



University of Waterloo Applicant QUEST Process

On-Line Applications:

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

Applicant QUEST

After you submit your on-line application and pay the fee, you will be emailed within a few days with instructions to access your Waterloo Quest account and upload your application materials through your self service account.

The application materials required for your program will be listed on your Quest account for you to upload. Specific instructions for the on-line submission of application materials is at:

<http://www.grad.uwaterloo.ca/students/applyingonline.asp>.

For help, please see <http://www.grad.uwaterloo.ca/students/help.asp>.

You will be using Applicant **Quest** to track your application materials, update your address, view your admission decision, and if applicable, view/accept/decline your Offer of Admission.

Required application materials:

- Transcripts for each post secondary institution attended
- References - your referees will be emailed by Waterloo with instructions to submit the electronic *Confidential Reference Form for Admission to Graduate Studies*. Referees will be given a due date of approximately 14 days beyond the date of your on-line application to complete the form.
- Supplementary Information Form (SIF)
- Test scores – English Proficiency if required and GRE subject test score for Chemistry/Biochemistry, if credentials are not from Canada or USA. Please enquire if you are required to provide a GRE subject test score.
 - English Proficiency (within the last two years of application)
 - 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 92 with a minimum of 24 in speaking and writing.
 - IELTS – minimum overall score of 6.5 with no score below 5.5
 - CAEL – 70 overall score; minimum 60 in each section
 - MELAB – 85 minimum overall score; minimum of 80 each section
 - CanTEST – an average of 4.5 in Listening and Reading and a Writing score of 4.0
- Sponsorship letter (If Applicable)
- Proof of immigration status (IMM 1000, IMM 5292 or PR card), if applicable. For the PR card, a copy of the front and back of card must be uploaded

Information for checking your Application status can be found through the following website:

<http://www.grad.uwaterloo.ca/forms/Admissions/Applicant%20Quest%20Help.pdf>

Transcripts - Unofficial academic transcript 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. Please note that the file upload size is 2500 kb. Please ensure that documents are scanned in black and white and a lower resolution to reduce file size. Only one transcript file can be uploaded per institution and must include the transcript legend/key and a degree certificate where the transcript does not show graduation date or conferment of a program. Transcripts in languages other than English or French must be accompanied by a certified literal translation.

As the transcript upload is a one time access upload, if you need to revise the current documentation you will need to mail the Graduate Study Office with the correct documentation (see **Mailing Documentation**). Please include your name and UW ID# and a note indicating the need to add or replace the current transcript documentation.

Please note the following:

Uploaded Chinese documents need to include transcripts, graduation diplomas and degree certificates both in Chinese and English. If you have not graduated and an offer of admission is made, the Offer Letter will request that diplomas and certificates be presented “upon their arrival” if you have already provided a final official transcript.

GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)² Website: <http://www.gwc2.on.ca>

Uploaded Iranian documents need to be approved and stamped by the Ministry of Science, Research and Technology or Ministry of Foreign Affairs, and a copy of the transcript and degree certificate in Farsi needs to be included. In the event that a degree certificate is not available until the applicant is ready to leave the country, the Offer Letter will ask for the degree certificate to be presented "upon their arrival" if you have already provided a final official transcript.

Current University of **Waterloo** applicants can upload unofficial University of Waterloo transcripts directly through the UW Applicant QUEST system. Current **M.Sc.** students who are applying for a Ph.D. program can request that their official **B.Sc.** transcripts from Universities, other than University of Waterloo transcripts, be uploaded through the Graduate Office. Email gwc@uwaterloo.ca, providing your Name and UW ID#.

Funding Support Letter - Applicants receiving a scholarship/sponsorship from an external agency must email a copy of the letter, detailing the duration and level of funding to gradapp@uwaterloo.ca. Please provide your Name and UW ID#. Agencies include the governments of Iran, Egypt, and Saudi Arabia, or sponsors such as CONACyT or the IITs.

Supplementary Information Form - The Supplementary Information Form (SIF) is completed on-line using Quest. It can be saved multiple times, then finally submitted. Please check out the following site for instructions: <http://www.grad.uwaterloo.ca/students/help.asp>

Amending Information - If you wish to amend your application to include a program change you will have to reapply. For changes to start date please email gwc@uwaterloo.ca

Changing a Referee - to change a Referee, email gradapp@uwaterloo.ca with the following information:

Subject Line: Change of Referee
UW Student Number and Program:
Referee Title:
Referee Name:
Institution:
Address:
Telephone:
Email Address:

Mailing Documentation - If you are not able to upload your application materials on Quest or have to revise current uploaded documentation, they can be mailed directly to the Graduate Office. Do not duplicate uploaded documents. Please ensure that you included your full name and your UW ID # and a note indicating what is being replaced from a previous upload or as a new upload. The Graduate Office mailing address is:

Graduate Studies Office,
University of Waterloo,
200 University Ave West,
Waterloo, ON, N2L 3G1, CANADA

Once the application documentation is complete, the (GWC)² will review the application and, if our requirements are met, the application is circulated to potential supervisors for review. You will be notified if the application will be circulated or denied. If circulated, potential supervisors may contact you for additional information. If a potential supervisor recommends admittance to the program, the (GWC)² will forward a recommendation to the Graduate Office for approval and you will be notified of this recommendation. If approved, they will be in contact with you regarding an official offer from the University of Waterloo. Once an official offer is made you will be asked to respond within three weeks as to your intention to accept or decline the offer.

Logging into Quest

Once you have applied you will be emailed within a few days with instructions to access your Waterloo Quest account. Go to www.quest.uwaterloo.ca and follow the link for 'Applicants' in the left column. If you are having problems signing into Quest, you may need to activate your account on WatIAM (<https://watiam.uwaterloo.ca:8181/idm/user/activateEdit.jsp;jsessionid=831ea5f12a34504204dc3ff5a07a?id=%23ID%237D48AFCE2F7BE690%3A442816D2%3A11FC5A2B85A%3A-1345>). When you activate your account, make sure that you receive the message "Your activation is successful" before leaving WatIAM.

Log in to Quest <https://quest.ls.uwaterloo.ca/servlets/clientservlet/SS/?cmd=login> and follow the navigation Applications/Graduate Applications/My Materials. For instructions for how to use QUEST please see <http://www.quest.uwaterloo.ca/help/howdoi/index.html#applicants>

If you forgot your password, or need to 'break the lock', email gsquest@uwaterloo.ca

If you are logging in to Quest from an international computer with a non-English language installed, you may receive an error message like 'W1082938@139.225.54.32 cannot be logged on as the language you have selected is not enabled for use with this database. Please select another language and re-try signon or contact your System Administrator'. Go to the <http://www.quest.uwaterloo.ca/help/howdoi/international.html> page.

View a summary of your application - http://www.quest.uwaterloo.ca/help/howdoi/application_grad.html

For questions on the application process, please email gradapp@uwaterloo.ca . - Please include your full name, date of birth and the program to which you are applying and explain the problems you are experiencing.