

Thesis 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, thesis-based 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. You can find more information about each program by visiting: <https://sapl.ucalgary.ca/future-students/graduate>.

- Master of Environmental Design (MEDes): A research-based master's degree for recent graduates of professional architecture, planning, or landscape architecture programs who want to develop an area of specialization in their career.
- PhD in Environmental Design (PhD): A degree for graduates interested in an academic career to undertake quantitative and qualitative research at an advanced level.
- Doctor of Design (DDes): A doctoral degree for practicing design professionals who want to build recognized expertise in a specific topic area and elevate their professional career.

Supervision

For our thesis programs, we can only offer admission to applicants who we can match with a supervisor, thus the importance of your statement of research interest. We don't require applicants to have a confirmed supervisor upon application, but we strongly encourage prospective students to get in touch with professors who have complementary research interests. You will be asked in the online application form to identify one or more professors who match your research interests.

Application Process

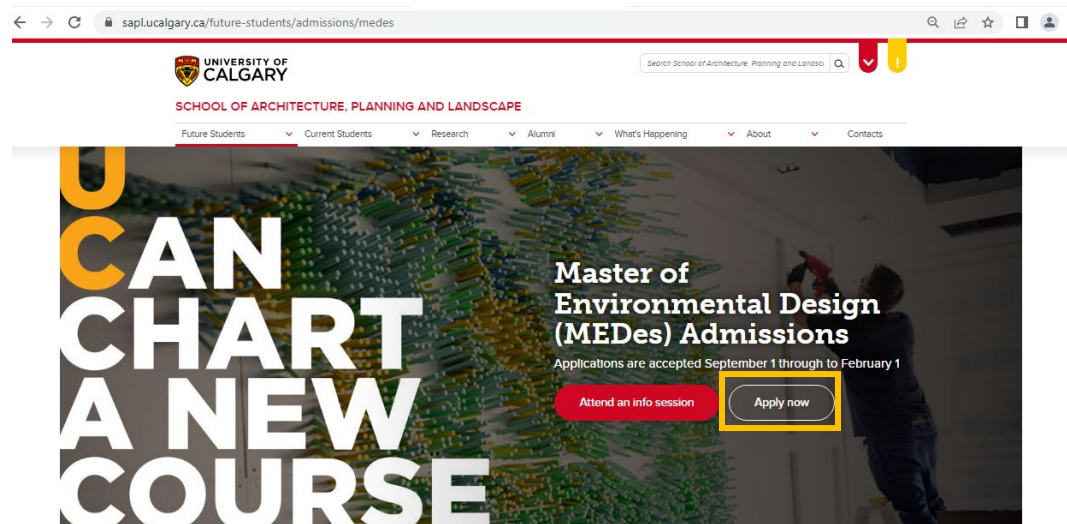
Two-step application process:

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 receive instructions on how to upload documents 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

Personal Information
Addresses
Contact Information
Citizenship
Post-Secondary Education
Program Information
Program-Specific Questions
Test Scores
Referees
Submit
Print Summary

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/pubs/gradcalendar/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 is the information used to contact you, unless you submit a change of address. If your current and permanent mailing addresses are the same, click "same as above". To finalize your responses, click "Save & Continue".

[START APPLICATION](#) [LOGOUT](#)

Read This First

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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.

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

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 “Save & Continue”.

The screenshot shows the 'Contact Information' section of an application form. On the left is a dark sidebar with a menu containing: 'Contact Information' (highlighted), 'Citizenship', 'Post-Secondary Education', 'Program Information', 'Program-Specific Questions', 'Test Scores', 'Referees', 'Submit', and 'Print Summary'. The main content area has a yellow header with 'Contact Information' and a message: 'After you submit your application you will receive an email in 1-2 business days with confirmation of this application for admission.' Below this is a 'Be sure you:' section with two bullet points: 'Check your account for messages' and 'Adjust any email filters you have to allow emails from the University of Calgary to be received.' The 'Email Address' section has two input fields, both containing 'mgald@gmail.com', each with a question mark icon. A red box with the text 'No spaces or dashes' has an arrow pointing to the email fields. The 'Phones' section has four input fields: 'Country Code/Prefix' (a dropdown menu showing 'Belgium - 32'), 'Area Code' (containing '203'), 'Phone Number' (containing '125421545'), and 'Extension' (empty). A red box with the text 'Optional' has an arrow pointing to the 'Extension' field. Below the phone fields is a line of text: 'If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.' At the bottom right are two buttons: 'Go Back' and 'Save & Continue'. A red arrow points to the 'Save & Continue' button.

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 “Save & Continue”.

International Permanent Resident

[START APPLICATION](#)[LOGOUT](#)

Read This First

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Post-Secondary Education

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Post 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

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

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

Student Permit, Work Permit, Refugee or Other

Program Information

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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

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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

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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

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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 “Save & Continue”.

The screenshot shows the 'Post-Secondary Education' section of an application form. On the left is a dark sidebar with a menu: 'Read This First', 'Personal Information', 'Addresses', 'Contact Information', 'Citizenship', 'Post-Secondary Education' (highlighted in yellow), 'Program Information', 'Program-Specific Questions', 'Test Scores', 'References', 'Submit', and 'Print Summary'. The main content area has a red header with 'START APPLICATION' and 'LOGOUT'. Below the header, the title 'Post-Secondary Education' is followed by instructions: '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.' Below this is the section 'Post Secondary Academic History'. It contains a button 'Add A Post-Secondary Institution' with a red arrow pointing to it, a text input field containing 'Post Secondary', and a message 'No records to display.' At the bottom, there is a note: 'If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.' and two buttons: 'Go Back' and '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 Environmental Design	Environmental Design > Master of Environmental Design
PhD In Environmental Design	Environmental Design > PhD
Doctor of Design	Environmental Design > Doctor of Design

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 log out 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

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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

 Save

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

* First Name

* Title

* Organization Name

* Phone

Country Code

Area Code

Phone Number

Extension

* Email Address

* Confirm Email Address

Cancel **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	Edit Delete
Clinton, George	Edit 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 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.

IMPORTANT: Please include a thesis supervisor from previous post-secondary programs for one reference, if applicable and especially for PhD applications.

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.

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[Print Summary](#)

Submit

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

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

Section	Status
Read This First	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
- dhhdh gfdg, dhhdh, dhhdh, gtoih@gmail.com, 1-403-2204896
- cnvcn ncvn, cnvc, cnvc, jghgjp@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.

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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”.

Student Admissions *for* Graduate Studies

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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.

Submit

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 if 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>

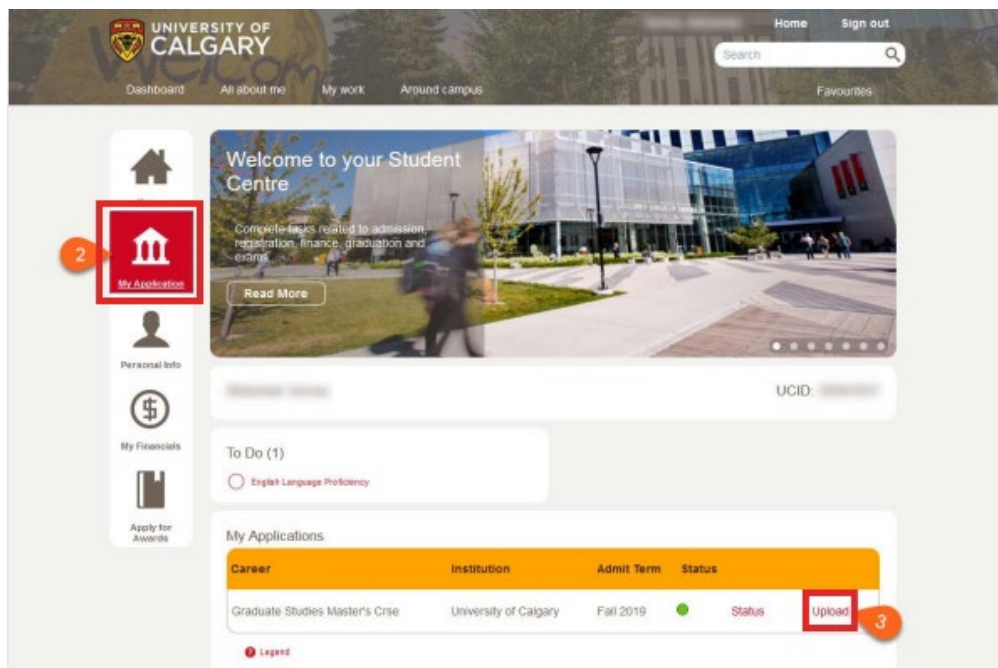
Official English Language Proficiency Test Scores

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

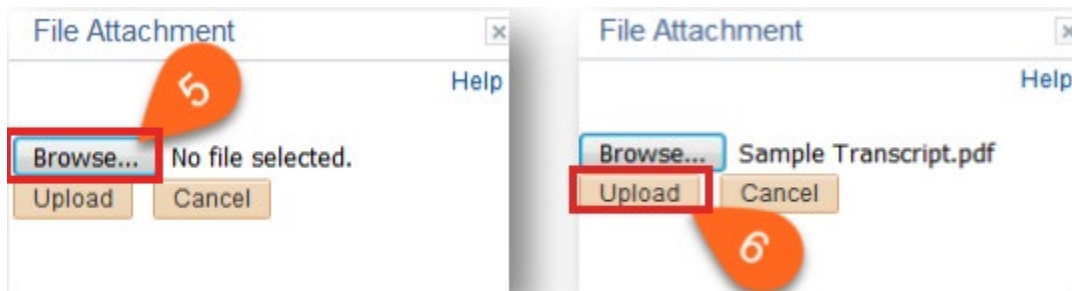
Document Name	Status	View	Upload
		View	Upload

[Go back to list of documents](#)

Save

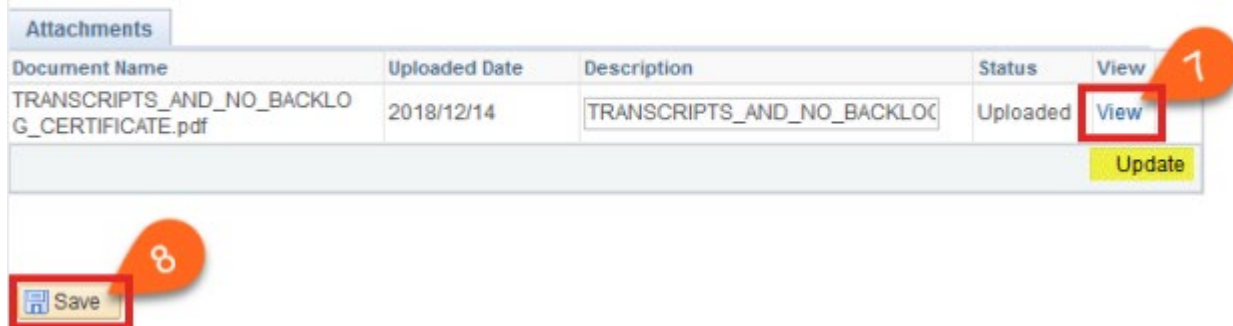
6. You will be prompted to find and upload your desired document. Click "Browse" then find and select the file, then click "Upload".

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 Environmental Design: <https://sap1.ucalgary.ca/future-students/admissions/medes>
- PhD in Environmental Design: <https://sap1.ucalgary.ca/future-students/admissions/phd>
- Doctor of Design: <https://sap1.ucalgary.ca/future-students/admissions/dedes>

	Program		
	<i>MEDes</i>	<i>PhD</i>	<i>DDes</i>
Document checklist	Transcripts Digital Portfolio Example(s) of Writing Statement of Research Interest Funding Plan Resume/CV	Transcripts Digital Portfolio Example(s) of Writing Research Proposal Resume/CV	Transcripts Digital Portfolio Example(s) of Writing Research Proposal Resume/CV

Statement of Research Interest (MEDes)

A clear, concise, and substantive statement of interest, which informs the Admissions Committee of the applicant's reasons for pursuing the MEDes degree. Include educational, professional, and personal background alignment with environmental design; your research within an interdisciplinary context; personal/professional goals and how MEDes furthers this "vision". Please provide name(s) of prospective supervisors who you consider a good match with your research interests.

Research Proposal (DDes & PhD)

Please refer to the admissions webpages for each description.

Example(s) of Writing

Provide at least one example of academic or professional productivity such as a written essay, published paper, thesis, design project, consulting report. The examples of writing should be submitted in digital form (one portable document .PDF file). If there is more than one sample in the pdf document, please include a table of contents at the beginning.

Digital Portfolio

If you have an art/design background, submit a PDF portfolio, with the following specifications: 8.5" x 11" page size, maximum 25 pages, first and last name on cover page, indicate your specific role on group projects, Filename: Lastname_Firstname_Program_Year_Portfolio.pdf, maximum file size 30 MB. For the DDes application, please include examples of your design work, professional work, consulting reports, policy reviews, research, creative thinking, community action, planning products, and/or graphics and visual communication.

Funding Plan

Please provide a two-year funding plan that demonstrates that financial resources are available for the entire program of study. Funding sources can include scholarship and student award funding to supplement.

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).

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 by completing 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 set of each needs to 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.