To be considered for admission students must:

- Confirm their admission to the University of Alberta Bachelor of Commerce Program.
- Have between 24 and 75 ucw completed towards their BCom degree (after degree students must have at least 45 ucw remaining in their program) at the following dates:
  - Winter Intake: January 1
  - Fall Intake: September 1

Guaranteed Admission
A certain number of spaces will be reserved for students who meet the guaranteed admission criteria. Guaranteed admission criteria are:

- GPA requirement
  - Finance majors: 3.0 GPA
  - Other majors: 2.8 GPA
  - Accounting/Finance majors who have completed ACC 311 must have achieved a minimum grade of B. The grade from the first time the student completes ACC 311 will be used (grades from repeated courses will not be considered).
  - GPA is based on the two most recently completed terms of full time study (excluding spring/summer). To qualify for guaranteed admission, the students must have completed 24 ucw during those two terms.

- Work Experience Requirement
  - Finance majors: 750 hours of paid work experience must have been completed in the previous 2 years.
  - Other majors: 500 hours of paid work experience must have been completed in the previous 2 years.
  - Work experience does not need to be business related and may include retail, hospitality and labor jobs.

Standard Admission
Students will automatically be considered for standard admission if they do not meet the guaranteed admission criteria and/or the guaranteed admission spaces are filled. In standard admission, students are assessed on a competitive basis and additional information may be considered, including the following:

- Relevant extenuating circumstances
- Volunteer or extracurricular involvement from the past 2 years (please include specific information such as dates and level of involvement)
- Work experience that is more than 2 years old (please include specific information such as job, dates and hours worked)