Application Guide

FACULTY OF GRADUATE STUDIES
Introduction from the Dean

On behalf of the Faculty of Graduate Studies, thank you for your interest in graduate education at the University of Calgary (UCalgary). Whether you are already part of the UCalgary community, are preparing for your next step on a journey of research and academic discovery, looking to learn new skills, or seeking a higher credential to help you advance your career, I am confident that you will discover endless opportunities in our over 170 graduate degrees. More than ever, graduate education offers learners from diverse walks of life new pathways to pursue a broad range of goals, both inside and outside of academia. At UCalgary, we are at the frontline of innovation in graduate education with dynamic programming, stackable credentials, entrepreneurial and creative thesis options, and a suite of training and initiatives available to all graduate students in work-integrated learning, professional development, career preparation and entrepreneurial thinking.

There has never been a more exciting time to explore the possibilities open to you through graduate study. There has never been a better time to start something.

Best wishes,

Tara Beattie
Dean and Vice-Provost, Graduate Studies
University of Calgary
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Apply for all graduate programs through the Faculty of Graduate Studies website (grad.ucalgary.ca/) by clicking “Apply Now”.

Begin the application process by navigating to the “Start your application” section.
How to Create a New eID
(if the Applicant does not have an existing eID)

If you are not a former or current University of Calgary member or have not applied to the University of Calgary before, you must create an eID to apply for Graduate Studies at the University of Calgary.

Direct Link to Create eID: acctman.ucalgary.ca/register/

Complete the following form:

After completing the form, click “Create eID” to finalize the eID account registration. You should then see a confirmation page.
Begin Your Online Application

Navigate back to the “Start your application” section and click “online application”.

Direct Link: apply.ucalgary.ca/StudentAdmission/Login.aspx?AppType=A

You will be redirected to the Central Authentication Service. Sign in using your eID and password.

If you have previously applied to University of Calgary, but have forgotten your eID or password, go to password.ucalgary.ca. Select “Recover my Account”, and enter your UCID number and answer the security questions to regain access to your account.
If you know your IT username and password but get stuck in a loop when trying to log in to the online application, go to password.ucalgary.ca and select “Manage my Account”. After logging in with your IT username and password, you will be able to confirm your eID which needs to be used when logging in to the application for admission.

Once logged in, you will be redirected to the Student Admissions for Graduate Studies page (apply.ucalgary.ca/StudentAdmission/SectionPages/LaunchPadGrad.aspx). Click “Create a New Application”.

Welcome! What can we help you with?
You have a computing account at the University of Calgary which gives you access to a wide range of online services. We can help you change your password, recover your username and password if you have forgotten it, or register your account here.
You can use your IT account to access My UCalgary, on-campus Wi-Fi, your @ucalgary.ca e-mail, computer labs, and more.
Not a current student or staff? Use your eID account to apply to join, view previous transcripts and tax forms, or access a variety of great services.

Student Admissions for Graduate Studies

Admission Forms

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<th>Program</th>
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Please read carefully as there are important instructions, links and information on Freedom of Information and Privacy (FOIP).

**IMPORTANT:** Supporting documents cannot be uploaded here, but you will receive instructions on how to do so after you submit your application.

Complete the checkbox for “I have read this page” before clicking “Save & Continue” to move on to the next page.
Complete the following form. Fields with an asterisk (*) are required.

If you have either only an official First name and no Last Name/Surname, or no official First name but only an official Last name/Surname, enter your name in both the First Name and Surname fields.

First Name and Last Name fields must be populated and not left blank for the application to be submitted.

If an Applicant Only has a First Name or Only a Last Name
Complete the following form. Fields with an asterisk (*) are required.
Complete the following form. Fields with an asterisk (*) are required.

For the “Phone Number” field, format as in XXXXXX with no spaces or dashes.

If your phone number does not include an area code but is 10 digits in length, enter the first 3 digits in the area code field and the remaining 7 digits in the phone number field.
If you are a Canadian Citizen or permanent resident:

Complete the following form. Fields with an asterisk (*) are required.

If you will attend on a Study Permit, Work Permit, as a Refugee, or Other:

Complete the following form. Fields with an asterisk (*) are required.
Complete the following form. Fields with an asterisk (*) are required.

Click “Add a Post-Secondary Institution” for all post-secondary institutions attended, regardless of whether a credential was completed. This includes any short-term enrolment, courses taken for upgrading, transfer credit and exchange.

NOTE: You must complete each sub-form and add the record for each post-secondary institution you attended.

The online application will expect the same year to be recorded for the “End Date” and “Date Credential Received”. If the year is different, enter the same year for both fields and contact the graduate program you have applied to. The correct year can be updated after submission of the application.
10. Program Information, Choose a Graduate Program

Click “New Program” to see the list of graduate programs.

Click on one of the listed programs.

*If the Program is closed:*

If the graduate program that you are looking to apply to is closed, please contact the program directly: [grad.ucalgary.ca/future-students/explore-programs](http://grad.ucalgary.ca/future-students/explore-programs)

*If the Program is open:*

Select your program.
Click the desired Degree Program, then select the “Specialization” (if available and “Expected Term of Enrolment”).

You will be redirected to the “Program Information” page. Complete the following form. All fields are required.
Complete the following questions.

**THIS PAGE WILL AUTOMATICALLY LOGOUT IN 30 MINUTES, REGARDLESS OF PROGRESS.**

**Tip:** Have your answers prepared. You may copy and paste, but the system may not keep the original format.

You must answer all questions in order; to save the information entered, you’ll need to click the “Save & Continue”. If you skip this page or do not save regularly, you will lose your answers on this page.
If you expect to attend on a “Study Permit”, “Work Permit”, with “Refugee” Status, or selected “Other” on the citizenship page, you are required to complete this page.

Add English Language Proficiency Scores:

If a test date is in the future, enter the test date, but there is no need to enter a score:
If a past test date is entered, the scores are entered here. Scores entered must be within the valid ranges for each component.

To Edit/Delete Test Score Information.

If you did not provide an ELP test score, check one of the following and click “Save”:

- If the first option is chosen, the program may still require test scores to be submitted.
- If the second option is selected, admission offers will be conditional upon successful completion of the Academic Communication Certificate (13 weeks) | English Language Program | University of Calgary (ucalgary.ca)

Test Scores for Canadian Citizens, Permanent Residents, and/or Applicants from Post-Secondary Institutions in Canada and/or the USA

Read the disclaimer, then click “Save & Continue” to move to the next page.
13. Referees

If Referees are Required

Click the Program to add Referees.

Click “Add a Referee”.

Complete the “Add A Referee” form for each referee.
13. Referees

Referees can be edited/deleted. Click “Save & Continue” to move on to the next page.

If no Referees are Required

Read the disclaimer, then click “Save & Continue” to move to the next page.
To continue and submit, the "Status" of all sections must be "Complete". If all sections are complete, click "Continue".

You will be directed to the “Review Application” page. Ensure all fields are correct. The application summary can be printed by clicking “Print Summary”. To go the next page, click “Continue”.
15. **Application Declaration & Submission**

Read the Applicant Declaration and click the checkbox.

Review the payment information and select the method of payment.

Read the “Finalize Application” information.

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**Student Admissions** for Graduate Studies

**Application Declaration and Submission**

**Application Declaration**

Application Declaration

With regard to this application, I certify that the particulars furnished are true and complete in all respects. I understand that failing or omitting documents or omitting information on this application will result in immediate dismissal from the University. False statements or omissions may result in the applicant being held liable for loss or damage. Information on all documents may be shared with the Association of Members of the University and College of Canada. The University reserves the right to reject applications for admission or cancel any admissions offer, even if it deems that the requirements have been technically met, on the basis of their overall academic records or the basis of grounds that, in the opinion of the University, are reasonable in the circumstances.

All transcripts, references, test scores, and other documents become the property of the University of Calgary and will not be copied for or returned to the applicant, nor will copies be sent to any other institution.

Please note:

- Be considered official, all academic records must be received in envelopes that have been sealed and endorsed by the issuing institution.
- Do not exceed 20 pages.

I have read and understood this applicant declaration, and that if submitted to the University of Calgary, I agree to comply with all rules and regulations of the University.

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**Payment**

By submitting this application, you agree to pay the non-refundable application fee. This fee is required for each application that is submitted, regardless of your eligibility to apply or be admitted to the University of Calgary. Applications will not be processed if the application fee has not been paid.

Do not send cash through the mail.

The total amount is $145.00 CAD.

- If you have already submitted your application fee payment, you are not required to provide payment information again.
- If you are unsure, please provide the information and we will check for you. You will not be charged more than one application fee payment.
- If your non-refundable application fee payment was not successful, please enter your credit card details again.

How would you like to pay?

- [ ] I have already submitted my application fee payment.
- [ ] I will pay by credit card (Visa/MasterCard/American Express)
- [ ] I will pay through an alternate payment option. Available options are listed on the UCalgary website.

**PLEASE NOTE** that during the COVID-19 situation, payment options may be restricted. Please see Alternate Payment Options for the most current options available if not paying by credit card.

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**Finalize Application**

**What you should expect to happen**

Correspondence from the University of Calgary will be sent to your e-mail account. Please ensure that you check your e-mail account periodically for messages. Within 24-48 hours of submitting your application for admission, your University of Calgary identification number will be e-mailed to you. When you have received your ID number through email, you should review your application status by logging onto my.ucalgary.ca, and accessing your online Student Centre to find out what documents and additional information are required in support of your application. You can then upload unofficial transcripts and program-specific requirements in your Student Centre.

**Making Changes to your application**

As the department is reviewing what you submitted, you can no longer make changes to the application. If your circumstances have changed and you would like to update your application, contact your prospective department directly.
Transcripts and Documentation Deadlines

You must provide transcripts from the following Post Secondary Institutes:

- Gabon

Please provide one official copy of:
Original documents or certified true copies of each of your official transcripts and degree certificates, in the original sealed envelope, directly from the issuing University.

OR

Original documents or certified true copies of each of your official transcripts and degree certificates in the original language, in the original sealed envelope, directly from the issuing University, and an English translation directly from the issuing University or a notarized word-for-word English translation of a duplicate copy of that original.

If you completed credit course work at the University of Calgary your final UoC grades will be automatically sent to us, when available.
Email Notification to Applicant

The above student is applying to the Master of Science in Biological Sciences and has chosen you to provide a reference. We appreciate you taking the time to comment on this applicant's ability and potential and place high value on your assessment.

All information provided is confidential. Applicants may make a request through the U of C FOND office to view references provided on their behalf. Reference consent will be obtained before any information will be released.

In accordance with the Freedom of Information and Protection of Privacy Act (FOIP), the student gives you, the referee, consent to disclose personal information, such as attendance or performance to the University of Calgary. This information is required to evaluate the application for admission and for scholarship purposes. Please keep a copy of this e-mail as proof of consent in compliance with FOIP.

IMPORTANT INFORMATION FOR REFEREES:
Please close all browsers prior to clicking on the link for the on-line reference form. (University of Calgary References must also log off any PeopleSoft applications, including the MAC/Calgary portal and the Faculty Center.) If you are having problems accessing the form, clear your cache (including cookies and other history).

To access the on-line reference system, please use the following link:
https://gpurl.ucalgary.ca:4040/employee/UC/KS/MEDU/CAD_APCH?pub= pub&employee=151570348&email=biograd@ucalgary.ca&astname=McGill

Tips for filling out this form are available at https://ucalgary.careers/uc5/default/DevRegister%20Training%20Tips/Postgraduate%20referee%20instructions%20on%20line%20reference%20form_adv.pdf

Thank you in advance for assisting us in the evaluation process.

Sincerely,

Faculty of Science
Department of Biological Sciences
Biological Sciences Building, Room 1106, 2500 University Drive NW
Phone: 403/220-7790
Fax: 403/284-9311
Email: biograd@ucalgary.ca

Email Request to Referee

Once the application has been submitted, an email will be sent to the student:

University of Calgary Graduate Studies Application for Admission: See Required
Graduate Admissions <gradapp@ucalgary.ca>

Thank you for your application for admission. We appreciate your interest in the University of Calgary, and we look forward to working with you as you take this next step towards realizing your academic future.

Please submit the application fee as soon as possible to Faculty of Graduate Studies, Macdonald Library Room 225, 200 University Dr. NW, Calgary, AB, T2N 2N4.
Your application will not be processed until this fee is received.

Your student identification number is 01014666.
Your student ID number is used to access a number of services, and should be used when you are corresponding with the University of Calgary.

Note that you have your ID number, you can check the status of your application to review documents and transcripts you are required to submit.

First, sign on to the myUc portal at https://my.ucalgary.ca using the email address you provided when you first submitted your application for admission. Please note that you may experience a delay (normally, no longer than 30 minutes) before being able to access the online student centre.

Select 'Student Centre'.

Click on 'Admissions'. This will show you the current status of your application. When you have paid the application fee, you will be able to monitor whether or not transcripts have been received, and any messages regarding your admission status. We suggest you check your status at least once a week for any updates.

You may also wish to have a look at some useful websites:

Graduate Studies (http://www.ucalgary.ca/grad)

When we have received your application fee and all required transcripts and documentation, we will review your file and notify you in writing of the decision.

If you have any questions, please do not hesitate to contact us at 403/220-4136.

Yours sincerely,

Gillian Robin
Director, Strategic Planning and Administration

Emails
Surname

Enter your surname. Surname is also known as Last Name or Family Name.

First Name

Enter your legal first name.

Middle Name

Enter a single middle name if you have one.

Preferred First Name

Enter the name that you prefer to be called (leave blank if you have no preference).

Former Surname(s)

Enter your previous surname if your surname has changed.

Gender

Please indicate whether you identify as male, female or choose unspecified if you identify with another gender identity or prefer not to specify your gender.

Date of Birth

Enter your date of birth on your registered birth certificate or other official identification document (Year, Month and Day entered in the format yyyy-mm-dd).

Country of Birth

Enter your country of birth on registered birth certificate or other official identification document.

Have you previously applied to UCalgary

Indicate whether you have previously applied to any program at the University of Calgary.

What year did you apply?

If you previously applied to any program at the University of Calgary, please indicate the year of your application.

Have you previously attended the UCalgary?

Please indicate if you have taken any previous courses at the University of Calgary.

What is your UCalgary Student ID Number (if known)

If you worked at or previously attended the University of Calgary, you were assigned a UCID. Please enter your previous UCID (if known).

Alberta Student Number (ASN)

If you previously attended an Alberta High School, you were assigned an Alberta Student Number (ASN). Please enter your ASN (refer to extranetapp.learning.gov.ab.ca/learnerRegistry/forms to look up your ASN). Otherwise, please leave this field blank.

Social Insurance Number (SIN)

Enter your official Canadian Social Insurance Number (SIN) as issued by the Government of Canada (servicecanada.gc.ca/eng/sc/sin/index.shtml). A SIN number will be required for you to receive employment or scholarship income.
Please indicate if you are attending an ESL program in Canada. This information is required to be collected by the University of Calgary.

Your first language is the language which you learned at home in childhood and which you still understand. If you no longer understand the first language learned, use the second language or most proficient language learned.

Please indicate a second language if applicable. This will be a different language from your first language indicated above.

Enter either the country where you currently reside (if the field is ‘Country - current’) or the country where you permanently reside (if the field is ‘Country - permanent’) and is different to your current address.

Enter either the street address where you currently reside (if the field is ‘Address-current’), or the street address where you permanently reside (if the field is ‘Address-Permanent’) and is different to your current address.

Enter either the City where you currently reside (if the field is ‘City-current’), or the City where you permanently reside (if the field is ‘City-Permanent’) and is different to your current address.

Enter the Province/State where you currently reside (if the field is ‘Province/State-current’), or the Province/State where you permanently reside (if the field is ‘Province/State-Permanent’) and is different to your current address.

Enter either the Postal Code/Zip code of your current address - if the field is Postal/Zip Code (current), or the Postal Code/Zip code of your permanent address - if the field is Postal/Zip Code (Permanent) and is different to your current address.

Select if your current and permanent address are the same.

Please indicate the email address you prefer to be contacted at. The email address and the confirmed email address must be the same.

Enter the area code, number and extension (include country code if outside of Canada/USA) of your Primary phone.

Enter the area code, number and extension (include country code if outside of Canada/USA) of an alternate phone you can be reached at.

Answer ‘Canadian’ if you hold Canadian Citizenship, otherwise use the primary citizenship indicated on your passport.
**Glossary**

**Immigration Status**
- Permanent resident (landed status) – you are a permanent resident of Canada
- Study permit – you have or will require a study permit to attend the University
- Refugee – you have received refugee status in Canada
- Work Permit – you have or will have a valid work permit for Canada
- Other – My status in Canada is not listed above

**If you wish to declare that you are an Indigenous person, specify:** Please indicate your Indigenous ancestry.

**Country** Please indicate the country where the institution is located.

**Province/State** Please indicate the province/state where the institution is located.

**Institution Name** Select an institution from the list - if the institution is not listed, enter the information in the box below.

**Start Month** Enter the month you started at the institution.

**Start Year** Enter the year you started at the institution.

**End Month** Enter the month you finished or anticipate finishing at the institution.

**End Year** Enter the year you finished or anticipate finishing at the institution.

**Academic Credential** Please indicate the name/description of the academic degree or certification you received or will receive at this institution.

**Credential Received Month** Only complete if you have received an academic credential. Enter the month you received your academic credential.

**Credential Received Year** Only complete if you have received an academic credential. Enter the year you received your academic credential.
Start something.