



**APPLICATION FOR ADMISSION AS A VISITING or SPECIAL STUDENT**

**Visiting or Special** Students in the Faculty of Kinesiology and Physical Education are individuals living in North America not proceeding to a degree offered by the Faculty. Students may be from other universities or other faculties within the University of Toronto, and may be taking courses towards credit in their home university program (Visiting) or for interest (Special).

**VISITING/SPECIAL STUDENTS**

- Must meet the admission criteria expected of degree students who are proceeding to a degree.
- Must be in good standing at their home university.
- May not be on probation, suspended or expelled.

The University of Toronto does not have an open “mature student” policy.

All applicants must qualify academically.

For further information please contact the KPE Registrar’s Office [undergrad.kpe@utoronto.ca](mailto:undergrad.kpe@utoronto.ca).

**If you have not previously been admitted to the Faculty of Kinesiology and Physical Education, or have not yet achieved standing in at least one course offered by the Faculty:**

- Submit the application form and the non-refundable application fee (\$90.00).
- Ensure you submit a Transcript from your home university and English Facility Test result (if required).

**If you are a returning special KPE student and/or graduate of the Faculty’s BPHE/BKIN Program:**

- Submit the application form and the non-refundable application fee (\$25.00) to apply for re-registration.

**All students should submit forms to:**

Undergraduate Admissions Committee,  
Faculty of Kinesiology and Physical Education,  
University of Toronto, 55 Harbord Street,  
Toronto, Ontario, M5S 2W6.

**Deadline dates for receipt of application and application fee:**

- Classes beginning in September: **June 30** (or until spaces are filled)
- Classes beginning in January: **November 30** (or until spaces are filled)
- Classes beginning in May: **April 1** (or until spaces are filled)

Spaces permitting, we will accept late applications provided that all documentation, including transcripts, are received by the last date to add an 'F' or 'Y' Session course for the Fall session or Summer session, or the last date to add an 'S' Session course for the Winter session.

Committee decisions will be mailed approximately two weeks after the deadline for the session in which you are applying. Each application for admission is considered individually in light of your previous academic record.



### APPLICATION FORM

- Answer all question on the application form fully.
- Sign and date the form.

**Note:** Failure to accurately disclose *all* academic work attempted will result in the cancellation of your application/registration, and possible contact with other Canadian universities.

### APPLICATION FEE

To process your application, payment of the non-refundable application fee must accompany your completed application.

#### Fees are as follows:

New applicants: \$90.00

Returning Special KPE students/Graduates of the Faculty's BPHE or BKIN Program: \$25.00

Payment can be made by VISA/Mastercard/AMEX, INTERAC/debit, or cash

Use the <https://kpe.utoronto.ca/sites/default/files/UGSpStuPay.pdf> Form enclosed.

### ENGLISH FACILITY

If your first language is not English, you are required to meet appropriate standards in a recognized test of English facility, in addition to the academic requirements.

Acceptable tests include:

- University of Michigan English Language Assessment Battery
- T.O.E.F.L. including the Test of Written English (T.W.E.)
- International English Language Testing Examination

For all details, refer to the University's English Facility website:

<https://www.future.utoronto.ca/apply/english-language-requirements>

When scheduling your test date, please take into consideration that results must reach us by the appropriate application deadline.

### REQUIRED DOCUMENTS

It is the student's responsibility to ensure all necessary documents are sent to the Faculty's Undergraduate Admissions Committee, Faculty of Kinesiology and Physical Education, University of Toronto, 55 Harbord Street, Toronto, Ontario, M5S 2W6. We do not request documents on your behalf and cannot accept fax transmissions of documents.

The following documents are required:

#### 1. Complete high school transcript (original or certified copy)

- Required if you are not enrolled in a university degree program, or do not hold a university degree at the time of application.
- The transcript must show all subjects taken and final grades obtained.

#### 2. Official transcript from all universities and colleges you have attended, (including any University of Toronto courses if completed before 1978)

- Transcript must show all subjects studied, grades obtained and grading scale used.



- Transcript must be issued and mailed directly to us.
- Results for courses taken at one institution that are reported on transcripts issued by another institution are not acceptable.
- In the case of institutions that do not award grades, supplementary evaluations of performance in individual courses should accompany transcripts.

**3. Notarized English translations of the certificates, if applicable.**

**4. A Letter of Permission from the home institution - only for Visiting Students from other universities.**

**Notes:**

- If you are submitting documents in a name other than the one shown on the application form, you must submit proof of name change (e.g. photocopy of marriage certificate).
- An interim decision can sometimes be made if we receive complete unofficial transcripts covering all academic work completed inside North America. However, arrangements must still be made for *official transcripts* to be sent directly from the institutions concerned for an admit decision to remain valid.
- Results reported on computer printouts, not on the institution's letterhead nor signed by the Registrar cannot be accepted, even on an interim basis.

**UNIVERSITY COURSES IN PROGRESS**

If you are registered in courses where final results will not be available until *after* the deadline to submit all documents:

- Submit transcripts including your academic results from the last term completed before the term applied for.
- Include a letter outlining the name of the institution at which you are studying, course names and codes, credit values, and the expected date of completion.

We will determine if admission can be conditionally granted conditional upon satisfactory performance in the courses in progress.

**Please note:**

Should admission be approved, registration in the courses requested, or required, cannot be guaranteed.

- Visiting/special students may not enroll in these: Practica, KPE 100 series and ANA 126 courses.
- Outdoor education courses - limited capacities and KPE degree students receive first priority

To verify the nature of the course and ensure you have an adequate background for the course content, visiting/special students should contact the instructor(s) of academic courses they wish to enroll in. This can be done before or at the first meeting of the course. Contact information for each professor is available here: [http://physical.utoronto.ca/FacultyAndResearch/Meet\\_the\\_Faculty.aspx](http://physical.utoronto.ca/FacultyAndResearch/Meet_the_Faculty.aspx).

For Arts and Science courses, please follow the instructions in the Faculty of Arts and Science Calendar, and Timetable Handbook.

**ACADEMIC SESSIONS**

The academic year is divided into two sessions:

- Fall: generally from the 2<sup>nd</sup> week in September until the 3<sup>rd</sup> week in December
- Winter: generally from the 2<sup>nd</sup> week in January until the final week in April



For information on KPE Summer Session courses, visit:

[https://kpe.utoronto.ca/sites/default/files/summerregguide20195v3\\_final.pdf](https://kpe.utoronto.ca/sites/default/files/summerregguide20195v3_final.pdf)

These session dates include the exam periods. Some courses meet for one session only, while others meet over both sessions. Please refer to the KPE Undergraduate Program calendar and timetable for information about specific sessions and courses.

### Arts and Science Registration Only

Special and visiting students wishing to enroll solely in Arts & Science courses who are not KPE graduates should apply via the [Woodsworth College Visiting Student Program](#).

### COURSE DESCRIPTION, TIMETABLES AND ENROLMENT INFORMATION

- **Course descriptions:** available in the KPE Undergraduate Program calendar at: <https://kpe.utoronto.ca/sites/default/files/UGCalendar2018Web.pdf>
- **Course outlines:** email the KPE Registrar's Office [undergrad.kpe@utoronto.ca](mailto:undergrad.kpe@utoronto.ca) with your request.
- **Academic timetable:** available in late June, including courses starting in January.
- **Registration in January session only:** course selection is limited in the winter, and many January courses are already filled during initial Fall/Winter registration.

### Faculty of Arts and Science courses

- You may enroll in these as long as you observe the pre-requisites, co-requisites and exclusions listed in the Arts and Science Calendar available on their website at <https://www.artsci.utoronto.ca/current/academics/course-enrolment>
- Register for these courses through the Faculty of Kinesiology and Physical Education, along with your KPE courses.
- **Arts and Science course restrictions:** some courses are restricted or give enrolment preference to, students in certain programs of study, i.e. those enrolled in a degree program requiring those courses.
- **For questions about pre-requisites for particular Arts and Science courses:** contact the Arts and Science department concerned.

### FULL TIME/PART-TIME

Visiting/Special Students may be enrolled as full or part-time students. Status is determined by the number of courses enrolled in.

**Full Time** = enrolment in 3.0 full-course equivalents (F.C.E)

**Part Time** = enrolment in 2.5 full-course equivalents (F.C.E)

Two half courses are equivalent to one full course equivalent.

### COURSE FEES

Tuition charges are made up of:

**Tuition fees** (paid on a per-course basis) PLUS.

**Incidental fees** (charged once in fall/winter and summer session, if enrolled).

Fees are due when a course is added even if it has not yet started. A service charge is added to all outstanding fees. Course fees are usually made available in early summer for courses starting the next fall or winter. Visit the Student Accounts website at [www.fees.utoronto.ca](http://www.fees.utoronto.ca) for this information.



## **TUITION REFUNDS**

**Tuition refunds:** dependent on timing of course withdrawal.

**Administrative fee is charged:** if cancellation of registration is after the published date for the first day of classes for that session.

**Full-time visiting/special students:** Should notify the KPE Registrar's Office upon dropping a course to ensure any applicable refunds are processed promptly.

**Part-time students:** Should check their fees account on ACORN to verify that their course change is reflected in their fees account.

The last date to withdraw and receive a refund is different than the date to withdraw from a course without academic penalty. Students are charged for all courses in which they enrol whether or not they attend class.

Visit [www.fees.utoronto.ca/](http://www.fees.utoronto.ca/) for a fees refund schedule and further information about fees.

## **OSAP AND FINANCIAL AID**

Please note that non-degree students are not eligible for OSAP funding (although a Continuation of Interest Free Status form is acceptable to maintain interest-free status on previous OSAP loans). This applied to all of the full-time and part-time OSAP programs. Visiting students from outside Ontario should contact their home university to inquire about financial aid opportunities.

## **RIGHTS AND OBLIGATIONS AS A UNIVERSITY OF TORONTO STUDENT**

As a Visiting/Special student at the Faculty of Kinesiology and Physical Education you are a University of Toronto student for the duration of the session in which you are registered. You have full access to all University of Toronto services and facilities, including libraries, the Athletic and Physical Education Centre and health services. You must follow the same rules and regulations governing University of Toronto students. Your Faculty registrar's office is the KPE Registrar's Office. You must also follow the policies of the Faculty of Kinesiology and Physical Education. For more information consult the Faculty of Kinesiology and Physical Education Undergraduate Calendar.

## **STUDENT ID CARD (TCard)**

Information and authorization to obtain a University of Toronto student identification card will be provided in the admissions offer package.

## **TRANSCRIPT OF COURSES COMPLETED AT THE FACULTY OF KINESIOLOGY AND PHYSICAL EDUCATION**

If you require official transcripts of completed courses sent to your home university or other institutions: visit University of Toronto's Transcript Centre for methods for ordering transcripts:

<http://www.transcripts.utoronto.ca/>

University of Toronto Transcript Centre  
100 St. George Street, Room 1006  
Toronto, Ontario, M5S 3G3  
Telephone: (416) 978-3384  
Fax: (416) 978-2487  
Email: [transcripts@utoronto.ca](mailto:transcripts@utoronto.ca)



Please be aware that transcripts of courses may not reach your home university in time for graduation at the end of the session in which you are registered, e.g. if you are taking winter courses for spring graduation.

### **SPECIAL NEEDS**

Students with special needs, including health considerations, are advised to contact the Accessibility Services staff as soon as possible, even at the initial stages of inquiry, to familiarize themselves with the procedures and services available at the St. George Campus. For more information, please contact:

Accessibility Services, University of Toronto,  
455 Spadina Avenue, 4<sup>th</sup> Floor, Suite 400, (North of College Street)  
Toronto, Ontario, M5S 2G8.  
Phone: 416-978-8060  
Fax: 416-978-5729  
Email: [accessibility.services@utoronto.ca](mailto:accessibility.services@utoronto.ca)  
Website: <http://studentlife.utoronto.ca/as>

### **HOUSING**

For information on housing, please contact:  
Housing Services, University of Toronto,  
Koffler Student Services Centre,  
214 College Street,  
Toronto, Ontario M5T 1R2.  
Phone: 416-978-8045  
E-mail: [housing.services@utoronto.ca](mailto:housing.services@utoronto.ca)  
Website: <http://www.studentlife.utoronto.ca/hs>