



## How to apply for graduate studies and what should be included in the OUAC application.

### On-Line Applications:

On-line applications can be accessed through the (GWC)<sup>2</sup> website - <http://www.gwc2.on.ca/apply.htm>

We do not have a set deadline for applications. Admission intake occurs for each of the terms: Fall (September start date), Winter (January start date) and Spring (May start date). It is always advisable to apply early as faculty members may have already completed their compliment of graduate students for the term you are applying for.

### Domestic Student Time Line

It is recommended that Domestic students who are Canadian Citizens need to apply and provide all documentation at least three (3) months prior to the beginning of their expected term of entry, noting that available research opportunities may be limited if left too close to the start date. Landed Immigrants and permanent residents should apply at least four (4) months in advance of an expected term of entry.

### International Student Study Permit Requirements and Time Line

If international applicants intend to undertake full-time studies on entry to Canada, they must apply to Citizenship and Immigration Canada, in their home country, for a Study Permit. Admitted students should not leave for Canada until they have in their possession a University of Waterloo Letter of Acceptance issued by the Graduate Studies Office or a University of Guelph Letter of Offer issued by the Graduate Program Services, and a Study Permit (IMM 1442) valid for study at the University of Waterloo or the University of Guelph issued by Citizenship and Canada Immigration. Without these two documents, applicants cannot enroll at the University. Applicants should consult the appropriate Citizenship and Immigration Canada (<http://www.cic.gc.ca/english/study/index.asp>) office abroad for instructions to apply for a Study Permit. International Students are advised that it can sometimes take several months, depending on VISA requirements, to complete all the admission paperwork and to plan accordingly. Thus International students who are applying from outside Canada should apply and provide all required documentation a minimum of six (6) months in advance of the semester to which they wish to apply. The exact time may exceed six (6) months and would be dependent on the country of citizenship for the applicant. Applicants are advised to check in advance with the appropriate Citizenship and Immigration Canada office abroad to determine the timing.

### Minimum Academic Requirements

- For an MSc - an Honours Bachelor's degree (or equivalent) in Science with at least a minimum overall standing of 75% in the last two years.
- For a PhD - a M.Sc. degree (or equivalent) in Science with at least a minimum overall standing of 75%.
- Direct admission to the PhD program is also possible for applicants with an overall 'A' (minimum 80%) standing. Course requirements are reduced by one course for students admitted directly to the PhD program from an Honours Bachelor's degree (or equivalent) in Science.

### Application Process

- **University of Guelph:** OUAC application is made on-line through the following website:  
[http://horizon.ouac.on.ca/webapp/account.d2w/report?ident=ACCOUNT\\_DSP&merchant\\_rn=810327&action\\_id=ch00se](http://horizon.ouac.on.ca/webapp/account.d2w/report?ident=ACCOUNT_DSP&merchant_rn=810327&action_id=ch00se).

The completed application package is to be forwarded to the GWC<sup>2</sup>:

#### The Director

Guelph-Waterloo Centre for  
Graduate Work in Chemistry and Biochemistry  
Department of Chemistry  
University of Guelph  
Guelph, ON N1G 2W1  
CANADA

- **University of Waterloo:** OUAC application is made on-line through the following website:  
[http://horizon.ouac.on.ca/webapp/account.d2w/report?ident=ACCOUNT\\_DSP&merchant\\_rn=656872&action\\_id=ch00se](http://horizon.ouac.on.ca/webapp/account.d2w/report?ident=ACCOUNT_DSP&merchant_rn=656872&action_id=ch00se)

Your application materials must be uploaded using Applicant QUEST as per the instructions noted at the following website: <http://www.grad.uwaterloo.ca/students/applyingonline.asp>

Graduate students may be eligible for teaching assistantships, research assistantships and research studentships.

Some scholarships and similar awards from government sources are available to Permanent Residents only if they have spent one year in research or study at a Canadian university prior to the date of application for the scholarship.

Foreign Students - A single graduate student in an Ontario university should expect to face expenditures of at least \$30,000 per year to pay for fees, books and living expenses.

## Checklist

- **Payment** for your application has been completed using VISA/MC through the OUAC website, internet banking or a cheque has been mailed to OUAC.
- **OUAC Form**  
**University of Guelph:** A copy of your PDF OUAC application form printed from the OUAC website.  
**University of Waterloo:** The OUAC application is uploaded automatically online.
- **Transcripts**  
**University of Guelph:** You need one certified copy of each previous undergraduate and graduate transcript. Transcripts must show all courses, marks and the awarding of degrees. The grading scale must be provided. A transcript is considered official only if it is received in an envelope from the home university, which is sealed and signed by the official issuing the transcript. These must be submitted with your completed application. (Do not open). Alternately, Ontario University transcripts can be submitted using Electronic Data Interchange (EDI)
  - **Note: Current University of Guelph students do not need to provide official B.Sc./M.Sc. transcripts, but it is requested that they provide unofficial transcripts to expedite the processing of their application.****University of Waterloo:** Academic transcripts from each post-secondary institution attended must be uploaded, including all marks and the awarding of degrees. The grading scale must be provided. Official academic transcripts (received in a closed university envelope) are only required if you are offered admission.
  - **Note: Current University of Waterloo students do not need to provide official B.Sc./M.Sc. transcripts. They may upload unofficial University of Waterloo transcripts. For applicants applying for a Ph.D. program, who are currently in the M.Sc. program but completed their B.Sc. elsewhere, they may email [gwc@uwaterloo.ca](mailto:gwc@uwaterloo.ca) requesting that the B.Sc. on file in the Graduate office be uploaded. Please provide your Name and UW ID# with the request.**
- **General Information**
  - We use the grading scale of the home institution to determine the admission average. The average is then translated into a University of Guelph alpha grade equivalent. (i.e. A, B, C) or University of Waterloo percentage. We look for a Canadian 'B' (75%) GPA equivalent.
  - Where the transcripts do not indicate graduation or conferment of a program, the certificate establishing degree completion is required.
  - Transcripts in languages other than English must be accompanied by a certified literal translation. For international students, please check ([gwc@uwaterloo.ca](mailto:gwc@uwaterloo.ca)) to determine if there is any additional transcript or document requirements for your country.
  - Canadian and US transcripts are evaluated on a minimum of 20 courses over the last two years of course-work excluding first and second year courses in those years. In some cases this may mean looking at course work in the second year period to achieve the required number of courses for evaluation. If the required number of courses extends into a semester, all courses in that semester are used in the evaluation.
  - International transcripts are evaluated on the overall courses taken with no credit value assigned to the courses.
- **Reference Forms for Admission to Graduate Studies**
  - MSc - 3 reference letters, two of which must be from academic sources (faculty, lecturer etc.).
  - PhD - 3 reference letters which must be from academic sources (faculty, lecturer etc.).**University of Guelph:** The institution or business assessor must return each form to you in an institution/business envelope that is sealed and signed across the seal by your assessor. Submit these with the completed application (Do not open). Letters of reference must bear an original signature.  
**University of Waterloo:** Your referees will be emailed with instructions on submitting forms electronically. Email the Graduate Office ([gradapp@uwaterloo.ca](mailto:gradapp@uwaterloo.ca)) if you have a referee change after you have completed your on-line application: Subject Line: Change of Referee; UW Student Number and Program: Referee Title: Referee Name: Institution: Address; Telephone; and Email Address
- **Supplementary Information**  
**University of Guelph:** Completed documents from files downloaded from the (GWC)<sup>2</sup> website - <http://www.gwc2.on.ca/apply.htm> for submitting areas of research interest, goals and objectives  
**University of Waterloo: Supplementary Information Form** – completed areas of research interest and goals and objectives accessed through QUEST
- **English Proficiency Certification** within two years of submission. The (GWC)<sup>2</sup> requires that certification of such proficiency be provided by applicants whose first language is not English. English proficiency may be waived for applicants who have completed four or more years of post-secondary work at a Canadian institution or at an institution at which English was the primary language of instruction, or have been employed for a similar period of time in a position in which English was the primary language of business. Applicants are requested to check with the (GWC)<sup>2</sup> ([gwc@uoguelph.ca](mailto:gwc@uoguelph.ca)) to determine if a waiver is available.
  - Proof of Proficiency in English (if applicable). Applicants are requested to provide proof of English language proficiency through one of the accepted examinations listed below:
    - A score of at least 580 is required in the Test of English as a Foreign Language (TOEFL) and 4.0 on the TWE. For the TOEFL Internet-based test a score of 90 with a minimum of 25 in speaking and writing.
    - IELTS Academic Test – minimum overall score of 7.0 with no score below 5.5
    - CAEL – 70 overall score; minimum 60 in each section; 70 writing; 70 speaking
    - MELAB – 85 minimum overall score; minimum of 80 each section
  - Please instruct the testing agency to forward the official test results directly to the Graduate Coordinator of the department to which you are applying. If available, you may submit a photocopy of the test results for preliminary consideration. An offer of admission will not be issued without official documentation. Please use the following Institution and Department Codes: Institution Code **Guelph** 0892, Dept 62; Institution Code **Waterloo** 0996, Dept 62.
- **GRE** - The GRE and the GRE subject area test in chemistry and/or biochemistry are not required
- **Part-Time Status for the University of Guelph**  
Applicants must download the following document from the University of Guelph and include the signed document in the application package: <http://www.uoguelph.ca/registrar/graduatestudies/files/apppart.pdf>
- **Funding Support Letter.** If an applicant will be funded through scholarships provided by their country or institution, this letter must be provided with the application to the University of Guelph or for the University of Waterloo, email a copy of the letter, detailing the duration and level of funding to [gradapp@uwaterloo.ca](mailto:gradapp@uwaterloo.ca). Please provide your Name and UW ID#.
- **Proof of Immigration Status** (if applicable). Permanent Residents of Canada must provide a copy (front and back) of their Record of Landing form (IMM 1000) or Permanent Residence card