

SUPPLEMENTARY FORM

All Applicants:

Please complete all sections and print clearly. Sign, date and submit this form to **Undergraduate Admissions and Recruitment, 350 Victoria Street, Toronto, Ontario, M5B 2K3**. Please submit this form immediately as the information provided in is essential in the review of your application. One Supplementary form is required regardless of the number of programs applied to.

Applicants applying for Readmission:

When applying for Readmission to a Ryerson program, ensure to complete the 'Education and Non-Education History', outlining activities since last enrolled at Ryerson.

Access Centre:

If you have a disability that requires accommodation (e.g. learning disability, chronic medical, physical, psychiatric, etc.), contact the Ryerson Access Centre www.ryerson.ca/student-services/accesscentre/prospective-students regarding submission of related documents. The Access Centre provides accommodation and support for applicants and students with disabilities.

Personal/Confidential Information:

If you are submitting highly personal or confidential information, we recommend that you submit it in a separate letter and identify it as such.

DOCUMENT SUBMISSION INSTRUCTIONS:

- Officially certified academic transcripts documenting your secondary and post secondary studies and any other applicable supporting document(s) must be submitted to Undergraduate Admissions and Recruitment at Ryerson University. Ryerson will **not** send a reminder requesting officially certified academic transcripts and documents.
- If you are a current/previous Ryerson degree or diploma program student who is applying for readmission, reinstatement or to enter or transfer to another program, re-submission of transcripts previously submitted and already on file at Ryerson is not required.
- If you are currently taking courses at an institution other than Ryerson you must submit interim transcripts (if applicable), followed by official transcripts documenting final grades achieved.
- If your transcripts and/or other documents show a name other than the one under which you applied, submit proof of name change, i.e. a marriage certificate, notarized statement, or other applicable legal documents.

It is your responsibility to comply with all Ryerson University admission policies, procedures, and deadlines, including those outlined in the Applicants' Acknowledgement, Ryerson publications, and the Ryerson website.



A) PERSONAL INFORMATION

LEGAL SURNAME		LEGAL FIRST NAME	
AREA CODE HOME NUMBER ()	AREA CODE BUSINESS NUMBER EXTENSION ()	AREA CODE CELL PHONE ()	AREA CODE FAX NUMBER ()
DATE OF BIRTH MM/DD/YYYY	E-MAIL ADDRESS		

B) PROGRAM INFORMATION

PROGRAM(S) APPLIED TO

BUSINESS MANAGEMENT ADVANCED STANDING ONLY – MUST INDICATE MAJOR HERE	OUAC NUMBER	RYERSON NUMBER	TERM AND YEAR COMMENCING FALL _____ WINTER _____ SPRING/SUMMER _____
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C) DOCUMENT CHECKLIST

Ryerson **will not** send requests for officially certified academic transcripts or other documents. Unless already on file at Ryerson, it is **your responsibility** to **arrange the submission** of your **officially certified academic transcripts including promotion / graduation status and supporting documentation** at the time of application. Your application will be cancelled if supporting documentation is not received.

TYPE OF TRANSCRIPT	Name of Institution	ATTACHED		ON FILE AT RYERSON	WILL BE FORWARDED – APPROXIMATE DATE	ALREADY FORWARDED - APPROXIMATE DATE
		INTERIM	FINAL			
SECONDARY SCHOOL TRANSCRIPTS						
POST-SECONDARY TRANSCRIPTS						
POST-SECONDARY TRANSCRIPTS						
POST-SECONDARY TRANSCRIPTS						

D) ACADEMIC UPDATE

Please list additional courses you are presently taking or plan to take. This section does not apply if you are in an education system outside of North America where your regular school year and/or your examination results are not available until after June 30 (e.g. A levels or CAPE). If you are planning to attend summer school in order to meet admission requirements you must submit a request – please visit www.ryerson.ca/undergraduate/admission/apply/after and follow the links for Summer School Extensions.

NAME OF COURSE, LEVEL & COURSE CODE	TYPE (SUMMER, NIGHT, ETC.)	LOCATION	START AND COMPLETION DATES	DATE OF SUBMISSION
1)				
2)				
3)				
4)				
5)				
6)				
7)				

E) CONTACTS

Please name two people through whom we may reach you and who could verify the information you have provided regarding your academic and non academic background, including any information/circumstances you may have identified on this form. At least one contact should be a family member or friend.

NAME	RELATIONSHIP	PHONE NUMBER	OTHER PHONE NUMBER	EXTENSION
		()	()	
		()	()	



F)

REASONS FOR YOUR CHOICE(S)

Outline the reasons you have decided to apply to the program or programs listed in section B, as well as details and factors relevant to the review of your application. If you are seeking readmission/reinstatement, you may provide a supporting statement in this section outlining how you plan to achieve academic success upon re-entering the program. You may attach an additional page if necessary.



G) ACADEMIC HISTORY

Please list all secondary schools attended or currently enrolled in.

YEAR TO YEAR			GRADE(S)	SECONDARY INSTITUTION	ADDRESS OF SCHOOL (CITY, COUNTRY)	DIPLOMA AWARDED
YR	TO	YR				
YR	TO	YR				
YR	TO	YR				

Please list all post secondary schools attended or currently enrolled in.

YEAR TO YEAR			POST-SECONDARY INSTITUTION	PROGRAM	YEAR/LEVEL
YR	TO	YR			
YR	TO	YR			
YR	TO	YR			
YR	TO	YR			
YR	TO	YR			

H) NON-ACADEMIC HISTORY

Please list all activities from year to year from the beginning of secondary school to the present (ex. employment, volunteer work, travel, at home, etc.)

YEAR TO YEAR			ACTIVITY	EMPLOYER (IF APPROPRIATE)
YR	TO	YR		
YR	TO	YR		
YR	TO	YR		
YR	TO	YR		
YR	TO	YR		
YR	TO	YR		
YR	TO	YR		

I) DECLARATION

My signature below indicates that all responses are true and accurate and have been prepared entirely by me. No relevant information, academic or otherwise, has been withheld; otherwise, my admission may be revoked and/ or permanently withdrawn from Ryerson (See Ryerson Code of Academic Conduct). I have read the Applicant Acknowledgement and understand the policies and procedures as noted. I have read, acknowledged and understand the Registrars Office Notice of Collection and Use of Personal Information (www.ryerson.ca/undergraduate/admission/downloads/RegistrarsNoticeofCollection.pdf).

APPLICANT'S SIGNATURE:	DATE:
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You must sign and date this form. Ryerson University, Undergraduate Admissions and Recruitment, 350 Victoria Street, Toronto, Ontario, Canada, M5B 2K3.

