

# 20. Admission Procedures

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## How to Apply

Prospective students, when requesting an application directly from the University, should provide a complete outline of their academic background.

1. The following applicants may apply through the Ontario Universities' Application Centre (OUAC):
  - Current Ontario high school students should obtain a PIN number from their high school and apply online at [www.ouac.on.ca](http://www.ouac.on.ca). Alternatively, applicants can request a preprinted application form from their high school and arrange to have it submitted to the Application Centre.
  - All other applicants can apply online at [www.ouac.on.ca](http://www.ouac.on.ca). Alternatively, applicants can obtain a copy of the OUAC 105 application form designed for them by contacting the Application Centre at 170 Research Lane, Guelph, Ontario, Canada N1G 5E2.
  - Overseas applicants can also apply directly online at [admissions.carleton.ca/ia](http://admissions.carleton.ca/ia)
2. All applicants are required to reveal all previous secondary and post-secondary studies (whether they were successfully completed or not) when completing the application for admission.
3. Previous Carleton University students do not apply through the Application Centre unless they also wish to be considered for admission to another Ontario university. If they wish to apply solely to Carleton, applicants can apply directly online at: [admissions.carleton.ca/applicant/cs](http://admissions.carleton.ca/applicant/cs). Applicants who wish to apply to another Ontario university as well as to Carleton should apply online at: [www.ouac.on.ca](http://www.ouac.on.ca)
4. Students presently registered in a degree program at Carleton University applying for a transfer to another degree program do not apply through the Application Centre unless they also wish to be considered for admission to another Ontario university. Please note: application is made through the Registrar's Office for permission to register in the following cases:
  - students who wish to change to a different program within the same degree;
  - students who wish to add a Concentration, Specialization or Minor;
  - students who have been away from the University less than three consecutive fall/winter and intervening summer sessions and wish to register in the same degree.
5. The following categories of students are required to reapply for admission through Admissions Services:
  - currently registered students who wish, or who are required, to change their degree;
  - students who have been suspended or debarred and wish to return to their program after the required absence from studies at Carleton;
  - students who, after completing their first undergraduate degree, wish to complete an additional undergraduate degree;
  - students who have left the University and wish to return to a different degree;
  - students who have left the University and, after attending another post-secondary institution (except on a letter of permission or exchange program), wish to return to Carleton University;
  - Special Students who wish to be formally admitted to a degree or certificate program at Carleton University; and
  - students who have been away from the University for three or more consecutive fall/winter sessions and intervening summer sessions.