This is the list of documents that you will need to gather and assemble in order to apply to the Transition Year Program.

In some cases, you will need to create the documents yourself (i.e. your letter of intent).
In other cases, you will need to obtain documents from others (i.e. letters of reference) or provide readable copies of documents (i.e. proof of Aboriginal identity).

- **Letter of intent:**
  A letter of intent is a letter introducing yourself, stating your goals should you be accepted into the program, and your plans once you have successfully completed the program. This letter should be at least one page.

- **Documentation of all previous education:**
  If you attended high school in Alberta, an unofficial copy of your transcript is sufficient to submit with your TYP application, or if coursework is currently in progress. If you have attended any high school outside of Alberta or any post-secondary institution, you will have to request official copies from each institution you have attended be sent directly to the Office of the Registrar.

- **Two letters of reference:**
  These are letters of recommendation from teachers, employers, volunteer organizations, etc. Please make sure these letters state your name (the applicant) and the reasons why you are being recommended for the Transition Year Program. You must also provide the contact information of your references.

- **Proof of your Aboriginal ancestry**
  The following is accepted as proof of ancestry, for the purpose of application:
  - Photocopy of both sides of your Proof of Aboriginal Ancestry Card. Please refer to 14.3.2 of the University of Alberta 2016-2017 Calendar regarding Proof of Aboriginal Ancestry.
  - Photocopy of a parent’s, aunt’s/uncle’s or siblings valid membership card AND documentation (e.g. birth certificate) verifying the family relationship.

**File Naming**

All electronic documents must follow proper naming: Lastname_Document name

*Example: Hill_PreviousEducation*

Once you have gathered all your documentation, it should only take 15 - 20 minutes to fill out the application form and upload your files.