

# MARINE INSTITUTE

## NON-DEGREE ADMISSION APPLICATION

[www.mi.mun.ca](http://www.mi.mun.ca)

### Instructions to Applicants

#### THIS APPLICATION SHOULD BE ACCOMPANIED BY:

- ✓ Application fee of \$40.00. (an additional \$40.00 fee if you are an international student or a student transferring from a college and/or university outside of Newfoundland and Labrador.)
- ✓ Other documents as specified by the program for which you are applying.

Also required:

- ✓ An official transcript of your high school grades to date.
- ✓ An official copy of your university transcript(s) to date.

*Please Note:* All transcripts must be OFFICIAL and must be sent by the University or College that you attended, or the Department of Education, directly to the Marine Institute Registrar's Office. Grade Reports will not be accepted. If you attended Memorial University this information will be obtained internally.

#### APPLICATION DEADLINES ARE AS FOLLOWS:

**Applications received after these deadlines will be considered on an individual basis. If an application cannot be processed due to time constraints, it will be considered for the next available session.**

Canadian students **April 15 for September; September 30 for January**

International students **April 1 for September; August 1 for January**

Applicants should consult the Marine Institute's Calendar available at [www.mi.mun.ca](http://www.mi.mun.ca) or by calling 1-800-563-5799, extension 600 for program information, admission requirements and regulations.

#### PHYSICAL REQUIREMENTS

Applicants to selected Marine Institute programs are required to provide proof of physical fitness prior to enrolment for participation in training for emergency situations and for Transport Canada certification.

Students in programs leading to seagoing careers will need to submit two medicals – the *Marine Institute (MI) Medical* and the *Transport Canada Seafarers' Medical*. Students in programs that involve emergency training but do not lead to Transport Canada certification only require the *MI Medical*.

Programs that require proof of physical fitness include:

##### Both Medicals

Diploma of Technology Nautical Science  
Diploma of Technology Marine Engineering  
Vocational Certificate in Marine Diesel Mechanics  
Technical Certificate in Pre-Sea Deckhand

##### MI Medical Only

Vocational Certificate in Offshore Structural Steel Plate Fitter  
Technical Certificate in Firefighting  
Diploma of Technology Marine Environmental (Year 2)

In all cases, student medicals must be completed by physicians authorized by the Marine Institute or Transport Canada. Lists of approved physicians are available from the Marine Institute's Registrar's Office. Students must present proof of physical fitness to the Registrar's Office with the appropriate medical form signed by the authorized physician. Please note that medicals do expire and may need to be repeated prior to completion of a program.

#### STUDENT SERVICES AND HOUSING

The Marine Institute offers a wide range of services to students with disabilities (e.g. hearing, visual, learning, mobility impairments, etc.). For more information, please contact our Guidance Office at 1-800-563-5799, extension 310 or (709) 778-0310. For information regarding on-campus student housing, please call (709) 737-7590 or e-mail [housing@mun.ca](mailto:housing@mun.ca)

[admissions@mi.mun.ca](mailto:admissions@mi.mun.ca)

P.O. Box 4920 St. John's, NL Canada A1C 5R3 Tel: 1-800-563-5799, ext. 380 / 709-778-0380 Fax: 709-778-0322



## **ADMISSION REQUIREMENTS**

### **Diplomas of Technology and Technician Diplomas - Newfoundland Applicants**

Newfoundland applicants require a senior high school Level III Graduation Certificate or equivalent and shall have obtained credits in the following subjects, with a minimum overall average of 60% in the 3000 level courses.

Mathematics: 2 credits from Level III Academic\* or Advanced (\*a minimum of 60% must be achieved in this subject)

Language: One Level III language

Science: 4 credits, two of which must be from a Level III Physics, Biology, Chemistry, or Earth Systems

### **Diplomas of Technology and Technician Diplomas - Applicants from Outside Newfoundland**

Canadian citizens who reside outside Newfoundland and Labrador require a Grade XII graduation in a University Preparatory Program (the Secondary V Certificate for Quebec applicants) with a passing mark in the required courses equivalent to those identified for Newfoundland applicants and an overall average of no less than 60% in these courses.

### **Vocational Certificate Programs**

Applicants require high school completion or a recognized equivalent.

### **Technical Certificate Programs**

Applicants require completion of the grade required for the particular program for which they are applying.

### **Mature Students**

Mature students are 21 years of age or older within one month of the start of the program. The admission requirements above describe the minimum qualifications individuals should have in order to succeed in each respective program area. Individuals may obtain the equivalent or other suitable qualifications from alternate sources to prepare them for technology programs.

Applicants must demonstrate they have a technical or practical expertise, or a combination of both, in the intended field of study. Mature applicants should submit an Application for Admission, as well as the following documentation:

- A resume outlining all associated experience
- A letter of recommendation from an employer or other individual who can attest to an applicant's qualifications
- Official academic transcripts of high school and post-secondary studies
- Proof of age

### **Transfers from Other Canadian Universities/Colleges**

Students from other universities/colleges will be considered for admission upon producing satisfactory documentation. Students forced to withdraw from another university/college will not be eligible for admission to the Marine Institute until the associated withdrawal penalty has been served. Students transferring from other colleges/universities, and students with prior academic or work experience may apply for Credit Transfer or a Challenge Examination. Please refer to the Marine Institute Calendar for the policies, regulations and procedures governing transfers of credit and challenge examinations.

### **Applicants from Other Countries**

As the Marine Institute does not offer financial assistance to foreign students, a statement of satisfactory financial resources must be submitted with your Application for Admission. Please refer to the Marine Institute Calendar for regulations governing English Proficiency Requirements. Applicants to programs that normally lead to Transport Canada certification should note that certification is only available to Canadian Citizens or landed immigrants. Information on entering Canada to study as a foreign student should be obtained from the applicant's nearest Canadian Embassy or Consular Office.



Please indicate level of high school education completed: (Attach separate sheet if necessary)

NAME OF INSTITUTION	HIGHEST GRADE COMPLETED	CITY/TOWN	PROVINCE AND COUNTRY	YEARS	
				From	To

Please indicate level of post secondary education completed: (Attach separate sheet if necessary)

NAME OF INSTITUTION	DEGREE/ DIPLOMA RECEIVED	MAJOR	CITY/ TOWN	PROVINCE & COUNTRY	YEARS	
					From	To

**Section C: Program Information** - Please ensure ALL RELEVANT areas of *Section C* are completed.

To apply for the BACHELOR OF TECHNOLOGY, BACHELOR OF MARITIME STUDIES or MASTER OF MARINE STUDIES contact the Co-ordinator of Advanced programs at 1-800-563-5799, extension 522 or (709) 778-0522.

**ADVANCED DIPLOMA PROGRAMS**

Applicants are required to have an Undergraduate Degree or a three-year Diploma of Technology completed in order to be admitted. Applicants must have official transcripts of this work submitted by the issuing agency directly to the Registrar's Office of the Marine Institute. Applicants must also provide a resume and three letters of reference. Interviews may be requested. (If you are attending Memorial University, transcripts can be obtained internally).

- Aquaculture     Coastal Zone Management     Food Safety     Water Quality

**DIPLOMA OF TECHNOLOGY PROGRAMS**

Applicants who have completed high school must have an official high school transcript issued by the Department of Education sent directly to the Office of the Registrar at the Marine Institute. In addition, applicants who have attended other colleges or universities are required to have official transcripts of this work submitted by the appropriate institution directly to the Registrar's Office of the Marine Institute. Applicants who are currently attending their final year of high school should apply immediately and submit an official Level II transcript as issued by the Department of Education. Applicants applying as mature students must submit an official high school transcript, proof of age, a letter of reference, and a resume.

- |  |      |                              |                              |                                |
|--|------|------------------------------|------------------------------|--------------------------------|
| <input type="checkbox"/> Food Technology                   | Year | <input type="checkbox"/> One | <input type="checkbox"/> Two | <input type="checkbox"/> Three |
| <input type="checkbox"/> Marine Engineering Systems Design | Year | <input type="checkbox"/> One | <input type="checkbox"/> Two | <input type="checkbox"/> Three |
| <input type="checkbox"/> Marine Engineering Technology*    | Year | <input type="checkbox"/> One | <input type="checkbox"/> Two | <input type="checkbox"/> Three |
| <input type="checkbox"/> Marine Environmental Technology   | Year | <input type="checkbox"/> One | <input type="checkbox"/> Two | <input type="checkbox"/> Three |
| <input type="checkbox"/> Nautical Science*                 | Year | <input type="checkbox"/> One | <input type="checkbox"/> Two | <input type="checkbox"/> Three |
| <input type="checkbox"/> Naval Architecture                | Year | <input type="checkbox"/> One | <input type="checkbox"/> Two | <input type="checkbox"/> Three |

\* Medicals required (see notes on Physical Requirements)

## TECHNICIAN DIPLOMA PROGRAMS

Applicants who have completed high school must have an official high school transcript issued by the Department of Education sent directly to the Office of the Registrar at the Marine Institute. In addition, applicants who have attended other colleges or universities are required to have official transcripts of this work submitted by the appropriate institution directly to the Registrar's Office of the Marine Institute. Applicants who are currently attending their final year of high school should apply immediately and submit an official Level II transcript as issued by the Department of Education. Applicants applying as mature students must submit an official high school transcript, proof of age, a letter of reference, and a resume.

- Electromechanical Engineering Technician    Electronics Engineering Technician    Marine Engineering Technician

## VOCATIONAL PROGRAMS

Applicants who have completed high school must have an official high school transcript issued by the Department of Education sent directly to the Office of the Registrar at the Marine Institute. In addition, applicants who have attended other colleges or universities are required to have official transcripts of this work submitted by the appropriate institution directly to the Registrar's Office of the Marine Institute. Applicants who are currently attending their final year of high school should apply immediately and submit an official Level II transcript as issued by the Department of Education. Applicants applying as mature students must submit an official high school transcript, proof of age, a letter of reference and a resume.

- Marine Diesel Mechanics\*    Offshore Structural Steel Plate Fitters\*

\* Medicals required (see notes on Physical Requirements)

## TECHNICAL CERTIFICATE PROGRAMS

Applicants must have transcripts of their most recent school and post-secondary education submitted directly to the Office of the Registrar at the Marine Institute by the issuing institution (Department of Education, university, or college).

- Firefighting\*    Pre-Sea Deckhand\*    Marine Engineering\*    Quality Assurance    Other \_\_\_\_\_

\* Medicals required (see notes on Physical Requirements)

## ENTRANCE SCHOLARSHIPS

All applicants are automatically considered for any applicable entrance scholarships. However, you may want to indicate in the space below any relevant information that should be brought to the attention of the Scholarship Committee.

*If needed, please use a separate piece of paper.*

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How did you hear about Marine Institute?

- Admissions Staff    MI Representative    Career Fair    Brochure    Advertisement    Alumni    Web  
 Other \_\_\_\_\_

*Applicants should note that all documents (including transcripts) used for admission purposes become the property of the Marine Institute and are not returned to the applicant. Documents submitted by applicants who are not accepted, or who do not attend, are destroyed after the start of the semester for which admission was requested. The Marine Institute reserves the right to refuse admission to any applicant.*

I hereby apply for enrolment at the Marine Institute of Memorial University of Newfoundland and certify that the information contained herein is complete and correct. I understand that failure to disclose required information on this application form is considered to be an academic offence. If admitted, I agree to abide by all the rules and regulations set out by the Marine Institute. I make this application in acknowledgement that it is subject to all provisions of current and future Marine Institute Calendars including, without restricting the generality of the forgoing, all limitations and qualifications set out therein. I hereby authorize the Marine Institute to obtain all relevant records from any school or post-secondary institution which I have attended, and release to agencies with a legitimate interest, any non-confidential information.

Signature \_\_\_\_\_ Date \_\_\_\_\_