

First Qualified First Admitted (FQFA) checklist

The FQFA process is used for most programs. The sooner an application is received, the earlier that applicant may qualify for admission.

☐ **STEP 1:** Apply at saskpolytech.ca/applynow

- Applications are accepted year-round and considered for the next available start date.

☐ **STEP 2:** Submit required documents

- Upload copies of required documents in the **Sask Polytech Applicant Hub**. Some circumstances/programs may require extras (e.g., first aid, CPR, typing tests).

Transcripts:

- Transcripts must be sent directly from the issuing institution or via **MyCreds** to Sask Polytech.
- Saskatchewan high school students: Order via saskatchewan.ca/transcripts.
- Out-of-province students: Contact your provincial/institutional office to send transcripts directly.
- Mail should only be used if the original institution cannot send directly via MyCreds.
- **Deadline: All final transcripts must be received 30 days before the program start date.**

Your situation	What to do
I'm a current high school student	✓ Ask your school for an official document showing your current course registrations (such as a student profile) and upload it to your application in the Applicant Hub right after you apply. The document must clearly come from your school. ✓ Request your final transcripts be sent to Sask Polytech as instructed above. ✓ You can apply on September 1 of the year in which you qualify for acceptance to a program.
I'm upgrading high school subjects	✓ Upload interim transcript from your school. ✓ Request your final transcripts be sent to Sask Polytech as instructed above.
I am out of high school	✓ Request official transcripts to be sent directly to Sask Polytech as instructed above.
I'm a domestic applicant with foreign credentials	✓ Upload a colour copy of your PR card, proof of English proficiency and translated transcript. (Translation help: atisask.ca)

 **Your application is complete once we receive the \$100 application fee and all required documents.**

☐ **STEP 3:** Track your status

- Log in to the Applicant Hub and watch for updates.

Need help?

 saskpolytech.ca/applicationguide
 admissions@saskpolytech.ca
 1-866-467-4278 (ask for a Student Recruitment Advisor)
 Sask Polytech Admissions, 1130 Idylwyld Drive N,
PO Box 1520 Saskatoon, SK S7K 3R5



Admission
processes



Apply now



Applicant
Hub

