HOW TO APPLY FOR DUAL CREDIT

Our new Dual Credit applications, which will reduce processing times and improve accuracy, require students to access ApplyAlberta. Please follow this tutorial, view the video or connect with our admissions team to submit your application.
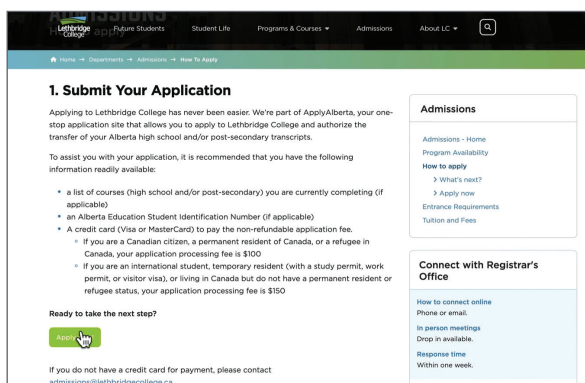
Follow along with the video tutorial here!
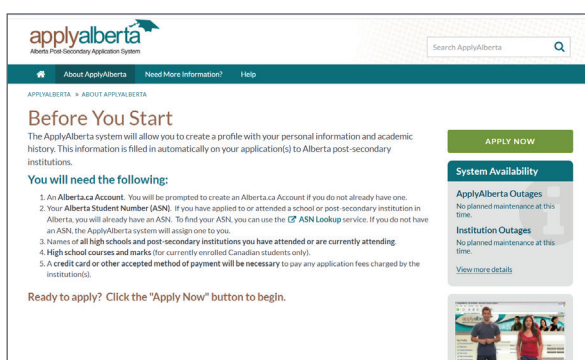
BEGIN YOUR APPLICATION

1. Go to Lethpolytech.ca and click the green "*Apply Now*" at the top of the page.

2. Review the information displayed and then click the green "*APPLY NOW*" button to proceed to ApplyAlberta.

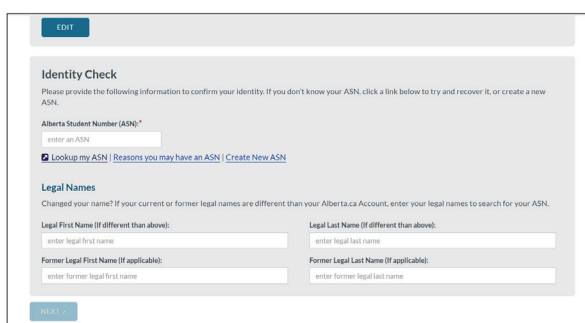3. Once redirected to ApplyAlberta, select the green "*APPLY NOW*" button.

4. Review the information and click the green "*APPLY NOW*" button to login using your existing Alberta.ca credentials or create an account.

5. If you are creating a new account, please watch the ApplyAlberta video, which outlines important steps.

   TIPS: Choose an email address you are able to verify. Look up your Alberta Student Number (ASN) using the built-in tool. Ensure your Alberta.ca Account info matches your ASN lookup details.
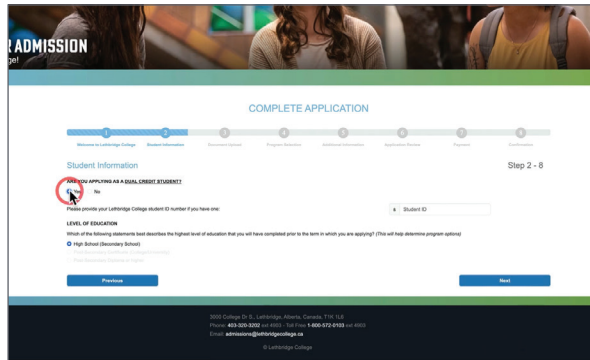
6. Once logged in, complete all sections under *My Profile*.

7. Choose "Lethbridge Polytechnic" from the *Select Institution* screen and verify your profile information. Click "*Next*" to be redirected to the Lethbridge Polytechnic application.
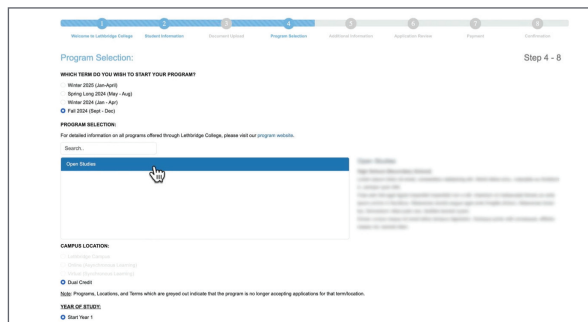
BE READY.

Lethbridge
Polytechnic
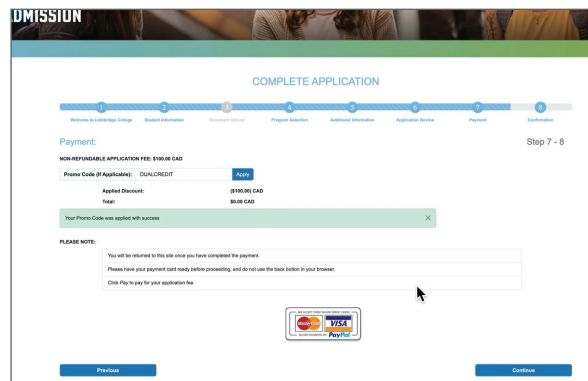
COMPLETE YOUR APPLICATION

1. Read important information about the application process and fees. Please note that Dual Credit applications are *FREE* and fees will be removed once the promo code is entered in step 7. Click "*Next"* when ready.

2. Select "*YES*" for applying as a Dual Credit student. Enter your Lethbridge Polytechnic ID# if applicable.

3. Upon selecting Dual Credit, the application will automatically skip over page 3 and redirect to page 4.

4. Choose the term for your Dual Credit courses and select "Open Studies" under *Program Selection*.

5. Provide additional information, such as learning support needs, how you heard about Dual Credit and your school district. Enter your intended course(s) and emergency contact details.

6. Review information from previous pages and check the declaration statement box.

7. Enter promo code "25WNDC" to waive the fee. Click "*Continue"* to submit.

8. You'll see your application confirmation message. Check your email in the next 2-4 business days for more information, including your student ID number and account access instructions.

For assistance or inquiries, email admissions@lethpolytech.ca or call 403.382.6958

BE READY.