

## Business English Program Application Form

Please read and fill in this application form electronically (or print clearly), then submit with payment to [esl@uoguelph.ca](http://esl@uoguelph.ca). Applications are not considered complete and will not be processed until payment has been received. All information is required.

### Student Information

Family Name

First Name

Permanent Mailing Address

City Province/State Country Postal Code

Birth Date (day/month/year)  Male  Female

Preferred Telephone Number Nationality

**Applicant's personal** email for advance placement testing (**required**)

### Alternate Contact

Agent  Family  Friend

Contact Name

Agency Name

Address

City Province/State Country Postal Code

Telephone:

Email

Relationship to student

Mail package to:  Alternate Contact  Student

I allow my alternate contact to communicate with you about my application:  Yes  No

Signature

### Program Fees

Fees are listed in **Canadian dollars**.  
 The application fee is non-refundable.

	<b>4 Weeks</b>
Application Fee	\$150
Tuition	\$4685
Homestay	included
Student Service Fee	included
Activities Fee	included
Business Visits	included
<b>Total fees</b>	<b>\$4835 CAD</b>

Medical Insurance	\$55
-4 weeks	
<b>Total fees with insurance</b>	<b>\$4890 CAD</b>

### How did you hear about this program?

- Education Agent
- Canadian Embassy/Consulate
- Friend or Family
- Former Guelph Student Name: \_\_\_\_\_
- Website Name: \_\_\_\_\_
- Education Fair (please specify): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

### Program Selection

**Business English Program – 4 weeks**

**Start Dates (please select one)**

- February 20 to March 17, 2017
- July 4 to July 28, 2017
- August 7 to September 1, 2017

### Academics Current Status

**University:**

Are you currently enrolled in university?  Yes  No

Name of institution: \_\_\_\_\_

Major area of study: \_\_\_\_\_

# English Language Proficiency / ALTE Self Assessment Table

If applicable, please indicate your current score on one of the following English proficiency tests:

TOEFL PBT \_\_\_\_\_ TOEFL iBT \_\_\_\_\_ TOEIC \_\_\_\_\_ IELTS \_\_\_\_\_

Please rate yourself on the following table below. Circle one “Can Do” statement per column that describes your ability.

ALTE Level	Listening/Speaking	Reading	Writing
ALTE Level 0	CAN understand basic instructions or take part in a basic factual conversation on a predictable topic.	CAN understand basic notices, instructions or information.	CAN complete basic forms, and write notes including times, dates and places.
ALTE Level 1	CAN express simple opinions or requirements in a familiar context.	CAN understand straightforward information within a known area, such as on products and signs and simple textbooks or reports on familiar matters.	CAN complete forms and write short simple letters or postcards related to personal information.
ALTE Level 2	CAN express opinions on abstract/cultural matters in a limited way or offer advice within a known area, and understand instructions or public announcements.	CAN understand routine information and articles, and the general meaning of non-routine information within a familiar area.	CAN write letters or make notes on familiar or predictable matters.
ALTE Level 3	CAN follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.	CAN scan texts for relevant information, and understand detailed instructions or advice.	CAN make notes while someone is talking or write a letter including non-standard requests.
ALTE Level 4	CAN contribute effectively to meetings and seminars within own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expressions.	CAN read quickly enough to cope with an academic course, to read the media for information or to understand non-standard correspondence.	CAN prepare/draft professional correspondence, take reasonably accurate notes in meetings or write an essay which shows an ability to communicate.
ALTE Level 5	CAN advise on or talk about complex or sensitive issues, understanding colloquial references and dealing confidently with hostile questions.	CAN understand documents, correspondence and reports, including the finer points of complex texts.	CAN write letters on any subject and full notes of meetings or seminars with good expression and accuracy.

- I confirm that this ALTE rating is based on my own personal assessment of my ability, and not that of my agent/family/other.
- I understand that I may be required to complete pre-arrival language testing without assistance of any kind.
- I understand that I will take an English language placement test when I arrive on campus at the University of Guelph.
- I understand that if my language level is lower than that required to participate in the program, the University of Guelph also reserves the right to refuse my registration without refund of tuition paid.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date