

UNIVERSITY OF CALGARY

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

Table of Content

1	How to Apply 4
2	How to Create a New eID 5
3	Begin Your Online Application 6
4	Read the Disclaimer 8
5	Personal Information 9
6	Addresses 10
7	Contact Information 11
8	Citizenship 12
9	Post-Secondary Education 13
10	Program Information, Choose a Graduate Program 14
11	Program Specific Questions 16
12	Test Scores 17
13	Referees 19
14	Submit 21
15	Application Declaration & Submission 22
XX	Emails 24
XX	Glossary 28

How to Apply

Apply for all graduate programs through the Faculty of Graduate Studies website (*grad.ucalgary.ca/*) by clicking "Apply Now".





UCalgary has over 60 programs and 160 degrees. Find the right one for you. Explore programs

Begin the application process by navigating to the "Start your application" section.

Start your application

Identify the admission category that applies to you and follow the steps below.

If you are thinking of working with an agent, please note that only applications made through the official UCalgary web application will be considered for admission. If successful, an offer will be sent directly to you from the university and made available in the Student Centre. The university does not release admission information to third parties, including agents.

Regular students

You are a regular student if you are applying to a program leading to a post-baccalaureate certificate or diploma, a master's or a doctoral degree.

1 3 4 2 Collect your documentation Gather references Begin your application Submit your application Check your program requirements to find out which Contact past professors for Create an eID to log in. If you Pay your application fee: potential references. We will already have an eID, you • \$125 for Canadian or Permanent invite your referees to complete documents and forms you will can begin your <u>online</u> residents need to prepare. an online reference form after application. • \$145 for International Students you submit your application. See the program's list of required documents for submission Once you begin, remember to click 'Save & Continue' often to Learn about payment options here details. ensure your application is sav Prospective students with funding from the China Scholarship Council, see additional information.

How to Create a New elD

(if the Applicant does not have an existing eID)

	8 Jack	tes =
	eID Account Regi	istration
	Choose your eID Your eID usemame will be used to access My UCalgary. We recommend fit All fields are required.	rsfname lasiname.
	eiD first.last	elD rules: • Your elD must end with a penod and then your last name. • For example, if your name is Jame Smith your elD must end with smith which means it can be jane smith or j5 smith, elc.
f you are not a former or current Jniversity of Calgary member or nave not applied to the University of	Your information	 Note Numbers cannot be used after the period. For more information visit our eID FAQ.
Calgary before, you must create an eID to apply for Graduate Studies at	UCID	The UCID number • If you have a UCiD number, a k a Student ID or Staff ID number, you can link your new alD to it. • UCIDs are maximum Brunches long.
:he University of Calgary.	First Name	
<u>ucalgary.ca/register/</u>	Email address	
Complete the following form:	Year Month Day YYYY MM DD	
	Choose a Password The password is used to securely log into the Central Authentication Servic	Refer to the pessword rules on the right.
	Confirm Password	Use the following password complexity outlined below: • At least 10 characters long At least three of the following: • Upper Case (A-Z) • Lower Case (A-Z) • Number (0-9) • Special Character (such asInf\$\s^A*)
	Password recovery questions If you forget your password, we will ask you thuse password recovery quest	ions to help you recover it.
	What is your mother's malden name?	Your answer Your answer
	What city was your father born?	Vour answer
	UNIVERSITY OF CALGARY	Registration
After completing the form, click "Create eID" to finalize the eID		N 60

After completing the form, click "Create eID" to finalize the eID account registration. You should then see a confirmation page.

Your eID has been created!

Your new eID is first.lastname.

If you created an eID for a student admissions application you can continue by clicking here.

Begin Your **Online Application**

Start your application

Regular students

1

Identify the admission category that applies to you and follow the steps below

If you are thinking of working with an agent, please note that only applications made through the official UCalgary web application will be considered for mission. If successful, an offer will be sent directly to you from the university and made available in the Stude nt Centre. The university does not relea admission information to third parties, including agents.

You are a regular student if you are applying to a program leading to a post-baccalaureate certificate or diploma, a master's or a doctoral degree

3

can begin your online

Once you begin, remember to click 'Save & Continue' often to

ensure your application is saved.

application.

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

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

documents and forms you will need to prepare.

> See the program's list of required documents for submission details.

Collect your documentation

requirements to find out which

Check your program

Prospective students with funding from the China Scholarship Council, see additional information.

Gather references

2

 Contact past professors for potential references. We will invite your referees to complete an online reference form after you submit your application.

Begin your application

- Pay your application fee: Create an eID to log in. If you already have an eID, you
 - \$125 for Canadian or Permanent residents

Submit your application

4

 \$145 for International Students Learn about payment options here



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.

Begin Your Online Application

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 <u>password.</u> <u>ucalgary.ca</u> 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.

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 guest services.



Status

Incomplete

Edit

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

Student Admissions & Graduate Studies



START APPLICATION LOGOU

Admission Forms

Create a New Application
Program
No Program Selected

Read the Disclaimer

Student Admissions & Graduate Studies

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.

əluugi	L Auiiii55i0ii5 🖉 Graduate Studies	UNIVERSITY OF
START APPLICATION	LOGOUT	
ead This First	Read This First	
ersonal Information		
ldresses	Students who enter a service request with IT from one of the US embargoed countries will receive a message that appear to support. This is not a University of Calgary restriction but a result of the service provider being located in the USA. To b provider and obtain technical support, please email the details of your issue to ti@ucalgary.ca.	s to restrict access y-pass the service
ontact Information itizenship	Make sure you have all your pertinent information before starting the application. Check with the program you are applyin dates, as applications and supporting documents will not be accepted past the deadline. Students can upload any require documents through the Student Centre, after application submission.	g to for deadline d supporting
ost-Secondary ducation	See the University of Calgary Graduate Calendar for minimum admission requirements:	
rogram Information	https://www.ucalgary.ca/pubs/calendar/grad/current/index.html	
rogram-Specific uestions	If you are an international applicant also see the minimum admission requirements for your country:	
est Scores	https://grad.ucalgary.ca/prospective-admissions/international-admission-requirements	
eferees ubmit	For security reasons, you will be automatically logged out of the application if you take more than 30 minutes on you are working on an application, you must click save & continue in order for your partial application to be saved. Do this spending a significant amount of time on any one page of the application.	any one page. If often if you are
	If you are automatically logged out, you may continue your application after logging in using your elD.	
int Summary	To comply with the Freedom of Information and Protection of Privacy Act (FOIP), by checking the box below I agree to giv referees listed in this application to disclose personal information, such as attendance, or performance to The University of	e permission for my f Calgary.
	☑ I have read this page	
	You are encouraged to apply for awards when you have submitted your admissions application and received you Calgary student number (UCID). You are not required to meet the eligibility requirements in the terms of reference when you apply, but if successful, you must meet the eligibility requirements at the time the award is paid. For more information see.https://grad.ucalgary.calawards/award-guide/step-1-applying.	r University of e of an award
		Save & Continue

Personal Information

	_
Personal Information	
Enter your legal name (as it would appear on your passport) and any former names in the spaces provided below. All documentatio submitted in support of your application should bear your legal name. Otherwise, official documentation giving evidence of a name must be submitted to the Faculty of Graduate Studies.	ition he change
Annlicant's Namo	
*Surname	
* First Name	
Middle Name	
Preferred First Name	
Former Surname(s)	
Biographical Information	
*Gender O Female O Male O Unspecified 🕖	
* Date of Birth (yyyy-mm- dd)	
* Country of Birth	
Additional Information * Have you previously applied to the University of Calgary Graduate Studies? Calgary Graduate Studies?	
What year did you apply? Have you previously attended the University of	
Calgary? O Yes O No V What is your University of Calgary Student ID Number	
(if known)	
Alberta Student Number (ASN)	
Are you currently stending an English as a Second O Yes O No O Language Program in Canada? * What is your First Language? What is your Second Language? If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.	
	Personal Information Enter your legal name (as it would appear on your passport) and any former names in the spaces provided below. All documentation giving evidence of a nam multited to the Faculty of Graduate Studies. Applicant's Name * Sumame * Iras Name * Iras Name Preferred First Name On Deter Student Students * Gender * State of Birth (yyyy-mm- * Bate of Birth (yyyy-grame) * State of Birth * Aue you previously appled to the University of Calgary Student ID Number * Yes O No O * Yes O No O * Yes O No O * Select. * Select.

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

Read This First	Personal Informa	ation			
Personal Information					
Addresses	Enter your legal name (as it would appear on your passport) and any former names in the spaces provided below. All documentation submitted in support of your application should bear your legal name. Otherwise, official documentation giving evidence of a name change membrashed between the state of the				
Contact Information	must be submitted to the Fa	cuity of Graduate Studies.			
Citizenship	Annlinentin Nome				
Post-Secondary	* Surname	Chor	0		
Education	oumanie	Cher			
Program Information	* First Name	Cher	U		
Program-Specific Questions	Middle Name] 🥝		
Test Scores	Preferred First Name		0		
	Former Surname(s)		0		
Referees					
Submit					

Addresses

	START APPLICATION	LOGOUT			
	Read This First	Addresses			
	Personal Information	Enter both your current a	nd permanent addresses in the spa	ces provided below. It is importa	nt to complete this section fully and accurately
	Addresses	as this information will be	used to contact you, unless the Fa	culty of Graduate Studies is noti	fied of a change.
	Contact Information	Current Mailing Ad	dress		
	Post-Secondary	* Country	-select-	~ 🕜	
	Education Program Information	* Address		0	
a form Fields	Program-Specific				
ig iorri. Fields	Questions Test Scores	* City/Drouinoo/Ctoto			
e required.	Referees	Postal/Zip Code		0	
	Submit				
		Permanent Addres	s		
	Print Summary	Same as above 🗆 🔞			
		* Address	-select-	0	
		* City/Province/State		0	
		Postal/Zip Code		0	

Complete the fol with an asterisk

Contact Information

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.

Student Admissions & Graduate Studies



START APPLICATION LOGOUT

Read This
 Personal

Address

Contact Citizensh

Post-Sec Educatio Program

Program-Question

Test Sco

Referee: Submit

Print Sun

First	Contact Inform	ation				
ntormation s	Enter both your e-mail a information will be used	nd phone numbers in the spaces pro to contact you, unless the Faculty of	vided below Graduate St	It is important to udies is notified	complete	this section fully and accurately as this
nformation	After you submit your admission.	application you will receive an em	ail in 1-2 bu	siness days wit	h confirm	ation of this application for
р	Be sure you:					
ondary	 Check your acc Adjust any ema 	ount for messages il filters you have to allow emails :	from the Uni	iversity of Calga	ary to be i	received.
nformation						
Specific	Email Address					
es	*Email Address	test@test.com	0			
	*Confirm Email Address	test@test.com	0			
	Phones	Country Code/Prefix	Area Code	Phone Number	Extensior	1
агу	Primary Phone	Canada - 1	403	2205110		0
	Alternate Phone	-select-	·			0
	If you require technical a	ssistance please contact the Facult	/ of Graduate	e Studies at grad	app@ucal	gary.ca or (403) 220-4938.

Go Back Save & Continue

Citizenship

If you are a Canadian Citizen or permanent resident:

Student Admissions & Graduate Studies CALGAR Read This First Citizenship Personal Information If you will be on a student permit or work permit, indicate what your status will be at the time of registration. Addresses Only indicate Permanent Resident status if you currently hold your Permanent Residency. Otherwise, indicate student permit or work permit. This can be updated once you receive your Permanent Residency. Contact Information Citizenship Country of Citizenship Post-Secondary Education ~ 🕜 *Citizenship Canada Program Information For Canadian Indigenous people only: Program-S Questions If you wish to declare that you are ______-select-an Indigenous person, specify: ______ ~ 🕜 Test Score Your Status/Metis/Inuit Registration Number/ID Submit If you do not have a Status/Metis/Inuit Registration Number/ID, please contact the Writing Symbols Lodge for information on self-declaration. If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938. Print Summary Go Back Save & Continue

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

	nt Admissions & Graduate Studies
STARTATELCATION	
Read This First	Citizenship
Personal Information	f you will be on a student permit or work permit, indicate what your status will be at the time of registration.
Addresses	Only indicate Permanent Resident status if you currently hold your Permanent Residency. Otherwise, indicate student permit or work permit.
Contact Information	This can be updated once you receive your Permanent Residency.
Citizenship	
Post-Secondary	Country of Citizenship
Education	Citizenship United States
Program Information Program-Specific Questions	Immigration Status in Canada
Test Scores	C Permanent Resident C Study Permit
Referees	O Work Permit
Submit	O Refugee O Other
Print Summary	If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938. Go Back Save & Continue

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

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

Post-Secondary Education

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 shortterm enrolment, courses taken for upgrading, transfer credit and exchange.

Pers Add Con Citiz Pos Edu

Prog Que Test Refe

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.

Student Admissions & Graduate Studies



RT APPLICATION	LOGOUT			
his First	Post Seconda	n/Education		
al Information	FUSI-Seconda	Ty Education		
ses	List the post-secondary of whether the degree	institutions you have attended starting with the most was completed. This includes any short-term enrolment to the University of Calany	t recent. You must list all post-second ent, courses taken for upgrading, transfe	ary education regardless er credit, and any
t Information	Eailure to disclose ful	I nost-secondary records is a serious matter and	may result in disciplinary action	
hip	Final official transcripts	must be sent directly from each of the post-seconda	ry institutions you have attended. These	documents must be sent
econdary ion	directly by the institutio Studies website for det	n in a sealed and stamped envelope to the prospectivally.	ve Graduate Program. Please see the F	aculty of Graduate
n Information				
n-Specific ns	Post Secondary A	Academic History		
ores				
is	Add A Post-Seconda	iry Institution		
	Post Secondary			
	No records to display.			
	* Country	China V	0	
	Institution Name	Isingnua University	× 0	
		Or please specify if it is not in the list	-	
	* Start Date			
		January V	0	
	* End Date	December	0	
		2020 ×	0	
	Academic Credential	-select-	~0	
		Or please specify if it is not in the list		
		degree		
	I have or will graduate	from this post-secondary institution.	⊙ Yes ○ No 🔞	
	* Date Credential Received/Expected	December V	0	
		2020 ~	0	
		Ca	ncel Add	
	If you require technical	assistance please contact the Faculty of Graduate S	itudies at gradapp@ucalgary.ca or (403)	220-4938.

Program Information, Choose a Graduate Program

	Student Admissions & Graduate Studies	UNIVERSITY OF CALGARY
	START APPLICATION LOGOUT	
Click "New Program" to see the list of graduate programs.	Read This First Personal Information Addresses Program Information Addresses Program of Choice New Program Program of Choice New Program Program Information Program Information Program Information Program Information Program Information Program Specific Questions Program Specific Questions Referees Submit Prof Summary Prof Summary	938. Save & Continue
	Statt APPLICATION LOGOUT In Read This Fill Program Information Addession Crosses offered below: Context Information Crosses offered below:	
Click on one of the listed programs.	Otterenhp Arthropology Program Secondary Consoling Consoli	
If the Program is closed:	Communication and Media Studies offers the following Graduate Studies program(s):	
	Degree Program	
If the graduate program that you are	Communication and Media Studies, Doctor of Philosophy (Closed)	
looking to apply to is closed, please contact the program directly: grad.ucalgary.ca/future-students/ explore-programs	Communication and Media Studies, Master of Arts (Closed) Please note that graduate program deadline dates may vary from one program to another. If the graduate program that you a apply to is closed, please contact the program directly Graduate Programs To continue with your application, position mouse on the degree program for which you wish to apply and click on it to continue	ure looking to ue Go Back
	Engineering - Civil offers the following Graduate Studies program(s):	
	Degree Program	
	Engineering - Civil, Doctor of Philosophy	
	Engineering - Civil, Master of Engineering- Thesis Based (Closed)	
If the Program is open:	Engineering - Civil, Master of Science- Thesis Based	
Select your program.	Please note that graduate program deadline dates may vary from one program to another. If the graduate program that you are apply to is closed, please contact the program directly Graduate Programs. To continue with your application, position mouse on the degree program for which you wish to apply and click on it to continue to continue with your application, position mouse on the degree program for which you wish to apply and click on it to continue to continue with your application.	e looking to e

Go Back

Program Information, Choose a Graduate Program

Click the desired Degree Program, then select the "Specialization" (if available and "Expected Term of Enrolment".

Studer	IT AUMISSIONS	for Graduate Studies	
START APPLICATION	LOGOUT		
Read This First	Program Information		
Personal Information	Chasses a term of any similar and appointing	on (if applicable)	
Addresses	choose a term of enrolment and specializati	on (n'applicable).	
Contact Information	Program	Engineering - Civil, Doctor of Philosophy	
Citizenship	Area of Study	Civil Engineering	
Post-Secondary Education	Specialization	Project Management ~	
Program Information	Expected Term of Enrollment	Fall 2022	
Program-Specific Questions	Program deadlines:	2022.02.04	
Test Scores	International	2022-03-01	
Referees			
Submit	Please note that application terms have dea	dline dates that vary.	
	If the term or specialization (if applicable) the Graduate Programs	at you are looking to apply to is not showing, please check with the graduate	program directly

Go Back Save & Continue

UNIVERSITY OF

Studen	nt Admissions for Gra	aduate Studies	5		
START APPLICATION	LOGOUT				
Read This First	Program Information				
Personal Information					
Addresses	Program of Choice				
Contact Information	Program			Term	
Citizenship	Civil Engineering, Doctor of Philosophy, Project Manage	ement		Fall 2022	Change
Post-Secondary Education Program Information	Program Information	0.4			
Program-Specific Questions	Are you applying to a combined program? (Example: MBA/JD) if yes, specify which program.	O Yes O No		DS ARE	
Test Scores	Are you looking for advanced credit? If yes, please list the courses you wish to receive credit for	O Yes O No	REQU	IRED	
Referees Submit Print Summary	Have you previously withdrawn from a graduate program at UCalgar, and are now applying to continue that same program? (Re-Admission) Note: Laddering students complete credentials such as the certificate, diploma and final degree in stages: each credential is considered a new application. (New Admission)	⊙Yes ⊙No			
	/	-select-		~	
	How did you near about this program?]		
	Do you have funding from any of the following sources?	-select-]	~	
	Are you planning to apply, or have you applied for funding from any of the following sources?	-select-]	~	
	Note: Doctoral Cotutelle program is currently suspended;	The University of not accepting a	applications at this time.		
	If you require technical assistance please contact the Fac	culty of Graduate Studies at grada	app@ucalgary.ca or (403)	220-4938.	
			Go Bac	ck Save &	& Continue

You will be redirected to the "Program Information" page. Complete the following form. All fields are **required**.

Program Specific Questions

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.

Student Admissions & Graduate Studies

UNIVERSITY OF

START APPLICATION	LOGOUT
Read This First	Program-Specific Questions
Personal Information	
Addresses	Answer all the questions which are required by the program you selected.
744103303	Program Specific Documentation can be uploaded, after submission, through the student centre
Contact Information	Reminder: For security reasons, you will be automatically logged out of the application if you take more than 30 minutes on this
Citizenship	page.
Post-Secondary Education	You may copy and paste your answers (original formatting may not be kept). All questions/boxes are required and must contain information in order to save and continue.
Program Information	
Program-Specific Questions	1. Have you been in contact with any of the professors within this department? If so, then who?
Test Scores	
Referees	
Submit	Required
	2. Please list below any academic awards, achievements, honours or other distinctions you have received.
Print Summary	

Test Scores

Test Scores for International Applicants

Ś Student Admissions & Graduate Studies UNIVERSITY OF START APPLICATION LOGOUT If you expect to attend on a Read This First Test Scores Personal Information To continue you must click on the 'Save & Continue' button to indicate that you have read this page. Addresses All official test scores must be submitted to the Department to which you are applying **directly by the testing agency**. The information you supply below is not considered official but will assist the Department in evaluating your application until the official score is received. Contact Information If you have not yet completed a test, please select the test you will take and the anticipated future date in which the test will be taken. Citizenship Please note: English Proficiency exams must be taken within the last two years in order to be considered. Exam scores older than two years will not be accepted. ☑ Post-Secondary Education Program Info Prog Que: Que: Test Score Test Name Completed Action Test Scores English Language Proficiency No Add Referees Submit If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938. Go Back Save & Continue Program-S Test Score Completed Action Test Name English Language Proficiency Add No Add English Language Proficiency Test Score: Submit Please provide your scores for one of the following: -Select One Test Type---Select One lest Type-TOEFL - Test of English as a Foreign Language - Internet Based TOEFL - Test of English as a Foreign Language - Paper Based IELTS (International English Language Testing Service) Pearson Test of English Print Summary Add English Language Proficiency University of Calgary Academic Communication Certificate Canadian Academic English Language Add Score Duolingo If you did not provide a test score above, you must select one of the following: \bigcirc I possess a baccalaureate degree or its academic equivalent from a recognized institution in which the language of instruction is English and I believe that the English Proficiency Test is not applicable to me. \bigcirc I am an international student and wish to apply for conditional admission with language upgrading. For more information see 'Conditional Admission for Language Upgrading' under Admission Categories in the Graduate Calendar. Save Program Info Test Score

"Study Permit", "Work Permit", with "Refugee" Status, or selected "Other" on the citizenship page, you are required to complete this page.

If a test date is in the future, enter the test date, but there is no need to enter a score:

Scores:

Test Name		Completed	Action
English Language Proficiency		No	Add
Add English Language Pr	oficiency Test Score:		
Please provide your scores for	r one of the following:		
TOEFL - Test of English as a	Foreign Language - Internet Bas	ed -	
Component Name	Test Date	Score	
Listening Comprehension I	2022/02/2		
Reading	2022/02/2		
Speaking	2022/02/2		
TOEFL Internet Based	2022/02/2		3
Writing	2022/02/2		
	\uparrow		\checkmark

Submit

Test Scores

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 <u>Academic Communication</u> <u>Certificate (13 weeks) | English</u> <u>Language Program | University of</u> <u>Calgary (ucalgary.ca)</u>

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.

Test Score					•
lest Name			Completed		Action
English Language Proficiency			No		Add
Add English Language Pr	roficiency Test	Score:			
Please provide your scores for	or one of the follo	wing:			
TOEFL - Test of English as a	Foreign Languag	e - Internet Based ~			
Component Name	Test Date		Score		
Listening Comprehension I	2022/02/2		352	Range: 0-30	
Reading	2022/02/2		500	Range: 0-30	lt wo
Speaking	2022/02/2		450	Range: 0-30	unles
TOEFL Internet Based	2022/02/2		4858	Range: 0-120	with
	2022/02/5		652	Range: 0-30	ra
Writing	2022/02/2				

Test Score Test Name Completed Action English Language Proficiency Complete TOEFL - Test of English as a Foreign Language - Internet Based Edit Delete Component Name Listening Comprehension I Test Date Score 2022/02/23 Reading 2022/02/23 2022/02/23 2022/02/23 Speaking TOEFL Internet Based Writing 2022/02/23 If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938 Go Back Save & Continue

If you did not provide a test score above, you must select one of the following:

I possess a baccalaureate degree or its academic equivalent from a recognized institution in which the language of instruction is English and I believe that the English Proficiency Test is not applicable to me.

○ I am an international student and wish to apply for conditional admission with language upgrading. For more information see 'Conditional Admission for Language Upgrading' under Admission Categories in the Graduate Calendar.

Save



Application Guide



If Referees are Required



Click the Program to add Referees.

Referees

Referees for the Program: Engineering - Civil, Doctor of Philosophy

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

Name		
Smith, John	Edit	Delete
Sal, Volcano	Edit	Delete

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

Go Back Save & Continue

If no Referees are Required

Studer	nt Admissions & Graduate Studies	UNIVERSITY OF CALGARY	
START APPLICATION	LOGOUT		
Read This First	Referees		
Personal Information			
☑ Addresses	Provide the names and contact information for referees who will submit reference reports on your academic ability and que submit business or institutional e-mail addresses for all of your referees.	ualifications. Please	
Contact Information	An appropriate letter of recommendation is one written by an independent individual who can provide an assessment of capabilities with respect to the prospective program. Letters from friends, family members, colleagues, people currently n	your background and egistered in a	
Citizenship	graduate degree program, or general reference letters that are not written in support of your application to the particular graduate program are not acceptable. If you are currently registered in a graduate degree program at the University of Calgary, or if you have recently completed a graduate degree program, one letter of reference should come from your program supervisor. Unless you have been out of school for more than four years, at least one letter, and preferably all, should be by an academic. A reference from a non-academic source		
Post-Secondary Education			
Program Information	should come from a person who has had direct supervisory experience with you.		
Program-Specific Questions Test Scores	Upon submission of your application, your referees will be sent an email containing the reference request and th to the required documents. Reference requirements are individual to each graduate program and the required membra are contained in the email. The email will also contain a link where referees are able to upload the required document(s). You the status of your reference submissions in your student centre and both you and your referee will receive a confirmation to be status of your reference submissions in your student centre and both you and your referee will receive a confirmation to be status of your reference submissions in your student centre and both you and your referee will receive a confirmation to be status of your reference submissions in your student centre and both you and your referee will receive a confirmation to be status of your reference submissions in your student centre and both you and your referee will receive a confirmation to be status of your reference submissions in your student centre and both you and your referee will receive a confirmation to be status of your reference submissions in your student centre and both you and your referee will receive a confirmation to be status of your reference submissions in your student centre and both you and your referee will receive a confirmation to be status of your reference submissions and the receive a confirmation to be status of your reference submissions are status of the status of	the appropriate link e specified in the link u will be able to view e email when the	
Referees	releree request has been completed.		
	It is recognized that references are supplied in confidence.		
Submit	References are valid for one year from the date on the reference.		
Print Summary	No program referees are required. Please click on the continue button.		
	If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-	4938.	
	Go Back	Save & Continue	

Read the disclaimer, then click "Save & Continue" to move to the next page.

Submit

Student Admissions & Graduate Studies



To continue and submit, the "Status" of all sections must be "Complete". If all sections are complete, click "Continue".

		START APPLICATI
		Read This First
	☑	Personal Information
	☑	Addresses
'	☑	Contact Information
	☑	Citizenship
	☑	Post-Secondary Education
	•	Program Information
	☑	Program-Specific Questions
	☑	Test Scores
	☑	Referees
		Submit
		Print Summary

Submit

Once the status for all sections is marked complete you may review your application before payment and submission to the Faculty of Graduate Studies.

Citizenship Post-Secondary Education

Addresses Contact Information

Program Specific Documentation can be uploaded, after submission, through your Student Centre. You will be provided with information and instructions, by email, within 24-48 hours of application submission. Section

Program Information

Test Scores

Referees

Program-Specific Questions

Status Read This First Complete Personal Information Complete Complete Complete

Go Back Continue

Complete

Complete

Complete

Complete

Complete

Complete

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".

Student Admissions & Graduate Studies CALGARY START APPLICATION Read This First **Review Application** Admission Information 501316148 Reference Sequence Number fgs.testaccount eID Summer 2022 Term

After submitting your application you will receive an email (normally within one hour) that includes information on how to upload your Program Specific Documentation to your Student Centre (if applicable), and how to check the status of your application Go Back Print Summary Continue



Application Declaration & Submission

Student Admissions & Graduate Studies

UNIVERSITY OF

Read the Applicant Declaration and click the checkbox.

Read This First sonal Infor Add Contact Information Post-Secondary Education Program-Specific Questions Test Scores

Applicant 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 falsifying or omitting documents or omitting information on this application will result in immediate dismissal from the University. Falsified documents may be referred to the appropriate authorities for prosecution of the applicant under the Criminal Code of Canada. Information on falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada. The University reserves the right to reject applicants for admission or cancel any admission ruling, even if entrance requirements have been technically met, on the basis of their overall academic records or on 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: To be considered official, all academic records must be received in envelopes that have been sealed and endorsed by the

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

Payment

Submit

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?

O I have already submitted my application fee payment. O I will pay by credit card. (Visa/MasterCard/American Express)

OI 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.



Read the "Finalize Application" information.

START APPLICATION	LOGOUT
Submit	Finalize Application
	What you should expect to happen
Print Summary	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. Once you have received your ID number through email, you should review your application status by logging onto the myUoIC portal and accessing your online Student Centre to find out what transcripts 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 will be 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.

Review the payment information and select the method of payment.

Application Declaration & Submission

Transcripts and Documentation Deadlines

You must provide transcripts from the following Post Secondary Institutes:

Gabon

Review the Transcript and Documentation Deadlines and click "Exit".

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-forword English translation of a duplicate copy of that original.

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



Emails

Email Notification to Applicant

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

University of Calgary Graduate Studies Application for Admission: Fee Required

Graduate Admissions <gsappfee@ucalgary.ca>

Sent: Wed 7/18/2012 10:41 AM To: Jennifer Dinah de Roaldes

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, MacKimmie Library Tower Room 213, 2500 University Dr NW, Calgary AB, T2N1N4. Your application will not be processed until this fee is received.

Your student identification number is: 10116687

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.

Now 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 myUofC portal at https://my.ucalgary.ca using the eID selected 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:

Faculty of Graduate Studies: http://www.grad.ucalgary.ca/

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 a (403) 220-4938.

Yours sincerely,

Gillian Robinson Director, Strategic Planning and Administration

🖓 Reply 🚱 Reply All 🖓 Forward 🕼 IM



Wed 2021-09-22 4:03 PM biograd@ucalgary.ca Reference request from the University of Calgary for

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 FOIP office to view references provided on their behalf. Referee 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 url for the on-line reference form. (University of Calgary Referees must also log off any PeopleSoft applications, including the MyUCalgary portal and the Faculty Centre.) 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://csprd.my.ucalgary.ca/psp/csprd/EMPLOYEE/SA/c/UC_SS_MENU.UCAD_ATCH_PUB.GBL?cmd=login&public=uploadreference&&UUID=4488-c35ee1fe-1be9-11ec-b768-e70df827f5f&LASTNAME=McNutt&

Tips for filling out this form are available at: https://live-ucalgary.ucalgary.ca/sites/default/files/Registrar%20Training%20PDFs/pareferee instructions using online reference form jul17j.pdf.

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

Sincerely, Faculty of Science Department of Biological Sciences Biological Sciences Building, Room 186, 2500 University Drive NW Phone: 403/220-7790 Fax: 403/280-9311 Email: biograd@ucalgary.ca

Email Request to Referee



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 <u>extranetapp.learning.gov.ab.ca/learnerRegistry/forms</u> 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 (<u>servicecanada.gc.ca/eng/sc/sin/index.shtml</u>). A SIN number will required for you to receive employment or scholarship income.



Are you currently attending an English as a Second Language Program in Canada?	Please indicate if you are attending an ESL program in Canada. This information is required to be collected by the University of Calgary.
What is your first language?	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.
What is your second language?	Please indicate a second language if applicable. This will be a different language from your first language indicated above.
Country	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.
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.
City	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.
Province/State	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.
Postal/Zip Code	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.
Same as above	Select if your current and permanent address are the same.
Email Address	Please indicate the email address you prefer to be contacted at. The email address and the confirmed email address must be the same.
Primary Phone	Enter the area code, number and extension (include country code if outside of Canada/USA) of your Primary phone.
Alternate 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.
Citizenship	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.

0