University, the permission to exchange academic and personal information.

Applicant's Signature

Date

Please forward this application form to your provincial/territorial/regional CGA affiliate or international program office (see next page for addresses).

Sending in your application

The full list of mailing addresses is available below for each participating affiliate or international program office:

CGA-British Columbia

1867 West Broadway - 3rd floor
Vancouver, British Columbia
V6J 5L4
Attention: Student Services

CGA-Alberta

Suite 100, 325 Manning Rd NE
Calgary, Alberta T2E 2P5
Attention: Student Services

CGA-Northwest Territories/Nunavut

P.O. Box 128, 3rd Floor
5016 50th Avenue
Yellowknife, NT
X1A 2N1
Attention: Student Services

CGA-Manitoba & CGA-Saskatchewan

4 Donald Street South
Winnipeg, Manitoba
R3L 2T7
Attention: Student Services

CGA-Ontario

240 Eglinton Avenue East
Toronto, Ontario
M4P 1K8
Attention: Student Services

CGA Student Services – Maritime Region Inc.

P.O. Box 5100
403 - 236 St. George Street
Moncton, NB
E1C 8R2
Attention: Student Services

CGA-Newfoundland and Labrador

294 Freshwater Road, Suite 201
St. John's, NL
A1B 1C1
Attention: Student Services

CGA International

100 – 4200 North Fraser Way
Burnaby, BC
Canada
V5J 5K7
Attention: Anne Jetelina

CGA-Caribbean Inc.

Suite 21-23
In One Accord Plaza
Warrens, St. Michael
BB22026
Attention: Nicole Sealy