

Frequently Asked Questions:

Graduate Applications

If you have recently submitted an application, please allow 15 business days before contacting your program for information on your application. Please also see the helpful FAQ's regarding applications below.

1. How can I change/update a referee on my application?

From SGPS generated email after application is received: "You may access the graduate reference system in order to check the status of your references, change/update email addresses, request new references in place of existing ones, and alert us of impending delivery of a reference letter by means other than the electronic form. Access to the reference form system is available via the following web address: <http://grad.uwo.ca/gears/studentLogin.cfm>.

- Login ID; "applicant's last name"
- AccessKey": "unique number available in GEARS under Reference Index"

2. I submitted my application today, can you confirm you received it?

There is a delay of approximately 3-5 business days before applications are received by the program.

3. How do referees submit their reference letter?

Letters are submitted electronically. Referees are contacted by The School of Graduate and Postdoctoral Studies once your application has been received.

4. Does the reference letter have to come from a faculty member? Can I get a reference from a Teaching Assistant or an employer?

No you do not have to use a Faculty member. However the person completing the letter should be able to adequately judge your performance in the areas listed on the reference letter (Intellectual ability; Originality of thought; Aptitude for scientific research or scholarly work; Ability to express him/herself orally; Ability to express him/herself in writing; Initiative; Perseverance).

***Please note, Neuroscience only considers letters of reference from University or College Faculty. Letters from Faculty in their capacity as employers are acceptable as well.*

5. How many references do I need to send?

Most programs require a minimum of two separate letters of reference.

6. Can I send more than 2 references?

You can only include two names on the application form.

7. I received an email that my letters of reference have been requested. Will you please confirm that they have been received?

Receipt of reference letters will depend on when the individual completes them. There is also a delay of approximately 3-5 days after they have been submitted before the program receives them.

8. Can you tell me the University and Department codes for submitting TOEFL and GRE scores?

The University of Western Ontario code is 0984. Program codes are:

Program	TOEFL Department Codes	GRE Department Codes
Anatomy & Cell Biology	32	N/A
Biochemistry	34	0202
Medical Biophysics	36	N/A
Microbiology & Immunology	07	0212
Pathology	56	N/A
Physiology, Pharmacology & Toxicology	49	N/A

For other Biological Sciences use 30

For other Physical Sciences use 60

9. I am receiving a degree in XXXXX, will I be eligible for your program?

Please see the individual program websites or contact the program in question.

10. Can I be registered in your program, but have a faculty advisor who is not part of your graduate program?

Currently Faculty supervisors need to have membership in the graduate program the student will be registered in.

11. What are the deadlines for applying to your program?

Program	MSc	PhD
Anatomy & Cell Biology	February 1 June 1 October 15	February 1 June 1 October 15
MSc Clinical Anatomy	March 1	N/A
Biochemistry	February 1 June 1 October 15	February 1 June 1 October 15
Biomedical Engineering	April 15	April 15
Epidemiology & Biostatistics	February 1	February 1
Family Medicine	June 30	April 1
MD/PhD Program	N/A	December 1
Medical Biophysics	http://www.uwo.ca/biophysics/documents/grad_program_intro.htm	
Microbiology & Immunology	April 1 July 31	April 1 July 31 November 1
Neuroscience	May 1	May 1
Orthodontics Master of Clinical Dentistry	September 15	
Pathology Pathology Assistant – May 20	June 21	June 21
Physiology, Pharmacology & Toxicology	Feb 1 March 1 November 1	Feb 1 March 1 November 1

12. When can I start a program?

Program start dates are restricted to January 1, May 1 and September 1. Please note the following programs only accept students once a year.

Program	Start Date
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Anatomy & Cell Biology – Master’s in Clinical Anatomy	September 1
Epidemiology & Biostatistics	September 1
Family Medicine – PhD	September 1
Master of Clinical Science	September 1
Neuroscience	September 1
Orthodontics Master of Clinical Dentistry	June 1

*Biomedical Engineering admits students twice a year: September 1 and January 1

13. I have attached a transcript and CV, am I eligible to apply to your program?

Unofficial documents cannot be pre-evaluate for admission eligibility. Programs need to have a completed application to evaluate before making a decision.

14. Do I need to have a faculty member willing to accept me before I submit an application?

No, you do not need to have found a faculty member willing to supervise you before submitting an application. Some faculty may not be able to accept a student until an application has been approved by a program and some faculty may not be able to view applications until they are approved.

15. The website says I need at least a XX% average over the last two years. I am currently in my (4th/5th year) what marks will be considered?

Marks used for calculating an admission average will depend on what marks are available at the time of application. Normally marks that will be used are those that are available for your current year and the last completed year. Normally these are 4th year and 3rd year marks.

16. I can provide a letter stating language of instruction was in English. Do I still need a TOEFL score?

Applicants whose first language is not English must furnish evidence of their proficiency in the use of the English language by a satisfactory achievement within the last two years. Language of instruction is not normally a considering factor. More English proficiency requirements can be found on the School of Graduate and Postdoctoral Studies website:

http://grad.uwo.ca/prospective_students/index.htm#admission

17. I am an international applicant, am I eligible for financial/scholarship assistance?

International students who meet the minimum academic requirement will be eligible for a Western Graduate Research Scholarship of \$10,800 which is directed towards the student’s tuition.

18. I have submitted an application to another department in a different Faculty. Can I transfer to your program if the original department accepts me?

Some documents such as the letters of reference and transcripts may be transferred to another department or Faculty. Such requests need to come from the applicant. However some programs/faculties have other admission requirements, such as the GRE score and application fees. Applicants should check the new programs website for their requirements.

19. The deadline for the (Jan/May/Sept) term has passed, can I still apply for that term start date?

Since all documentation is needed to approve an application we cannot guarantee the start date after a deadline has passed.

20. I have a MSc and mistakenly applied for direct entry PhD (more for Undergraduates). How can I change it to the general PhD program?

This is not a serious issue. Contact the program you applied to so they can update their records and if needed request the correct official offer.

21. I have a potential supervisor lined up, what is the last possible date for making my decision?

You should make your decision as soon as possible. This will allow the potential supervisor time to make any necessary arrangements. As well the program will need to request the official offer from the University. Normally one month prior to the start of the term is the latest (i.e. August 1, for a September 1 start date).

22. I would like to accept an offer, how do I do that?

You can now accept your offer through the [Western Student Center](#). Login into the Center with the information provided with your Western Personal Computer Account and select **Self Service**. To accept your offer simply select the **Accept Admission** option under **Student Admission** and select your choice.

23. I am not familiar with the “term” system in Canada. Can you explain?

At The University of Western Ontario the graduate year is divided into three terms, Winter term: January 1 – April 30; Summer term; May 1 – August 31; Fall term: September 1 – December 31.

24. Is the GRE test required?

The following programs require a GRE score:

Program	Type of GRE Score
Biochemistry	Biochemistry or Cell & Molecular Biology or Biology or Chemistry
Microbiology & Immunology	Biochemistry or Cell & Molecular Biology

25. My university doesn't give A's how will my average be calculated?

We will use a conversion scale to calculate your average.

26. On the OUAC application there isn't an option for my field of study?

Some programs do not have specific fields of study. You may choose to leave this blank.

27. I was filling out the application yesterday and noticed the section on relevant work experience. Is this a very important part of the application? I don't feel I have a lot of experience working in the field, aside from my classes and labs.

Although work experience in labs is beneficial, it is not a requirement.

28. What is an official transcript?

Transcripts are considered official if they are received (directly from the issuing institution), in an institute envelope which is sealed and signed by the official person in the office issuing the transcript. One official transcript from provinces other than Ontario, the US and international, must be forwarded to the Program (address listed below)

If International transcripts are not in English, one should be in the original language and one should be the translation.

29. I am currently applying to a Master's /PhD program for next fall. I want to verify the address to which I should send my official transcripts. Is it the department's address?

If you have attended or are currently enrolled at any Ontario University or college other than University of Western Ontario, you **MUST** use the electronic application process in order to request transcripts. Transcripts will be delivered electronically to the Department. Past or current students of the University of Western Ontario do **NOT** need to provide transcripts. This information will be obtained internally.

For other Canadian, US or International transcripts see addressed below:

Program	Mailing Address
<u>Anatomy & Cell Biology</u>	Mrs. Debra Grant, Administrative Assistant Department of Anatomy & Cell Biology The University of Western Ontario Medical Sciences, Room 443 London, Ontario, Canada N6A 5C1
<u>Biochemistry</u>	Ms. Barbara Green, Graduate Program Administrator Department of Biochemistry Room 342 Medical Sciences Building The University of Western Ontario London, Ontario, Canada N6A 5c1
<u>Biomedical Engineering</u>	Biomedical Engineering Graduate Program Spencer Engineering Building Room 2001 The University of Western Ontario, London, Ontario, Canada N6A 5B9
<u>Developmental Biology</u>	**Collaborative program
<u>Epidemiology & Biostatistics</u>	Graduate Affairs Assistant Department of Epidemiology & Biostatistics Room K201, Kresge Building The University of Western Ontario London , Ontario N6A 5C1 CANADA
<u>Family Medicine</u>	Liz McInnis, Program Coordinator Master of Clinical Science & PhD Program Department of Family Medicine The University of Western Ontario Schulich School of Medicine & Dentistry Rm 2720A, Rix Clinical Skills Learning Building London, Ontario N6A 5C1
<u>MD/PhD Program</u>	Vicki VanStrien Office of the Dean Schulich School of Medicine & Dentistry Clinical Skills Building, 3700 The University of Western Ontario London ON N6A 5C1
<u>Medical Biophysics</u>	Graduate Affairs Assistant Room 407 Department of Medical Biophysics Medical Sciences Bldg. University of Western Ontario London, ON N6A 5C1
<u>Microbiology & Immunology</u>	Graduate Program

	Department of Microbiology and Immunology Schulich School of Medicine University of Western Ontario 1151 Richmond Street, North London , Ontario, Canada N6A 5C1
<u>Molecular Imaging</u>	**Collaborative
<u>Neuroscience</u>	Graduate Program in Neuroscience The University of Western Ontario Robarts Research Institute, RRI 5260a 100 Perth Drive London, Ontario, N6A 5K8 CANADA
<u>Orthodontics</u>	Graduate Orthodontics Program Jacqueline Geneau Schulich Dentistry Dental Sciences Building, Room 1003, Schulich School of Medicine & Dentistry, The University of Western Ontario London, Ontario, Canada, N6A 5C1
<u>Pathology</u>	Tracey Koning, Administrative Assistant Graduate Educator Department of Pathology DSB 4044, Schulich School of Medicine and Dentistry The University of Western Ontario London, Ontario, Canada, N6A 3K7
<u>Physiology, Pharmacology & Toxicology</u>	Ms. Susan McMillan Graduate Administrator Department of Physiology and Pharmacology University of Western Ontario London, Ontario, Canada N6A 5C1

30. If I don't get accepted, can I reapply at a later date or can I apply for a special year or another undergrad year? How do I do that?

Students wishing to upgrade their marks or courses will have to enroll in undergraduate courses. Please see the Office of the Registrar's website for enrolment information, <http://www.registrar.uwo.ca/index.cfm>.

31. Should I write the potential supervisor's name in the online application. There is no space provided for that.

Can I write the names at the end of academic intent?!

Should I contact the supervisors directly or I just list the names of the ones I like to work with?

There is a spot on the "Academic Intent" page of the application to enter the names of faculty members you are interested in.

32. What kind of information should I put in the academic intent section of the OUAC application?

We cannot advise on what to write in this section.

33. What is 80% on a 4 point scale?

The University of Western Ontario does not use a 4 point scale. Your marks will be converted to the 12 point scale, or if numerical grades are provide, they will be used to calculate an average.

34. Will you accept transcripts that have been evaluated through WES or do I need to have my university send transcripts?

No we will not accept transcripts evaluated by WES. You will have to arrange to have original, official transcripts sent directly to the program you have applied to.