

Professional Graduate Program Application Instructions

Thank you for your interest in the School of Architecture, Planning and Landscape at the University of Calgary! Follow this step-by-step guide to submit a complete application to the graduate, professional programs. If you have any questions or encounter problems that aren't addressed by this guide, please contact the Admissions and Recruitment Team at admissions@sapl.ucalgary.ca.

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Decide on a SAPL Program

The School of Architecture, Planning and Landscape at the University of Calgary offers professional graduate programs in Architecture, Planning, and Landscape Architecture.

- Master of Architecture (MArch): The MArch program engages the challenges facing architecture today with a curriculum focused on innovation, responsiveness, and critical thinking.
- Master of Planning (MPlan): The MPlan program is design-/studio-based in which students learn how to shape the future of cities by working on real-world problems with real clients.
- Master of Landscape Architecture (MLA): The MLA program explores topics such as urban design, climate change adaptation, green infrastructure, low impact development, and spatial land use design, and habitat restoration.

Visit <https://sapl.ucalgary.ca/future-students/graduate> to learn more about our graduate programs.

Application Process

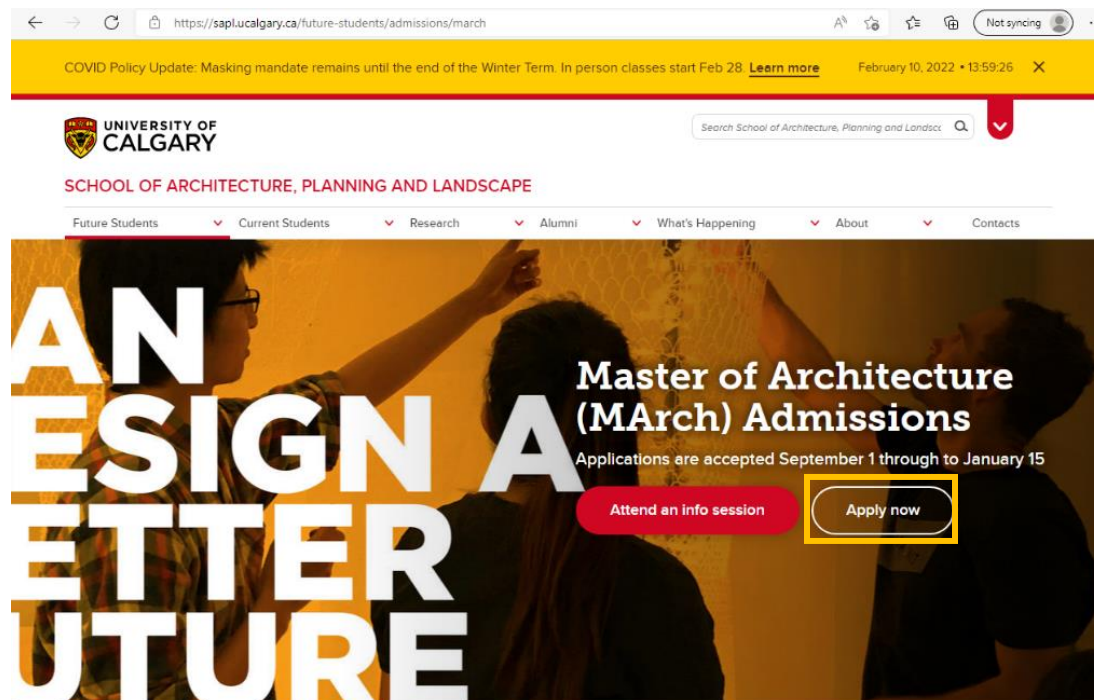
Two-step application process:

1. Complete an online application form: Submit your biographical, education, and referee information. You'll also be prompted to pay your application fee during this process.
2. Upload application materials to your online UCalgary Student Centre via MyUCalgary: You'll receive an email with instructions on accessing your Student Centre. This is where you can check your application status.

Step 1: Complete an Online Application Form

How to Apply

To start your online application form, please click on the “Apply now” button on any program admissions page.



The screenshot shows a web browser window with the URL <https://sapl.ucalgary.ca/future-students/admissions/march>. A yellow banner at the top contains a COVID-19 policy update. Below this is the University of Calgary logo and a search bar. The main navigation menu includes 'Future Students', 'Current Students', 'Research', 'Alumni', 'What's Happening', 'About', and 'Contacts'. The main content area features a large banner with the text 'AN ESIGN A ETTER UTURE' and 'Master of Architecture (MArch) Admissions'. Below the banner, there are two buttons: 'Attend an info session' and 'Apply now'.

How to Create a New eID

Your eID will be your personalized unique ID for electronic access here at the University of Calgary. You must create an eID in order to apply. Click on the “Create an eID” option at the login screen.



Your eID must end with “.lastname”. If your last name is longer than 5 characters, you must use at least the first 5 characters. Your eID cannot have any special characters or spaces. We recommend that your eID is your first.last (e.g., joe.smith).

1. Enter your eID
2. Click “I don’t have a UCID and wish to register a guest account”
3. Enter first name, last name, date of birth, and email address
4. Create and enter your password
5. Enter password recovery information (questions and answers)
6. Click on “Continue”

Once you’ve completed this form, you must go back to the original “apply now” page to log in. Enter your new information (eID as username; password) to log in.

Create a New Application

Once you’ve logged in, complete the following instructions:

- Click on “Create a New Application”
- Review the “Read this First” page
- Check “I have read this page”
- Click “Save & Continue”

Please read carefully as there are important instructions such as expire time, savings, links, and FOIP.

IMPORTANT: You do not upload any official documents to the online application form. **Once you have submitted a completed form**, you will received instructions on how to do so in your UCalgary Student Centre via MyUCalgary.

Student Admissions *for* Graduate Studies

START APPLICATION LOGOUT

Admission Forms

[Create a New Application](#)

Program	Status
No records to display.	

Student Admissions *for* Graduate Studies

START APPLICATION LOGOUT

Read This First

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:
<http://www.ucalgary.ca/pubsk/calendar/grad/current/index.htm>

If you are an international applicant also see the minimum admission requirements for your country:
<http://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.

To comply with the Freedom of Information and Protection of Privacy Act (FOIP), by checking the box below I agree to give permission for my referees listed in this application to disclose personal information, such as attendance, or performance to The University of Calgary.

I have read this page

[Save & Continue](#)

Personal Information

First and last name are both required fields, information must be entered. If you only have a first name/last name, please enter your single name as both your first and last name.

1. Answer all fields
2. Click "Save & Continue"

Personal Information

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.

Applicant's Name

* Surname	<input type="text" value="Cher"/>	?
* First Name	<input type="text" value="Cher"/>	?
Middle Name	<input type="text"/>	?
Preferred First Name	<input type="text"/>	?
Former Surname(s)	<input type="text"/>	?
	<input type="text"/>	

Addresses

Enter both your current and permanent addresses in the spaces provided. It is important to complete this section fully and accurately as this information will be used to contact you, unless you submit a change. If your current and permanent mailing addresses are the same, click "same as above". To finalize your responses, click on "Save & Continue".

START APPLICATION LOGOUT

- Read This First
- Personal Information
- Addresses**
- Contact Information
- Citizenship
- Post-Secondary Education
- Program Information
- Program-Specific Questions
- Test Scores
- References
- Submit
- Post 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	<input type="text" value="Belgium"/>	?
* Address	<input type="text" value="rsyt"/>	?
	<input type="text" value="hgfh"/>	
* City/Province/State	<input type="text" value="Bel"/>	?
Postal/Zip Code	<input type="text" value="Tee8t85iut"/>	?

Permanent Address

Same as above ?

* Country	<input type="text" value="-select-"/>	?
* Address	<input type="text"/>	?
	<input type="text"/>	
* City/Province/State	<input type="text"/>	?
Postal/Zip Code	<input type="text"/>	?

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

Contact Information

Please enter your email address and phone numbers (no spaces or dashes). After you submit your online application form, you will receive an email in 1-2 business days with confirmation of this application for admissions and further instructions on how to pay your application fee and upload supporting documents. To finalize your responses, click on “Save & Continue”.

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	Belgium - 32	203	125421545	<input type="text"/> ?
Alternate Phone	-select-	<input type="text"/>	<input type="text"/>	<input type="text"/> ?

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

Citizenship

This section will determine English Language Proficiency requirements and application fee amounts.

Type of Applicant	English Language Proficiency Requirement	Application Fee (CAD)
Canadian	Not required	\$125
International, Permanent Resident	System won't request a score; however, it may be requested	\$125
Student Permit, Work Permit, Refugee, Other	Required	\$145

Fill out the information that best describes your current situation. To finalize your responses, click on “Save & Continue”.

International Permanent Resident

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

* Immigration Status



Permanent Resident(Landed Immigrant) 

Student Permit

Work Permit

Refugee

Other

Actual or Anticipated Entry Date into Canada (yyyy-mm-dd)   **Required**

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

Student Permit, Work Permit, Refugee or Other

- Program Information
- Program-Specific Questions
- Test Scores
- Referees
- Submit
- Print Summary

Immigration Status

* Immigration Status

- Permanent Resident(Landed Immigrant)
- Student Permit
- Work Permit
- Refugee
- Other

Actual or Anticipated Entry Date into Canada (yyyy-mm-dd) Required

Permit Number Optional

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
- Test Scores
- Referees
- Submit
- Print Summary

Immigration Status

* Immigration Status

- Permanent Resident(Landed Immigrant)
- Student Permit
- Work Permit
- Refugee
- Other

Actual or Anticipated Entry Date into Canada (yyyy-mm-dd) Required

Permit Number Required

Expiry Date (yyyy-mm-dd) Required

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
- Test Scores
- Referees
- Submit
- Print Summary

Immigration Status

* Immigration Status

- Permanent Resident(Landed Immigrant)
- Student Permit
- Work Permit
- Refugee
- Other

Actual or Anticipated Entry Date into Canada (yyyy-mm-dd) Required

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
- Test Scores
- Referees
- Submit
- Print Summary

Immigration Status

* Immigration Status

- Permanent Resident(Landed Immigrant)
- Student Permit
- Work Permit
- Refugee
- Other

If other, please specify

Actual or Anticipated Entry Date into Canada (yyyy-mm-dd) Required

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

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

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. To start, click on the “Add a Post-Secondary Institution”. Once you have added all information, click on “Save & Continue”.

Courses

To add post-secondary courses, add information up to the “End date” field. This includes any short-term enrolment, courses taken for upgrading, transfer credit, and exchange.

Choosing a Graduate Program

Click on “New Program” and scroll until you find the program you are applying to. Click “Save & Continue” to finalize your response.

Program name	Look for these titles on the application form
Master of Architecture	Environmental Design – MArch
Master of Planning	Environmental Design – MPlan
Master of Landscape Architecture	Environmental Design – MLA

Program Specific Questions

You must answer all required questions in order to save the information entered. **It is best to have your answers prepared separately and then copy and paste them into the fields.** To finalize answers, click “Save & Continue”

IMPORTANT: This page will logout in 30 minutes, so please click “Save & Continue” to store answers.

Test Scores for International Applicants

If you are required to provide test scores for English Language Proficiency, please complete this page. All official test scores must be submitted directly by the testing agency. The information supplied on this page is not considered official but will be used to evaluate 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.

Add English Language Proficiency Test Score

1. Click “Add”
2. Select the test type you are submitting
3. If you did not provide a test score in the list, check an option.
 - a. This is where you can indicate if you attended an English post-secondary institution in an English speaking country and believe that the English Language Proficiency Test is not applicable to you.
4. Enter test dates and scores
5. Click “Save”
6. Review entered data
7. Click “Save & Continue” to finalize your responses

Student Admissions for Graduate Studies

UNIVERSITY OF CALGARY

START APPLICATION LOGOUT

Test Scores

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 Test Score:

Please provide your scores for one of the following:

- 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)
- MELAB (Michigan English Language Assessment Battery)
- Pearson Test of English
- Tier 3 of the English for Academic Purposes Program

Add Score

Or if you did not provide any of the test score above, you must check one of the following:






- I have attended an English post secondary institution in an English speaking country and I believe that the English Proficiency Test is not applicable to me.
- I am an international student holding a full scholarship from my government and wish to apply for conditional admission with language upgrading. Proof of funding is required. For more information see 'Conditional Admission for Language Upgrading' under admissions in the Graduate Calendar.


Save

Edit 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	2015/01/14 	12
Reading	2015/01/14 	15
Speaking	2015/01/14 	29
TOEFL Internet Based	2015/01/14 	119
Writing	2015/01/14 	25



Test Score

Test Name	Completed	Action
English Language Proficiency	Complete	
TOEFL - Test of English as a Foreign Language - Internet Based		Edit Delete

Component Name	Test Date	Score
Listening Comprehension I	2015/01/14	12
Reading	2015/01/14	15
Speaking	2015/01/14	29
TOEFL Internet Based	2015/01/14	119
Writing	2015/01/14	25

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

Please 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 your referees. Your referees will have until one week **after the application deadline** to provide their reference report. The system will auto-generate an email to each referee with a unique link to their online reference form after you submit your application. **By submitting your application, you are confirming that you have received consent from your referees.**

1. Click on the program of choice
2. Click "Add a Referee"
3. Enter referee contact information including their first name, last name, title, organization name, phone number, and confirmed email address
4. Click "Add"
5. Follow the steps above to add other referees
6. You can update information by clicking on "Edit"
7. You can delete a reference by clicking on "Delete"
8. Once all referees are listed, click "Save & Continue"

Please provide 2 Referees for the Program: Engineering -Civil, Doctor of Philosophy

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

Add A Referee

Name

No records to display.

Add Referee

* Last Name	Smith
* First Name	John
* Title	Prof.
* Organization Name	UofAlberta
* Phone	Country Code <input type="text" value="Canada - 1"/>
	Area Code <input type="text" value="403"/>
	Phone Number <input type="text" value="5479856"/>
	Extension <input type="text"/>
* Email Address	<input type="text" value="jsmith@uofalberta.ca"/>
* Confirm Email Address	<input type="text" value="jsmith@uofalberta.ca"/>
	<input type="button" value="Cancel"/> <input type="button" value="Add"/>

Can Edit/Delete

Please select a program to add referees to.

Program	Referees Entered	Referees Needed	Status
Civil Engineering, Doctor of Philosophy, Avalanche Mechanics	2	2	Complete

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

Name	
Smith, John	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Clinton, George	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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

Save & Continue

Referee types

We prefer academic referees (someone who taught you at a post-secondary institution) when assessing applications, because they can answer questions about their experience with you in an academic setting. If you are unable to find academic referees, then you may choose to use professional referees (someone who has interacted with you in a professional capacity - employer or an individual from an organization with which you have volunteered).

Current or recently graduated undergrad or graduate students (from post-secondary studies) should choose academic referees. Applicants who have been out of school for many years may find it hard to obtain academic referees and can choose professional referees.

How to find good referees

You should choose instructors who know you well and can provide insight into your academic abilities. Some things you may want to consider when selecting academic referees are:

- Are there any instructors who taught you multiple times?
- Did you have any smaller classes, where you had more chances to interact with the instructor?
- How well did you do in your potential referee's class?
- Do you have a graduate program supervisor who knows you well?

If you must choose professional referees, you should choose someone in a supervisory role, from either your employment or volunteer work, who can answer the questions asked of them in our online reference form. If you cannot choose a supervisor (e.g. you are self-employed) then you should choose the best person available who has interacted with you in a professional capacity and can answer the questions posed.

Unsuitable referees

Personal references – i.e. friends and family – and references from your high school teachers will not be considered under any circumstances.

The reference report

We will ask your referees to rank your skills in comparison to others they have taught; about your academic performance, strengths, and weaknesses; and whether they recommend you as a suitable candidate. Your referees will also have space to provide additional comments on the form. Professional referees will be asked to answer the questions to the best of their ability, using their knowledge of you in a professional capacity.

Submit an online application

Once the status for all sections is marked “complete” you may review your application before payment and submission. Program specific documentation can be uploaded after you submit the online application form, through your Student Centre. You will be provided with information and instructions, by email, within 1-2 business days of application submission. Click “Continue” to finalize and submit your application.

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	Incomplete
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

Instructions for submitting official documentation

The bottom of the page outlines the instructions for submitting official documentation. Click on “Print Summary” to save or print a copy of your application, including the instructions that can be used for later. When you are ready to submit the official application, click “Continue”.

Tests Taken

English Language Proficiency

I have attended an English post secondary institution in an English speaking country and I believe that the English Proficiency Test is not applicable to me.

Referees

Biological Sciences, Master of Science- Thesis Based

- sg gds, sg, sgsg, hfhfhf@gmail.com, 1-403-2204886
- dhdh gfdg, dhdh, dhdh, gtoih@gmail.com, 1-403-2204896
- cvncv ncvn, cvnc, cvnc, jghjg@yahoo.com, 1-403-2204895

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 and Submission

Check “I have read and understood this application declaration, and that if admitted to the University of Calgary, I agree to comply with all rules and regulations of the University”.

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

Applicant Declaration and Submission

Application Declaration

With regard to this application, I certify that the particulars furnished are true and complete in all respects. I understand that falsifying or omitting documents or omitting information on this application will result in immediate dismissal from the University. Falsified documents may be referred to the appropriate authorities for prosecution of the applicant under the Criminal Code of Canada. Information on falsified documents may be shared with the Association of Registrars of the Universities and Colleges of Canada. The University reserves the right to reject applicants for admission or cancel any admission ruling, even if entrance requirements have been technically met, on the basis of their overall academic records or on the basis of grounds that, in the opinion of the University, are reasonable in the circumstances.

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

Please note:

To be considered official, all academic records must be received in envelopes that have been sealed and endorsed by the issuing institution.

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.

Application Fee

Applicants are required to submit a non-refundable application fee payment with each application. This non-refundable application fee payment is required whether or not you are admitted to the University of Calgary. Applications will not be processed in the application fee payment has not been paid.

1. Indicate how you would like to pay
2. Enter information
3. Click "Submit"

Payment

Applicants are required to submit a **non-refundable** application fee payment **with each application**. This non-refundable application fee payment is required whether or not you are admitted to the University of Calgary. Applications will not be processed if the application fee payment has not been paid.

Do not send cash through the mail.

The total amount is \$130 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 by cheque, money order or wire transfer.

[Go Back](#) [Submit](#)

Program Specific Application Materials

To be considered official, all academic records must be received by the issuing institution. Please follow these instructions to submit official transcripts and English Language Proficiency scores.

Official Transcripts

Official transcripts can be mailed or emailed directly from your institution via one of these two methods:

Physical Copies	Electronic Copies
Send official transcripts to the following address: Faculty of Graduate Studies, ES 1010 University of Calgary 2500 University Drive NW Calgary, AB, Canada, T2N 1N4	If your post-secondary institution has the capacity to email official transcripts, they should be sent directly to the Faculty of Graduate Studies at gradtranscripts@ucalgary.ca . <i>These must be emailed by the school, transcripts emailed by the applicant will not be accepted.</i>

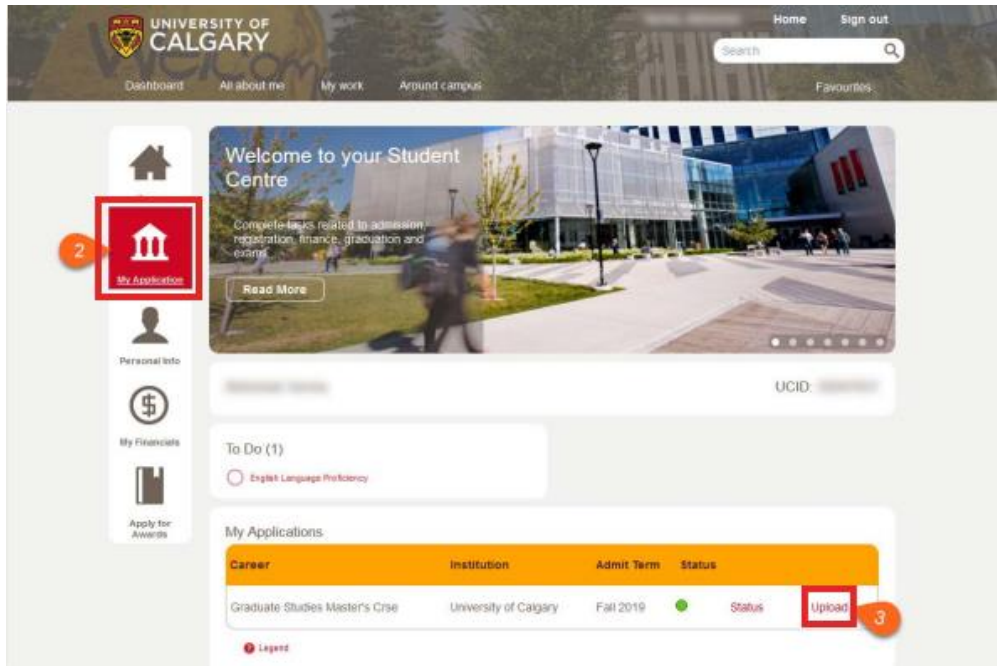
Official English Language Proficiency Test Scores

Test Type	Minimum Score	Instructions for submitting official copies
IELTS	Overall: 7.5	Physical copies or electronically: <ul style="list-style-type: none">• Ask the testing centre to mail your official results to: Faculty of Graduate Studies, ES 1010, University of Calgary, 2500 University Drive NW, Calgary, AB, Canada, T2N 1N4• Submit an official electronic result by emailing: gradapp@ucalgary.ca. Providing your: Full name, TFR Number, UCID
TOEFL	Overall on iBT score: 105	Follow the instructions for sharing your scores found here . The University of Calgary's Institution code of 0813.
Duolingo	Overall: 135	Please share your score with the University of Calgary, institution code 0813.

Step 2: Upload Application Materials to your Student Center

Upload application materials (i.e., portfolio application package, CV, etc.) to your online UCalgary Student Centre via MyUCalgary. You'll receive an email with instructions on accessing your Student Centre. Here we will detail how to upload and edit supporting documents as part of your application.

1. Log in to my.ucalgary.ca (your Student Centre) using your eID and password (these are the same credentials used to access your online application).
2. In your Student Centre, click on the "My Application" tab (on the left-hand side of the main page, under the Home tab).
3. This will navigate to your Application Page where you can scroll down to My Applications and click "Upload".



4. Click "Select" beside the specific document that you will be uploading.
5. A pop-up window will appear for you to select the document you want to upload. Click "Upload".

Upload Document

Please upload an unofficial transcript for [redacted]

You may upload a new document to replace your previous document by selecting the 'Update' button.

Due to a recent security upgrade on July 8th, Internet Explorer 11 users cannot upload file attachments to University of Calgary on-line applications. A request has been made to have this issue resolved. Users may use another web browser such as Google Chrome/Firefox to upload documents/file attachments to applications for admission.

We hope to have this issue resolved shortly.

Only the most recent document uploaded will be considered for admission. Upon returning to this screen, only the latest document will appear.

Attachments

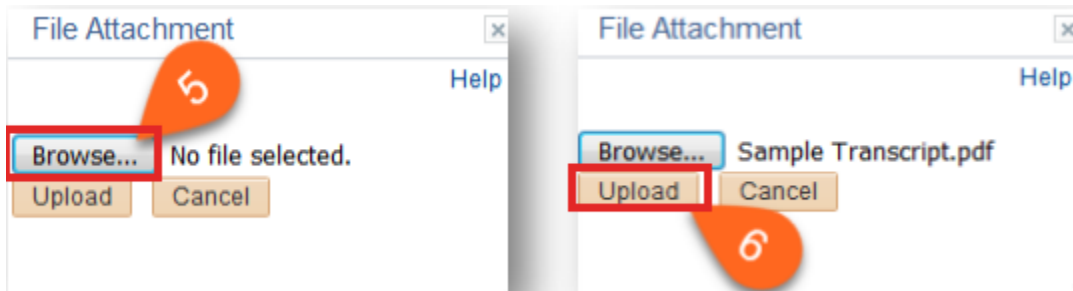
Document Name	Status	View	Upload
		View	Upload

[Go back to list of documents](#)

Save

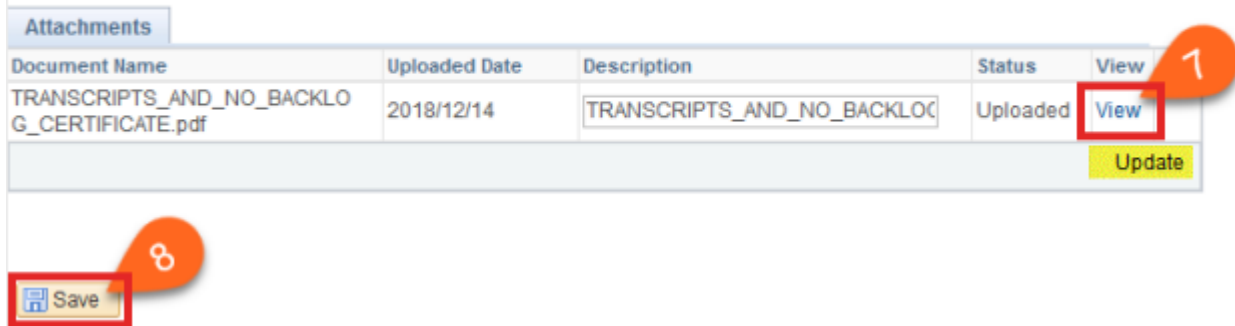
6. You will be prompted to find and upload your desired document. Click "Browse" then find and select the file, then click "Upload".

Note: The name of your file cannot be longer than 30 characters, including spaces and/or symbols. If your document has multiple pages, please combine them into a single file before uploading.



7. Once the file has been uploaded, you will be able to review it by clicking “View”.
8. If everything in your file is correct, click “Save” to submit. After uploading the file, the item will be removed from your To-Do list.

Only the most recent document uploaded will be considered for admission. Upon returning to this screen, only the latest document will appear.



Editing Uploaded Documents

To change or replace the uploaded file, click “Update” and add the new file using the steps above. Then click “Save”. This will replace the previously uploaded file. Only the most recent upload will be saved in your Student Centre.

Program-Specific Application Details

Each professional graduate program has different application supporting documents that must be uploaded to the UCalgary Student Centre via MyUCalgary. They are outlined on the program admission pages and described below:

- Master of Architecture: <https://sapl.ucalgary.ca/future-students/admissions/march>
- Master of Planning: <https://sapl.ucalgary.ca/future-students/admissions/mplan>
- Master of Landscape Architecture: <https://sapl.ucalgary.ca/future-students/admissions/mla>

	Program		
	<i>MArch</i>	<i>MPlan</i>	<i>MLA</i>
Document checklist	Transcripts <i>MArch Application Package:</i> * Title Page (with full name) * Table of Contents * Resume/CV * Architectural Image Paragraph * Digital Portfolio	Transcripts Example(s) of Writing <i>MPlan Application Package:</i> * Title Page (with full name) * Table of Contents * Resume/CV * Statement of Interest * Digital Portfolio	Transcripts <i>MLA Application Package:</i> * Title Page (with full name) * Table of Contents * Resume/CV * Statement of Interest * Digital Portfolio

Foundation Year Course Waiver Form

If you hold an undergraduate degree from an accredited North American architecture program and are applying to the two-year MArch, you must complete and submit this [form](#) with your application. Email your course outlines (a separate pdf document for each course you list in the form) with your UCID number to admissions@sapl.ucalgary.ca.

Transcripts

One official and unofficial transcript from all post-secondary institutions attended. Please upload all unofficial transcripts to your Student Centre by the deadline. Our selection committee will need them to begin reviewing your application while we wait for the official copy from your institution(s).

Example(s) of Writing

Include an example of previous academic or professional writing, such as an essay, published paper, thesis, design project, or consulting report.

Application Packages

The Application Package materials outlined above should be submitted as a single PDF file. The file naming format should follow: "Lastname_Firstname_Program_Year.pdf". The package should not exceed 30 MB (resolution is for screen viewing, not print) and the page size should be around 8.5" x 11".

Architectural Image Paragraph (MArch): Provide an image or photograph that holds architectural significance and write a paragraph explaining its relevance and why you chose it. Maximum 500 words.

Statement of Interest (MPlan and MLA): Let us know what motivates you through stories, experiences and examples of places and spaces that have challenged and inspired you. Include responses to these questions:

- Why is design important to society?
- What about our program drew you to apply with us? (for MPlan: what are your reasons for wanting to pursue a studio-based planning program?)
- How do you think a design education here will influence your future?
- What do you hope your contributions to our program will be?

Digital Portfolio: This is your chance to make a great impression! The admissions committee is looking for evidence of creative ability and/or potential. Graphic organization of the portfolio, including typography and layout, are also considered.

- MPlan Applicants: the portfolio should also showcase your interest in understanding, analyzing and reflecting on the natural and built environment. Include annotations of how the work depicted in the portfolio connects to the planning discipline.
- Foundation Year Applicants: Even if you are not an established visual “artist” you still have much to offer that will be revealed in your design and the creative way you present yourself through that medium, multi-scalar observation and interaction with the built environment.
- M1/Two-Year Program Applicants: Technical proficiency will be expected. Demonstrate multi-scalar engagement with the built environment, its design, impact, and fabrication. Work from your previous architecture studio courses should be included.

Resume: A summary of your experiences in education, work, travel, volunteering, and other relevant areas.

Checking the Status of Your Application in Your Student Centre

1. Log in to my.ucalgary.ca (or your Student Centre) using your eID and password (this is the same eID & password used to create your online application).
2. In your Student Centre, click on the “My Application” tab.
3. This will direct you to your Application Page where you can scroll down to My Applications and click “Status”. If you have paid your fee, you will be directed to a page that shows the status of your application. This page will also provide you with information about your references and your supporting documents.

Frequently Asked Questions

We have collected and answered the most frequently asked questions to make sure that you can easily find the information you are looking for in one place. We will be updating this page as information changes, so please check back often: <https://sapl.ucalgary.ca/future-students/admissions/admissions-graduate-faqs>.

What do I do if my referee says they cannot find their email?

1. Ask your referee to check their spam/junk folder. When referees have difficulty receiving the email with their unique link, it is usually because their email filters send it to their spam folder, or their institution/company email does not accept auto-generated emails. Please ensure you obtain an email address from your referee that is capable of accepting auto-generated emails, and that your referee adds admissions@sapl.ucalgary.ca to their safe senders list.
2. Contact us to have the email resent or to update your referee’s email address.

Can I change my referee?

You may request a referee change, update your referee’s contact info, or have the email resent to your referee by emailing admissions@sapl.ucalgary.ca while the application portal is still open.

- You must include your full name and UCID number with your request
- Send the name of the referee you wish to remove and let this person know they are no longer a referee and that their link to the online reference form will no longer work.
- Provide the name, organization name, phone number, and email address for the new referee.

Can I submit applications for more than one program?

Yes, you can apply for two programs. It is two separate applications. Therefore, you will have to pay two application fees, your references must submit two sets of references (but they can copy and paste what

they wrote in one for the other), and you must upload your documents twice. Please note that the only application materials that can be shared across the two applications is transcripts and English language proficiency scores - only one of each of those must be submitted.

Can I waive or defer the application fee?

No, the application fee is mandatory and cannot be waived or deferred.

I will finish my degree in the spring; can I still apply?

Despite still being in the process of finishing your program, we recommend that you apply. You can upload your unofficial transcripts with your final Fall grades before the deadline and then request that your institution submit a final official transcript after your degree has been awarded.

I completed a degree in English; do I have to submit an English Language Proficiency score?

If you have completed your undergraduate education at an institution where the sole language of instruction and examination is English, you do not have to submit an English Language Proficiency score. If this is not the case, then you must fulfill the requirement for English Language proficiency as outlined on our admissions website.

I have questions about a work or study permit; who do I contact?

For more information about permits, please refer to UCalgary's International Student Services Office: <https://www.ucalgary.ca/student-services/iss>.

I have ordered my official documents and uploaded my application supporting documents to the Student Centre; why are items still pending on my checklist? Who do I contact to help?

Due to the volume of documents we receive, there can be a delay in updating student checklists. If you have uploaded unofficial copies of transcripts, entered English Language Proficiency scores, submitted your application package and supporting documents, and have requested that your issuing institutions send official copies of documents, it is fine to have pending items on your application. We will contact you if we have questions or need additional documentation for your application.