## STEP 01

### CREATE AN ACCOUNT

· Click on the "apply Now" link on the ApplyAlberta website.

· On the Alberta.ca page, click "Create Account".

· Fill in the required information on the form and click "Submit".

· When creating your Alberta.ca account, enter your legal first name, middle name, and last name as shown on your birth certificate, marriage certificate, passport, or immigration documents.

· Only a basic account is required; **you do not need** to create a MyAlberta Digital ID verified account.

· An email message will be sent to you that contains a link to confirm your email address. Click on the link in the message.

· Enter the password you created for your account on the "Confirm account creation" page and click "Next".

· The "Identity Check" page will be displayed. Follow the steps below that apply to you.

---

### Identity Check

Select an option below to begin your identity check

#### Do you have a SIAMS Account?

○ Yes, I have a Alberta.ca account

◉ No, I do not have a Alberta.ca account

NEXT >

**NOTE:** You have a SIAMS account if you have ever accessed any of these services

---

### IF YOU HAVE NOT USED APPLYALBERTA BEFORE:

· On the "Identity Check" page, select "No, I do not have a Alberta.ca account" and click "Next"

· The information you entered when creating your account will be displayed. You can edit it if necessary.

· If you do not already have an Alberta Student Number (ASN), click the "Create New ASN" link

· A window will indicate that a new ASN has been created for you, and that information has also been emailed to you. Click "Continue".

· You will now be logged on to ApplyAlberta.

**applyalberta**
**Alberta Post-Secondary Application System**

### IF YOU HAVE USED APPLYALBERTA BEFORE:

· On the "Identity Check" page, select "Yes, I do have a SIAMS account" and click "Next"

· On the "SIAMS Account Transfer" page, enter the username you previously used to log in to ApplyAlberta and click "Next".

· Choose how you would like to receive the confirmation code to transfer your account and click "Next".

· An email message (or email and text message) will be sent to you containing the confirmation code. You can update the email address if necessary.

· Enter the confirmation code in the space provided and click "Next".

· A window will be displayed confirming that your account transfer has been completed. Click continue.

· You will now be logged on to ApplyAlberta.

## FIND YOUR ALBERTA STUDENT NUMBER

An Alberta Student Number (ASN) is required to complete an ApplyAlberta application. An ASN is a unique number assigned to any student who has applied to or attended an Alberta school (K-12), College, Technical Institute, or University. If you have attended a school or post-secondary institution in Alberta and need to find your Alberta Student Number (ASN), you can use the ASN Lookup service. **If you do not have an ASN, the ApplyAlberta system will assign one to you.**

## FILL IN PROFILE

· Enter your personal information. Your personal profile information includes legal name, birth date, citizenship, and contact information.

· You will enter your Country of Citizenship and Immigration in Canada.

· Enter your academic history: Post-secondary institutions will need to know your academic history. It is important that you fill this out as completely as possible.

  a) **High School Information:** You will need to **provide the name of every high school you have attended or are currently attending, the date you started and the date you finished your studies.** Click "Add School" if you attended more than one.

  b) **Highest Level Achieved:** This refers to the highest level you completed in high school, e.g., Grade 12 High School courses and grades information.

  c) **Post-Secondary Academic History:** Be sure to provide the name of every post-secondary institution you have attended or are currently attending, the date your started and the date you finished your studies, and whether you have or will be obtaining a credential (diploma, degree, etc.). Click "Add Institution" if you attended more than one.

## AUTHORIZE TRANSCRIPT TRANSFER

The post-secondary institution(s) to which you are applying may need transcripts to determine eligibility for admission. **You will need to authorize the post-secondary institution(s) to obtain your transcripts on your behalf,** where available and required. **The first step in this part of the process is to read the legal agreement that covers the ApplyAlberta Privacy Notice,** Transcript Authorization and Terms and Conditions.

**By clicking AGREE**, you acknowledge that you have read and understand all that is covered in the Legal Agreement. **If you do not agree, you will not be able to proceed with an Apply Alberta application.**

## COMPLETE APPLICATION AT INSTITUTION OF CHOICE

· Select Medicine Hat College from the list and complete the institution-specific part of the application (e.g., select term/program, check admission requirements).

· Follow the prompts to complete your application.

## SUBMIT APPLICATION AND PAY ANY APPLICATION FEES

· When you are ready to submit your application, you will be asked to review your application and declare that the information is correct.

· You will then be asked to pay the institution's application fee, at which time a credit card will be required. Please note that Application fees are non-refundable.

· The institution will then process the application and communicate with you directly regarding the status of your application and/or any additional information required.

## SEND DOCUMENTS

Documents required are official transcripts, admit/scratch cards if applicable, a passport copy, and ELP results. Electronic documents sent directly by the school or department of education, as well as admit cards, ELP results and passport copies can be sent to registration@mhc.ab.ca. For more information please see:
**www.mhc.ab.ca/en/information-for/international/study-at-mhc**