

This is a self-administered application package. You must assemble all relevant documentation and send the completed package to the School of Graduate Studies at the address shown at the bottom of this page. Please be sure to submit all supporting documents and application fee, as an incomplete package will not be processed. As well, complete the check list on the application form to ensure that you have enclosed all necessary material. International applicants who are applying from outside Canada should apply at least six (6) months in advance.

**THINGS TO CONSIDER WHEN SUBMITTING YOUR APPLICATION:**

- ✓ Choose a program in your field of interest and level of study: <http://www.unb.ca/gradstudies/programs/>
- ✓ Review the Admissions Requirements, see University Regulations on the “On-Line Graduate Calendar”: <http://www.unb.ca/gradstudies/>
- ✓ Review Financial Information on tuition fees, student fees, residence fees, scholarships & awards: <http://www.unb.ca/gradstudies/aid/>
- ✓ Review information on Graduate Student life at UNB: <http://www.unb.ca/gradstudies/studentlife/>
- ✓ Refer to the info. sheet “Additional Required Documentation for Graduate Programs,” in order to ensure your application is complete (e.g. TOEFL, GMAT, supplemental letters, etc.) and to verify for any application deadlines.
- ✓ International Applicants, please refer to the info. sheet “Additional Requirements for International Applicants.” Visit the UNB International Students website for additional information on student life, cost of living expenses, accommodations, student orientation: <http://www.unb.ca/gradstudies/studentlife/>

**HOW TO COMPLETE THE APPLICATION**

Once you're ready to apply, you may choose to complete your application online (currently only the programs listed are available on-line, other graduate programs to follow) <http://www.unb.ca/gradstudies/admissions/> or submit a paper application to the School of Graduate Studies at the address noted below.

- **PLEASE PRINT on the application form and ANSWER EVERY QUESTION.** Enter N.A. for questions not applicable to you. Where a choice is given, check one box only.
- **SURNAME/FAMILY NAME/GIVEN NAME** - This must be your legal name, please do not use nicknames.
- **POST-SECONDARY INSTITUTIONS ATTENDED** - Complete one line for each post secondary institution you have attended. Start with the program in which you are currently enrolled or the most recently completed one. Include all academic programs whether they were completed or not.
- **REFEREES** - Three (3) references must accompany your application, from which at least two (2) should be from qualified academic scholars/instructors attesting to your potential for graduate level study/research. Note: Some Depts/Faculties require 3 references but only (1) from a qualified academic scholar/instructor, please verify on-line: <http://www.unb.ca/gradstudies/admissions/documentation.html>  
Submit the reference forms (with envelopes) to the individuals who are well acquainted with your education and abilities. These envelopes must be returned to you sealed and signed across the back flap (DO NOT OPEN). Submit the three references with your completed application. If the referee(s) want to send directly to the School of Graduate Studies, please let us know that they are being sent separately when submitting the application package. We reserve the right to verify the authenticity of all submitted references.
- **OFFICIAL TRANSCRIPTS** - Submit **two (2) official** copies of your academic transcripts from each previous undergraduate and graduate program begun and/or completed. **The transcripts must be in a sealed- envelope, therefore, please do not open the transcript envelopes. If the institution does not wish to return the transcripts in an envelope directly to you, request that they be mailed directly to the School of Graduate Studies.**
  - Uncertified copies of transcripts will not be accepted.
  - Transcripts in languages other than English or French must be accompanied by a certified literal translation.
  - All transcripts submitted with an application become the property of the School of Graduate Studies and will not be returned to the applicant.
  - If you previously attended UNB and/or a UNB graduate, transcripts from your undergraduate and graduate programs are still required. We will print an unofficial transcript and attach to your application. If an official transcript is required, we will notify you to order transcripts from the UNB transcript office.
- **APPLICATION FEE – In order to complete your application, you must submit your \$50.00 CDN application fee payment.**

**CANADIAN APPLICANTS must submit their payment online via credit card. UNB accepts VISA, MaserCard & American Express:** [http://www.unb.ca/financialservices/students/paymentoptions/graduate\\_application\\_fee.html](http://www.unb.ca/financialservices/students/paymentoptions/graduate_application_fee.html)

**INTERNATONAL APPLICANTS may choose to pay online via credit card or other options as follows:**

**CHEQUE** – Please make \$50.00 cheque payable to the University of New Brunswick. Cheques must be sent directly to the School of Graduate Studies at the address noted below. Please note: All cheques must be able to clear through one of the seven major Canadian banks: Bank of Montreal, Bank of Nova Scotia, Canadian Imperial Bank of Commerce, Royal Bank, TD Canada Trust, National Bank & HSBC. Cheques or bank drafts from international banks such as the Bank of China, Bank of India, Bank of Iran or Habib Bank will not be accepted due to high overhead costs.

**MONEY ORDER** – Please make \$50.00 money order payable to the University of New Brunswick. Money orders must be sent directly to the School of Graduate Studies. All money orders must be able to clear through one of the seven major banks.

**PAYMENT BY FRIENDS OR RELATIVES** – A friend or relative who lives in Canada or USA may pay the fee on your behalf by credit card, cheque or money order. (If paying by credit card, the payment must be processed online).

School of Graduate Studies  
University of New Brunswick  
P.O. Box 4400, 3 Bailey Drive  
Sir Howard Douglas Hall, Rm. 318  
Fredericton, N.B., Canada E3B 5A3

Phone: (506) 453-4673  
Fax: (506) 453-4817  
E-mail: [gradschl@unb.ca](mailto:gradschl@unb.ca)

<http://www.unb.ca/gradstudies/>