

Urban Design

Ontario College Graduate Certificate Program
Hazel McCallion Campus

Program Code: **PURBN**

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 **Urban Design**.

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If you require assistance regarding this document, please call 905-845-9430 and select option 4 or go to <https://hub.sheridancollege.ca/>

If you require this information in an accessible format, or for Accessible Learning at Sheridan go to <https://www.sheridancollege.ca/student-life/student-services/accessible-learning-services>

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 supplemental submission is required as part of the admission process, the 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. Applicants are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT) for written or visual components of supplemental submissions.

Additional Admission Requirements

To proceed with your application, you must submit a **Letter of Intent** online via your Sheridan Application Portal. It's in your best interest to submit your documentation as soon as possible.

LETTER OF INTENT

The Letter of Intent should be a well-written, persuasive, and grammatically correct pdf document (maximum 500 words). It must argue why you believe you are a good candidate for the Urban Design program and how the program will serve your future goals. It should include:

- The Urban Design Industry(ies) you are most interested in.
- How you expect this program will help you in achieving your career goals.
- Specific skills or knowledge you hope to gain from this program.
- Your employment/educational/extra-curricular/volunteer experiences related to Urban Design. Include your role in these endeavours and the timeline you were involved (bullet point format).

Please review the rubric on page 4.

Selection Process for Applicants

- Candidates to the program are selected on the basis of academic achievement in a “built environment”. Individual applicants outside of the built environment field will be selected on the basis of academic achievement and the evaluation of a Letter of Intent, which includes volunteer/work experience that demonstrates their interest in the industry.
- Notification of admissions decisions are made through email and the application portal. Decisions are not released over the phone.
- Those who do not have prior experience with drafting software may struggle particularly in the Urban Design Visualization stream of courses. Prior to arrival at Sheridan, it is highly recommended that you familiarize yourself with the SketchUp software platform via third party learning options (e.g., LinkedIn Learning).
- **Laptop program**
Urban Design students are required to have a Sheridan approved laptop to participate in the program. Laptop specifications will be announced in early summer 2026 At that time, please check the Sheridan website at:
https://sheridancollege.service-now.com/kb_view.do?sysparm_article=KB0010440
- Successful applicants will be invited to attend Orientation just prior to the start of the program. Specific dates and times will be shared closer to the program start. Details will be sent to your Sheridan email account.
- If you have any additional questions, please visit our [Service Hub Customer Service Portal](#) — your one-stop destination for getting help, finding answers, and staying connected. Alternatively, most questions can be answered by consulting with our [chatbot](#).