

A growing number of universities are designing in-house language tests to complement external test results. Language training is generally available on a cost-recovery basis to enable students to achieve the desired level of competence if they fail the in-house test administered on arrival.

## **Application and registration procedures**

Students interested in undergraduate programs offered by Ontario universities must make application through the Ontario Universities Application Centre, Box 1328, Guelph, Ontario, Canada N1H 7P4. Application for admission to universities in other provinces should be addressed to the registrar, from whom information about the availability of courses, admission requirements, fees and expenditures can be obtained. Applications for admission to programs at the graduate level should in all instances be directed to the university's dean of graduate studies. Since a good deal of correspondence may be necessary before a student is accepted into a Canadian university, applications should be made well in advance of the session to be attended, preferably 12 to 18 months.

The academic year in Canada is usually divided into two terms that run through the autumn and winter months - from the middle of September to April or May, with a short vacation at Christmas. A few universities, however, operate on a trimester system with three terms - spring (early May until early August); fall (early September until end of December); and winter (early January until late April).

When advised to do so by a university, students should supply or arrange to have supplied a detailed statement of their academic record, with certified copies of their secondary-school certificate and official transcripts of records of all university or other post-secondary education. Letters of recommendation may also be requested. If copies of original documents are neither in English nor in French, they should always be accompanied by certified or notarized translations. Students should also ensure that the certificates submitted contain detailed statements of courses taken and marks or grades obtained, when these are available.

Upon being admitted to a university, a student is required each year to register on the day or days of registration stipulated for that year and to pay the prescribed fees. A penalty fee is generally charged for late registration. In some institutions, there are special orientation programs for overseas students that start just before the opening of the regular session.