



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>

UW 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 Applicant Quest account and upload your application materials through your self service account. You must check the junk mail folder for our emails as many email programs put mass mailings in junk mail folders. To avoid this you can add gradapp@uwaterloo.ca to your address book.

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>.

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.

Logging into Quest

Go to www.quest.uwaterloo.ca and follow the link for 'Applicants' in the left column. For help in using Applicant Quest see the following website: <http://www.quest.uwaterloo.ca/help/howdoi/index.html#applicants>

Questions on Application Process

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.

Uploading and Replacing Documentation

The following website <http://www.grad.uwaterloo.ca/students/help.asp> provides information on Quest login problems, scanning your Materials, uploading your materials, material list and changes to your application. If you uploaded the wrong document, email gradapp@uwaterloo.ca. Include your full name, UW ID# and program and ask for the link to be reset. Do not mail any materials you have uploaded and do not mail materials which are not required.

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

Checking the Status of Your Application

Information for checking your Application status can be found through the following website: <http://www.grad.uwaterloo.ca/forms/Admissions/Applicant%20Quest%20Help.pdf>. View a summary of your application - http://www.quest.uwaterloo.ca/help/howdoi/application_grad.html

Application Evaluation

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.

Deadline for Submission of Application Documentation

Deadline for submission of all application documentation for a specific term start date is 6-9 months for international students (depends on the time required to arrange a study permit please check **Citizenship and Immigration Canada** <http://www.cic.gc.ca/english/study/index.asp>), 4 months for permanent residents and 6 weeks for domestic students.

Required application materials:

- **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 email the Graduate Study Office (gradapp@uwaterloo.ca) with the correct documentation.

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

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.
- 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 will have their official interim or final University of Waterloo transcripts uploaded by the Graduate Study Office. Current **B.Sc.** students who are applying for a M.Sc. program who have transcripts from other Universities, will be required to upload unofficial academic transcript from these institutions through UW Applicant Quest. 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#.

- **References** - your referees will be emailed (within a week) with instructions on submitting forms electronically. Referees will be given a due date of approximately 14 days beyond the date of your on-line application to complete the form

- 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.).

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:

Old Referee Name:

New Referee Title:

New Referee Name:

Institution:

Address:

Telephone:

Email Address:

- **Supplementary Information Form (SIF)**. Completed on-line using Quest (can be saved multiple times, then finally submitted)
- **Test scores** – See the **list of countries** requiring an English language proficiency test http://www.grad.uwaterloo.ca/students/prospective/International/intl_adm_guide.asp. Copies of test scores can be uploaded on Applicant Quest, or originals can be mailed directly by the testing agency. Education Testing Service (ETS) uses 0996 as the Institution Code for the University of Waterloo when reporting TOEFL and GRE scores. The Department Code is 62. **Letters from your universities stating the medium of instruction is English are not acceptable.** Please note that the maximum file size is 1000 kb. English Proficiency scores are valid 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 90 with a minimum of 25 in speaking and writing.
 - IELTS – Academic minimum overall score of 7.0 with no score below 5.5

Please enquire if you are required to provide a GRE subject test score in Chemistry or Biochemistry. GRE scores are valid for 5 years from the test date

- **Sponsorship letter** (If Applicable)
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.
- **Proof of immigration status** (If Applicable)
Permanent Residents of Canada must upload a copy of their Record of Landing form (IMM 1000) or Permanent Residence card (front and back). Only upload once (the status will not change to 'Completed')
Student Visa/International applicants should not leave for Canada until they have a *Letter of Acceptance* issued by the university Graduate Studies Office, and a Study Permit (IMM 1442) valid at the University of Waterloo, issued by **Citizenship and Immigration Canada** <http://www.cic.gc.ca/english/study/index.asp>