

Notice of Incomplete Application

Graduate Admissions Application Centre

Date: January 25, 2016

Student I.D.: 40022961

Please include this number when responding to our request for information.

Please ensure this mailing address is correct. You can make changes online in Self Service at: www.myconcordia.ca

Thank you for your application to Concordia University. We have reviewed all the information in your application to the following program:

Master of Arts Creative Arts Therapies (Art Therapy Option)

We have reviewed your file and find that we require additional information to proceed with our assessment. Without the item(s) listed below, we may not be able to make a decision on your application. If you have already arranged to have these items sent, please disregard this notice.

Our preference is for you to submit the items requested below electronically (unless otherwise specified). To do this, login to the Student Portal (MyConcordia.ca) and go to the "My Student Centre" link where you should be able to upload electronic copies of your documents to your file.

Should you need to mail in or drop off documents, information on how to do this can be found at the end of this email. **Do not** mail or fax a copy of the documents that you have already uploaded to your application — doing so will slow down the review of your application.

Note: All required documents received by Concordia University become the property of the University. **Official documents and/or transcripts will not be returned to the applicant; do not submit your only original copy.**

Required Information/Documents

We strongly encourage you to upload your supporting documents (including transcripts) as they allow us to proceed with the assessment of your application and will speed up the review of your file. Unless specified otherwise below, official documents will only be required once you have been admitted. These will be needed to finalize your admission and will be requested in your Offer of Admission. **The University reserves the right to require official documents at any time during the admissions process, and rescind any offer of admission made if discrepancies between unofficial and official transcript(s) are found.**

Academic Assessment Forms and Recommendation Letters:

- We are missing one or more recommendation letters. Please refer to your Student Center Self Service page for more information.

Specific Program Requirements:

- Please upload the completed Art Therapy Option Form available here:
http://creativeartstherapies.concordia.ca/documents/Art_Therapy_Form.doc

For more information, please consult the following website:
<http://creativeartstherapies.concordia.ca/programs/art-therapy-ma/admission-requirements/>

It is strongly recommended that you provide the required information/documents by the deadline below in order to ensure the timely assessment of your file.

February 1, 2016

In the case of applications for competitive and limited enrolment programs, files that are not complete by the indicated deadline date may be cancelled.

To submit documents by mail:

Graduate Admissions Application Centre
Concordia University
P.O. Box 2002, Station H
Montreal, Quebec H3G 2V4

To submit documents in person/courier:

Birks Student Service Centre
1400 De Maisonneuve Blvd. W.
Room LB 185
(make sure to bring copies if you do not want to leave your originals)

Do not hesitate to contact us if you require further information. You may do so by visiting Connect2Concordia at: <http://Connect2.Concordia.ca> or by telephone at 514 848 2424 ext. 2668.

Please DO NOT REPLY TO THIS MESSAGE, as this e-mail address is not monitored. Please consult the contact information included in this e-mail. If you have other inquiries AND have a profile on Connect2Concordia, please visit Connect2Concordia at <http://Connect2.Concordia.ca> and submit your question there.