



# International Student

## Step-by-step Guide to Applying to NAIT

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If you're an **international student** applying to a degree, diploma or certificate program at NAIT, you can use this guide for step-by-step instructions on how to apply through NAIT's International Application for Admission.

### International student defined

You are considered an **international student** if you will be a temporary resident of Canada with a study permit, work permit or visitor visa. International students are not Canadian citizens or permanent residents of Canada, and do not have protected person status in Canada.

### What you will need for your application:

- Information about your previous education, including what schools you attended and when.
- If you already have a valid Canadian study permit, you will need to provide the expiry date.
- Name of international agent (if you are working with a NAIT authorized agent to apply).
- Valid credit card, Visa Debit, or Debit Mastercard to pay the non-refundable application fee.

### While you're applying:

- Your application's progress will be saved automatically. As long as you sign in using the same method you initially used, you can pause your application and return to it later.
- Throughout the application, you can always select the (?) icon if you need more information.
- If you forget to fill in some required information on a page, the application will not let you continue. Simply find and provide the missing information to continue!

## Step 1: Go to the online application

Once you are ready to apply to a NAIT program, go to the **NAIT – International Application for Admission** at [application.nait.ca](https://application.nait.ca)

When you're ready to start, select the [Start Your Application](#) button.



# NAIT – International Application for Admission



This application is for international students only – it is not for domestic students (Canadian citizens, permanent residents, or those with protected person status in Canada). Domestic students must visit [applyalberta.ca](https://applyalberta.ca) to apply to NAIT.

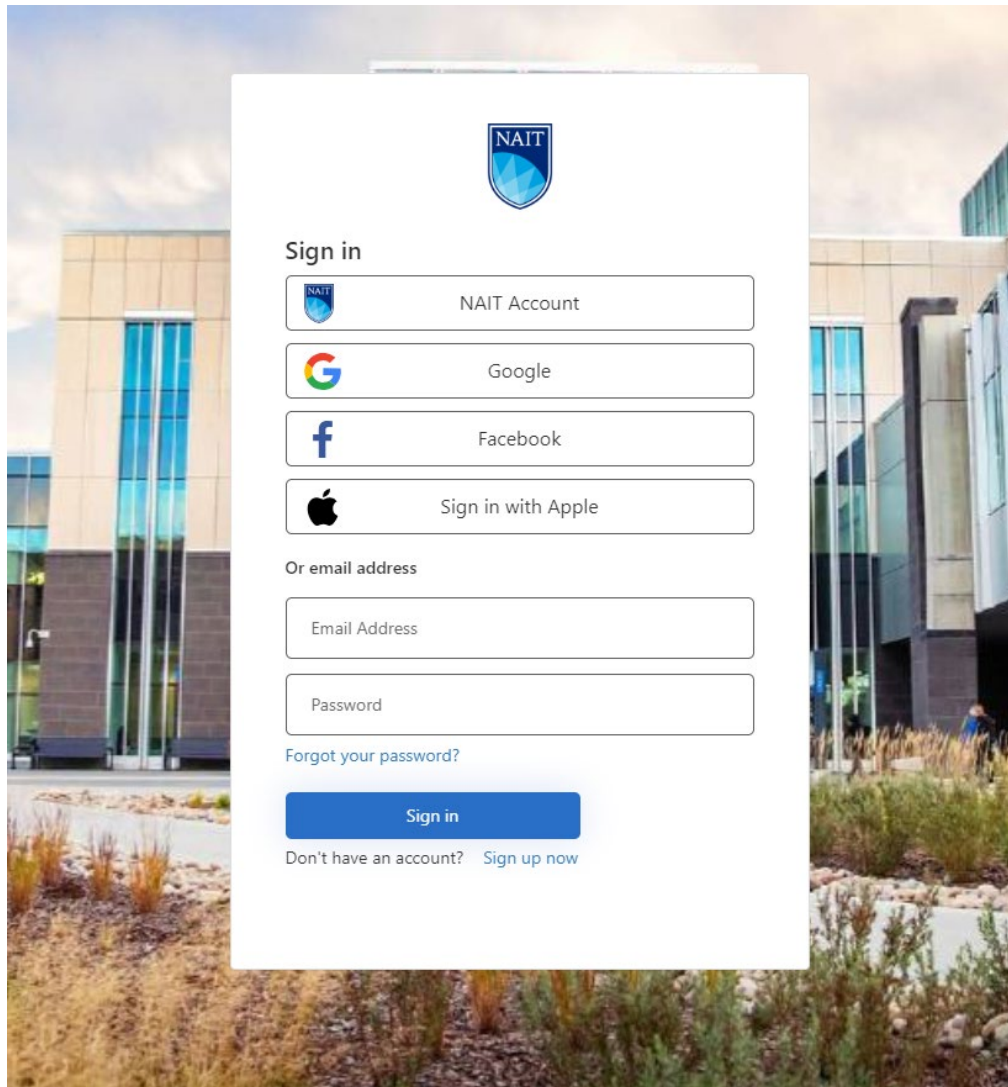
You are considered an international student if you will be a temporary resident of Canada with a study permit, work permit or visitor visa. International students are not Canadian citizens or permanent residents of Canada, and do not have protected person status in Canada. **If you are an international student, begin your application now!**

[Start Your Application](#)

## Step 2: Access the Application

When you begin your application to NAIT, you can either:

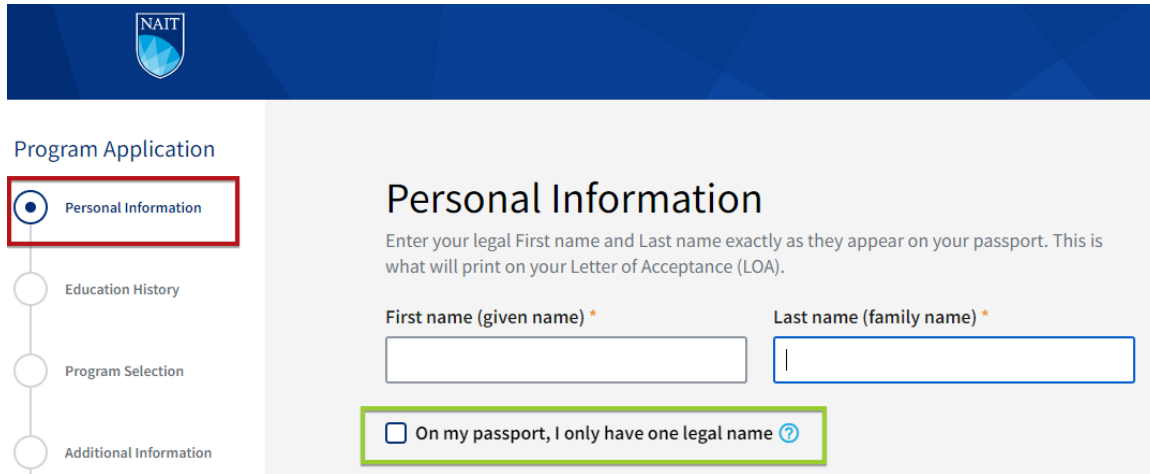
- Sign in with your Facebook, Google, or Apple account; or
- Sign up for an account using your name and personal email address; or
- Sign in with an existing NAIT Account ([username@nait.ca](mailto:username@nait.ca)), if you have one already.



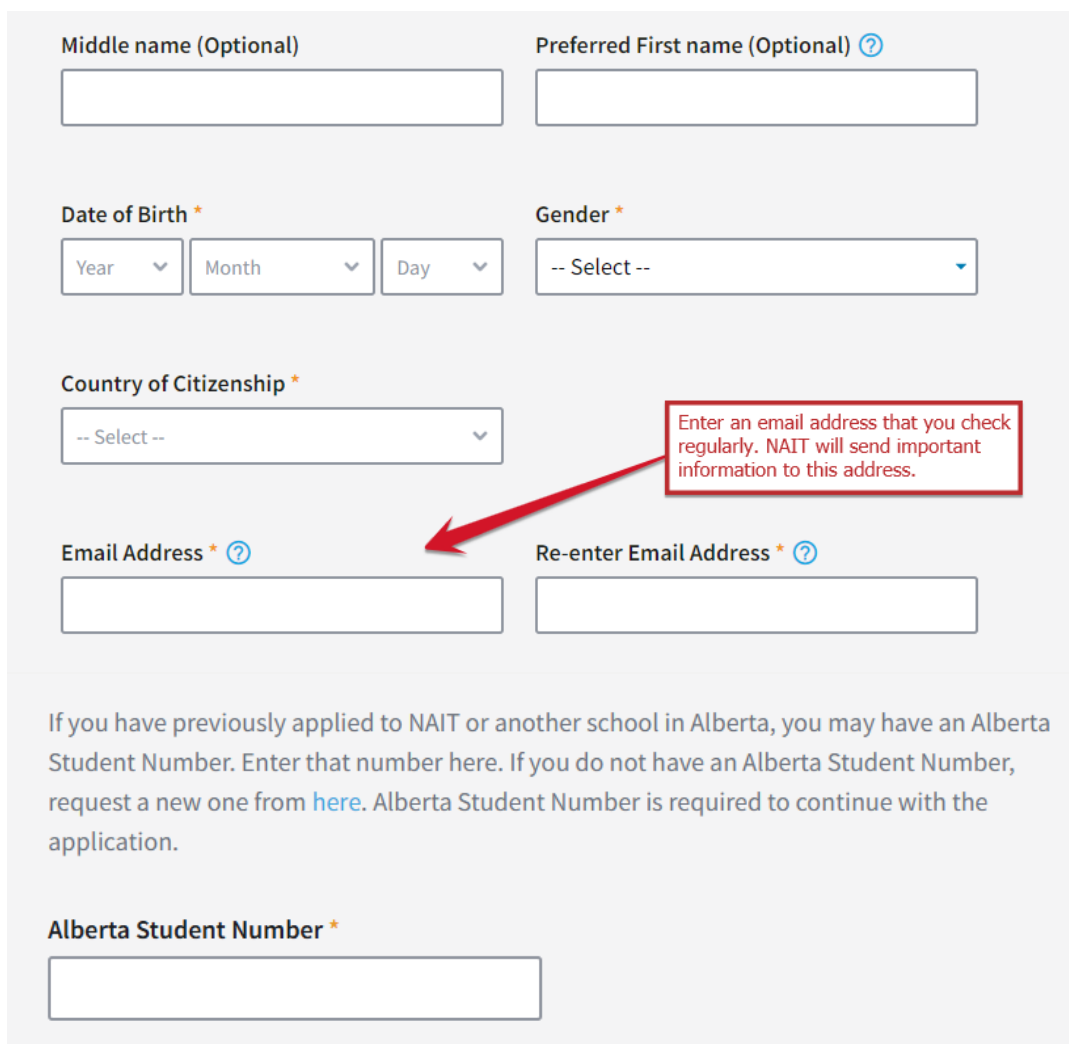
### Step 3: Fill in your personal information in the different sections

The first section of the application is **Personal Information**; ensure that all your information is filled out **correctly** according to your passport. This will be used for your future letter of acceptance.

- If you only have one legal name on your passport, select the box and indicate your full name.



The screenshot shows the NAIT logo at the top left. Below it is a navigation menu with four items: Personal Information (highlighted with a red box), Education History, Program Selection, and Additional Information. The main content area is titled "Personal Information" and includes the instruction: "Enter your legal First name and Last name exactly as they appear on your passport. This is what will print on your Letter of Acceptance (LOA)." There are two input fields: "First name (given name) \*" and "Last name (family name) \*". Below these is a checkbox labeled "On my passport, I only have one legal name" with a help icon, which is highlighted with a green box.



This section continues the form with the following fields:

- Middle name (Optional) [input field]
- Preferred First name (Optional) [input field]
- Date of Birth \* [Year, Month, Day dropdowns]
- Gender \* [-- Select -- dropdown]
- Country of Citizenship \* [-- Select -- dropdown]
- Email Address \* [input field]
- Re-enter Email Address \* [input field]

A red arrow points from a red-bordered box containing the text "Enter an email address that you check regularly. NAIT will send important information to this address." to the Email Address input field.

If you have previously applied to NAIT or another school in Alberta, you may have an Alberta Student Number. Enter that number here. If you do not have an Alberta Student Number, request a new one from [here](#). Alberta Student Number is required to continue with the application.

Alberta Student Number \* [input field]

In the **Permanent Address** section, ensure this is the address you would like on your future Letter of Acceptance (LOA).

- Do not use your relative's contact information in Canada if that is not where you are located.

## Permanent Address

Your permanent address is the address that will be listed on your Letter of Acceptance (LOA). Enter your address exactly as it should appear on your LOA.

Street Address \*

City \*

Country \*

State/Province/Region

Postal/Zip Code

If you have an address in Canada, in addition to your permanent address, enter it in this section.

## Canadian Address

Do you have an address in Canada in addition to your permanent address?

Yes  No

Provide your **mobile phone** number:

## Phone Number

We recommend entering your mobile phone number as NAIT may contact you by phone or a messaging platform with important information.

Country Code \*

Area Code

Phone Number \*

Enter the **Language** and **Immigration Information**, including if you already have a valid study permit.

**Language Information**

Your answer to this question will not impact your admission to NAIT. This information is collected for data and research purposes.

What is the first language you learned? \*

Hindi

**Immigration and Permit Information**

Select your temporary residence category for when you will be a student in Canada. \*

Study Permit

Study Permit ✓

Work Permit

Visitor

Do you already have a valid study permit to study in Canada? \*

No

If you are working with a NAIT **authorized international agent**, you can also disclose their information.

- *Notice for Agents: Agents will still need to submit the signed NAIT Confirmation form to release personal information on the application.*

Are you working with a NAIT authorized international agent to apply to NAIT? \*

Yes

Identify if you are working with an international agent

Indicate your agent here: \* ?

Harry Potter Recruiting

Indicate your agent's email address here: \*

Gryffindor@harry.ca

Continue

Once all required fills are completed, select Continue

## Step 4: Share your Education History

Make sure you include **ALL** your Secondary School (High School) information, then select the [Save](#) button. If you are still attending the school, select the box to indicate this.

Program Application

- Personal Information
- Education History**
- Program Selection
- Additional Information
- Bursaries and Grants
- Verify Information
- Declaration
- Checkout

### Education History

#### Secondary Schools (High Schools)

Secondary School Name \*

Country \*      State/Province/Region

-- Select --     

I am still attending this secondary school

When did you first attend? \*      When did you last attend? \*

Year      Month      Year      Month

Secondary School Curriculum \*

-- Select --

Highest level of studies achieved \*

-- Select --

[Save](#)      [Cancel](#)

If you went to multiple secondary schools, you can add more by selecting the Add button.

If you attended another secondary school, add it here.

[Add](#)

If you have attended a post-secondary (higher education), include **ALL** your higher education history:

### Post-Secondary Schools (Higher education)

Have you attended a post-secondary school? \*

-- Select --

Yes

No

[Back](#)      [Continue](#)

Once you've shared all your education history, select the [Continue](#) button.

## Step 5: Program Selection

This is where you select your NAIT program of choice:

Program Application

- Personal Information
- Education History
- Program Selection
- Additional Information
- Bursaries and Grants

### Welcome to NAIT, Sally Sample

We're committed to student success and are excited that you're considering NAIT!

Select a Program \* [Not Sure? Find a Program](#)

Please select a program to continue

[Back](#) [Continue](#)

Type in the name of your NAIT program of choice. As you type, program names will appear; you can also select these.

Once your program is selected, you may need to select from the **Delivery Method** drop-down options.

- NOTE: If you are applying for applying for **Fall 2023, Winter 2024 or Spring 2024** you will need to select this from the delivery method drop-down:

Delivery Method: ?

Hybrid

Hybrid

I am applying for Fall 2023, Winter 2024, or Spring 2024

- If you are applying for **Fall 2024 or later**, you can select the (?) to read more about the delivery methods available.
- Your delivery method will not be reflected in your Letter of Acceptance

Once you have checked the information is correct, including the Term you are applying for, click the **Select** button on the right.

The screenshot shows a user interface for selecting a program. At the top, there are three tabs: "Construction" (blue), "Design & Communications" (purple), and "Engineering & Technologies" (orange). Below the tabs, the selected program is "Architectural Technology" (Diploma). A red circle highlights the "Delivery Method" dropdown menu, which is currently set to "Hybrid". Another red circle highlights the "Select" button. To the right of the program details, there is a box for "Term: Fall (2024-25)" with an application fee of \$150.00 and a deadline of Sep 4 2024. Below the program details, there are "Back" and "Continue" buttons. A red circle highlights the "Continue" button.

**Note:** You cannot change the **term** once you've submitted your application.

If you're interested in two different NAIT programs and would accept an offer of admission to either program, the application lets you pick an **optional second choice program** that begins in the same term.

- You cannot add a second choice after you submit your application.
- NAIT will only process your second choice program application if you are not offered admission to your first choice program.

The screenshot shows a section titled "Secondary Choice Optional". Below the title, there is a paragraph of text: "If you wish, you can choose a second choice program with your application. We recommend that you leave this section blank unless there is a second NAIT program or offering for which you would accept an offer of admission (if not accepted to your first choice).". Below the text, there is a "Select a Program" dropdown menu. To the right of the dropdown menu, there is a link: "Not Sure? Find a Program". Below the dropdown menu, there are "Back" and "Continue" buttons.

## Step 6: Additional Information

Answer the additional information questions and then select [Continue](#).

- Your answers to these questions do not affect your eligibility for admission to NAIT.
  - *Note: The question about whether your parents ever attended a post-secondary school is collected for institutional research purposes only.*

The screenshot shows a web interface for a program application. On the left, a vertical navigation menu titled 'Program Application' lists six steps: Personal Information, Education History, Program Selection, Additional Information, Bursaries and Grants, and Verify Information. The 'Additional Information' step is highlighted with a red rectangular box. The main content area is titled 'Additional Information' and contains two dropdown menus. The first dropdown is labeled 'Do you experience a disability or barrier to learning? \*' and the second is labeled 'Did either of your parents ever attend a post-secondary school in the past? \*'. Both dropdowns currently show '-- Select --'. Below the dropdowns, a red message reads 'Please complete all required fields to continue'. At the bottom of the form are two buttons: 'Back' and 'Continue'.

## Step 7: Bursaries and Grants

NAIT offers a limited number of entrance awards for applicants. If you wish to be considered for these entrance bursaries and grants, you will be required to answer additional questions about your family income and personal background.

- **Answering these additional questions is optional.** Your answers (or decision not to answer them) will not affect your admission to NAIT.

### Program Application

- ✓ Personal Information
- ✓ Education History
- ✓ Program Selection
- ✓ Additional Information
- Bursaries and Grants**
- Verify Information
- Declaration
- Checkout

## Bursaries and Grants Information

NAIT considers all applicants for **entrance awards** automatically based on previous academic achievements. In addition to standard entrance awards, there are a limited number of bursaries (financial needs-based) and grants (for students who are members of equity-deserving communities). If you wish to be considered for these entrance bursaries and grants, you will be required to answer additional questions about your family income and personal background.

**Answering these additional questions is optional. Your answers (or decision not to answer them) will not affect your admission to NAIT.** In addition to being used to determine eligibility for entrance awards, aggregated data in response to these questions may also be used for institutional planning and to inform policy decisions.



Do you wish to be considered for entrance bursaries and grants? (If you select 'Yes' you will need to answer additional questions) \*

No - I want to continue without providing additional information

No - I want to continue without providing additional information ✓

Yes - I want to provide additional information to be considered for entrance bursaries and grants

## Step 8: Verify Information

Carefully review your personal information to ensure all contact information is **correct**.

- If some information is **incorrect**, select **No** and you will be able to go back to update the information.
- If the information is **correct**, select **Yes** and then [Continue](#).

Program Application

- ✓ Personal Information
- ✓ Education History
- ✓ Program Selection
- ✓ Additional Information
- ✓ Bursaries and Grants
- Verify Information**
- Declaration
- Checkout

### Personal Information

Please confirm your contact and personal information below.

**Full name**  
Sally Sample

**Date of Birth** 1980-02-01      **Gender** Female

**Citizenship** Colombia (CO)      **Status in Canada** International student - study permit

**Permanent Address**  
123 Lane  
Bogotá,  
Colombia

**Email address** Sally123@gmail.com      **Phone number** +57 (123) 123456789

**Is the information above correct?**  
 Yes    No

Please complete all required fields to continue

[Back](#) [Continue](#)

## Step 9: Declaration

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

**Important:** as highlighted below, you **must** order your previous transcripts/educational documents and have them sent to NAIT as soon as possible after you apply so your application can be fully reviewed.

- Learn more at [nait.ca/intdocuments](http://nait.ca/intdocuments)

### Program Application

- ✓ Personal Information
- ✓ Education History
- ✓ Program Selection
- ✓ Additional Information
- ✓ Bursaries and Grants
- ✓ Verify Information
- Declaration**
- Checkout

**IMPORTANT!**  
After submitting your application, you must order your transcripts and have them sent to NAIT!

## Declaration

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.

**You will need to provide the following official transcripts / educational documents directly to NAIT, as we cannot obtain them for you.**

123 High School

For more information on submitting your educational documents, visit [nait.ca/documents](http://nait.ca/documents)

### Collection, Use and Disclosure of Personal Information

The personal information on this form is being collected pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta) and under the mandate of the Post-secondary Learning Act (Alberta). 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 Institute, to inform policy development and development of service offerings, and for statistical purposes. It may be disclosed to Statistics Canada to comply with the Statistics Act (Canada) and to Alberta Advanced Education and if applicable Alberta Skilled Trades and Professions 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, pursuant to an information sharing agreement, to the NAIT Students' Association (NAITSA) and to the Alumni Relations Office for the purpose of membership services; to NAIT Athletics to monitor your eligibility to participate in NAIT Intercollegiate Athletics; and to the NAIT Advancement office for purposes 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 NAIT: [nait.ca/contact](http://nait.ca/contact).

I have read the above terms and agree

## Step 10: Checkout

Complete a final review of your program(s) of choice, delivery method and the term you are applying for.

- If you **require updates** (e.g. incorrect application term), select the **Back** button to make any necessary changes.
- If the information is **correct**, select **Pay \$150 Now**
  - If you have an application discount code, you can place the code in the indicated space.

Program Application

- Personal Information
- Education History
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### Review

Construction Design & Communications Engineering & Technologies Edit

**Architectural Technology**  
Diploma

Area of Emphasis: Architectural Technology  
Delivery Method: Hybrid ⓘ  
Delivery Time: Weekdays - Daytime  
Campus: Main Campus

Term: Fall (2024-25)  
Application fee: \$150.00  
Deadline: Sep 4 2024

Discount code  Apply

Subtotal	\$150.00
Taxes	\$0.00
Total	CA\$150.00

**Pay \$150.00 Now**

Back

Pay the non-refundable, non-transferrable application fee with one of the following payment options:

- Credit card (AMEX, MasterCard or VISA)
- Visa Debit
- Debit Mastercard

NAIT

VISA Mastercard AMEX

Cardholder Name

Card Number

MMYY  CW ⓘ

Order Summary

Total \$150.00

Back Pay

>> once you enter your card details, select the **Pay** button.

## Step 11: Watch your personal email

After paying your application fee, you will see a confirmation screen and receive a confirmation email.

- **Important:** After applying, you will be emailed a **NAIT Student ID** number to the email account included on your application. This email will include instructions on how to create your **MyNAIT portal account** ([my.nait.ca](https://my.nait.ca)).
- Write down your NAIT ID number somewhere safe. You'll need it in future correspondence with NAIT.

### Need help after applying?

- Explore NAIT's [Frequently Asked Questions](#).
- Learn more about [submitting international transcripts & documents](#).
- [Chat with a student ambassador](#) to learn about their experiences at NAIT.
- Once you've created your MyNAIT portal account, you can find helpful information on how to manage your NAIT account in the [Self Service Guide](#) on MyNAIT.