CONCORDIA UNIVERSITY OF EDMONTON

How to apply:

1)   Go to www.applyalberta.ca

Create a secure MyAlberta Digital ID Basic Account if you have never accessed the ApplyAlberta system by doing the following (do not create a MyAlberta Digital ID Verified Account)**:**

1.   Click on the "**Apply Now**" box.
2.   On the MyAlberta Digital ID page, click "**Create an Account**".
3.   Fill in the required information on the form, and click "**Submit**".
4.   An email message will be sent to you that contains a link to confirm your email address. Click on the **link** in the message.
5.   Enter the password you created for your account on the "Confirm account creation" page, and click "Next".
6.   The "Identity Check" page will be displayed.

Tips:
▪   **When creating your MyAlberta Digital ID account, enter your legal first name, middle name, and last name** as shown on your birth certificate, marriage certificate, passport, or immigration documents.
▪   Only a **basic** account is required; you do not need to create a MyAlberta Digital ID **verified** account.
▪   Write or save to your cell phone your log in name and password. *Your account remains with you and is needed to apply for funding through Alberta Student Aid within Alberta and to future programs.*

Follow the steps below that apply to you.

If you **have not** used ApplyAlberta before:

1.   On the "Identity Check" page, select "**No, I do not have a SIAMS account**" and click "**Next**".
2.   The information you entered when creating your account will be displayed. You can edit if necessary.
3.   If you do not already have an Alberta Student Number (ASN), click the "**Create New ASN**" link. (If you're not sure whether you already have an ASN, click the "**Reasons you may have an ASN**" link. **If any of the reasons apply to you,** follow the "**Lookup my ASN**" link to find it.)
4.   If you had to create an ASN, a window will be displayed indicating that a new ASN has been created for you, and that information has also been emailed to you. Click "**Continue**".
5.   You will now be logged on to ApplyAlberta.

If you **have used** ApplyAlberta before **and do not have** a MyAlberta Digital ID account:

1.   On the "Identity Check" page, select "**Yes, I have a SIAMS account**" and click "**Next**".
2.   Choose how you would like to receive the confirmation code to transfer your account and click "**Next**".
3.   An email message (or email and text message) will be sent to you containing the confirmation code. You can update the email address if necessary.
4.   Enter the confirmation code in the space provided, and click "**Next**".
5.   A window will be displayed confirming that your account transfer has been completed. Click "**Continue**".
6.   You will now be logged on to ApplyAlberta.

If you want to **resume** an Application (MyAlberta Digital ID account previously created):

1.   Click on the "Resume Application" box

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2. Sign in by entering your username and password
3. Click Next

2) Authorize Transcript Transfer

The post-secondary institution(s) to which you are applying may need transcripts to determine eligibility for admission. **You will need to authorize the post-secondary institution(s) to obtain your transcripts on your behalf**, where available and required.

The **first step in this part of the process is to read the legal agreement** that covers the *ApplyAlberta Privacy Notice, Transcript Authorization and Terms and Conditions*.

- **By clicking AGREE**, you acknowledge that you have read and understand all that is covered in the Legal Agreement.
- If **you do not agree, you will not be able to proceed with an ApplyAlberta application**.

3) Fill in your Profile

Personal Information:
- Please ensure you entered your full legal name (use proper sentence case).
- If you have questions on this tab, please ask an advisor for assistance.

Address:
- Enter your current mailing address.

Contact Information:
- Provide your personal email address; avoid using a family email address

Citizenship:
- Citizenship information should reflect your current status (If your legal status changes in the future, you will update Concordia directly and update your ApplyAlberta profile at that time).

High School History:
- Enter all high schools attended.

High School Marks:
- Please enter all Grade 12 courses in progress **and** all Grade 12 courses you plan to take.
- Enter all known final or interim grades or best estimates of them.

Highest Level:
- In Alberta, this is the 12th grade.

Post-Secondary History:
- Include **all** post-secondary schools attended-regardless of how many courses you attempted or completed.

Additional Information:
- Please answer all questions noted.

4) Complete Application at Institution of Choice
1. Choose Concordia University of Edmonton.
2. Choose your program *(there is room for 2 choices)*.
3. Choose the term you wish to start in *(Fall 2022=September, Winter 2023=January)*.
4. If you wish to have a family member/significant other speak on your behalf during the admission process, you will need to include their name(s) in the Designate Authorization area *(this authorization does not apply to registration or Student Accounts)*.
5. To waive the application fee, enter promo code: CUEOpenHouse2021 (promo code is not case sensitive)
    - The promo code can be used for Open Studies, Undergraduate, After-degree, or Graduate programs.
    - The application fee waiver is not applicable to international or JumpStart applicants (JumpStart applicants can take part in the application fee waiver at the 2023 SpringInfoNight)
6. **Read over the applicant declaration and select Accept.**
    - We will process your application as quickly as possible and you will hear from your advisor soon!
7. Log out of your MyAlberta Digital ID account.