Registration Instructions (Spring 2025)

Please note that if you use the back button on your browser, your registration will be cancelled - do not use it.

Navigate to:
http://conted.ucalgary.ca/search/publicCourseAdvancedSearch.do?method=doPaginatedSearch&showInternal=false&courseSearch.programAreaStringArray=10437

1. Select **ESL Semester Program**

2. Choose **ESL 100-060** from the list on the right hand side and click [**Add to Cart**]

3. Close the pop-up window.

4. Click the "**Search Again**" option at the top left corner.

5. Enter "**ESL 900**" under "Keyword/Course Title/Course Number" and click [**Search**]

6. Select **Homestay Semester**

7. Choose **ESL 900-052** from the list on the right hand side and click [**Add to Cart**]

8. Click [**Checkout**] on the pop-up window.

9. Put check marks under Fee "**Full Amount**" for all courses.

10. Click [**Checkout**]

11. Enter student's email address and retype it under "I am a new Destiny One user" and click

[**Create Account**]

*__Important:__ Please make sure to enter student email address that student accessible both Canada and Japan after the arrival as well. Free email or university assigned email address are the valid email address. Cell phone email address may be unable to access in Canada which may cause issues that student may not have all services on the campus and miss important information from our office. This email address is the main contact that we use to communicate with students directly.

12. Complete the Profile. Required fields are indicated by a "*"
*__Important:__ Please enter student's residential address. The letter of acceptance include this address. Ensure the information is complete and accurate including postal code.

13. Under "**International Student Information**, **International ESL Agency**", please select

   University student is from.

   Please do not press the button [**Copy Agency Address to Profile**]

   When you are finished, click [**Continue Checkout**]

14. On "**Select Student Application**" page, click on the [**Start**] button on the right for **ESL**

   Application Fee.

a. Click [Start] button again on the left hand side under "**Status**"

b. After reading and agreeing with the policy, check the "I understand that this is…" box and click [Submit Application]

15. Again, on "**Select Student Application**" page, click on the [Start] button on the right for **ESL/EAP English Language Proficiency Application**.

a. Click [Start] button again on the left hand side under "**Status**"

b. Select **Semester Program – Level Unknown (Placement Test) under Course/level selection.**

Put check marks under three items below and click [Submit Application]

o   I understand that I will be tested on, or before the first day of the program and assigned to the appropriate level based on my test performance.

o   I understand that in order to proceed to the next level of this program I will have to achieve a minimum final grade of B+ in each course.

o   I understand that if my proof of English language proficiency changes, my updated English language proficiency result will be accepted up until 15 days before the course start date.

16. Pop-up window shows up **"Are you sure you want to submit?"** Click [OK] button.

17. Again, on "**Select Student Application**" page, click on the [Start] button on the right for **ESL Homestay Student Application Fee**.

a. Click [Start] button again on the left hand side under "**Status**"

b. Complete the page and click [Next Page]

c. Under **Applications**, please complete all 5 pages and then click [Submit Application]

d. You will be back on "**Select Student Application**" page. Click on [Continue Checkout]

18. **Payment**: Choose **Other methods** from Select a payment method. Choose "**School Group**" from dropdown menu.

Check in the box "I have read and understand…" under **Important Registration Information** after reading the policies. Click [Continue Checkout]

It is the end of the online registration process. Please close your browser.

Note: Automated emails with user name and password go to student's email address after completing the registration. User name is our University ID number, UCID. For password, the automated email message will ask students to create a password on their own by following the instruction in the email. Please keep UCID and password safely. UCID and password will be required to login.
UCID will be included on the letter of acceptance as well.