

How to complete an online application for the Faculty of Kinesiology, Sport, and Recreation's (KSR) Graduate Certificate Program.



Graduate Studies Application Center

Returning Users:

Complete your application or check your application status.

LOGIN

First Time Users

Create an account to apply for graduate studies.

CREATE ACCOUNT



First you will need to create an account, if you have not done so previously.



UNIVERSITY
OF ALBERTA

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

CONTINUE

Be sure to record the email address used and your password, you will need this to login later if you don't complete the application now.

Graduate Studies Application Center

USEFUL LINKS

[Admission Info](#)
[Tuition & Fees](#)
[Accommodations + Accessibility](#)
[Funding](#)
[FAQ's](#)
[Contact Us](#)

ACCOUNT TOOLS

[Update Email](#)
[Change Password](#)
[Update Personal Details](#)
[Logout](#)

MY APPLICATIONS

Please select your application:

Applications		
Type	Status	Created Date

You have not yet started an application using this account.

[START NEW APPLICATION](#)



Once your account has been created, you may begin an application to your program of choice.

PROGRAM WEBSITES

For more information about the programs to which you have applied.

Application Details

Details	Graduate Studies Application
Status	In Progress
Created Date	12/02/2025
	Graduate Studies
	Graduate Studies Application

OPEN APPLICATION **CANCEL**



Select Open Application to begin the application process.

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Personal Information

Need help completing this form? Review the [Application FAQ \(Frequently Asked Questions\)](#) or [Contact Graduate & Postdoctoral Studies \(GPS\)](#).

*** Denotes Required**

Name

Please note: If you do not have a Last name/Family name/Surname, please enter your Given Name(s) as your Legal Last name and a period as your Legal First name.

Prefix

Legal First Name*

Legal Middle Name

Legal Last Name*

Former Last Name
(If Applicable)

Preferred First
Name

Did you previously apply to the University of Alberta under a different name? If so, please submit a formal [name change request](#) to ensure your application can be processed in a timely manner.

Ensure to complete all required information (Denoted with an asterisks (*).)

Alberta Residency

A resident of Alberta is defined as a Canadian Citizen or Permanent Resident (Landed Immigrant) who has been continuously a resident in the Province of Alberta, Northwest Territories, Yukon, or Nunavut for at least one year immediately prior to the first day of classes of the term in which admission is sought. The one-year residence period shall not be considered broken if the Admissions Committee is satisfied that the applicant was temporarily out of Alberta on vacation, in short-term employment, or as a full-time student.

Are you a resident of Alberta?*

☐ Yes
☐ No

Biographical Information

Gender*

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Academic History

Need help completing this form? Review the [Application FAQs](#) or [Contact GPS](#).

* Denotes Required

You must declare your post-secondary academic record to date and include accredited Degrees, Diplomas, and Certificates.

Enter completed transfer credit courses at an institution other than your degree granting institution as a separate entry.

Please do not include:

- High School Education
- Higher secondary education or non-credit courses taken for interest
- Professional development/training
- Professional designation
- Continuing education courses

You will be required to upload transcripts after the application submission. Please review the [Required Documents for Admission Applications](#) page for more information.

Institution	School Country	School Language	Level of Study	Degree Detail	Dates Attended	Status	Degree Name
-------------	----------------	-----------------	----------------	---------------	----------------	--------	-------------

[Add School](#)

CONTINUE

Click "Add School" to add your post-secondary academic record.

Ensure ALL post-secondary education is included. (this includes: Single courses, degrees that were not completed, and courses transferred from other institutions.)

Unofficial and official Transcripts are accepted. Transcripts' print dates **must** be within one year of the start of the program you are applying for.



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Program Selection

Click "Select a Program" below to choose your desired program.

SELECT A PROGRAM

Once your Personal Information and Academic History sections are completed, you may now select your program you want to apply to.

Program Selection

Click "Select a Program" below to choose your desired program.

When selecting your program, please ensure to double check you have selected the correct area of study and starting term. Click "submit" continue.

Academic Program Selection



Faculty

Kinesiology, Sport, and Recreation



Academic Unit

Kinesiology, Sport, and Recreation



Program

Graduate Certificate



Area of Study

Sport and Recreation Management



Course Load

Part Time



Intake

2026



Term

Spring



SUBMIT

CANCEL



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Program Selection

Faculty	Kinesiology, Sport, and Recreation
Academic Unit	Kinesiology, Sport, and Recreation
Program	Graduate Certificate
Area of Study	Sport and Recreation Management
Term + Intake Year	Spring 2026
Course Load	Part Time

The Application Deadline for this program is Apr 01 2026

[CHANGE PROGRAM](#)

[CONTINUE](#)

From here you can double check you have selected the correct program/area of study. You can also change your program before continuing.

References

Need help completing this form? Review the Application FAQs (Frequently Asked Questions), the [department website](#), or contact KSRgrad.info@ualberta.ca.

Please Provide:
This program requires a total of **one (1)** references.*

Please note: if you enter more or fewer than the total number of references required you will not be able to submit your application.

Due to international restrictions or network restrictions, some emails may not be delivered. As a result, your referee might not receive the reference request email. If this occurs, please ask your referee to check their spam/junk folder or confirm their email address. If the issue persists, contact KSRgrad.info@ualberta.ca for further guidance.

Reference Name	Reference Type	Status
Add Reference		

CONTINUE

KSR Graduate Certificate programs require a total of one reference (preferably professional). Select "Add Reference" to register a reference.

References

Need help completing this form? Review the Application FAQs (Frequently Asked Questions), the [department website](#)

References

* Denotes Required

Reference Type*

- ☒ Academic
☐ Professional

First Name*

John

Last Name*

Smith

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Email Address*

Smith@hotmail.com

Organization

Position/Title*

Manager

Personal message to
reference

In place of your
signature, please type
your full legal name:

Test Test

SEND TO RECOMMENDER

CANCEL

will not be able to sub

a result, your referee m
or confirm their email

Status

Sent to recommende

Ensure that all necessary
reference contact information
is correct. (Denoted by an
asterisk (*).)

References

Need help completing this form? Review the Application FAQs (Frequently Asked Questions), the [department website](#), or contact KSRgrad.info@ualberta.ca.

Please Provide:

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Reference Name	Reference Type	Status
Add Reference		
John Smith	Academic	Sent to recommender on December 2, 2025
Jane Doe	Professional	Excluded from consideration

CONTINUE

To change your reference's information or status, simply click on the reference's name.

Click on Continue to move to the next section.

Financial Support

Need help completing this form? Review the Application FAQs, the [department website](#), or contact KSRgrad.info@ualberta.ca.

* Denotes Required

Provide information on any scholarships, awards or sponsorships external to the University of Alberta that will contribute to your graduate studies at the University of Alberta.

Do you have any scholarships, awards or sponsorships external to the University of Alberta that you expect to receive or have received?*

- ☐ Yes
☐ No

Do you have alternate funding for part or all of the duration of your program? (from your supervisor's research funds, from an external agency, etc.)*

- ☐ Yes
☐ No

CONTINUE

If you have received any scholarships or awards external to the U of A, click yes. Otherwise, click no.

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Protection of Privacy - Personal information provided is collected in accordance with Section 4(c) of the Alberta Protection of Privacy Act (POPA) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used and disclosed for the purpose of admission and registration; administration of records, scholarships and awards; student services, and university planning and research.

Please note that information collected will be transmitted to and stored on servers outside of the University, Alberta and Canada and that the University cannot guarantee protection against disclosures as a consequence of foreign laws.

The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact the Faculty of Graduate & Postdoctoral Studies, Killam Centre for Advanced Studies, 2-29 Triffo Hall, University of Alberta, Edmonton, AB T6G 2E1, 780-492-3499 or visit the Information and Privacy Office website.

You must agree to the following declaration before submitting your application:

- I agree, if admitted to the University of Alberta, to comply with University regulations.
- I certify that the information in this application is true and complete in all respects and that I have withheld no information.
- I authorize the University to verify any information provided as part of this application.
- I understand that misrepresentation, falsification of documents, or withholding of requested information regarding this application are serious offences and may result in prosecution under the University's Admission's Policy and/or the Criminal Code of Canada.

☒ Yes, I agree

CONTINUE

The declaration step states that everything you have entered is true. Be sure to click "Yes, I agree".

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Signature

In place of your
signature, please
type your full legal
name:

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For your signature, ensure that your
type your full legal name.

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Review

Upon submission and payment of the application fee you will be taken to your application portal which will outline all required documents for your application.

Applications are not reviewed until all documents are submitted. Please ensure all documents are provided as quickly as possible.

**We have detected the following errors with your application.
These errors must be corrected before submission.**

Section	Required Field or Error
Personal Information	Please provide a mailing and permanent address
Personal Information	Please provide the city for your address
Personal Information	Please provide the street address for your address
Personal Information	Provide your postal code

SAVE FOR LATER

In this review section, any section missing required information will be noted along with the needed information.
Click on the section (ex. Personal information) to be taken to the missing field.

You may also save your progress here manually as well. Progress is automatically saved when moving to a new section.

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Review

Upon submission and payment of the application fee you will be taken to your application portal which will outline all required documents for your application.

Applications are not reviewed until all documents are submitted. Please ensure all documents are provided as quickly as possible.

If you are satisfied with your application and are ready to submit it, click **Submit Application + Pay**.

SUBMIT APPLICATION + PAY

SAVE FOR LATER

When all required fields are correctly filled, the review section will appear like this.

From here you may either “Save for later”, or “Submit application + Payment”.

If “Submit Application + Pay” is selected, you will be taken directly to the payment section.

Once you have submitted your application, you **cannot** go back and change any information.

Action Required: Submit Your Graduate Application > Inbox x



University of Alberta Graduate Admissions Portal <graddnr@ualberta.ca>
to me ▾

9:21AM (0 minutes ago) ☆ ↶ ⋮



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Hello Test,

Thank you for starting your application to graduate studies at the University of Alberta!

To complete and submit your application, please proceed to the payment section in your application before the application deadline.

Please do not reply directly to this email as it is not actively monitored. If you need further assistance visit uab.ca/grad or contact KSRgrad.info@ualberta.ca for support.

Thank you,
University of Alberta Graduate Admissions



uab.ca/grad

↶ Reply

↷ Forward

When you have selected “Submit Application + pay” you will receive this **email** in your registered email account (the email you used to create an account) verifying that you have submitted your application.

Payment will still be required.

Submit Payment

Payment Details

Description Application Fee
Amount Due \$135.00

Payment Method



Cardholder Name

Card Number

MM/YY

CW ?

Order Summary

Service Fee will be calculated after credit card information is entered

Subtotal	135.00
Service Fee*	--

Total	--
-------	----

[Back](#)

[Pay](#)

*By continuing with the payment you agree to pay the non-refundable service fee. If you do not wish to proceed with the transaction, you may cancel this transaction without penalty.

In this section, you will submit payment.

Please note that this payment is non-refundable.

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[LOGIN](#)

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Create an account to apply for graduate studies.

[CREATE ACCOUNT](#)

After your application has been submitted and payment has been received, you may log onto your account as a “Returning User” to check your application status, and upload additional documents like your resume/CV and letter of intent.



And that's it! Good luck, we look forward to reviewing your applications.

If you experience any issues or have questions, please do not hesitate to contact us at KSRCertificates@ualberta.ca, We are here to help!