Instructions for Applying to the Indigenous Enriched Support Program

The Indigenous Enriched Support Program Admissions Committee considers more than just your grades in assessing your eligibility for our program. Our application requires that you submit transcripts, letters of reference, a personal statement and an application fee. The details are listed in checklist below.

Contact us, if you have any questions at iesp@carleton.ca or 613-520-2600 x. 8136.

Name: _____

Please indicate which IESP Stream you are applying for:

To apply to more than one stream, simply rank your choices "1", "2", etc.

> Steps to make sure this form saves correctly:
> 1. Download the .pdf file.
> 2. Open it in Adobe Reader.
> 3. Fill out the application.
> 4. Save it.
>
> Most errors happen when the file is opened in a web browser instead of opened in Adobe Reader.

Arts and Social Science Stream
No specific prerequisites required

Business Stream
Required high school prerequisites (grade 12, university-stream):
- Advanced Functions with a minimum grade of 60%

Computer Science Stream
Required high school prerequisites (grade 12, university-stream):
- Advanced Functions with a minimum grade of 60%

> Please note: Although Grade 12 Calculus is not required, it is strongly recommended for Business, Computer Science, Engineering and Science stream candidates.

Engineering Stream
Required high school prerequisites (grade 12, university-stream):
- Chemistry with a minimum grade of 60%
- Advanced Functions with a minimum grade of 60%
- Physics with a minimum grade of 60% *(Physics does not need to be complete prior to enrolling with IESP)*

Science Stream
Required high school prerequisites (grade 12, university-stream):
- Chemistry with a minimum grade of 60%
- Advanced Functions with a minimum grade of 60%

Application Checklist

Your completed Indigenous Enriched Support Program Application Form (see next page)

Two References (see Reference Form enclosed) completed by your teachers (or a teacher and guidance counsellor)
Note: if you have been away from studies for 3 or more years, you may use letters from a workplace or a community reference if necessary. Please provide the referees with the Reference Guidelines (see enclosed).

> Will be sent separately by mail or email
> Enclosed

Your complete academic transcripts: high school transcript (grades 9-12), and (if applicable) college or other university.

Your Personal Statement (see Personal Statement requirements, page 3 of this package)

An Application Fee of $65.00:
> Enclosed (cheques made payable to Carleton University)
> Will pay online - please provide email address to request link for online payment:

Current and recent high school students: your most recent report card

Please print this sheet and attach to your Application

Personal Data

Legal last name	Date of birth: (eg. 27/April/1983)	Gender (optional): F M Another gender identity:
First name	Middle name	Marital Status: Single, Widowed, Divorced Married
Former name (if applicable)		Carleton ID number (if applicable):
Email (Please print clearly as this will be our primary means of contact)		First language: English French Other (please specify):

Primary Address

Street address	Apt	
City or Town		Province/State
Country		Postal Code/Zip Code
Home phone number		Cell phone number

Citizenship/Immigration Status

- Canadian Citizen
- Student Visa
- Landed Immigrant/Permanent Resident
- Other Visa (please specify):

How I heard about IESP   Please check all that apply:

Guidance counsellor/Teacher	OUAC website
Letter from Carleton University	Family/Friend
Admissions/Campus	Coach
Call from Carleton	Info Night
Carleton's website	High School Visit
Web search	
Other (please specify): _____	

Academic History

	From (mo/yr) To (mo/yr)	Name of School	Location	Diploma completed Y N In process	Transcript enclosed
Last secondary school attended		Name of School	Location	Diploma completed Y N In process	Transcript enclosed
College or University	From (mo/yr) To (mo/yr)	Name and Location of Institution	Program	Diploma completed Y N In process	Transcript enclosed
College or University	From (mo/yr) To (mo/yr)	Name and Location of Institution	Program	Diploma completed Y N In process	Transcript enclosed

Application Information

Did you applied to Carleton through the Ontario University Application Centre?   Yes   No   Don't know
Carleton Application Number (if known): 10_____   If yes, program applied to:

Residence

Indicate your interest in applying to Residence (on-campus housing):   Intend to apply   Have applied   Not interested
*Please note, IESP/ESP students **are not guaranteed** a space in Residence.*

Voluntary Declaration

Any student of First Nations, Métis, and/or Inuit ancestry may self-identify. This includes "Status" and "Non-Status" Indigenous peoples. Native American students and other Indigenous groups may also self-identify. Self-identification is self-determined. Proof of Indigenous ancestry is not required in order to self-identify.

How do you self-identify?	Are you:	If you are a community member, what community are you from?
First Nations	Status	
Métis	Non-Status	Do you have funding? Yes No Unsure
Inuit	Other:	Sponsor:
Other:		

Declaration

I hereby certify that all statements on this application are correct and complete including my declaration of citizenship and immigration status. I understand in the University being rescinded (if my application is successful). I understand that it is my responsibility o be aware of academic and financial regulations outlined in the University Calendar

Signature   Date

Your application includes a written personal statement. This offers you the opportunity to share more than simply your transcript with us.

Please use a formal essay format with an introduction, body and conclusion.
Any information you provide will be treated as confidential.

Your *Personal Statement* should be between 750-1,000 words (please type and double-space) and should have three parts (Parts A, B and C):

Part A: Academic History
- Please comment on your high school record (and/or college/university, if applicable) and any reasons you think your previous academic record may not reflect your potential.
- What, if any, challenges did you face in high school (and/or college/university, if applicable), for example: family issues, academic, personal, disability, etc.? How did you address them?
- How you plan to ensure that you successfully address these or similar challenges while at university?

Part B: Academic Goals
- Why do you wish to attend university, what do you want to study and why?
- How will attending university help you achieve your (educational, personal and/or career) goals?

Part C: Why IESP is right for you
(Be sure to read up on our program on our website in order to help you address this section.)
- How can the program help you achieve your goals? Please be specific about what aspects of the program you feel will be helpful to you and why.
- The Seminars and Workshops both call for working with other students, often in groups. Tell us about your strengths and weaknesses in groups. Have you had problems with group work in the past, how will you address these problems in the future?
- What aspects of Indigenous culture are you most familiar with and/or interested in? For example, some Indigenous students are interested in discovering more about their heritage. Others are interested in finding out more about the Indigenous politics/treaties across the country.

Applicant's name: _____   Referee name, title: _____

School: _____   Phone number (work): _____

Email address: _____

Is there a way we can contact you (if necessary) after the school year has ended? (phone or email?): _____

Signature: _____   Date: _____

Please rate the applicant in the following areas, where 5= very strong, 3=average, 1=needs development, DK=Don't Know

Ability to work with others	5	4	3	2	1	DK
Interpersonal skills	5	4	3	2	1	DK
Ability to be resourceful/self-directed	5	4	3	2	1	DK
Communication skills, written	5	4	3	2	1	DK
Communication skills, oral	5	4	3	2	1	DK
Willingness to receive feedback	5	4	3	2	1	DK
Maturity	5	4	3	2	1	DK
Class attendance	5	4	3	2	1	DK
Overall assessment	5	4	3	2	1	DK

1. What class(es) did the student take with you? And what were the approximate grades received?
   _____

2. Please comment of the applicant's performance in your class(es). What are the student's academic strengths and what areas need development?

3. If you are aware of any reasons why the student's work may not have reflected the level of his/her ability, please include this information.

4. The Indigenous Enriched Support Program requires students to learn in collaborative settings. Please comment on this applicant's interpersonal skills and ability to work with others in groups.

5. Has this student's behaviour presented any difficulties?

6. In your opinion, is this student suited to and ready for university level work? Why or why not?

To Applicants:

Only applicants who have been *away from studies for 3 or more years* may request that their reference write a letter instead of using our formal Reference Form (see previous page). You may ask an employer or community reference to complete a letter using these guidelines if you are unable to find a teacher.

Please provide your referee with a copy of these guidelines. When you receive your reference letter from your reference, do not open the envelope. Submit the sealed envelope with your application package.

To the Referee:

This student is applying for admission to the Indigenous Enriched Support Program. For program information please visit www.carleton.ca/iesp.

Please write a letter at least one page in length, using the guidelines below. The completed letter should be returned to the student in a sealed envelope, with your signature across the seal. Or you may mail your letter directly to the IESP at the address below.

> IESP 1516 DT Carleton
> University 1125
> Colonel By Drive
> Ottawa ON K1S 5B6

All letters will be kept confidential.

Guidelines for Letter:

Please identify the applicant, the capacity in which you came to know him/her, and the length of your acquaintance. Include an assessment of the applicant's personal qualifications and suitability for university study.

Any information you can provide on the following areas would be helpful:
- communication skills (written and/or oral)
- willingness to take initiative
- level of motivation
- planning and organizational skills
- flexibility and adaptability
- willingness to accept responsibility
- leadership, analytical, problem-solving ability
- interpersonal skills, group interaction and team-working skills.

Please provide examples of the qualities you describe.

What are the applicant's strengths and weaknesses? Has he/she made efforts to address areas of concern?