## > HOW TO APPLY FOR DUAL CREDIT

Our new Dual Credit applications, which will reduce processing times and improve accuracy, require students to access ApplyAlberta. Please follow this tutorial, view the video or connect with our admissions team to submit your application. Follow along with the video tutorial here!

Lethbridge

1. Submit Your Application

Ready to take the next step?

Applying to Lethbridge College has never been easier. We're part of ApplyAlb stop application site that allows you to apply to Lethbridge College and author transfer of your Alberta high school and/or post-secondary transcripts.

To assist you with your application, it is recommended that you have the following information readily available:

applicable) an Alberta Education Student Identification Number (if applicable) A credit card (Via or MasterCard) to pay the non-refundable application fee. • If you are a Canadian citzan, a permanent relationt of Canada, or a refugee in Canada, your application processing fee is 3000 • If you are an international student, temporary relationt (with a study permit, permit, or visious), or fiving in canada but do not have a permanent residen refugee status, your application processing fee is \$150

· a list of courses (high school and/or post-secondary) you are currently o

## **BEGIN YOUR APPLICATION**

- 1. Go to LethbridgeCollege.ca and click the green "Apply Now" at the top of the page.
- Review the information displayed and then click the green "APPLY NOW" button to proceed to ApplyAlberta.
- **3.** Once redirected to ApplyAlberta, select the green "*APPLY NOW*" button.

**4**. Review the information and click the green "*APPLY NOW*" button to login using your existing Alberta.ca credentials or create an account.

**5.** If you are creating a new account, please watch the ApplyAlberta video, which outlines important steps.

*TIPS:* Choose an email address you are able to verify. Look up your Alberta Student Number (ASN) using the built-in tool. Ensure your Alberta.ca Account info matches your ASN lookup details.



Admissions

Connect with Registrar's Office

- 6. Once logged in, complete all sections under My Profile.
- 7. Choose "Lethbridge College" from the *Select Institution* screen and verify your profile information. Click "*Next*" to be redirected to the Lethbridge College application.







## **COMPLETE YOUR APPLICATION**

- Read important information about the application process and fees. Please note that Dual Credit applications are *FREE* and fees will be removed once the promo code is entered in step 7. Click "*Next*" when ready.
- 2. Select "*YES*" for applying as a Dual Credit student. Enter your Lethbridge College ID# if applicable.
- **3.** Upon selecting Dual Credit, the application will automatically skip over page 3 and redirect to page 4.

|  | COMPLETE A                       | PPLICATION                      | 0                              | 0            | 0           |
|--|----------------------------------|---------------------------------|--------------------------------|--------------|-------------|
| Millione in Labority College Budget Information Descence Optical   | Program Industion                | Additional Information          | Application Fasters            | Payment      | Contraction |
| Student Information  |                                  |                                 |                                |              | Step 2 - 8  |
| Peèse provide your Lethoridge College student ID number il you have one:   |                                  |                                 | 8 Student ID                   |              |             |
| LEVEL OF EDUCATION<br>Which of the following statements best describes the highest level of education that you v     | will have completed prior to the | term in which you are applying? | (This will help-determine prog | nam aptionaj |             |
| High School (Secondary School) Ped Secondary Contracts (College Creanity) Ped Secondary Contracts (College Creanity) |                                  |                                 |                                |              |             |
| Previous .   |                                  |                                 |                                |              | Next        |
|  |                                  |                                 |                                |              |             |

- Choose the term for your Dual Credit courses and select "Open Studies" under *Program Selection*.
- 5. Provide additional information, such as learning support needs, how you heard about Dual Credit and your school district. Enter your intended course(s) and emergency contact details.
- **6.** Review information from previous pages and check the declaration statement box.
- 7. Enter the promo code provided by your high school's Dual Credit representative to waive the fee. Click "*Continue*" to submit.
- 8. You'll see your application confirmation message. Check your email in the next 2-4 business days for more information, including your student ID number and account access instructions.





For assistance or inquiries, email admissions@lethbridgecollege.ca or call 403.382.6958

