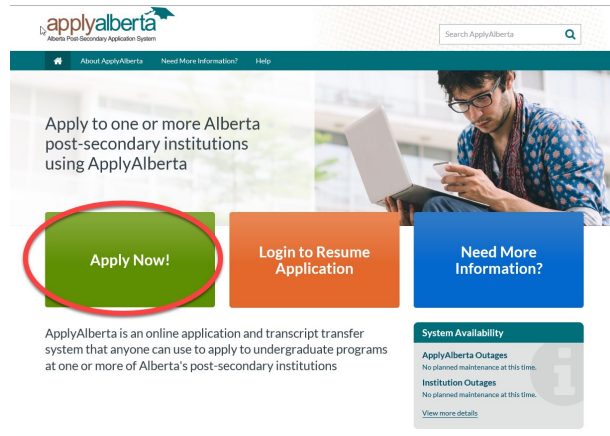


A Step-by-Step Guide to Applying to NAIT as an International Student

Step 1: Click on Apply Now

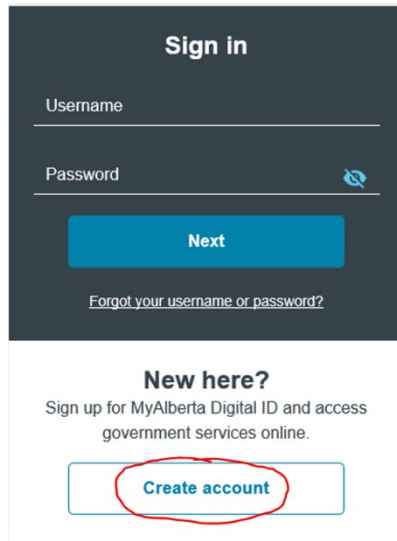


Step 2: Collect the information below (highlighted in yellow) and click 'Apply Now'

If you do not have an Alberta Student Number, you will be forwarded to another site to get one when you create your account on this website.

The screenshot shows the 'Before You Start' page on the ApplyAlberta website. The 'APPLY NOW' button is circled in red. The page includes a section titled 'Before You Start' with a paragraph explaining the system. Below this is a section 'You will need the following:' with a list of five requirements. The third, fourth, and fifth items are highlighted in yellow. To the right, there's a 'System Availability' section with 'ApplyAlberta Outages' and 'Institution Outages'. At the bottom right, there's a video thumbnail titled 'Application Process Video'.

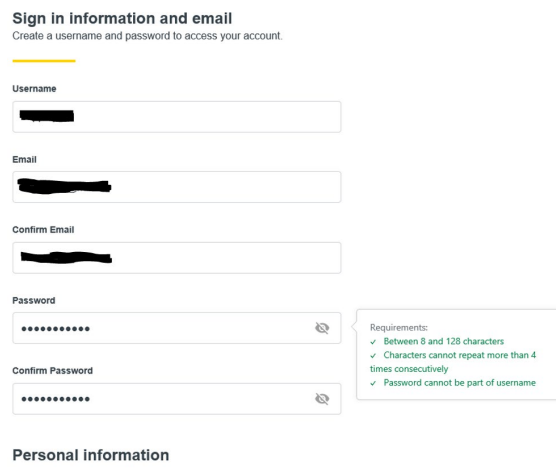
Step 3: Create a new account



The image shows a 'Sign in' form with fields for 'Username' and 'Password', a 'Next' button, and a link for 'Forgot your username or password?'. Below this is a 'New here?' section with a message: 'Sign up for MyAlberta Digital ID and access government services online.' and a 'Create account' button, which is circled in red.

Step 4: Read the terms and conditions, and click 'Accept'

Step 5: Create your username and password, and keep this information safe.



The image shows a 'Sign in information and email' form. It includes fields for 'Username', 'Email', 'Confirm Email', 'Password', and 'Confirm Password'. The 'Password' field has a requirements box next to it: 'Requirements: ✓ Between 8 and 128 characters, ✓ Characters cannot repeat more than 4 times consecutively, ✓ Password cannot be part of username'. Below the password fields is a 'Personal information' section.

Step 6: Create your profile

****Important Information:**

- Type your name as it appears on your passport
- Last name = family name
- If you do not have a last name, put your first name in the last name text box
- If you have two last names (for example Ruiz Guerrero), include both last names in the last name text box
- If you have two first names, include both first names in the first name text box .

Step 7: Identity Check and Requesting Alberta Student Number (ASN)

Identity Check

Select an option below to begin your identity check

Do you have a SIAMS Account?

- ☐ Yes, I have a SIAMS account
- ☒ No, I do not have a SIAMS account

NEXT >

NOTE: You have a SIAMS account if you have ever accessed any of these services:

Student and Apprenticeship Services

- ApplyAlberta (Alberta Post-Secondary Application System)
- MyTradesecrets
- Alberta Student Aid

Business Support Services

- Apprenticeship Trade and Occupational Management System (ATOMS)
- Data Collection and Reporting (DCaR)
- Learner Pathways Transfer Credit
- Provider and Program Registry System (PAPRS)
- Citizenship and Immigration Canada (CIC)
- iTEAMS
- LPS High School Transitions
- Transfer Catalog System

Public Services

- Employment Standards Complaint
- Online Claims Reimbursement
- myAlbertaSupports
- Personal Directory Registry

Page 2:

Accessing Alberta Student Aid

The information you supply will be used to access Alberta Student Aid

Identity Check Options

Confirming your identity requires your Alberta Student Number (ASN) and one of the following pieces of information:

- ☐ I have completed at least two high school diploma courses in Alberta and know the final course marks I received.
[Help me find my Alberta High School Course Information.](#)
- ☐ I have received my Canada and Alberta Master Student Financial Assistance Agreements (MSFAAs) and have sent them to the loan service providers to be approved.
[Help me find my Approved MSFAA number.](#)
- ☐ I have cashed a full-time student loan that was issued by Alberta.
[Help me find my Cashed Certificate Number and Disbursement Amount.](#)
- ☒ None of the above applies to me and I have NOT previously applied for or received student aid through Alberta.
- ☐ None of the above applies to me and I have previously applied for student aid through Alberta.

< BACK

NEXT >

Page 3: For obtaining ASN (Alberta Student Number)

Identity Check

Please provide the following information to confirm your identity

Alberta Student Number (ASN):*

☒ [Lookup my ASN](#) [Reasons you may have an ASN](#)

Legal Names

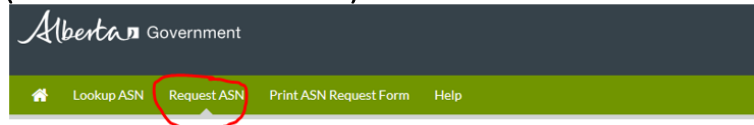
If your current or former legal names differ from your MyAlberta Digital ID, provide legal names

Legal First Name (If different than above):	Legal Last Name (If different than above):
<input type="text" value="enter legal first name"/>	<input type="text" value="enter legal last name"/>
Former Legal First Name (If applicable):	Former Legal Last Name (If applicable):
<input type="text" value="enter former legal first name"/>	<input type="text" value="enter former legal last name"/>

< BACK

NEXT >

Step 8: Request ASN (Alberta Student Number).



Request ASN

This service enables you to request assignment of an Alberta Student Number for a named individual.

Declaration

Please read and complete the following declaration before proceeding.

* I certify that I am,

(Select your legal relationship to ASN owner) ▼

I have the authority to submit this Alberta Student Number request for the individual identified in the following screens. I understand that identifying myself as someone else constitutes fraud for which I may be prosecuted. Click on the 'Accept' button to confirm your acceptance. By doing so you are indicating that you have read and understood this declaration and you are providing Alberta Education the noted certification and authorization. NOTE: For the purposes of this request, "legal guardian" means a parent (for students under the age of 18), guardian or legal representative.

DECLINE

ACCEPT

Freedom of Information and Privacy Protection Statement

The personal information collected as part of the Learner Registry System is being collected pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (RSA 20000, c. F-25) and is being used for the issuance or confirmation of an Alberta Student Number in accordance with the information supplied on the following screens. Any questions concerning the collection of this personal information may be directed to the Information Services Branch who may be reached at [\(780\) 427-5318](tel:780-427-5318).

Request ASN

Learning Event Questionnaire

Check all of the following that apply to you

I may already have an assigned Alberta Student Number if ...

- ☐ I have previously applied to or attended a school in Alberta (kindergarten to grade 12, a college, a university, or a technical institute).
- ☐ I have previously attended high school in Lloydminster, Alberta.
- ☐ I have previously written a General Educational Development (GED) examination.
- ☐ I have previously applied for or participated in a program offered by Apprenticeship and Industry Training in Alberta.
- ☐ I have previously taken Alberta high school courses at a school outside of Canada.
- ☐ I have previously applied for a student loan in Alberta.
- ☐ I have previously submitted out-of-province credentials to an Alberta high school for evaluation.

or select below to create a new Alberta Student Number

- ☐ None of the above.

NEXT ▶

CANCEL

Request ASN

Request Reason Questionnaire

What is your reason for wanting to obtain an ASN?

- ☒ To register with a public Alberta Post-Secondary Institution (university, college, technical institute).
- ☐ To apply for or inquire about Alberta or Federal Students Financial Assistance (student loans, grants, awards, or scholarships).
- ☐ To apply for a program or an examination offered by Alberta Apprenticeship and Industry Training.
- ☐ To register for a General Educational Development Examination (GED).
- ☐ Other, please specify:

◀ BACK

NEXT ▶

CANCEL

Request ASN

Profile Information

* Address

Address Line 1
Address Line 2
Address Line 3
Address Line 4

* City/Town

City/Town

Province * Country Postal Code

Phone

Intl Code Area Code Number Ext.

* E-Mail

Email Address

* Citizenship * Expiry Date

Step 9: Click 'start a new application.'

My Profile

- ☒ Personal Information
- ☒ Addresses
- ☒ Contact Information
- ☒ Citizenship
- ☒ High School History
- ☒ High School Marks
- ☒ Highest Level
- ☒ Post-Secondary History
- ☒ Additional Information
- [Select Institution](#)

My Activities

[Manage My Application Activities](#)

[Manage My Transcript Activities](#)

My Account

[Change Password](#)

[Manage SIAMS Account](#)

[Privacy & Legal Agreement](#)

Personal Information

The personal information requested on this form is collected for the purpose of determining eligibility for admission and/or the administration of academic programs and student services. After submission of an application, certain personal information may be made available by post-secondary institutions to federal and provincial government departments and agencies under appropriate legislative authority.

Applicant's Name

Your name was entered as part of the account creation process. Please click [here](#) to edit these values.

First Name:

Last Name:

Preferred First Name:

Please enter your preferred name when institutions are communicating with you.

Historical Entries

Please enter all former names if different than applicant's name shown above.

Other Information

[Changing this information?](#)

Alberta Student Number:

Your Alberta Student Number was entered as a result of account creation.

Date of Birth:

Your Date of Birth was entered as a result of account creation.

Gender:

Your Gender was entered as a result of account creation.

Step 10: Check your personal information to make sure they match your information.

My Profile

- Personal Information
- ☒ Addresses
- ☒ Contact Information
- ☒ Citizenship
- ☒ High School History
- ☒ High School Marks
- ☒ Highest Level
- ☒ Post-Secondary History
- ☒ Additional Information
- [Select Institution](#)

My Activities

- [Start a New Application](#)
- [Manage My Application Activities](#)
- [Manage My Transcript Activities](#)

My Account

- [Change Password](#)
- [Manage SIAMS Account](#)
- [Privacy & Legal Agreement](#)

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First Name:

Last Name:

Preferred First Name:

Please enter your preferred name when institutions are communicating with you.

Historical Entries

Please enter all former names if different than applicant's name shown above.

[Add Name](#)

Other Information

[Changing this information?](#)

Alberta Student Number :

Your Alberta Student Number was entered as a result of account creation.

Date of Birth :

Your Date of Birth was entered as a result of account creation.

Gender :

Your Gender was entered as a result of account creation.

[Next](#) [Save](#) [Undo](#)

Step 11: Add your high school studies

High school may be 'senior secondary studies' or have a different name in your country. You will need to include the last two or three years of study from your transcript.

My Profile

- ☒ Personal Information
- ☒ Addresses
- ☒ Contact Information
- ☒ Citizenship
- ☒ High School History
- ☒ High School Marks
- ☒ Highest Level
- ☒ Post-Secondary History
- ☒ Additional Information
- [Select Institution](#)

My Activities

- [Start a New Application](#)
- [Manage My Application Activities](#)
- [Manage My Transcript Activities](#)

High School Academic History

Incomplete or blank information cannot be saved. Please complete the fields indicated.

Missing High School History - you must enter at least one high school OR select No to indicate you have not attended high school.

Please provide your high school history in support of your application.

Schools Attended

Indicate "yes" if you are enrolled in, plan to enrol in, or have completed courses at the high school level. "High school level" includes courses taken at high school, through home schooling, and high school equivalency or academic upgrading courses taken at a post-secondary institution required

☒ Yes ☐ No

High School Name	Address	Attendance Dates
Add School		

[Back](#) [Next](#) [Save](#) [Undo](#)

Step 12:

If you went to high school outside of Canada, you can search for your school in the text box. If your school is not listed, you can follow the instructions on the screen.

The screenshot shows the 'Find and Add a School' window in the ApplyAlberta system. The window has a title bar with 'Find and Add a School' and a close button. It contains several sections:

- Enter the school's location:** A section with a 'Country' dropdown menu. The 'Other' option is selected, and 'Singapore' is entered in the text box. A lightbulb icon and text provide a tip: 'If you are having trouble finding the high school you are looking for, try searching using only a single word you are certain exists in the school name. Try "Southgate" rather than "St Anne's Southgate High School".'
- Enter all or part of the school's name:** A section with a text box containing 'National Junior College' and a 'List School' button. A note says: 'Type in the first few letters of any word or words in the school's name. To maximize the search capability, only enter key words.'
- Select the school:** A table with two columns: 'School Name' and 'Location'. The table lists several schools in Singapore. Below the table is a checkbox labeled 'My school is not listed'.
- Buttons:** 'Add School' and 'Cancel' buttons are at the bottom right.

At the bottom of the window, there is a footer with 'Get Help Privacy Policy FAQ About' and '© 2018 ApplyAlberta, All Rights Reserved V.2.4.0.6'.

Step 13: Ensure you have the message below (in yellow).

This means you successfully added your information.

The screenshot shows the 'High School Courses and Marks' page in the ApplyAlberta system. The page has a title bar with 'High School Courses and Marks'. It contains several sections:

- My Profile:** A sidebar with a list of profile sections: 'Personal Information', 'Addresses', 'Contact Information', 'Citizenship', 'High School History', 'High School Marks', 'Highest Level', 'Post-Secondary History', and 'Additional Information'. The 'High School Marks' section is highlighted.
- High School Courses and Marks:** The main content area. It starts with a red error message: 'The school with highest standing has been deleted. Therefore the Highest Level Achieved page has been reset.' Below this is a green success message: 'High School Academic History page is successfully saved.' The text states: 'Current Canadian high school students are required to enter courses and marks. Many institutions will use your course and mark information to determine eligibility to a program and to grant early admission before final marks are available.'
- Form:** A section with a question: 'Are you currently enrolled or plan to enroll at a Canadian High School?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected.
- Buttons:** 'Back', 'Next', 'Save', and 'Undo' buttons are at the bottom.

Step 14: Include the highest level of high school you have achieved.

This could be a diploma, year 11, senior year, senior secondary completion etc. as it states on your transcripts.

My Profile

- ☒ Personal Information
- ☒ Addresses
- ☒ Contact Information
- ☒ Citizenship
- ☒ High School History
- ☒ High School Marks
- ☒ **Highest Level**
- ☒ Post-Secondary History
- ☒ Additional Information
- [Select Institution](#)

Highest Level Achieved

Highest Level Achieved

Please select the school where you achieved the highest level. required

Select the school where you have OR will have obtained the highest level prior to attending a post-secondary institution.

☒ MONTERREY INSTITUTE OF TECH. AUG-2002 - JUN-2004 ?

Highest Level Achieved: required

What is the highest level you have OR intend to complete prior to attendance at a post-secondary institution? For example, Grade 10, Grade 11, or Grade 12

[Back](#) [Next](#) [Save](#) [Undo](#)

Step 15: Add your post-secondary institution (university, college, technical institute etc.) if you have transcripts from university, college, technical studies etc.

Follow the same process as you did in step 10.

Step 16: Answer the questions on this page *honestly*.

The application should match your passport and current address; it is not beneficial to add a Canadian address or contact information.

My Profile

- ☒ Personal Information
- ☒ Addresses
- ☒ Contact Information
- ☒ Citizenship
- ☒ High School History
- ☒ High School Marks
- ☒ Highest Level
- ☒ Post-Secondary History
- ☒ **Additional Information**
- [Select Institution](#)

My Activities

- [Start a New Application](#)
- [Manage My Application Activities](#)
- [Manage My Transcript Activities](#)

My Account

- [Change Password](#)
- [Manage SIAMS Account](#)
- [Privacy & Legal Agreement](#)

Additional Information

Apply Alberta gathers this information on behalf of Alberta's post-secondary institutions and/or Alberta Advanced Education.

First Language: required

This information is collected to assist in determining English proficiency. Please select the first language you learned and still understand. ?

☐ English

☐ French

☒ Other

Previous year activity: required

Please select what you did last year. ?

☒ Other

☐ Student

☐ Worked

Please select the location of your last year's activity. ?

☐ In Alberta

☐ In other provinces

☒ Outside Canada

Country of Residence: required

What country do you currently live in? ?

☐ Canada

☐ United States

☒ Other

[Back](#) [Next](#) [Save](#) [Undo](#)

Step 17: Select NAIT as your institution

My Profile

- ☒ Personal Information
- ☒ Addresses
- ☒ Contact Information
- ☒ Citizenship
- ☒ High School History
- ☒ High School Marks
- ☒ Highest Level
- ☒ Post-Secondary History
- ☒ Additional Information

Select Institution

My Activities

- [Start a New Application](#)
- [Manage My Application Activities](#)
- [Manage My Transcript Activities](#)

My Account

- [Change Password](#)
- [Manage SIAMS Account](#)
- [Privacy & Legal Agreement](#)

Select Institution

 Additional Information page is successfully saved.

NOTE: By selecting an institution below you consent to having your personal profile information transferred to that institution. You will receive additional information about how that information will be used, disclosed, and otherwise treated in connection with the privacy practices of that institution. You may be required to provide additional personal information to the institution to complete your application.

The policies described in the *ApplyAlberta Privacy Statement* do not apply to the practices of post-secondary institutions or other organizations.

Alberta College of Art + Design	Ambrose University
Athabasca University	Bow Valley College
Burman University	Concordia University of Edmonton
Grande Prairie Regional College	Keyano College
The King's University	Lakeland College
Lethbridge College	MacEwan University
Medicine Hat College	Mount Royal University
NAIT - Northern Alberta Institute of Technology	NorQuest College
Northern Lakes College	Olds College
Portage College	Red Deer College
Southern Alberta Institute of Technology (SAIT)	St. Mary's University
University of Alberta	University of Calgary
University of Lethbridge	

Need program information?
[Click here to check ALIS](#)



NAIT is one of Canada's pre-eminent institutes of technology, focusing on student success, applied research and innovation and offering degrees, diplomas and certificates in business, advanced technologies and skilled trades
<http://www.nait.ca>

Step 18: Select your program of study

NAIT Program Application

1 Apply 2 Review 3 Declaration 4 Payment

Welcome to NAIT,

Thank you for considering NAIT, an Institute of Technology committed to student success.

☐ Please check the box if you have been provided an application exception by NAIT staff, otherwise continue to complete the information for your application.

Program Information

Select Term You are Applying For

Select Program Application Fee: \$115

Select Plan

Area of Emphasis

Select Campus

Select 2nd Choice Program (optional)

Select 2nd Choice Plan

Select 2nd Choice Campus

Other Information

Are you an athlete (playing for a varsity team)? ☐ Yes ☒ No

If Yes, Indicate your primary sport

Do you have a Documented Disability? ☐ Yes ☒ No

Do you Require Disability Services? ☐ Yes ☒ No

If you require any services offered by NAIT's Services to Students with Disabilities, indicate these here.

Continue

Leave this as "no" unless you are a sponsored athlete by NAIT, or require special assistance with learning.

**Important information:

- You can apply for two programs that **start in the same term** within a single application by choosing a first choice and a second choice.
- Make sure you are applying to the term and the program you prefer as your **first choice**.
- NAIT will not process your second choice application, *unless you do not qualify for admission into your first choice*.
- If you wish to apply to two programs that **start in different terms**, you must submit two separate applications.

Step 19: Check your information

Check through all the information you entered carefully as you will not be able to change this once you click continue. The application fee **cannot** be refunded.

NAIT Program Application

1 Apply 2 **Review** 3 Declaration 4 Payment

Please review your application information

If any personal information is incorrect, click on the link on the top right to return to Apply Alberta and update your profile. Changes to the program you are applying to may be made by clicking the back button.

<input type="checkbox"/> Name and Contact Information
<input type="checkbox"/> Personal Information and Citizenship
<input type="checkbox"/> High Schools and Courses
<input type="checkbox"/> Post Secondary Institutions
Applying to Program

Winter 2019 Term (Jan - Apr)

1st choice

Digital Media and IT

Plan: Digital Media & IT

SubPlan: Computer Software Development

Campus: Main Campus

CourseLoad: Regular

2nd choice

Computer Engineering Tech

Plan: Computer Engineering Tech

SubPlan:

Campus: Main Campus

CourseLoad: Regular

Back

Continue

Step 20: Read the Terms and click Agree.

NAIT Program Application

1 Apply 2 Review 3 **Declaration** 4 Payment

Please Read the following terms and conditions. You must agree in order to continue your application

Student Declaration

I hereby certify that all information given on this application is true and complete. I also understand that any misrepresentation on my part may result in cancellation of my admission or registered status. If admitted, I shall comply with the rules and regulations of the Institution and agree to any penalty assessed for non-compliance with same.

I hereby authorize NAIT to send confirmation to "Apply Alberta" [Alberta Post Secondary Application Society] that I have applied directly to NAIT for the program specified in this Application. I authorize NAIT to receive transcripts of my educational history from all high school and post-secondary educational institutions that I have attended as are required to process this application; and I further authorize NAIT to send to any of the "Apply Alberta" participating institutions from whom NAIT will be collecting my transcripts, a copy or a record of this consent.

You give NAIT permission and we will be requesting the following transcripts on your behalf as part of your application.

Please provide the following transcripts directly to NAIT as we cannot obtain them for you.

MONTERREY INSTITUTE OF TECH.

Collection, Use and Disclosure of Personal Information

The personal information on this form is being collected under the mandate of the Post-Secondary Learning Act. The information is collected to determine your eligibility for admission and registration. Upon admission, this information will form part of your student record and will be used for operational activities of the Institution and for statistical purposes. It may be disclosed to Statistics Canada to comply with the Statistics Act (Canada) to Alberta Advanced Education for statistical, funding, policy development, planning and research purposes and to the Student Awards Office for the nomination of awards. Certain personal information will also be disclosed, by agreement, to the NAIT Student Association (NAITSA) and the Alumni Relations Office for the purposes of membership services; to Campus Sport and Wellness to monitor your eligibility to participate in NAIT Intercollegiate Athletics; and to the NAIT Development Office for the purpose of fundraising. The provisions of the Alberta Freedom of Information and Protection of Privacy Act protects this personal information. If you have any questions about the collection or use of this information, contact the Office of the Registrar, Suite 1000, 11762-106 Street NW, Edmonton Alberta, T5G 3H1, (780) 471-6248. E-mail: AskNAIT@nait.ca

☐ I have read the above terms and agree

Back

Continue

Step 21: Bring your credit card

NAIT Program Application

1 Apply 2 Review 3 Declaration 4 **Payment**

Application Fee

An application processing fee of \$115 CDN will be charged to your credit card with each application submitted. The fee is non-refundable. Enter information requested exactly as it appears on your credit card.

Amount \$115

[Back](#) [Process Payment and Submit Application](#)

Step 22: Pay the Application Fee

Mandatory fields marked by *

Payment Details

Transaction Amount: \$115.00 (CAD)



Order ID: mhp18058122621p82

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

[Process Transaction](#)

[Cancel Transaction](#)