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.
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.
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”
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”.

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”.

![Contact Information Image]

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

<table>
<thead>
<tr>
<th>Type of Applicant</th>
<th>English Language Proficiency Requirement</th>
<th>Application Fee (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian</td>
<td>Not required</td>
<td>$125</td>
</tr>
<tr>
<td>International, Permanent Resident</td>
<td>System won’t request a score; however, it may be requested</td>
<td>$125</td>
</tr>
<tr>
<td>Student Permit, Work Permit, Refugee, Other</td>
<td>Required</td>
<td>$145</td>
</tr>
</tbody>
</table>

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

![Citizenship Table Image]
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  Afghanistan

**Immigration Status**

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

Actual or Anticipated Entry Date into Canada (yyyy-mm-dd): 2015-01-05

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4030.
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.

<table>
<thead>
<tr>
<th>Program name</th>
<th>Look for these titles on the application form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Architecture</td>
<td>Environmental Design – MArch</td>
</tr>
<tr>
<td>Master of Planning</td>
<td>Environmental Design – MPlan</td>
</tr>
<tr>
<td>Master of Landscape Architecture</td>
<td>Environmental Design – MLA</td>
</tr>
</tbody>
</table>

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.
   - 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
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**

<table>
<thead>
<tr>
<th>Name</th>
<th>No records to display</th>
</tr>
</thead>
</table>

**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@ucfalberta.ca
* Confirm Email Address: jsmith@ucfalberta.ca

**Can Edit/Delete**

Please select a program to add referees to:

<table>
<thead>
<tr>
<th>Program</th>
<th>Referees Entered</th>
<th>Referees Needed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering, Doctor of Philosophy, Avalanche Mechanics</td>
<td>2</td>
<td>2</td>
<td>Complete</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, John</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinton, George</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Tesis 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 gis, sg, sgsp, hhff@gmail.com, 1-403-220-4898
- dhsf gldf, dfg, dfgf, dfgf@gmail.com, 1-403-220-4896
- cvnc cvnc, cvnc, cvnc, jhgf@yahoo.com, 1-403-220-4895

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.

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”.

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”

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:

<table>
<thead>
<tr>
<th>Physical Copies</th>
<th>Electronic Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>If your post-secondary institution has the capacity to email official transcripts, they should be sent directly to the Faculty of Graduate Studies at <a href="mailto:gradtranscripts@ucalgary.ca">gradtranscripts@ucalgary.ca</a>. These must be emailed by the school, transcripts emailed by the applicant will not be accepted.</td>
</tr>
</tbody>
</table>

Official English Language Proficiency Test Scores

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Minimum Score</th>
<th>Instructions for submitting official copies</th>
</tr>
</thead>
</table>
| IELTS     | Overall: 7.5  | Physical copies or electronically:  
• 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”.

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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”.

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

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](https://sapl.ucalgary.ca/future-students/admissions/march)
- Master of Planning: [https://sapl.ucalgary.ca/future-students/admissions/mplan](https://sapl.ucalgary.ca/future-students/admissions/mplan)
- Master of Landscape Architecture: [https://sapl.ucalgary.ca/future-students/admissions/mla](https://sapl.ucalgary.ca/future-students/admissions/mla)
**Program**

<table>
<thead>
<tr>
<th>MArch</th>
<th>MPlan</th>
<th>MLA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document checklist</strong></td>
<td><strong>Transcripts</strong></td>
<td><strong>Transcripts</strong></td>
</tr>
</tbody>
</table>
|  | * MArch Application Package:  
  * Title Page (with full name)  
  * Table of Contents  
  * Resume/CV  
  * Architectural Image Paragraph  
  * Digital Portfolio |  
  | **Transcripts** | **Example(s) of Writing** |  
  | * MPlan Application Package:  
  * Title Page (with full name)  
  * Table of Contents  
  * Resume/CV  
  * Statement of Interest  
  * Digital Portfolio |  |  
  | **Transcripts** | **MLA Application Package:**  
  |  | * 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 UCI ID 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](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.