

**PROFESSIONAL ACCOUNTING**  
 Supplemental Admission Requirements Information 2021/ 2022

Ontario College Graduate Certificate Program  
 Hazel McCallion Campus

Program Code: PPACG

If you require this information in an accessible format, please contact: [registrar@sheridancollege.ca](mailto:registrar@sheridancollege.ca)

Please note: This is a sample Supplemental Admission Requirements Information Sheet for reference purposes only. A full copy of the Supplemental Admission Requirements Sheet will only be made available to applicants to PROFESSIONAL ACCOUNTING.

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**Selection Process for Applicants**

Eligible applicants are selected based on their previous academic achievement, demonstrated experience and strong language skills.

Postsecondary transcripts, indicating courses completed to-date, must be submitted at the time of application.

Applicants selected for the program will be notified by mail and their Sheridan email account. Decisions will not be released over the phone. Fee, registration and timetable information will follow. Classes for the fall term begin Tuesday, September 7, 2021.

## Program Eligibility

Eligible applicants must have:

- Postsecondary degree in any discipline  
and
- Demonstrated competence through related work and/or suitability for a career in accounting.

International degrees will be considered for equivalency to domestic admission requirements.

- Domestic applicants with education outside of Canada must have their transcripts assessed for equivalency through ICAS or WES. A comprehensive (course-by-course) postsecondary credential assessment is required.
- International applicants need to follow the [international application process](#).

All applicants with international credentials will need to confirm with Chartered Professional Accountants Canada directly regarding the acceptance of their degree for entry into the CPA Professional Education Program. Applicants are advised to visit the [CPA website](#) for contact information.

English language proficiency must be met in accordance with standards set out for Sheridan Graduate Certificate programs.

## Applicant Selection

Eligible applicants are selected on the basis of previous academic achievement, and/or demonstrated experience or suitability for a career in accounting.

Eligible applicants will be requested to submit a résumé and cover letter, and a brief response to three questions that illustrate the applicant's suitability for a career in accounting. Strong written and oral communication skills are required.

## English Language Proficiency

All applicants whose first language is not English must meet Sheridan's [English proficiency requirements](#).

## Academic Integrity

By submitting your Admission Requirements, you are agreeing to comply with Sheridan's Academic Integrity Policy. The Academic Integrity Policy states:

Sheridan College is committed to upholding the highest standards of academic integrity. The International Centre for Academic Integrity (ICAI) defines academic integrity as "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action".

Applicants who are found to have falsified transcripts, cheated on admission tests, or submitted fraudulent documents or in any other way attempted to circumvent the admissions process in a manner inconsistent with the principles of academic integrity, will not be granted admission to the College. Those applicants will be ineligible for admission to any Sheridan program or course for a period of not less than 5 years, after which admission to the College will be reviewed on a case-by-case basis.

For programs where a portfolio submission is required as part of the admission process, portfolio work should represent an applicant's own ideas, writing, projects and creations. Where others have contributed, or non-original ideas have been included, applicants will give proper recognition and reference.

## Instructions for Applicants

In order that we can continue to process your application, you must:

1. Submit a résumé and one-page cover letter online via your [Sheridan Applicant Portal](#). It's in your best interest to submit your documentation as soon as possible, beginning November 1, 2020.
2. Your résumé must outline your academic background and business/work experience. Your cover letter must also answer the following three questions:
  - a. Describe what steps you have already taken towards pursuing your CPA/career in accounting.
  - b. Describe why you feel this program will help you accomplish your career goals.
  - c. Describe what steps you feel will be necessary after graduating from this program to reach your career goals.

Note: Résumé and cover letter formats vary by country. Applicants must ensure their documents follow Canadian format and standards. [You can find more information regarding how to write your résumé here.](#)

3. Your résumé and cover letter **must be submitted online via your [Sheridan Applicant Portal](#)**. As only one file can be submitted for each application, please combine all documents into a single file. Documents must be submitted as PDFs.

## **Additional Information**

### **Mobile Computer Technology**

Students are required to have a Sheridan approved laptop to participate in the program. Laptop specifications will be announced in summer 2021. At that time, please check the Sheridan website at: <https://it.sheridancollege.ca/mobile/index.html>

### **Language Skills**

Strong written and oral English skills are critical for success in this program.

### **Analytical, Critical Thinking Skills and Creative Thinking**

Mathematics and numeric analysis are a critical element in this program.

### **Check your Sheridan email account frequently.**

Many of the communications you receive from Sheridan come to you exclusively via your Sheridan email account.

## Scoring Rubric

A copy of the scoring rubric will be made available once you apply.

For reference only