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 Contents

01

How to Apply

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

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

How to Create a New eID
(if the Applicant does not have an existing eID)

If you are not a current or former student 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.

03 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*
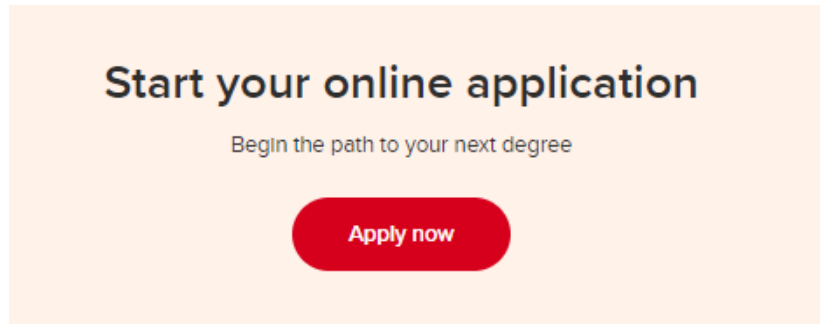
You will be redirected to the Central Authentication Service. Sign in using your eID and password.

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.
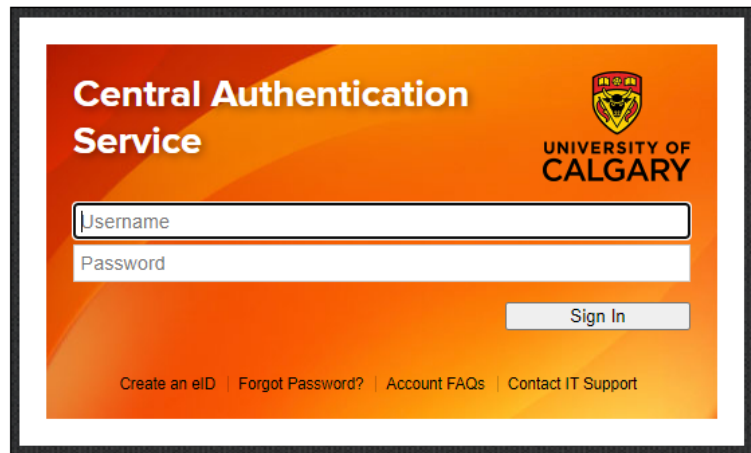
Begin Your Online Application

Your eID is normally different from the IT username that current students and alumni normally use to log in to UCalgary platforms. If you get stuck in a loop trying to log in to the online application, you may be trying to use your IT username to log into the application. Go to password.ucalgary.ca and select "manage my Account". Logging in with your IT username and password will allow you to confirm that eID that needs to be used to log 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 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

Manage my account

Change your password
Change your MFA options
Update email aliases and contact details
Manage secondary IT accounts

Recover my account
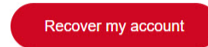
Reset your password
Get help with MFA

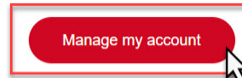**Create an account**

Register IT account for staff and students
Create eID account for applying to the University
Register an Alumni email account

Student Admissions *for* Graduate Studies

UNIVERSITY OF
CALGARY

START APPLICATION   LOGOUT

Admission Forms

Create a New Application

Program	Status	
No Program Selected	Incomplete	Edit

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

04

Read this first

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.

05. ■ Personal Information

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

If an Applicant Only has a First Name or Only a Last Name

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.

06.

Addresses

Student Admissions for Graduate Studies

UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

- ☑ Read This First
- ☑ Personal Information
- **Addresses**
- Contact Information
- Citizenship
- Post-Secondary Education
- Program Information
- Program-Specific Questions
- Test Scores
- Referees
- Submit

- Print Summary

Addresses

Enter both your current and permanent addresses in the spaces provided below. It is important to complete this section fully and accurately as this information will be used to contact you, unless the Faculty of Graduate Studies is notified of a change.

Current Mailing Address

* Country   -select-
* Address

* City/Province/State
Postal/Zip Code

Permanent Address

Same as above ☐
* Country   -select-
* Address

* City/Province/State
Postal/Zip Code

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.

10   Application Guide

07. Contact Information

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

For the "Phone Number" field, format as in XXXXXXX 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 *for* Graduate Studies

UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

☑ Read This First
☑ Personal Information
☑ Addresses
Contact Information
Citizenship
Post-Secondary Education
Program Information
Program-Specific Questions
Test Scores
Referees
Submit

Print Summary

Contact Information

Enter both your e-mail and phone numbers in the spaces provided below. It is important to complete this section fully and accurately as this information will be used to contact you, unless the Faculty of Graduate Studies is notified of a change.

After you submit your application you will receive an email in 1-2 business days with confirmation of this application for admission.

Be sure you:

- Check your account for messages
- Adjust any email filters you have to allow emails from the University of Calgary to be received.

Email Address

*Email Address   test@test.com

*Confirm Email Address   test@test.com

Phones

	Country Code/Prefix	Area Code	Phone Number	Extension
Primary Phone	Canada - 1	403	2205110	
Alternate Phone	-select-			

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

Go Back   Save & Continue

08 █Citizenship

If you are a Canadian Citizen:

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

If you are a citizen of a country other than Canada:

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.

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*

If the Program is open:

Click the desired degree program.

If applications for multiple specializations or multiple terms of enrollment are open, make your selections from the associated drop down menus before clicking Save and Continue. If only one option is available, just click "Save and Continue"

Student Admissions *for* Graduate Studies — UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

- ☑ Read This First
- Personal Information
- Addresses
- Contact Information
- Citizenship
- Post-Secondary Education
- Program Information
- Program-Specific Questions
- Test Scores
- Referees
- Submit

Print Summary

Program Information

Choose a term of enrolment and specialization (if applicable).

Program	Engineering - Civil, Doctor of Philosophy
Area of Study	Civil Engineering
Specialization	Project Management
Expected Term of Enrollment	Fall 2022

Program deadlines:
Canadian Citizen, Permanent Resident	2022-03-01
International	2022-03-01

Please note that application terms have deadline dates that vary.

If the term or specialization (if applicable) that you are looking to apply to is not showing, please check with the graduate program directly Graduate Programs

Go Back   Save & Continue

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

Additional information on advanced credit can be found in the academic calendar: https://calendar.ucalgary.ca/pages/8f08aba55b9145ac84f6a7ea8cf621a6

Student Admissions *for* Graduate Studies — UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

- ☑ Read This First
- Personal Information
- Addresses
- Contact Information
- Citizenship
- Post-Secondary Education
- Program Information
- Program-Specific Questions
- Test Scores
- Referees
- Submit

Print Summary

Program Information

Program of Choice

Program	Term	
Civil Engineering, Doctor of Philosophy, Project Management	Fall 2022	Change

Program Information

Are you applying to a combined program? (Example: MBA/JD) If yes, specify which program.   ○ Yes ○ No

ALL FIELDS ARE REQUIRED

Are you looking for advanced credit? If yes, please list the courses you wish to receive credit for.   ○ Yes ○ No

Have you previously withdrawn from a graduate program at UCalgary, 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

How did you hear about this program?   -select-

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 applications at this time.

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

Go Back   Save & Continue

11. 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 *for* Graduate Studies

UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

- ☑ Read This First
- Personal Information
- Addresses
- Contact Information
- Citizenship
- Post-Secondary Education
- Program Information
- **Program-Specific Questions**
- Test Scores
- Referees
- Submit

Print Summary

Program-Specific Questions

Answer all the questions which are required by the program you selected.

Program Specific Documentation can be uploaded, after submission, through the student centre

Reminder: For security reasons, you will be automatically logged out of the application if you take more than 30 minutes on this page.

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.

1. Have you been in contact with any of the professors within this department? If so, then who?

Required

2. Please list below any academic awards, achievements, honours or other distinctions you have received.

12. Test Scores

Test Scores for International Applicants

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)_

Conditional admission offers can only be sent for completion of the ACC program, not any other ELP test.

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 for the Program: Engineering - Civil, Doctor of Philosophy

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]

Referees can be edited/deleted until the application is submitted. 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.

Student Admissions *for* Graduate Studies

UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

☑ Read This First
☑ Personal Information
☑ Addresses
☑ Contact Information
☑ Citizenship
☑ Post-Secondary Education
☑ Program Information
  Program-Specific Questions
  Test Scores
  Referees
  Submit

  Print Summary

Referees

Provide the names and contact information for referees who will submit reference reports on your academic ability and qualifications. Please submit **business or institutional e-mail addresses** for all of your referees.

An appropriate letter of recommendation is one written by an independent individual who can provide an assessment of your background and capabilities with respect to the prospective program. Letters from friends, family members, colleagues, people currently registered in a 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 should come from a person who has had direct supervisory experience with you.

Upon submission of your application, your referees will be sent an email containing the reference request and the appropriate link to the required documents. Reference requirements are individual to each graduate program and the requirements are specified in the link contained in the email. The email will also contain a link where referees are able to upload the required document(s). You will be able to view the status of your reference submissions in your student centre and both you and your referee will receive a confirmation email when the referee request has been completed.

It is recognized that references are supplied in confidence.

References are **valid for one year** from the date on the reference.

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]

14. Submit

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

Student Admissions *for* Graduate Studies — UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

- ☑ 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

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	Status
Read This First	Complete
Personal Information	Complete
Addresses	Complete
Contact Information	Complete
Citizenship	Complete
Post-Secondary Education	Complete
Program Information	Complete
Program-Specific Questions	Complete
Test Scores	Complete
Referees	Complete

[Go Back] [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".

Student Admissions *for* Graduate Studies — UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

- ☑ Read This First
- ☑ Personal Information
- ☑ Addresses
- ☑ Contact Information
- ☑ Citizenship
- Post-Secondary

Review Application

Admission Information
Reference Number	501316148
Sequence Number	1
eID	fgs.testaccount
Term	Summer 2022

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

Read the Applicant Declaration and click the checkbox.

Review the payment information and select the method of payment. **NOTE:** After submitting the application for admission you will not be able to make any changes to this information.

Read the "Finalize Application" information.

Student Admissions *for Graduate Studies*

user acceptance environment

UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

- ☑ Read This First
- ☑ Personal Information
- ☑ Addresses
- ☑ Contact Information
- ☑ Citizenship
- ☑ Post-Secondary Education
- ☑ Program Information
- ☑ Program-Specific Questions
- ☑ Test Scores
- ☑ Referees
- **Review and Submit Application**
- Print Summary

Applicant Declaration and Submission

Application Declaration

I hereby declare the information I have submitted in this application is true, complete and correct to the best of my knowledge and that my autobiographic and personal submissions are authored solely and entirely by me; I will keep the university informed of any changes to the information in my application materials. I understand that submitting this application permits the University of Calgary to request or confirm any factual information necessary to support my application for admission and that the submission of any false or plagiarized statements or documents or failure to disclose attendance at another post-secondary institution will result in the immediate cancellation of admission and registration to the University of Calgary.

The personal information of applicants is collected under the authority of the Post-Secondary Learning Act and in accordance with the Freedom of Information and Protection of Privacy Act (Alberta). It is required to determine eligibility for admission and to contact applicants regarding University programs and services. If admitted, the personal information will form part of the student record and will be disclosed to relevant academic and administrative units. Some information will be disclosed to relevant student societies and the alumni association and will be provided to the federal and provincial governments to meet reporting requirements.

The following personal information is defined as the student's public record at the University of Calgary: name, dates of registration and graduation, faculty of registration, and degree/diploma awarded. Questions about the collection or use of your personal information may be made to the Faculty of Graduate Studies at 403-220-4938.

☐ I have 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

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 $125.00 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.

Credit Card Information

Card Holder First Name:	
Card Holder Last Name:	
Email For Receipt:	
Card Type:	Please Choose ▾
Credit Card Number:	
Expiration Date:(MMYY)	
CVD:	

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.

[Go Back] [Payment and Submit]

START APPLICATION   LOGOUT

Review and Submit Application

Print Summary

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. Once you have received your ID number through email, you should review your application status by logging onto the myUofC 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 changes 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 UofC grades will be automatically sent to us, when available.

Exit

Review the Transcript and Documentation Deadlines and click "Exit".
Unless your program instructs otherwise, please do not request official transcripts from the post-secondary institutions you have attended at the time of application. If your application is successful, final official transcripts will be requested with your offer of admission.

XX. Emails

Email Notification to Applicant

University of Calgary Graduate Studies Application for Admission: Fee Required

G Graduate Admissions <gsappfee@ucalgary.ca>
To
☺ ↩ Reply ↩ Reply All → Forward 📄 ···
Thu 2024-09-12 11:02 AM

ⓘ We removed extra line breaks from this message.

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

Student Identification Number (UCID):
Your student identification number is: 30271291. Please include your student identification number in all correspondence with the University of Calgary to ensure efficient service.

Application Fee
If you have not already done so, please submit the application fee as soon as possible. Applications are not reviewed until the application fee is paid. Application fees can be paid by using these payment methods: https://www.ucalgary.ca/registrar/finances/tuition-and-fees/how-pay-your-fees.

The MyUCalgary Portal (https://cas.ucalgary.ca/cas/login?service=https://portal.my.ucalgary.ca/psp/paprd/?cmd=start&ca.ucalgary.authent.ucid=true) gives you access to your Student Centre where you will find the current status of your application and be able to upload supporting documents. Use the eID you created for your application to sign in.

If you are a new user, you may need to wait up to 24 hours before you can log into the portal.

If you have forgotten your username or password, visit the Password Management site (https://password.ucalgary.ca/) to recover your account. Note that changes to your MyUCalgary portal login may take up to 24 hours to take effect.

Checking the Status of Your Application
Instructions are available here: https://grad.ucalgary.ca/sites/default/files/teams/3/checking-the-status-of-your-application_2019.pdf. Each graduate program is responsible for their own admission decisions. Allow 3-5 business days for your graduate program to update your Application Status after they have received supporting documents. Once your application is complete, your file will be reviewed by the graduate program and you will be notified of the decision.

Uploading Supporting Documents
Instructions are available here: https://grad.ucalgary.ca/sites/default/files/teams/3/uploading-supporting-documents_2019.pdf. Ensure your web browser's pop-up blockers are disabled before uploading supporting documents.

Submitting Official Transcripts
UNOFFICIAL TRANSCRIPTS: Once your application has been submitted, you will be required to upload unofficial transcripts from each of the post-secondary institutions you have attended. International students will also be required to include provisional and degree certificates along with their transcripts (where applicable/available).

OFFICIAL TRANSCRIPTS: Unless your program instructs otherwise, please do not request official transcripts from the post-secondary institutions you have attended at this time. If your application is successful, final official transcripts will be requested with your offer of admission.

Please see check the Applicant Transcripts FAQs page for more details: https://grad.ucalgary.ca/future-students/how-apply/transcript-faq-applicants.

Submitting Official Proof of English Language Proficiency and other Test Scores Proof of English Language Proficiency (ELP) may be required by the graduate program to which you have applied. Minimum ELP requirements and accepted tests are listed in the Graduate Calendar: https://calendar.ucalgary.ca/pages/833465eb455d4f95aed3e67c017fcd04. Many graduate programs require higher admission ELP test scores which are listed in their Program Description: https://calendar.ucalgary.ca/programs.

Arrange for the agency where you completed your test to send an electronic copy of your official score report to the University of Calgary. The information you supplied in your online application is not considered official but will assist the Department in evaluating your application until the official score is received. The University of Calgary institution code is 0813.

- Duolingo - Instructions to share Duolingo scores can be found here: https://testcenter.zendesk.com/hc/en-us/articles/360010869252-How-do-I-send-my-Duolingo-English-Test-results-to-institutions-.
- IELTS - Instructions to share IELTS scores can be found here: https://www.ielts.org/for-test-takers/results.
- TOEFL - Instructions to share TOEFL scores can be found here: https://www.ets.org/toefl/test-takers/ibt/scores/send-scores.html. Ensure you indicate the Department Code associated with your program of interest. Department codes for TOEFL can be found in the TOEFL Information Bulletin: https://www.ets.org/pdfs/toefl/toefl-ibt-bulletin.pdf#page=43.
- GRE - Instructions to share GRE scores can be found here: https://www.ets.org/gre/test-takers/general-test/scores/send-scores.html. Ensure you indicate the Department Code associated with your program of interest. Department codes for GRE can be found here: https://www.ets.org/pdfs/gre/gre-department-and-major-field-codes.pdf.

If you have any questions regarding sharing test scores, please email gradapp@ucalgary.ca.

Technical Issues
If you encounter technical issues, please try the following troubleshooting steps:
- Use Internet Explorer version 10 or higher, as this browser works best with our system
- Ensure pop-up windows are enabled
- Clear your web browser cache and cookies. Instructions are available here: https://ucalgary.service-now.com/it?id=kb_article&sys_id=fff791f2133e2e8009fbbc62e144b08b.
- Delete MyUCalgary portal bookmarks you have previously saved

For further technical assistance, please contact the University of Calgary IT Department at it@ucalgary.ca.

Questions? Please contact your graduate program of interest directly. Contact information is available at the top of your Application Status page.

Yours sincerely,

Catherine McLeod
Senior Director, Strategic Operations
Faculty of Graduate Studies

Email Request to Referee

Reference request from the University of Calgary for

S sisteam@ucalgary.ca
To
☺ ↩ Reply ↩ Reply All → Forward 📄 ···
Thu 2024-05-23 12:03 PM

The above student is applying to the Doctor of Philosophy in Nursing 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://csuat.my.ucalgary.ca/psp/csuat/EMPLOYEE/SA/c/UC_SS_MENU.UCAD_ATCH_PUB.GBL?cmd=login&public=upload-reference&&UUID=9417-b9374616-1917-11ef-9424-8d95e8d4535&LASTNAME=Student%208&

Tips for filling out this form are available at: https://live-ucalgary.ucalgary.ca/sites/default/files/Registrar%20Training%20PDFs/pa_referee_instructions_using_online_reference_form_jul17j.pdf.

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

Sincerely,
Admissions Office
MB 117, 2500 University Dr NW
Phone: (403) 210.7625
Fax: (403) 220.0762
Email:

XX. Glossary

Surname	Enter your surname. Surname is also known as Last Name or Family Name.
First Name	Enter your legal first name.
Middle Name	Enter any middle names (**30** character limit).
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 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.

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.