

1. PERSONAL INFORMATION

Family Name	First Name
Permanent code (4 letters and first 2 digits)	Number and name of the current program undertaken at UQAT.
UQAT Email.	

2. INFORMATION REGARDING YOUR APPLICATION

Code and titles of UQAT courses requested for exemption.

<u>UQAT Course Code</u> <i>Ex : GEN2210</i>	<u>UQAT Course Title.</u>

SUPPORTING DOCUMENTS REQUIRED:

- **The Recognition of Prior Learning Assessment Form, completed and signed.**
- **Cover Letter**

This letter should highlight the reasons that motivate you to apply for recognition of prior learning. It provides the context that will help the content expert understand your situation and the context in which you are submitting your application. A single letter cannot serve as a blanket document for multiple applications. In other words, each application for equivalence should be accompanied by a unique and tailored letter.

- **Detailed Resume**

A resume allows you to summarize your experience. In brief, you must indicate in chronological order and in detail your training, work experience, fields of interest and activities (awards obtained, volunteer work, etc.) and additional experience relevant to your application.

- **Certificate of experience in hours**

Letter of attestation from the employer that specifies the nature and duration (in hours) of the relevant work experience. This letter must bear the employer's original signature and the official letterhead of the issuing institution.

SUPPORTING DOCUMENTS REQUIRED (CONTINUED):

- **Employer's Letter**
 The employer, supervisor or coordinator must provide a detailed description of the tasks and learning experiences undertaken by the students during their professional experience. This letter must bear the employer's signature and the official letterhead of the issuing institution.
- **Comparison Table of Objectives versus Experience**
 Please complete the Comparison of Objectives versus Experience Chart found on the Prior Learning Assessment Services webpage: <https://www.uqat.ca/telechargements/formulaires/tableau-comparatif-objectifs-experience.pdf>

Additional documentation or information may be required depending on the program.

COST OF THE APPLICATION

All fees associated with your application will be posted to your student file in the month following the processing of your application (*fees are subject to change without notice*).

Fees based on the origin of the acquired knowledge – Effective August 24, 2024	
Application for Recognition of Prior Learning – Professional Experience	
Basic application fee	\$ 50
Fees per recognized credit	\$ 40

Example: RPL application accepted for 1 course of 3 credits = \$ 50 + (3 credits x \$ 40 / credit) = \$ 170

PROCEDURES

All applications for Recognition of Prior Learning accompanied by supporting documents must be sent to the Registrar's Office by email at: info.rac@uqat.ca

Each application must be sent in **a single package** containing all the required documents. Incomplete applications will not be considered. All documents, **including those previously sent**, must be returned in a single package.

No additional documents will be accepted once your application has been sent for analysis.

ADDITIONAL INFORMATION

Depending on the modules/programs, certain terms and conditions apply. Check our webpage for more information:
<https://www.uqat.ca/admission/reconnaissance-des-acquis/>

APPEAL

If your application for Recognition of Prior Learning is refused, you have twenty (20) business days to file an appeal if you disagree with the decision. For more details, please visit our webpage: <https://www.uqat.ca/admission/reconnaissance-des-acquis/>

3. AUTHORIZATION AND CONSENT

By signing this form, you agree to the following terms and conditions:

- I authorize UQAT's Prior Learning Recognition Service to remove me from my current course(s) enrollment within my program, which is included in this application for Recognition of Prior Learning, should the evaluation outcome be favourable.

- I agree to pay the fees linked to my application for Recognition of Prior Learning (as detailed in the fee table provided above)

Student's Signature

Date