



Transitional Year Programme UNIVERSITY OF TORONTO

Application Information Sheet

Any and all items submitted to TYP (and by extension, the University of Toronto) are considered the property of the University of Toronto. Your application will not be returned to you under any circumstances. TYP will not forward or transfer any part of your application package to any other University of Toronto office or to anyone or anywhere outside of the University of Toronto. In other words, your application is **non-returnable** and **non-transferable**. It is assumed that the applicant understands and abides by this agreement should she/he chooses to submit an application to TYP.

CONFIDENTIALITY

All information contained in your application will remain confidential. It will be seen by the Administrator and the members of the TYP Admissions Committee only. If you are accepted into TYP, the Registrar will have access to the material for the purpose of academic advising and student communications. The University of Toronto respects your privacy.

The information on TYP application form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation, and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions, please refer to www.fippa.utoronto.ca.

DEADLINES

The TYP asks all applicants to ensure that completed application forms and **all** supporting documents reach our office on or before **Tuesday, May 1, 2012**. Applications arriving after that date may not be considered.

REFERENCES

All applicants must provide at least two (2) references in support of their application. You, the applicant, **must not** see or read the references. Please use the reference forms that are included in your application package. The names of the individuals writing these references should be listed on page 3 of the application. You must ensure that the individuals writing your references place their completed reference letter in a sign sealed envelope and then **mail them directly to TYP**.

Normally applicants must provide at least one academic and one personal reference. However, if an applicant left school over three years ago, a second personal reference may be submitted instead of an academic reference.

TRANSCRIPTS

All applicants must submit **official** transcript(s) from their high-school, and any and all post-secondary educational institutions.

An official transcript is an original document detailing all work done during your secondary and post-secondary program at an accredited educational institution. The official transcript must:

- ✓ be original (**not a photocopy and/or fax**)
- ✓ be on the institution's letterhead and/or special transcript paper
- ✓ at minimum, list your full name, the name of the institution, the list of courses taken, the marks obtained in those courses and the result of the study (for example, the number of credits achieved, whether or not a diploma or certificate was obtained, etc.)
- ✓ be in a sealed, un-opened institution envelope – if the institution places a stamp, seal or signature on their official transcripts and/or envelopes, then those items should be included
- ✓ if the transcript is in a language other than English or French, the applicant must include a **certified** English translation of the transcript along with the official transcript in the original language.
- ✓ be sent directly to TYP by the institution or, if the option is available, the applicant may obtain the official transcript (in the condition described above) and hand it in or mail it in with the rest of their application materials. Non-official transcripts received as part of an application may not be considered. This may affect your chances of being considered for the TYP. Special arrangements can be made if transcripts from outside Ontario cannot be accessed due to local conditions.

PERSONAL STATEMENT

Please submit a personal statement along with the completed application form. The statement should be typewritten or neatly handwritten on two to three letter size (8.5 x 11) pages using only one side of each page. Your statement must provide relevant information about educational, social, financial and personal difficulties which you may have encountered during your life and which may have acted as barriers to your qualifying for entry to university in the usual way. Your statement should also outline how you have overcome such barriers, what your current life situation is like and how you are prepared to take on full time university studies. Your statement should also clearly indicate your academic and career goals.

TYP actively encourages applicants from members of African Canadian/Black communities, from Aboriginal communities, from Lesbian, Gay, Bisexual, Transgendered or Queer communities, from sole support parents, and people from working class families of all racial and ethnic backgrounds. In addition, there is the possibility of a part-time extended program for students with documented disabilities. Please indicate if, and how, you belong to any of these groups. Finally, your statement should indicate why you regard the TYP as the only means by which you can gain entry to a university.

COMPLETION

TYP reserves the right to reject, without consideration, any application incompletely or incorrectly completed. Please be sure that **all** required information is provided. Please go through the **Application Checklist** before making the submission.

PROOF OF STATUS

Applicants who are non-citizen Permanent Residents of Canada or Convention Refugees should submit proof of status with this application. No-one who is a Permanent Resident or Convention Refugee can subsequently register in the program without documentary evidence from the Canadian government of her or his status.

WRITING SAMPLE

Once you have submitted all application materials, you will be asked to come to TYP to provide a supervised writing sample. You will have to write a short piece on a topic we propose in a limited time. No special preparation is necessary. Dates for sample writing will include April 11, April 19, April 25, and May 03.

SUBMISSION

Application form, references, transcripts, personal statement and all other correspondence pertaining to admission should be sent to (applicants must save information on their application form and personal statement to submit them electronically too. See [How to Apply](#) section on TYP website for details):

Transitional Year Programme, University of Toronto, 49 St. George Street, Toronto, Ontario, M5S 2E5

INQUIRIES

Please write to the above address, call (416) 978-6832, or email typ.info@utoronto.ca.

ADDITIONAL INFORMATION

The TYP invites all applicants to include any additional information which they believe could strengthen their application.

FINANCIAL ASSISTANCE

Information about financial assistance can be obtained from the TYP office or from:

Admissions and Awards, University of Toronto, 172 St. George Street, Toronto, Ontario, M5R 0A3
Telephone: 416 978-2190

If you decide to apply to the program, you **must** consider financial assistance early on in the process.

Applications for O.S.A.P. (the Ontario Student Assistance Program – a government student loan service) can be made online at <http://osap.gov.on.ca>. Applying for financial assistance is a lengthy process. OSAP allows potential students to begin applying around April 1st. If on April 1st the online application is not yet available, please keep checking back. **You should apply for a student loan before you know whether or not you have been accepted into the TYP.** You will not receive an OSAP loan unless you are accepted into the program and officially registered in it in September.

Students applying for Funding from an Aboriginal Band or Aboriginal Education Authority should also apply for OSAP in case their communities are unable to fund them.

PLEASE KEEP TYP AND OSAP UPDATED ON ANY ADDRESS OR TELEPHONE NUMBER CHANGES.