



**Section 1: How to Complete the Application Procedure (To be completed by Shaftesbury Campus and Outtatown Applicants)**

The following must be received in the Admission office in order for your application to CMU Shaftesbury Campus or CMU’s Outtatown Discipleship School to be considered complete:

- Completed application form, specifically sections 1,2, 3, 4, 5, 6, 7 for Shaftesbury Campus or Sections 1, 2, 3, 4, 5, 9 for Outtatown.
- Application fee (non-refundable \$50 for Canadian/US students with Canadian/US transcripts; \$150 for International students).  
This fee is waived for Canadian and US students if the application process is completed by November 30 (including official transcripts).  
Applications and/or transcripts post-marked after November 30 require a \$50 non-refundable fee.
- Official high school transcripts (interim if still in school, final as soon as possible). Photocopies, faxes, and emails are not acceptable.
- If still in high school, a listing from your school of current courses you are/will be taking in your senior year (grade 12).
- Official post secondary transcripts if applicable. Photocopies, faxes, and emails are not acceptable.
- If applicable a copy of Marriage or Name Change certificate.
- Two reference forms (required for all Outtatown applicants and Shaftesbury Campus students planning to live on campus).
- Completed housing portion form (section 8) if living on campus.

**International students only**

- Official notice of English Language Proficiency Scores (i.e. T.O.E.F.L. CanTEST, IELTS, PT-Academic) if English is not your first language.
- If not born in Canada, copy of passport or permanent resident card. (Original must be seen upon arrival at CMU.)

**CMU’s Mission and Values**

CMU is an innovative Christian university, rooted in the Anabaptist faith tradition, moved and transformed by the life and teachings of Jesus Christ. Through teaching, research and service CMU inspires and equips women and men for lives of service, leadership and reconciliation in church and society.

CMU welcomes students of all faith commitments. We are a diverse community, reflecting a wide variety of backgrounds, faith journeys and convictions. In our life together, we seek to nurture a common commitment to Jesus Christ and to each other as members of this faith community. At the same time we welcome those of other religions who are not Christian, but wish to study in a Christian environment.

At CMU, we seek to function as a Christian community, supporting encouraging, exhorting and holding each other accountable to discipleship living. CMU places a high value on ensuring the health of its community. Therefore, actions that are harmful to oneself or other persons, which undermine the health of the community or seriously disrupt the life and educational activities of the university will not be tolerated.

**Payment Method:**

- Cash (in person only)  Interac  Money Order (payable to CMU)  Cheque (payable to CMU)
- VISA  Master Card Card Number \_\_\_\_\_
- Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ Signature: \_\_\_\_\_

## Section 2: Personal Information (To be completed by Shaftesbury Campus and Outtatown Applicants)

Mr.  Ms.  Miss  Mrs.

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Previous or Other Names (Surnames): \_\_\_\_\_

Current Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province/State: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Current until the following date: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: (DD/MM/YYYY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Gender: \_\_\_\_\_

Marital Status: Single \_\_\_ Married \_\_\_ Separated/Divorced \_\_\_

Are you a Canadian Citizen:  Yes  No

If not Canadian, please check one:  Permanent Resident\*  Refugee  Planning to apply for a Study Permit

Currently in Canada with a Study Permit for another Institution

\*(Original Permanent Resident document must be seen upon arrival at CMU).

Place of Birth: (City/Province or State/Country): \_\_\_\_\_

Citizen of: \_\_\_\_\_

Primary Language (*primary language refers to 'mother tongue'*)

English  French  Other (specify): \_\_\_\_\_

If English is not your primary language, indicate the number of years of English instruction you have received: \_\_\_\_\_

If you are of Aboriginal ancestry, please specify:  First Nations (status)  First Nations (non-status)  Inuit  Metis  Other

(By declaring your status, you will help in the development of new services and events for Aboriginal students. The declaration is voluntary.)

Name of Home Church (if applicable): \_\_\_\_\_

Denomination: \_\_\_\_\_

Not affiliated with any church or denomination

List other universities/colleges to which you are applying: \_\_\_\_\_

Friends or relatives who currently attend or have attended CMU/Outtatown, or predecessor colleges (CMBC, MBBC, Concord):

\_\_\_\_\_

\_\_\_\_\_

What is their relationship to you? \_\_\_\_\_

\_\_\_\_\_

Permanent Address or Parents/Guardians Mailing Address if applicable

Names (Parents/Guardians) if applicable: \_\_\_\_\_

\_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province/State: \_\_\_\_\_

Postal/Zip code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

I authorize my Parent/Guardian/Emergency contact to discuss my application form and provide information to CMU on my behalf:

Yes  No

### Section 3: Previous and Current Education (To be completed by Shaftesbury Campus and Outtatown Applicants)

Have you ever registered or are you currently registered at a post-secondary institution?  Yes  No

Have you ever been required to withdraw from studies at another university or college because of unsatisfactory performance or for disciplinary reasons?  Yes  No

List in chronological order all\* of the high schools\*\* (since grade 11), colleges and/or universities\*\*\* attended (name, location, dates attended, graduation date).

Name of Institution	Location	Dates Attended	Grad Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: Original official transcripts submitted as part of the application process become the property of Canadian Mennonite University and will not be returned.

\*Applicants must disclose and submit transcripts from all post-secondary institutions they've attended or are currently attending. Failure to provide a complete academic record is considered academic misconduct and may result in admission being revoked or denied.

\*\* If you are presently in high school, please enclose an **official interim transcript** which shows courses completed as well as courses currently in progress or request one to be mailed to CMU. It is your responsibility to request your **final official transcript** to be mailed to CMU, if not available at the time of application. If you have already graduated, enclose an **official final transcript**, or request one to be mailed to CMU. If these documents are not in English, it your responsibility to have them translated and certified by an official translator. **Photocopies and faxes of official transcripts are not acceptable.**

\*\*\* If you have attended any college and/or university, please provide **official transcripts**. Students transferring from other post-secondary institutions may be required to present syllabi of courses taken. Once you are accepted and have submitted this information, the transfer credit assessment takes about 4 weeks. If these documents are not in English, it is your responsibility to have them translated and certified by an official translator. **Photocopies and faxes of official transcripts are not acceptable.**

### Section 4: Accessibility (To be completed by Shaftesbury Campus and Outtatown Applicants)

Would you like more information on our accessibility policies, declarations, and required forms? Please respond "yes" if you may require accommodation for physical, learning, or mental health reasons.  Yes  No

Accommodations may address **physical limitations, learning disabilities, allergies, or mental health issues you have. Declaration is always voluntary.** CMU strives to provide a fair and supportive learning environment for academically qualified students with disabilities. Disabilities include both mental and physical conditions which meet the following criteria: The condition is permanent, ongoing, episodic, or of some persistence, and the condition causes a significant limit for the person in carrying out some of life's major activities.

### Section 5: Sources (To be completed by Shaftesbury Campus and Outtatown Applicants)

How did you hear about CMU or Outtatown?

Mark one or more of the following:

- CMU Faculty/Staff  CMU Student  Radio or Print Advertising
- School (Teacher/Guidance Counsellor)  Web site
- Church (Pastor/Youth Leader)  Career/Education Fair
- Coach  PIT  Church Visit  Social Media
- Parent  Sibling  Other Relative
- In Person Visit to Your School
- Other \_\_\_\_\_

Please indicate your #1 influence in making the decision to apply to CMU:

Friend \_\_\_\_ Relative \_\_\_\_ Class Sizes \_\_\_\_ Faculty \_\_\_\_

Admissions Counsellor \_\_\_\_ Athletics \_\_\_\_

Faith-Based University \_\_\_\_ CMU Programs \_\_\_\_

Church Leader \_\_\_\_ Guidance Counsellor \_\_\_\_

Other: \_\_\_\_\_

## Section 6: CMU Degree Programs (To be completed by Shaftesbury Campus Applicants)

Do you plan to study full-time or part-time? (full-time is 9.0 credit hours or more per term)  Full-time  Part-time

In which term will you begin studies:  September  January Year: \_\_\_\_\_

You are applying for:

Regular status (have high school courses that meet regular status entrance requirements)

Mature status (do not have high school courses that meet regular status entrance requirements, but am 21 years of age or older and a Canadian citizen)

Transfer status (have taken post-secondary courses). If you have completed 30 credit hours or more at another post-secondary institution, you must complete CMU's program declaration process at the time of your first registration.

If you know which program you would like to pursue at CMU, please indicate below, including the major that you might pursue.

It will help us assist you with course selection. (Check our website for degrees and their majors [www.cmu.ca/programs](http://www.cmu.ca/programs).)

Year One: Explore courses in a variety of subject areas

Bachelor of Arts Concentration: \_\_\_\_\_

Bachelor of Business Administration Concentration: \_\_\_\_\_

Bachelor of Science Concentration: \_\_\_\_\_

Bachelor of Music Concentration: \_\_\_\_\_

Bachelor of Music Therapy

**If you are interested in Pre-professional Studies please indicate which program:**

Agriculture  Dentistry  Education  Human Ecology  Law  Medicine  Medical Rehabilitation

Nursing  Pharmacy  Physical Education and Recreation Studies  Social Work

**Indicate your extra-curricular interests by marking one or more of the following:**

Varsity Athletics:  Soccer  Volleyball  Basketball

On Campus Employment

Choir/Ensembles/Worship Band  Instrument (please list): \_\_\_\_\_

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## Section 7: Autobiographical Sketch (To be completed by Shaftesbury Campus Applicants)

To help us know more about you, please give us a brief overview of your personal interests, vocational goals, and aspects of your personal faith journey that you may want to share. Please include your reasons for wanting to attend CMU Shaftesbury campus. Attach additional pages if you wish (minimum 25 words).

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### Student Commitment (Shaftesbury Campus Applicant only)

I commit myself to learning—attending classes and working on assignments as required by my program of study. I will abide by CMU policies for academic and student life.

I commit myself to become a contributing member of the CMU community, to develop relationships with other students, professors and staff, to be involved as my skills, time and interests allow, and to share my opinions and listen respectfully to the opinions of others.

Note: Your personal information provided on this form will be used by CMU for purposes of admission, registration, and communication with you. Your information will be provided, as required, to Statistics Canada, to the Council on Postsecondary Education in Manitoba, and to other authorized government departments. Your name, address, year-level, church affiliation, declared program, and the name of your high school will be shared with CMU's offices working with External connections including student recruitment, development, and alumni. Alumni records will be maintained indefinitely for purposes of maintaining contact with former students.

By applying to CMU or any of its programs, I give consent to the submission of personal data to Manitoba Finance for purposes of administration and enforcement of the Manitoba Tuition Fee Income Tax Credit Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Section 8: Housing Information (To be completed by Shaftesbury Campus Applicants)

Name: \_\_\_\_\_

I plan to make the following living arrangements for the school year:

- Live off campus (be a communter student)  Live on campus (be a resident student) **(please complete this section)**

**Applications for housing** should be submitted as early as possible, preferably by February 28. Applying early will increase your chance of receiving the accommodation you want. All housing assignments are made by a CMU housing committee using the following guidelines:

### Guidelines for Housing Assignments

#### Dormitory Space:

- Single full-time students will receive priority for dormitory space.
- Students assigned to a double occupancy room may request a specific roommate, but need to be open to having a roommate assigned.
- Students may apply for single occupancy in the dormitory. If space is available, and circumstances allow, the request will be granted. An appropriate increase in rent will apply. Single rooms are assigned with the proviso, however, that roommates may be assigned later if space requires it. Priority for single occupancy will be based on academic seniority as well as special needs. Students left without a roommate through no choice of their own will not be charged an extra fee.

#### Apartment Space

- Married Students.
- Single students with special needs (e.g. dietary, medical).
- Single students with academic seniority, with other factors such as age and previous residence living also taken into consideration. Most first and second year students will be accommodated in dormitory space.

#### Housing Lease

Students will be required to sign a lease for on campus housing. The lease may be for fall term, winter term, or both. *(For more information, please see handbook or online at [www.cmu.ca](http://www.cmu.ca).)*

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### Housing Request

Applying for:  Fall term  Winter term  Both terms

Please give a 1st and 2nd choice for accommodation. *(If only one choice is indicated, it will be assumed that you are equally open to any other option.)*

- Dormitory Housing in Poettcker Hall \_\_\_\_\_ single occupancy \_\_\_\_\_ double occupancy
- Dormitory Housing in Concord Hall \_\_\_\_\_ single occupancy \_\_\_\_\_ double occupancy
- Apt. Housing in basement of Poettcker Hall \_\_\_\_\_ studio \_\_\_\_\_ 1 bdrm \_\_\_\_\_ 2 bdrm
- Apt. Housing in Concord Hall \_\_\_\_\_ 1 bdrm
- Apt. Housing in Katherine Friesen \_\_\_\_\_ studio \_\_\_\_\_ 1 bdrm \_\_\_\_\_ 2 bdrm \_\_\_\_\_ 3 bdrm

If you have previous experience in residential living, please give details (e.g. where, how long?) and give reasons for your housing selection (to assist the housing committee in assigning space): \_\_\_\_\_

Did you indicate any allergies, physical limitations, learning disabilities or mental health issues in section 4?  Yes  No

Please identify any allergies, disabilities, difficulties, or other special needs of which CMU should be aware of that could affect your accommodation needs:

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If you want to request specific roommates, please give their name(s). Please note that an assignment cannot be made until confirming applications have been received from all persons named here.

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If you have a spouse and/or children who will be living with you, please indicate name of spouse and name(s) and age(s) of children.

Spouse: \_\_\_\_\_

Child: \_\_\_\_\_ Age: \_\_\_\_\_

Child: \_\_\_\_\_ Age: \_\_\_\_\_

Child: \_\_\_\_\_ Age: \_\_\_\_\_

Before submitting this form please read the statement about CMU values and student responsibilities in Section 1 of the Application Form. The CMU Student Handbook, which you will receive at registration, provides further details regarding CMU community life policies. These include restrictions on use of illegal drugs, alcohol, tobacco, pornography, and non-marital sexual activity. By signing this application form, you are committing yourself to living in accordance with CMU community life standards. *(If you want more information, contact the Student Life Department at CMU.)*

Please return this form by February 28 in order to receive priority consideration. A non-refundable deposit of \$100 will be required in spring to reserve your housing assignment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**References** (To be completed by Shaftesbury Campus applicants planning to live on-campus)

Reference forms help us to get to know you and serve you better. **They are required if you plan to live on campus.**

Please give a reference form to two people (e.g. teacher, person in your church or community, family friend), not family members, and ask them to complete the form and **fax or mail it directly to CMU. List the names and phone numbers of your two references here. (Note that reference forms for CMU Shaftesbury Campus and Outtatown are different.)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I have given reference forms to the two people named above.

## Section 9: CMU's Outtatown Discipleship School (To be completed by Outtatown Applicants)

Please indicate your first choice for the international component:

- Two semesters: Canada/Guatemala
- Two semesters: Canada/South Africa

### How would you rate yourself in the following categories?

- |                                                           |                                        |                                  |                                        |
|-----------------------------------------------------------|----------------------------------------|----------------------------------|----------------------------------------|
| Personal initiative:                                      | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |
| Concern for others:                                       | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |
| Social adaptability:                                      | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |
| Ability to follow:                                        | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |
| Leadership:                                               | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |
| Judgment/decision making:                                 | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |
| General health:                                           | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |
| Physical ability (to hike, canoe, carry a backpack, etc): | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |
| Interest in Christian community:                          | <input type="checkbox"/> Above Average | <input type="checkbox"/> Average | <input type="checkbox"/> Below Average |

Comments: \_\_\_\_\_

\_\_\_\_\_

- |                                                  |                                                 |                                  |                                               |
|--------------------------------------------------|-------------------------------------------------|----------------------------------|-----------------------------------------------|
| Industry:                                        | <input type="checkbox"/> Hard worker            | <input type="checkbox"/> Average | <input type="checkbox"/> Lack persistence     |
| Reliability:                                     | <input type="checkbox"/> Meet obligations       | <input type="checkbox"/> Average | <input type="checkbox"/> Neglect obligations  |
| Cooperativeness:                                 | <input type="checkbox"/> Work well with others  | <input type="checkbox"/> Average | <input type="checkbox"/> Avoid group activity |
| Flexibility:                                     | <input type="checkbox"/> Open to change         | <input type="checkbox"/> Average | <input type="checkbox"/> Unyielding           |
| Disposition:                                     | <input type="checkbox"/> Cheerful               | <input type="checkbox"/> Average | <input type="checkbox"/> Passive              |
| Punctuality:                                     | <input type="checkbox"/> Punctual               | <input type="checkbox"/> Average | <input type="checkbox"/> Often late           |
| Financial responsibility:                        | <input type="checkbox"/> Honour obligations     | <input type="checkbox"/> Average | <input type="checkbox"/> Neglectful           |
| Participation in your church:                    | <input type="checkbox"/> Very involved          | <input type="checkbox"/> Average | <input type="checkbox"/> Rarely attend        |
| Participation in sports/community/school events: | <input type="checkbox"/> Extremely involved     | <input type="checkbox"/> Average | <input type="checkbox"/> Avoid participating  |
| Love of adventure:                               | <input type="checkbox"/> Will try anything once | <input type="checkbox"/> Average | <input type="checkbox"/> Too risky            |

Comments: \_\_\_\_\_

\_\_\_\_\_

### References

Reference forms help us to get to know you and serve you better. **They are only required if you are applying to CMU's Outtatown Discipleship School.**

Please give a reference form to two people (e.g. teacher, person in your church or community, family friend), not family members, and ask them to complete the form and **fax or mail it directly to CMU. List the names and phone numbers of your two references here. (Note that reference forms for CMU Shaftesbury Campus and Outtatown are different.)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- I have given reference forms to the two people named above.

**Please answer all of the following questions on a separate paper(s) and attach it to your application form:**

1. List your extracurricular activities (ie. sports, music, drama, hobbies, etc.)
2. Describe any volunteer experience/community service.
3. Please list and briefly describe any previous travel experience.
4. Describe your involvement with your local church.
5. Please describe an experience that removed you from your comfort zone. How did you overcome the challenge?
6. Describe how you handle conflict/difficult situations.
7. Why do you want to participate in the Outtatown program? What do you hope to accomplish in this year?
8. What will be your biggest challenge if you go on an Outtatown school?
9. What are the three best things that you bring to the school?
10. As a discipleship program our focus is on inspiring students to follow Jesus. Tell us why this focus is of interest you.
11. Describe your current spiritual relationship with God (both past and current) and what you are doing to grow in your faith?
12. What's the long term plan for your life; any special plans or aspirations you're considering or dreaming about?
13. Are there other things about you that you would like us to know (family, work, gifts, etc.)?
14. Right after the Outtatown experience, I plan to:  Work for awhile  Go to College  University  Other: \_\_\_\_\_

**Additional Information** (This information is required due to the nature of a travelling community, international legal issues and the work we do with children and youth ministries.)

Have you ever been suspended or expelled from a secondary or post secondary school?  Yes  No

Have you ever been convicted of a misdemeanor or felony?  Yes  No

If the answer is yes, please attach an explanation of circumstances and dates of incident(s).

Did you indicate any allergies, physical limitations, learning disabilities, or mental health issues in Section 4?  Yes  No

Please identify any allergies, disabilities, difficulties, or other special needs of which CMU should be aware of that could affect your accommodation needs: \_\_\_\_\_

**Your Outtatown Commitment**

It is important that you are...

- a seeker committed to growth in your understanding of Jesus Christ and the Christian life.
- willing to respect and work with Outtatown staff.
- willing to be involved in activities of churches and communities where you go with Outtatown.
- willing to be flexible, adjusting to new ideas and cultures.
- willing to live within a group, and work at problems and relationships with honesty.
- willing to live simply and healthily, respectful of other cultures.

I consent to have the following individual(s) discuss my application and financial account with appropriate CMU staff. (e.g. parents)

Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

I confirm that the above statements and supplied information are true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (print name) if applicant is under 18 years of age \_\_\_\_\_

Signature \_\_\_\_\_