



Application Instructions to University of Guelph:

This is the application process for applications who have applied to Graduate Studies at the University of Guelph on or after November 18, 2013.

The application process for Graduate Studies at the University of Guelph is a four stage process. An applicant is required to: **Apply Online**

Students applying to a graduate program at the University of Guelph are required to apply online: Applicants must set up an account in order to access the application. The application will take approximately 30-50 minutes to complete. We encourage applicants who have completed post-secondary education in Ontario to submit their transcripts using the EDI transcript service on the application.

The application fee for most graduate programs is \$100 (The MBA , MA (Leadership) application fee is \$150) and is payable by credit card (Visa/Master Card) to the OUAC via the application; after your online application has been received by the University of Guelph, an account will be created for you in WebAdvisor, our student information system, you will receive an email with instructions on how to upload your documents in WebAdvisor.

Preparing Application Materials

It is important to gather your application documents as soon as possible in order to avoid delays; Transcripts must be ordered and sent directly to you. You will need your transcripts so you can upload them to your WebAdvisor checklist (applicants who receive and accept their offer may be required to provide the University of Guelph final/official transcripts).

Review admission requirements of the program to which you are applying. Gather any additional requirements specified by the department for admission purposes. Some departments will require hard copy documents (test scores) and/or portfolios to be sent directly to the program office (see departmental website).

If your department requires any test scores (i.e. English language test scores, a GRE or GMAT score), please arrange for the results to be sent directly to the department to which you are applying at the University of Guelph, Institution Code 0892 (see department website for application/admission requirements).

Uploading your Admission Documents (WebAdvisor)

Log on to WebAdvisor (using information in email sent to you by University of Guelph). Once logged on to WebAdvisor, click on the applicants link (top/right menu item) and then click on the documents link (on right).

Review and ensure that you have all of the required documents in the application checklist and have reviewed the departmental website for any additional requirements). You may choose to upload all required documents at one time or as you receive the documents. Upload required documents listed on your checklist; all documents must be converted to PDF format and uploaded to WebAdvisor as a PDF (learn how to convert your document to PDF).

Documents may not exceed 2MB in size. Only one file can be uploaded per item listed on your checklist. If a document has multiple pages, please combine into one file before uploading. Please note transcripts must include legends/keys/grading scales (usually located on the back of each transcript page).

If you have completed more than one degree at the same institution, only one checklist item will appear as a requirement. Please ensure that any required transcripts are merged into one PDF document for your upload. To prevent delays in processing, please ensure uploaded document is legible.

You will have 5 minutes to replace an uploaded document if you wish to do so. Once the document link is inactive, you must contact gradapps@uoguelph.ca to replace a document.

If you are an applicant who completed post-secondary education in Ontario and choose to submit your transcript(s) using the EDI service offered on our application, an electronic version of your transcripts will be sent to the University of Guelph (and you will NOT be required to upload this document).

We do not require hard copy transcripts to assess your file for admission. Do not mail any required documents listed on your WebAdvisor checklist for evaluation purposes, with the exception of program specific requirements (final official documents may be required after you are offered admission).

Once you have uploaded all documents on WebAdvisor, your application will be sent to the department for a decision. Learn more about how we make admission decisions.

Admission Decision, Accepting your Offer of Admission & Meeting the Admission Conditions.

Once a decision has been made regarding your application you will receive an email from the Office of Graduate Studies; if given an offer of admission, you will be prompted to log on to WebAdvisor to review your admission package.

You must select a response to the offer of admission by the response deadline indicated on the first page of the offer letter. If you accept our offer of admission, you will be required to mail in final official documentation and meet all conditions as specified in your offer. You must submit all required documents no later than the 14th class day of the semester in which you commence study.

Once you accept your offer of admission, you will receive information about how to register via email from grad studies.