



APPLICATION FOR ADMISSION AS A VISITING/SPECIAL STUDENT

VISITING/SPECIAL STUDENTS in the Faculty of Kinesiology and Physical Education are individuals living in North America, not proceeding to a degree offered by the Faculty. However, they must meet the admission criteria expected of students who are proceeding to a degree. Such students may be from other universities and other faculties within the University of Toronto. They may be taking courses for credit in their home university program (Visiting) or for interest (Special). Visiting students must be in good standing at their home university. They may not be on probation, suspended or expelled. Transcripts and English Facility Test results will be required.

Note: 1.

The University of Toronto does not have an open “mature student” policy. All applicants must qualify academically. For further information please contact the KPE Undergraduate Program Office - undergrad.kpe@utoronto.ca

Applicants who have not previously been admitted to the Faculty, and those who have not yet achieved standing in at least one course offered by the Faculty, must submit an application and the application fee (\$60.00) directly to the Faculty's Undergraduate Admissions Office. Returning special students must apply for re-registration by letter to the Undergraduate Admissions Committee. The re-registration application fee is \$24.00. Committee decisions will be mailed approximately two weeks after the deadline for the session you are applying. Each application for admission is considered individually in light of the student's previous academic record. Transcripts from other universities will be required.

Graduates of the Faculty's BPHE/BKIN Program may complete this application form or apply in writing directly to the Undergraduate Admissions Committee, Faculty of Kinesiology and Physical Education, University of Toronto, Toronto, Ontario, M5S 2W6 stating their reasons for wanting to take the courses they specify.

Deadline dates for receipt of application and application fee:

June 30 or until spaces are filled for classes beginning in September

November 30 or until spaces are filled for classes beginning in January

Spaces permitting, we will accept late applications provided that all documentation, including transcripts, are received by the last date to add an 'F' or 'Y' Session course in September, or an 'S' Session course in January.

APPLICATION FEE - A non-refundable service fee of Sixty Dollars (\$60.00 for new applicants) or Twenty Four Dollars (\$24 for returnees) is required. Pay by *VISA/MC/American Express*, cash, or INTERAC debit. Payment must accompany your completed application - otherwise the application will not be processed – see Visiting/Special Student Program Application Fee Payment Form enclosed. **(Note fee for returning students.)**

APPLICATION FORM - Answer every question on the application form fully and be sure to date and sign the form. Failure to reveal accurately and completely all academic work attempted will result in the cancellation of your application/registration. Other Canadian universities may be contacted as well.

ENGLISH FACILITY - Candidates whose first language is not English will be required to meet an appropriate standard in a recognized test of English facility in addition to meeting the academic requirements. Acceptable tests include the University of Michigan English Language Assessment Battery, T.O.E.F.L. including the Test of Written English (T.W.E.) or the International English Language Testing Examination. For details, refer to the University's English Facility website http://www.adm.utoronto.ca/adm/adm_other_req/adm_english_facility.htm. When scheduling your test date, please take into consideration that results must reach us by the appropriate application deadline.

DOCUMENTS REQUIRED - It is the applicant's responsibility to ensure that all necessary documents are sent to the Undergraduate Admissions Committee of the Faculty. Our address is Faculty of Kinesiology and Physical Education, University of Toronto, 55 Harbord Street, Toronto, Ontario, M5S 2W6. We cannot request documents on your behalf. Faxed copies of required documents must be confirmed with original copies of such documents. The following documents will be required in order that a decision on your application can be reached:

1. A complete high school transcript. This is required of ALL applicants who at the time of application, are not enrolled in a university degree program, or do not hold a university degree. The transcript must show all subjects written and final grades obtained. Please submit either the original or a certified photocopy.
2. A final and official transcript showing all subjects studied, grades obtained and grading scale used, issued and mailed directly to us by all universities and colleges you have attended, including University of Toronto divisions' courses completed before 1978. Results for courses taken at one institution that are reported on transcripts issued by another institution are not acceptable. In the case of institutions that do not award grades, supplementary evaluations of performance in individual courses should accompany transcripts.
3. Notarized English translations of the certificates, if applicable.
4. A Letter of Permission from the home institution is required for Visiting Students from other universities.
5. If you are submitting documents in a name other than the one shown on the application form, you must submit proof of name change (e.g. photocopy of marriage certificate).

AN INTERIM DECISION CAN SOMETIMES BE MADE IF WE RECEIVE *COMPLETE* UNOFFICIAL TRANSCRIPTS COVERING ALL ACADEMIC WORK COMPLETED INSIDE NORTH AMERICA. HOWEVER, ARRANGEMENTS MUST BE MADE FOR OFFICIAL TRANSCRIPTS TO COME DIRECTLY FROM THE INSTITUTIONS CONCERNED FOR AN ADMIT DECISION TO REMAIN VALID. **Results reported on computer printouts, which are not on the institution's letterhead nor signed by the Registrar cannot be accepted, even on an interim basis.**

UNIVERSITY COURSES IN PROGRESS - If you will be registered in courses for which final results will not be available until after the deadline for receipt of documents, you may submit transcripts including your academic results for the term penultimate to the one for which you have applied. In addition, for the courses which will be in progress, please include a letter outlining the name of the institution at which you will be studying, course names and codes, credit values, and dates of completion. We will then determine if admission can be granted conditional upon satisfactory performance in the courses in progress.

PLEASE NOTE:

Should admission be approved, registration in the courses requested, or required, cannot be guaranteed. Enrollment in Physical activity Practica, 100 series ANA and PHE courses is restricted to BPHE/BKIN degree students only; visiting/special students may not select these courses. Outdoor education courses have limited capacities and BPHE/BKIN degree students receive first priority. To verify the nature of the course, and to ensure they have adequate background for appreciation of the course content, visiting/special students should contact the instructor(s) of each PHE-designated academic course in which they wish to enrol. This can be done before or at the first meeting of the course. Contact information for each professor is available by calling 416-978-3436. For Arts and Science courses, please follow the instructions in the Faculty of Arts and Science Calendar, and Timetable Handbook.

Offers for applications completed by July 15 (*including transcripts where applicable*) will be sent by early August, and in mid-December for courses starting in January, if completed applications received by December 1. Offers will be mailed, or communicated by e-mail depending on timing. Please e-mail undergrad.kpe@utoronto.ca. to make arrangements if you wish to pick up your offer package. The package will contain enrollment information i.e. timetables and instructions to enrol in courses. Admitted students will enrol in their courses using the Student Web Service (SWS) on the University's Student Records System (ROSI) – **Repository Of Student Information**. Spaces permitting, applications completed after the deadline will be considered in late-August for classes starting in September, or during the first week of January for classes starting in January. Admission will not be granted after the last date to add courses for a particular session. Please note that the University will be closed for a winter break from December 24, 2012 to January 4, 2013.

ACADEMIC SESSIONS

The academic year is divided into two sessions. The fall session is from September 10 to December 21 and the Winter Session is from January 7 to April 30. These dates include the exam periods for each session. Some courses meet for one session only, while others meet over both sessions. Please refer to the KPE Undergraduate Program calendar and timetable for information about specific sessions and courses.

COURSE DESCRIPTION, TIMETABLES AND ENROLMENT INFORMATION

Course descriptions are available in the [KPE Undergraduate Program calendar](#) starting on page 17, or click on Course descriptions from the left menu. Detailed course outlines, for visiting students can be obtained from the KPE Undergraduate Program Office – e-mail undergrad.peh.utoronto.ca with your request. The timetable of Academic courses including courses starting in January will be available in late June. Students, who choose to register for the January session only, are forewarned that course selection is limited in the winter, and many January courses get filled as a result of Fall/Winter registration.

Students who wish to include **Arts and Science courses** in their selection may do so as long as they observe the pre-requisites, co-requisites and exclusions listed in the Arts and Science Calendar - available for \$4.00 at this Faculty or online at <http://www.artsci.utoronto.ca/current/undergraduate/course>. Register for these courses through the Faculty of Kinesiology and Physical Education, along with your "PHE" courses. Please note that some Arts and Science courses are restricted to, or give enrolment preference to students in certain programs of study, i.e. those enrolled towards a degree program requiring those courses. Please contact the Arts and Science department concerned if you have any questions about pre-requisites for particular Arts and Science courses. Departmental telephone numbers are listed in the Calendar for the Faculty of Arts and Science.

FULL TIME/PART-TIME

Visiting/Special Students may be enrolled as full or part-time students. The number of courses for which they enrol, determines the status. 3.0 full-course equivalents are considered full time. 2.5 full-course equivalents or fewer are considered part-time. Two half courses are equivalent to one full course equivalent.

COURSE FEES

Tuition charges are made up of Tuition fees, paid on a per-course basis and Incidental fees charged once in each of the fall/winter, and summer sessions. Fees become due when a course is added even if it has not yet started. A service charge is added to all outstanding fees. Course fees are usually available in the early summer for courses starting the following fall or winter. Please visit the Student Accounts website at www.fees.utoronto.ca/ for this information.

Tuition refunds are possible if you withdraw from the course early enough. An administrative fee is charged if you cancel your registration after the published date for the first day of classes for that session. When applicable, part-time students should check their fees account on the student web service to verify that their course change is reflected in their fees account. All full-time visiting/special students should notify the KPE Undergraduate Program Office upon dropping a course to ensure any applicable refunds are processed promptly. Please note that the date to withdraw from a course without academic penalty is different from the last date to withdraw and receive a refund.

Students are charged for all courses in which they enrol whether or not they attend classes. A fees refund schedule and further information about fees is available at www.fees.utoronto.ca/

OSAP AND FINANCIAL AID

Please note that non degree studies are no longer eligible for OSAP funding (although a Continuation of Interest Free Status form is acceptable to maintain interest-free status on previous OSAP loans). This applies to all of the full-time and part-time OSAP programs. Visiting students from outside Ontario should contact their home university to inquire about financial aid opportunities.

RIGHTS AND OBLIGATIONS AS A UNIVERSITY OF TORONTO STUDENT

As a Visiting/Special student at the Faculty of Kinesiology and Physical Education you are a University of Toronto student for the duration of the session in which you are registered. You have full access to all University of Toronto services and facilities, including libraries, the Athletic and Physical Education Centre and health services. You must follow the same rules and regulations governing University of Toronto students. Your Faculty registrar's office is the KPE Undergraduate Program Office. You must also follow the policies of the Faculty of Kinesiology and Physical Education. For more information consult the Faculty of Kinesiology and Physical Education Undergraduate Calendar.

STUDENT ID CARD (TCard)

Information and authorization to obtain a University of Toronto student identification card will be provided in the admissions offer package.

TRANSCRIPT OF COURSES COMPLETED AT THE FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Grade reports of courses completed are usually mailed out in June. Students who wish to receive official transcripts of courses completed sent to your home university or other institutions, must submit their request through ROSI www.rosi.utoronto.ca. Please be aware that transcripts of courses may not reach your home university in time for graduation at the end of the session in which you are registered, e.g. if you are taking winter courses for spring graduation.

Order transcripts at :
The University of Toronto Transcript Centre,
100 St. George Street, Room 1006,
Toronto, Ontario, M5S 3G3
Telephone: (416-978-3384)
FAX (416) 978-2487
Web address: www.rosi.utoronto.ca

SPECIAL NEEDS

Students with special needs, including health considerations, are advised to contact the Accessibility Services staff as soon as possible, even at the initial stages of inquiry, to familiarize themselves with the procedures and services available at the St. George Campus. For more information go to <http://studentlife.utoronto.ca/accessibility>

Accessibility Services, University of Toronto
Robarts Library
130 St. George Street, 1st Floor (ground entrance off St. George)
Tel. 416-978-8060, TDD 416-978-1902
Email: disability.services@utoronto.ca

HOUSING

For information on housing, please contact the Housing Service, Koffler Student Services Center, 214 College Street, Toronto, Ontario M5T 1R2, E-mail: res.communications@utoronto.ca, Telephone: 416-978-8045, Fax: 416-979-1616. You can also view their website at <http://www.housing.utoronto.ca/>