



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

1	How to Apply	4
2	How to Create a New eID	5
3	Begin Your Online Application	6
4	Read this First	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





FACULTY OF GRADUATE STUDIES

[Future Students](#)
[Current Students](#)
[Awards](#)
[Professional Development](#)
[Supervisory Resources](#)
[About Us](#)
[Contacts](#)

Faculty of Graduate Studies

We take a student-centred approach to create a meaningful graduate student journey.

[Future students](#)

[Current students](#)

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



Understanding Grad Studies

[Build on your previous education](#)



Money Matters

[Learn about fees and funding opportunities](#)



Graduate Orientation

[Prepare for grad studies](#)



Explore Programs

[More than 225 graduate credentials](#)



Awards and Scholarships

[Over \\$30M in annual graduate funding](#)



International Students

[Find graduate resources](#)



How to Apply

[Start the path to your next degree](#)



Professional Development

[Explore the My GradSkills program](#)



Graduate Advising

[Connect with our specialists for support in every aspect of your student journey](#)

Begin the application process by navigating to “Start your application”.

Applying for grad studies

Get on the path to your next degree.

[Download the PDF application guide](#)

[Start your application](#)

02 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:

The screenshot shows the 'eID Account Registration' page for the University of Calgary. The form is divided into several sections: 'Choose your eID' with a text input for the eID and rules; 'Your information' with fields for UCID, First Name, Last Name, Email address, and Date of Birth; 'Choose a Password' with fields for Password and Confirm Password, and password complexity rules; and 'Password recovery questions' with three questions and their answers. A 'Create eID' button is at the bottom.

Choose your eID
Your eID username will be used to access My UCalgary. We recommend first name last name.
All fields are required.

eID:

eID rules:

- Your eID must end with a period and then your last name
- For example, if your name is Jane Smith your eID must end with smith which means it can be jane.smith or j.s.smith, etc.
- Note: Numbers cannot be used after the period.

For more information visit our [eID FAQ](#).

Your information

UCID:

☐ I don't have a UCID and wish to register a guest account

First Name:

Last Name:

Email address:

Date of Birth:

Year: Month: Day:

Choose a Password
The password must be used to securely log into the Central Authentication Service. Refer to the password rules on the right.

Password:

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 as ., ~, !, @, %, ^, & *)

Password recovery questions
If you forget your password, we will ask you these password recovery questions to help you recover it.

What is your mother's maiden name? Your answer:

What was the name of your first pet? Your answer:

What city was your father born? Your answer:

[Create eID](#)

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

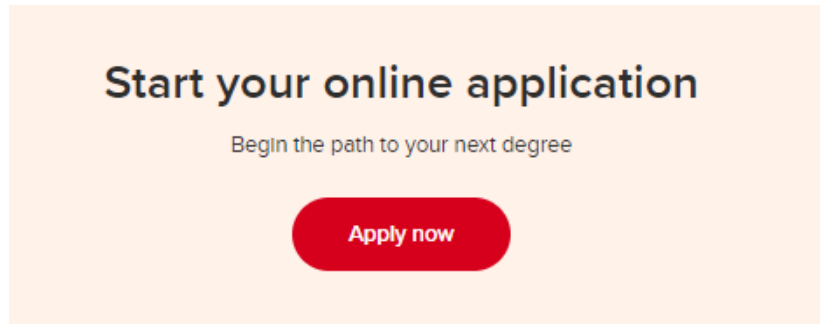
If you created an eID for a student admissions application you can continue by clicking [here](#).

03

Begin Your Online Application

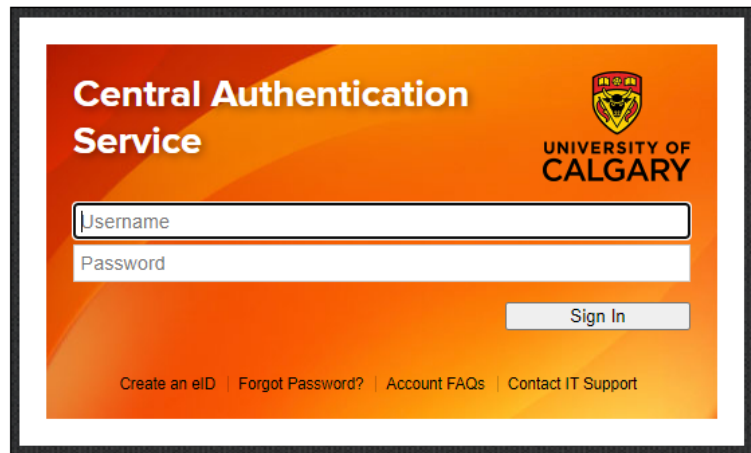
Navigate back to the “Start your application” section and click “online application”.

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

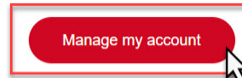
Your eID is normally different from the IT username that current students and alumni normally use to log in to UCalgary platforms. If you get stuck in a loop trying to log in to the online application, you may be trying to use your IT username to log into the application. Go to password.ucalgary.ca and 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?

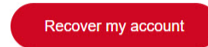
You have a computing account at the University of Calgary which gives you access to a wide range of online services. We can help you change your password, recover your username and password if you have forgotten it, or register your account here.

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.



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



- Reset your password
- Get help with MFA



- 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


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.

Student Admissions for Graduate Studies



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

Read This First

Students who enter a service request with IT from one of the US embargoed countries will receive a message that appears to restrict access to support. This is not a University of Calgary restriction but a result of the service provider being located in the USA. To by-pass the service provider and obtain technical support, please email the details of your issue to it@ucalgary.ca.

Make sure you have all your pertinent information before starting the application. Check with the program you are applying to for deadline dates, as applications and supporting documents will not be accepted past the deadline. Students can upload any required supporting documents through the Student Centre, after application submission.

See the University of Calgary Graduate Calendar for minimum admission requirements:
<https://www.ucalgary.ca/pubs/calendar/grad/current/index.html>

If you are an international applicant also see the minimum admission requirements for your country:
<https://grad.ucalgary.ca/prospective-admissions/international-admission-requirements>

For security reasons, you will be automatically logged out of the application if you take more than 30 minutes on any one page. If you are working on an application, you must click save & continue in order for your partial application to be saved. Do this often if you are spending a significant amount of time on any one page of the application.

If you are automatically logged out, you may continue your application after logging in using your eID.

Personal Information is collected under the authority of the Post-Secondary Learning Act, the Statistics Act and the Income Tax Act (Canada). It is required to evaluate your application for admission and will also be used to contact you regarding University of Calgary programs and services. If you are admitted, the personal information collected here will form part of your student record and will be disclosed to relevant academic and administrative units. If granted an award, pertinent information may be released to the donor and provincial funding bodies. It may also be used by the University of Calgary for promotional purposes. In addition, specific data elements will be disclosed to the federal and provincial governments to meet reporting requirements as well as the Students Union/Graduate Student Association in accordance with contractual agreements.

Please note that the following personal information is defined as the student's public record at the University of Calgary: your name, dates of registration and graduation, faculty of registration and degree/diploma awarded. All other information is considered confidential and will be used and disclosed in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act. Questions about the use of this information may be directed to the FOIP Office at foip@calgary.ca.

☐ I have read this page

You are encouraged to apply for awards when you have submitted your admissions application and received your University of Calgary student number (UCID). You are not required to meet the eligibility requirements in the terms of reference of an award 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.ca/awards/award-guide/step-1-applying>.

Save & Continue

[LOGOUT](#)

 [Read This First](#)

Personal Information

Addresses

Contact Information

Citizenship

Post-Second

Program Informa

Program-Specific

Test Score

References

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 must be submitted to the Faculty of Graduate Studies.

* Surname:

* First Name:

Middle Name:

Preferred First Name:

Former Surname(s):

* Gender ☐ Female ☐ Male ☐ Unspecified ?

* Date of Birth (yyyy-mm-dd) ?

* Country of Birth ?

* Have you previously applied to the University of Calgary Graduate Studies?

What year did you apply?

* Have you previously attended the University of Calgary?

What is your University of Calgary Student ID Number (if known)?

Alberta Student Number (ASN): _____

Are you currently attending an English as a Second 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

Go Back

Save & Continue

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 Information

Addresses

Contact Information

Citizenship

Post-Second

Program Informa

Program-S

Test Scores

References

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 must be submitted to the Faculty of Graduate Studies.

* Surname	Cher	?
* First Name	Cher	?
Middle Name		?
Preferred First Name		?
Former Surname(s)		?
		?

06 ■ Addresses

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

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.

For the “Phone Number” field, format as in XXXXXXXX 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



[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

*Confirm Email Address

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) 220-4836

[Go Back](#)
[Save & Continue](#)

08 Citizenship

If you are a Canadian Citizen:

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

Student Admissions for Graduate Studies

[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

Citizenship

If you will be on a student permit or work permit, indicate what your status will be at the time of registration.

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.

Country of Citizenship

*Citizenship ?

For Canadian Indigenous people only:

If you wish to declare that you are an Indigenous person, specify: ?

Your Status/Metis/Inuit Registration Number/ID

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.

[Go Back](#)
[Save & Continue](#)

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

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

Student Admissions for Graduate Studies

[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

Citizenship

If you will be on a student permit or work permit, indicate what your status will be at the time of registration.

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.

Country of Citizenship

*Citizenship ?

Immigration Status in Canada

* Immigration Status ?

☐ Permanent Resident
☐ Study Permit
☐ Work Permit
☐ Refugee
☐ Other

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

[Go Back](#)
[Save & Continue](#)

09 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 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.

09

Post-Secondary Education

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

Post-Secondary Education

List the post-secondary institutions you have attended starting with the most recent. You must list all post-secondary education regardless of whether the degree was completed. This includes any short-term enrolment, courses taken for upgrading, transfer credit, and any previous attendance at the University of Calgary.

Failure to disclose full post-secondary records is a serious matter and may result in disciplinary action.

Final official transcripts must be sent directly from each of the post-secondary institutions you have attended. These documents must be sent directly by the institution in a sealed and stamped envelope to the prospective Graduate Program. Please see the Faculty of Graduate Studies website for details.

Post Secondary Academic History

Add A Post-Secondary Institution

Post Secondary

No records to display.

Add Post Secondary Academic History

* Country

* Institution Name

Or please specify if it is not in the list

* Start Date

* End Date

Academic Credential

Or please specify if it is not in the list

I have or will graduate from this post-secondary institution. ☒ Yes ☐ No

* Date Credential Received/Expected

Cancel Add

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4988.

Program Information, Choose a Graduate Program

Click "New Program" to see the list of graduate programs.

Student Admissions for Graduate Studies

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
New Program

Program Term

No records to display.

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

Click on one of the listed programs.

Student Admissions for Graduate Studies

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 one of the programs offered below:

Program
Anthropology
Archaeology
Art
Biological Sciences
Built and Landscape Heritage
Biomedical Engineering
Bridge to Teaching - Graduate Certificate
Business Intelligence and Data Analytics - Graduate Certificate
Chemistry
Communication and Media Studies
Computer Science
Computational Media Design
Data Science and Analytics - Diploma
Data Science and Analytics Master Degree
Data Privacy - Graduate Certificate

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

Communication and Media Studies offers the following Graduate Studies program(s):

Degree Program
Communication and Media Studies, Doctor of Philosophy (Closed)
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 are looking to 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

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)
Engineering - Civil, Master of Science- Thesis Based

Please note that graduate program deadline dates may vary from one program to another. If the graduate program that you are looking to 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

Go Back


If the Program is open:

Click the desired degree program.

Program Information, Choose a Graduate 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



[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 Enrolment	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



[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	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.

Are you looking for advanced credit? If yes, please list the courses you wish to receive credit for.

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)

How did you hear about this program?

Do you have funding from any of the following sources?

Are you planning to apply, or have you applied for funding from any of the following sources?

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](#)

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.

The screenshot shows the 'Student Admissions for Graduate Studies' portal for the University of Calgary. The header includes the university's logo and name. Below the header, there are links for 'START APPLICATION' and 'LOGOUT'. A left-hand navigation menu lists various sections: 'Read This First', 'Personal Information', 'Addresses', 'Contact Information', 'Citizenship', 'Post-Secondary Education', 'Program Information', 'Program-Specific Questions' (which is highlighted), 'Test Scores', 'Referees', 'Submit', and 'Print Summary'. The main content area is titled 'Program-Specific Questions' and contains instructions: 'Answer all the questions which are required by the program you selected.' and 'Program Specific Documentation can be uploaded, after submission, through the student centre'. A reminder states: 'Reminder: For security reasons, you will be automatically logged out of the application if you take more than 30 minutes on this page.' Another instruction says: '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.' Two questions are listed: '1. Have you been in contact with any of the professors within this department? If so, then who?' and '2. Please list below any academic awards, achievements, honours or other distinctions you have received.' Each question has a corresponding text input box. A red 'Required' label is visible next to the first question's input box.

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.

Student Admissions for Graduate Studies

START APPLICATION LOGOUT

Test Scores

To continue you must click on the 'Save & Continue' button to indicate that you have read this page.

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.

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.

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.

Test Name	Completed	Action
English Language Proficiency	No	Add

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

Go Back Save & Continue

Add English Language Proficiency Scores:

Add English Language Proficiency Test Score:

Please provide your scores for one of the following:

--Select One Test Type--

--Select One Test 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

University of Calgary Academic Communication Certificate

Canadian Academic English Language

Duolingo

Add Score

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

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

Add English Language Proficiency Test Score:

Please provide your scores for one of the following:

TOEFL - Test of English as a Foreign Language - Internet Based

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	
Writing	2022/02/2	

2. Enter Future Date

3

Add Score

12 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.

Component Name	Test Date	Score	Range
Listening Comprehension I	2022/02/23	352	Range: 0-30
Reading	2022/02/23	500	Range: 0-30
Speaking	2022/02/23	450	Range: 0-30
TOEFL Internet Based	2022/02/23	4858	Range: 0-120
Writing	2022/02/23	652	Range: 0-30

To Edit/Delete Test Score Information.

Component Name	Test Date	Score
Listening Comprehension I	2022/02/23	352
Reading	2022/02/23	500
Speaking	2022/02/23	450
TOEFL Internet Based	2022/02/23	4858
Writing	2022/02/23	652

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 \(ucalgary.ca\)](#)

☒ 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.

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.

Student Admissions for Graduate Studies

START APPLICATION **LOGOUT**

Test Scores

To continue you must click on the 'Save & Continue' button to indicate that you have read this page.

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.

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.

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.

You have indicated that you are a Canadian Citizen, Permanent Resident or have obtained a degree from Canada or the USA. If English is your primary language you do not need to provide proof of English language proficiency. However, the program you are applying to may require evidence of your English proficiency if English is an additional language for you.

To continue you must click on the 'Save & Continue' button to indicate that you have read this page.

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

Go Back **Save & Continue**

13. Referees

If Referees are Required

Click the Program to add Referees.

Student Admissions for Graduate Studies

[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.

Please select a program to add referees to.

Program	Referees Entered	Referees Needed	Status
Civil Engineering, Doctor of Philosophy, Project Management	0	2	Incomplete

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

[Go Back](#)
[Save & Continue](#)

Click "Add a Referee".

Add A Referee

Name

No records to display.

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 "Add A Referee" form for each referee.

Add A Referee

Name

No records to display.

Add Referee

* Last Name

Smith

* First Name

John

* Title

Prof .

* Organization Name

UofAlberta

* Phone

Country Code

Canada - 1

Area Code

403

Phone Number

5479856

Extension

* Email Address

jsmith@uofalberta.ca

* Confirm Email Address

jsmith@uofalberta.ca

[Cancel](#)
[Add](#)

13 Referees

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

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

Name	Edit	Delete
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

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

Student Admissions for Graduate Studies

[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.

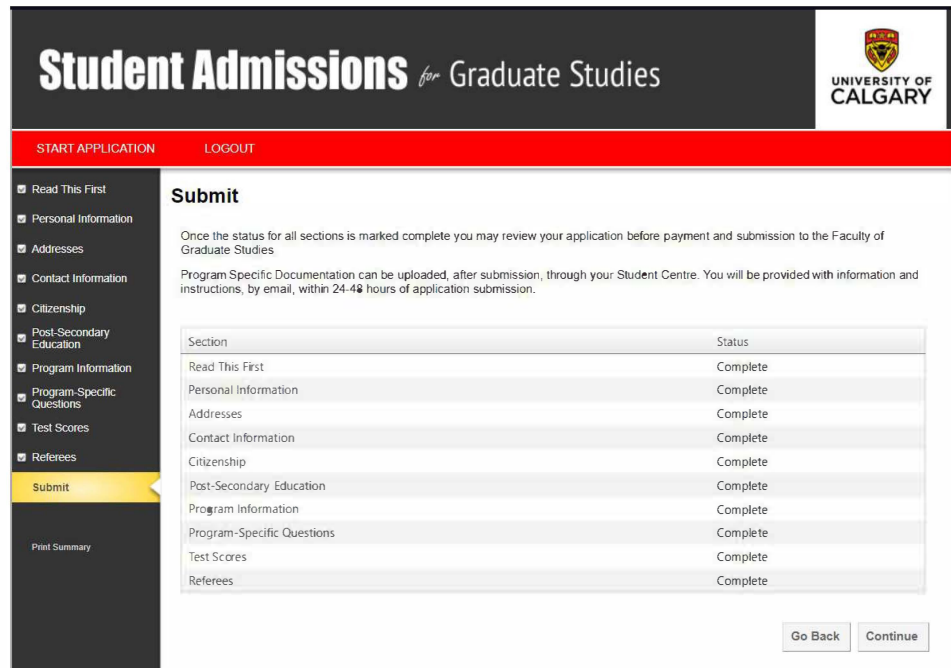
No program referees are required. Please click on the continue button.

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

START APPLICATION LOGOUT

Submit

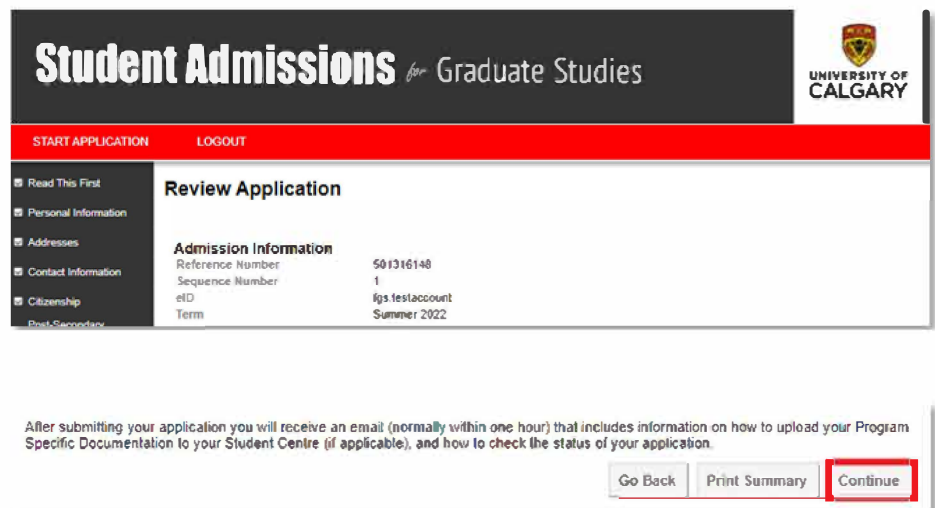
Once the status for all sections is marked complete you may review your application before payment and submission to the Faculty of Graduate Studies.

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

START APPLICATION LOGOUT

Review Application

Admission Information

Reference Number	501316148
Sequence Number	1
eID	figs.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.

Student Admissions & Graduate Studies
user acceptance environment

UNIVERSITY OF CALGARY

START APPLICATION LOGOUT

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:

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

Read the "Finalize Application" information.

START APPLICATION LOGOUT

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

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.

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

Glossary

<i>Surname</i>	Enter your surname. Surname is also known as Last Name or Family Name.
<i>First Name</i>	Enter your legal first name.
<i>Middle Name</i>	Enter any middle names (30 character limit).
<i>Preferred First Name</i>	Enter the name that you prefer to be called (leave blank if you have no preference).
<i>Former Surname(s)</i>	Enter your previous surname if your surname has changed.
<i>Gender</i>	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.
<i>Date of Birth</i>	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).
<i>Country of Birth</i>	Enter your country of birth on registered birth certificate or other official identification document.
<i>Have you previously applied to UCalgary</i>	Indicate whether you have previously applied to any program at the University of Calgary.
<i>What year did you apply?</i>	If you previously applied to any program at the University of Calgary, please indicate the year of your application.
<i>Have you previously attended the UCalgary?</i>	Please indicate if you have taken any previous courses at the University of Calgary.
<i>What is your UCalgary Student ID Number (if known)</i>	If you worked at or previously attended the University of Calgary, you were assigned a UCID. Please enter your previous UCID (if known).
<i>Alberta Student Number (ASN)</i>	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.
<i>Social Insurance Number (SIN)</i>	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.

Glossary

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.