

## Request for Preassessment

This form must be completed in full and submitted to Admissions (admissions@uleth.ca) by the School of Graduate Studies or the prospective faculty supervisor, with the documents listed at the bottom of the page.

Preassessments will be conducted when:

- The credential is reported using a grade system or credit system not included in the University of Lethbridge *Guide for the Assessment of Academic Qualifications for Graduate Admission*.
- Full and complete information, including sufficient information to interpret the academic documents, is submitted to the Admissions Office.
- The applicant intends to pursue a Master of Arts (MA), Master of Science (MSc), or Doctor of Philosophy (PhD) program and has not yet submitted an application for admission.
- Requested by the potential faculty supervisor to confirm academic qualifications prior to agreeing to support the applicant's application for admission and supervise their program.

**Preassessments are a service provided by Admissions to assist potential supervisors with a decision to supervise a student; they are not a guarantee of admission or minimum funding levels.**

### Prospective Student

Last name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Former last name(s): \_\_\_\_\_

Date of birth (dd-MMM-yyyy): \_\_\_\_\_ First spoken language: \_\_\_\_\_

### Prospective Program

Prospective Program: \_\_\_\_\_ Prospective Major: \_\_\_\_\_

Prospective Entry Term: \_\_\_\_\_ Prospective Supervisor: \_\_\_\_\_

### Complete Academic History

Highest Level of Secondary School					
Name of Credential		Country		Year Awarded	Language of Instruction
Post-Secondary Education (list all institutions attended)					
Institution Name	Country	Language of Instruction	Years of Attendance	Name of Credential(s) Earned, if Any	Year Awarded

### Request Information

Name of Requestor: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Important Information

When complete information is provided, pre-assessments may take up to **two weeks** to be completed. Missing information will cause delays. **Pre-assessment requests will not be processed in the two weeks preceding and following any graduate application deadline.**

### Required Documents Checklist

Curriculum vitae

Academic transcripts from all post-secondary institutions attended, showing all courses completed and grades earned, including all institutions attended as an exchange or visiting student.

Degree certificates, if the credential conferral is not reported on the transcript.

Transcript key, legends, diploma supplement, or other available information to interpret the academic documents

Certified English translations of all academic documents not issued in English

When necessary and available, evidence of English Language Proficiency (e.g. TOEFL, IELTS)

Admissions reserves the right to request additional documents that may be necessary to conduct an accurate pre-assessment.