**Supplement Application Form**
**Portfolio Submission/Release Form**

***Note: Only applicants who are submitting a portfolio are required to complete this form. You are required to submit a portfolio if:***

- You are applying to a graduate program, but you have not completed an undergraduate degree. In addition to this form, you must complete and submit the Prior Learning Assessment (PLA) Application form.

**Applicant Information**

*please print*

| | |
|---|---|
| Name | Intended Program of Study |

| | | | | |
|---|---|---|---|---|
| Mailing Address | City | Prov | Country | Postal Code |

| | | |
|---|---|---|
| Home Telephone | Cellular Telephone | Work Telephone |

| |
|---|
| Email Address |

Do you want your portfolio returned to you?       No       Yes

***Note:*** *The return of the portfolio is at the discretion of the department. If you indicate that you want your portfolio returned to you, you have three months after the release notification to claim your portfolio. Unclaimed portfolios will be destroyed.*

If you would like your portfolio returned, how would you like to be contacted to arrange its return?

❏ Telephone number provided above
❏ Email address provided above
❏ Mailing address provided above
❏ Other: _____

| | |
|---|---|
| Signature of Applicant | Date (dd/mm/yyyy) |

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*OFFICE USE ONLY*

**Release Notification**

| | |
|---|---|
| Notified By | Notification Date (dd/mm/yyyy) |

Notified via:       Method requested above                Other: _____

**Release Authorization**

Portfolio claimed by student

Portfolio claimed by authorized third party          Identification provided

| |
|---|
| Name of third party |

| | |
|---|---|
| Signature of Student *(or authorized third party)* | Date (dd/mm/yyyy) |

| | |
|---|---|
| Registrar's Office Signature | Date (dd/mm/yyyy) |

**Forward your completed application package to the program dean directly to:**

**Admissions Office**
**Mount Saint Vincent University**
**166 Bedford Highway**
**Halifax, Nova Scotia B3M 2J6**
**CANADA**
**Fax: 902-457-6498**
**Email: graduate.documents@msvu.ca**