

THE UNIVERSITY OF LETHBRIDGE

Application for Admission

Ph.D. Program

Application for Admission Fee \$100

Subsequent applications for readmission to a level of studies are assessed an application fee of \$25.

Checklist

- Please refer to the **Application Instructions** insert as you complete this **Application Form**.
- Complete this form and **sign it**. Pages 2 to 3 of this application can be completed online before printing and signing it.
- Send this form with the **Application for Admission Fee to the Registrar's Office and Student Services (ROSS)** (see address below). Please make your cheque or money order payable to the "University of Lethbridge."
- Arrange for all required documents and transcripts to be sent to the **Registrar's Office and Student Services (ROSS)**.

Funding Opportunities

Refer to Section 8. Financial Assistance in the UofL Graduate Studies Calendar.

Consider contacting the offices of Research Services (online: www.uleth.ca/rch; phone: 403-329-2431) and Scholarships and Student Finance (online: www.uleth.ca/ross/student_finance; phone: 403-329-2585) for funding opportunities.

University of
Lethbridge



Return to:

Registrar's Office and Student Services (ROSS)

University of Lethbridge
4401 University Drive
Lethbridge, Alberta, Canada
T1K 3M4

Phone: 403-320-5700
Fax: 403-329-5159
www.uleth.ca

The application and admission information contained in this document is accurate as of February 2, 2012. Students should consult the current University of Lethbridge Graduate Studies Calendar and contact the School of Graduate Studies (online: www.uleth.ca/sgs; phone: 403-329-2793) for the most current information.

The personal information collected on or in conjunction with this form is collected under the authority of the *Post-secondary Learning Act* (Alberta), the *Freedom of Information and Protection of Privacy Act* (Alberta), the *Statistics Act* (Canada), and the *Taxation Act* (Canada). It is required to determine your eligibility for admission and will be used to contact you regarding University programs and services. It will form part of your record as an applicant, student, and alumnus and will be disclosed to academic and administrative units according to the University's Confidentiality of Student Records Policy. Specific data elements will be disclosed to the Federal and Provincial Governments to meet reporting requirements and to the Students' Union and Graduate Students' Association in accordance with the University's Confidentiality Policy. At the University of Lethbridge, only a student's name, registration and graduation status, and degree/diploma/certificate awarded are defined as the student's public record. All other information is considered confidential and will be used and disclosed in accordance with privacy legislation. For more information regarding the collection or use of this information, please contact the Associate Vice-President (Student Services) and Registrar (403-329-2233).

APPLICATION FOR ADMISSION - Ph.D. Program

If available,
University of Lethbridge ID Number

Please refer to the 'Application Instruction' insert

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PERSONAL INFORMATION

1. Name

The following names must be your **legal** names for use on all official University of Lethbridge documentation. Please PRINT clearly.

Last Name/Family Name:	
First Name:	Middle Name:
Former Last Name(s)/Family Name(s) (if applicable):	
Preferred First Name:	

2. Mailing Address (All correspondence regarding your application to the University will be sent to this address)

Apartment and Street Address, and/or Box Number:		
City or Town:	Province:	
Country:		
Postal Code:	Area Code	Telephone:

3. Email Address and/or Fax Number

Confidentiality: Students admitted to the UofL receive a University email account, and the University publishes an online directory of student email addresses. As online communication is a major component of student success at the UofL, students are strongly encouraged to have their email address listed as part of the online Campus Directory, which is accessible only to members of the UofL community. You must contact the Registrar's Office and Student Services (ROSS) if you wish to have your email address excluded from this directory

4. Gender/Date of Birth/Social Insurance Number/Marital Status

Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth: Day: <input type="text"/> <input type="text"/> <input type="text"/> Month: <input type="text"/> <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Example: 01 JAN 1981
Social Insurance Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Not Married

5. Aboriginal Ancestry

If you wish to declare that you are an Aboriginal person, please specify:

Status Indian/First Nations Non-Status Indian/First Nations Métis Inuit

ALBERTA ADVANCED EDUCATION AND TECHNOLOGY IS COLLECTING THIS PERSONAL INFORMATION PURSUANT TO SECTION 33(C) OF THE FOIP ACT AS THE INFORMATION RELATES DIRECTLY TO AND IS NECESSARY TO MEET ITS MANDATE AND RESPONSIBILITIES TO MEASURE SYSTEM EFFECTIVENESS OVER TIME AND DEVELOP POLICIES, PROGRAMS, AND SERVICES TO IMPROVE ABORIGINAL LEARNER SUCCESS.

For further information or if you have questions regarding the collection activity, please contact the Office of the Director, Business Operations and Reporting, Post-secondary Excellence Division, Alberta Advanced Education and Technology, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-7145 or the Registrar's Office and Student Services (ROSS).

6. Immigration Status

(Check one only):

Canadian Citizen Permanent Resident (Landed Immigrant)
 Student Visa Other Visa (please specify): _____

Do you have a current Study Permit for Canada?

Yes, Expiry Date: _____ No

7. Country of Citizenship

If you checked Canadian Citizen in Question 7, go to Question 9.

If you checked any status other than Canadian Citizen, your application cannot be processed unless your Country of Citizenship is indicated:

Country of Citizenship: _____

8. To Act on Your Behalf

You may authorize someone to act on your behalf, with respect to admission and registration.

If you wish to authorize a designate, please complete the following:

Designate's Last Name/Family Name:		
First Name:	Middle Name:	
Relationship to Applicant:		
Apartment and Street Address, and/or Box Number:		
City or Town:	Province:	
Country:		
Postal Code:	Area Code	Telephone:

APPLICATION DETAILS

9. Have you ever applied for admission to the UofL, attended as an Open Studies (formerly Unclassified) Student, or been issued a UofL ID number?

Yes No

10. Are you currently registered as an Open Studies Student at the UofL?

Yes No

11. Semester you wish to begin attendance (check one only):

Fall (Sept to Dec) Spring (Jan to Apr) Summer (May to Aug)

Year				

(Note: Refer to the Application Deadlines on p. 4 of the Applications Instructions insert.)

12. Student Type (check one only):

M.A. or M.Sc. Degree Holder
 Transfer from M.A. or M.Sc. Program to Approved Ph.D. Program
 Returning After an Approved Leave of Absence Returning After an Absence

13. Visiting Student (complete if applicable):

I am applying as a Visiting Student under a Letter of Permission from my home institution.

14. First Spoken Language:

What is the language you first spoke and still understand? _____

FOR OFFICE USE ONLY

Letter of Recommendation forms 1 2 3 Appointment of Graduate Research Assistantship (Trust Funds) form

Non-Refundable \$100 Application for Admission Fee received English Language Proficiency Curriculum Vitae (applicant) Program Proposal and Endorsement form
 Application for Admission Fee waived Transcripts Curriculum Vitae (potential supervisor) Letter of Support (from potential supervisor)

Admission Requirements

Ph.D. Program

M.A. or M.Sc. Degree Holder

Applicants who hold a Master of Arts or Master of Science must meet the following minimum requirements before the University will consider admission:

- A master's degree, or its academic equivalent, in the discipline of interest or in a closely cognate discipline from a recognized degree-granting university. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees.
- Evidence of scholarly competence (cumulative grade point average of 3.50, on a 4.00 scale, on all graded master's-level courses).

Under exceptional circumstances, academically superior students who are currently enrolled in a master's program at the University of Lethbridge and have demonstrated outstanding academic and research performance may be considered (see **Transfer from an M.A. or M.Sc. Program to the Ph.D. Program**).

Applicants are considered on a case-by-case basis.

The proposed research interest of the applicant must complement the supervisor's current, active research program.

Refer to the Application Instructions Insert: In addition to the *Application for Admission* form and *Application for Admission* fee additional documentation—including but not limited to Academic Transcripts, *Letter of Recommendation* forms, *Program Proposal and Endorsement* form, Letter of Support (from potential supervisor), Curriculum Vitae (potential supervisor and applicant), *Appointment of Graduate Research Assistantship (Trust Funds)* form (or other financial support information)—is required in order to complete the application.

Other admission requirements may apply; contact the School of Graduate Studies for current information (online: www.uleth.ca/sgs; phone: 403-329-2793).

Transfer from an M.A. or M.Sc. Program to the Ph.D. Program

Applicants who intend to transfer from a University of Lethbridge Master of Arts or Master of Science program to an approved Ph.D. program must satisfy four basic criteria before the University will consider approving the transfer. The applicant must

- be currently enrolled in an M.A. or M.Sc. program at the University of Lethbridge, have completed a minimum of 12 months¹ and a maximum of 24 months of the M.A. or M.Sc. program, and have completed the program's required coursework;
- be in good standing in the M.A. or M.Sc. program;
- have demonstrated research and academic excellence; and
- agree to work with the same supervisor(s).

¹ An M.A. or M.Sc. student can apply for a transfer before 12 months, but 12 months of the program must have been completed at the time of the transfer to the Ph.D. program.

Applicants are considered on a case-by-case basis.

The proposed research interest of the applicant must complement the supervisor's current, active research program.

Refer to the Application Instructions Insert: In addition to the *Application for Admission* form and *Application for Admission* fee additional documentation—including but not limited to *Program Proposal and Endorsement* form, Letter of Support (from potential supervisor), *Appointment of Graduate Research Assistantship (Trust Funds)* form (or other financial support information)—is required in order to complete the application.

Other admission requirements may apply; contact the School of Graduate Studies for current information (online: www.uleth.ca/sgs; phone: 403-329-2793).

English Language Proficiency (ELP) Requirement

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

- Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
- Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see International Students in the Information for All Programs section of the University of Lethbridge 2012/2013 Graduate Studies Calendar).
- Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a) a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b) a computer-based iBT TOEFL of at least 93.

Website: www.toefl.org

- Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.

Website: www.ielts.org

- Most recent official Academic PTE (Pearson Test of English) score, taken within the last two years, with an overall score of at least 63.

- Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.

Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

Interest Agreement Information

INTEREST ON OVERDUE ACCOUNTS

Any sum that becomes due and payable to the University of Lethbridge shall bear simple interest at the rate of the Bank of Montreal prime lending rate plus 5% per annum from the date that it first became due and payable. Any payments made shall be applied firstly against interest accrued and, thereafter, against the principal balance owing.

A simple interest charge of prime plus 5% per annum will be added to the principal balance outstanding at the close of the applicable deadline date and to the outstanding principal amount at the close of the first day of each successive month that the account remains unpaid. Interest charges will be exempted for special circumstances upon written confirmation of a student loan, sponsorship or scholarship. The Cash Office must be notified of such circumstances prior to the deadline. Post-dated cheques may be presented to the Cash Office, but interest charges will begin to accumulate after the applicable deadline date.

Notwithstanding any policy of the University, by submission of this application, the applicant agrees that if in default of any obligation to the University, the information contained in this application and other documentation held by the University from time to time, and which is related to the applicant, may be used by the University or any agent acting on its behalf for all purposes regarded by the University as necessary in the conduct of its affairs.

PAYMENT DEADLINE DATES Academic, Graduate Students' Association, Students' Union, CKXU & Meliorist Fees:

Fall Semesters

October 1

Spring Semesters

February 1

Summer

Day After Add/Drop

Housing Fees:

Single Student Housing

First day of class

Family Townhousing

First day of every month

Residence Dining Plan:

First day of Semester (Fall, Spring)

PERSONAL INFORMATION

- 1. Name:**
 - Please PRINT clearly.
 - Full legal name required - no initials.
 - Indicate any former last names, if applicable (e.g., maiden name).
- 2. Mailing Address:**
 - Information about your application will be sent to this address.
- 3. Email Address and/or Fax Number:**
 - Enables the University to communicate with you more quickly.
 - Note:** *Official University correspondence is sent via Canada Post.*
- 4. Gender/Date of Birth/Social Insurance Number/Marital Status:**
 - Required for scholarship, statistical reporting, and income tax purposes.
- 5. Aboriginal Ancestry:**
 - If submitted, this information will be used for statistical purposes and to notify Aboriginal students of events or opportunities specifically of interest to them.
 - This information will not affect the admission decision.
- 6. Immigration Status:**
 - If you are on a Student Visa, or if you are a Permanent Resident (Landed Immigrant), you are not a Citizen of Canada.
 - Indicate whether you have a current Study Permit for Canada.
- 7. Country of Citizenship:**
 - If you are not a Canadian Citizen, your application cannot be processed without your Country of Citizenship.
- 8. To Act on Your Behalf:**
 - You may authorize someone to act on your behalf. For example, if you are away, your designate could call to check the status of your application, register for you, or order a transcript to be sent to another institution or to an employer.
 - You must complete this section each time you submit an Application.
 - You may change or delete this information at any time by writing to the Registrar's Office and Student Services (ROSS).

APPLICATION DETAILS

- 9. Previous Application/Open Studies Student/UofL ID:**
 - An ID number was issued if you were involved with the Music Conservatory (e.g., a member of an ensemble), used a fitness facility (e.g., weight room or pool), participated in the University's *Connections* program, or received an information package.
- 10. Current Registration:**
 - Check one only.
- 11. Semester:**
 - Refer to the Application Deadlines on p. 4 of this insert.
 - Check one only.
- 12. Student Type:**
 - *M.A. or M.Sc. Degree Holder:* An applicant who possesses a Master of Arts or Master of Science degree from an accredited or recognized institution.
 - *Transfer from an M.A. or M.Sc. Program to the Ph.D. Program:* An applicant who is currently enrolled in a Master of Arts or Master of Science program at the University of Lethbridge, has completed a minimum of 12 months and a maximum of 24 months of this program, and has completed the program's required coursework.
 - Note:** *An M.A. or M.Sc. student can apply for a transfer before 12 months, but 12 months of the program must have been completed at the time of the transfer to the Ph.D. program.*
 - *Returning After an Approved Leave of Absence:* An applicant who was previously admitted to a University of Lethbridge program, subsequently granted a Leave of Absence, and now wants to resume study in their program.
 - *Returning After an Absence:* An applicant who was previously admitted to a University of Lethbridge program, completed one or more semesters at the University, and subsequently interrupted their continuing student status prior to the completion of the program (whether the interruption was voluntary or involuntary on the part of the student) without being granted an approved Leave of Absence.
- 13. Visiting Student:**
 - A Letter of Permission is required from your home institution.

14. First Spoken Language:

- The language you first spoke and still understand.
- If your first language is not English, you must meet the University's English Language Proficiency Requirement.

PROGRAM DETAILS

15. Program:

- Declare a Ph.D. major and indicate research area.
- Indicate a potential supervisor.

Ph.D. Program Grid

Major - Biomolecular Science

Concentrations - Bioinformatics, Biochemistry, Biophysics, Biotechnology, Molecular and cellular biology, Molecular genetics and development, Structural biology

Affiliated Departments - Biological Sciences, Chemistry and Biochemistry, Mathematics and Computer Science, Physics and Astronomy

Major - Biosystems and Biodiversity

Concentrations - Biogeography, Ecology, Environmental science, Evolutionary biology, Global change, Physiology, Resource ecology, Systematics, Water resource policy and management

Affiliated Departments - Biological Sciences, Chemistry and Biochemistry, Geography

Major - Earth, Space, and Physical Science

Concentrations - Astrophysics, Biophysics, Climate change, Condensed and soft matter, Earth systems, Geophysics, Geomatics, Inorganic chemistry, Materials science, Nanoscience, Organic chemistry, Organometallic chemistry, Physical chemistry, Remote sensing, Spectroscopy, Water and environmental science

Affiliated Departments - Biological Sciences, Chemistry and Biochemistry, Geography, Physics and Astronomy

Major - Evolution and Behaviour

Concentrations - Animal behaviour, Behavioural ecology, Ethology and comparative psychology, Evolutionary ecology, Evolutionary psychology, Evolution and cognition, Language development, Sexuality

Affiliated Departments - Biological Sciences, Psychology, Neuroscience

Major - Neuroscience

Concentrations - Behavioural neuroscience, Cell and molecular neuroscience, Cognitive neuroscience, Computational neuroscience, Neuroimaging, Neuropsychology

Affiliated Departments - Psychology, Neuroscience

Major - Theoretical and Computational Science

Concentrations - Applied mathematics, Bioinformatics, Biophysics, Computational and theoretical chemistry, Computer science, Geophysics, Nanoscience, Pure mathematics, Theoretical physics, Mathematical biology, Demography, Statistics

Affiliated Departments - Chemistry and Biochemistry, Mathematics and Computer Science, Physics and Astronomy

PREVIOUS AND CURRENT EDUCATION

16. Post-Secondary Education:


- If you require more space than is provided, please continue on a separate sheet.

17. Application for Admission Fee:

- Applications without the \$100 non-refundable Application for Admission Fee will be returned.

18. Declaration of Applicant:

- Please ensure that your application is complete and accurate in every respect before signing the form. This application becomes a legal document that presumes responsible action on the part of both the University of Lethbridge and the prospective student.
- Misrepresentation, falsification of documents, or the withholding of requested information in regard to this application are serious offences that may result in prosecution under the University of Lethbridge Calendar policies and/or the Criminal Code of Canada.



University of
Lethbridge

Registrar's Office and Student Services (ROSS)
University of Lethbridge
 4401 University Drive
 Lethbridge, Alberta, Canada
 T1K 3M4
 Phone: 403-320-5700
 Fax: 403-329-5159
www.uleth.ca

Application Procedure

The application package for the Ph.D. program is available from the School of Graduate Studies (online: www.uleth.ca/sgs; phone: 403-329-2793) and includes the following forms:

- *Application for Admission - Ph.D. Program* form
- *Program Proposal and Endorsement* form
- *Letter of Recommendation* forms
- *Appointment of Graduate Research Assistantship (Trust Funds)* form

Applicants should begin work on the application package as soon as possible (see Application Deadlines below).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Application Procedure for M.A. or M.Sc. Degree Holder:

Eligible applicants must apply for admission by following the process outlined in the **Ph.D. Program Application Procedure for M.A. or M.Sc. Degree Holder** table on p. 3 of this insert (see also Admission Requirements on p. 4 of the *Application for Admission* for academic qualifications for admission).



Application Procedure for Transfer from an M.A. or M.Sc. Program to the Ph.D. Program:

Applicants who intend to transfer from a University of Lethbridge Master of Arts or Master of Science program to an approved Ph.D. program must satisfy four basic criteria before the University will consider approving the transfer. The applicant must

- be currently enrolled in an M.A. or M.Sc. program at the University of Lethbridge, have completed a minimum of 12 months¹ and a maximum of 24 months of the M.A. or M.Sc. program, and have completed the program's required coursework;
- be in good standing in the M.A. or M.Sc. program;
- have demonstrated research and academic excellence; and
- agree to work with the same supervisor(s).

1. *An M.A. or M.Sc. student can apply for a transfer before 12 months, but 12 months of the program must have been completed at the time of the transfer to the Ph.D. program.*

Note: *When Ph.D. program students are admitted by transfer from the M.A. or M.Sc. program, all Ph.D. degree requirements apply.*

Eligible applicants must apply for admission by following the process outlined in the **Ph.D. Program Application Procedure for Transfer from an M.A. or M.Sc. Program** table on p. 4 of this insert.

Application Deadlines

Program	Semester of Admission		
	Fall	Spring	Summer
Ph.D.	February 1 (First Round)*	October 1	February 1
	May 1 (second Round)*	n/a	n/a

Each applicant is required to pay a non-refundable Application for Admission Fee of \$100 which must be included with the Application form. Applicants will not be charged for subsequent Applications for Admission to Ph.D. programs.

** There are two rounds of admission for Fall (September 1) entry to the Ph.D. program. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before February 1. Applicants who can confirm funding before February 1 should submit their application for the First Round of admission. Spaces are limited in these programs; early applications are encouraged.*

Note:

Overseas applicants are encouraged to submit applications and all necessary supporting documents three months in advance of the deadlines shown here. Should the deadline for application fall on a day when the University is closed, applications will be accepted until the end of the next working day.

IF ADMITTED, YOUR ADMISSION WILL BE FINAL WHEN YOUR FILE IS COMPLETE AND ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED.

Ph.D. Program Application Procedure for M.A. or M.Sc. DEGREE HOLDER

STEP 1 - Applicant finds a potential supervisor	<p>To find a potential supervisor, the applicant contacts a University of Lethbridge faculty member with expertise in the applicant's research area. The research interests of faculty members interested and eligible to participate in graduate studies are available from the School of Graduate Studies (www.uleth.ca/graduatestudies) or the Chair of the department.</p> <p>The applicant is advised to provide the potential supervisor a copy of unofficial transcripts in the consultation process.</p>							
STEP 2 - Complete the Application Package	Get application package	Application packages are available online at www.uleth.ca/graduatestudies .						
A. Applicant's Responsibility	Application for admission	<p>Applicant completes and submits the <i>Application for Admission - Ph.D. Degree Programs</i> form with the application fee and arranges for the following documents to be submitted to the Registrar's Office and Students Services (ROSS):</p> <ul style="list-style-type: none"> • Official academic transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to ROSS • Three academic references (each referee completes a <i>Letter of Recommendation</i> form and submits it to ROSS. The applicant must have studied with at least one referee) • Applicant's Curriculum Vitae (c.v.) (include academic background, work experience, awards, scholarships, and publications) • Financial Support documentation (financial assistance from external agencies or other sources, if any) • Evidence of English Language Proficiency must be presented by all applicants whose first language is not English (refer to English Language Proficiency (ELP) Requirements on p. 4) <p>If additional documentation is required, the School of Graduate Studies will contact the applicant</p>						
B. Supervisor's Responsibility	Program proposal and endorsement	<p>The supervisor completes and/or processes the following documentation:</p> <ul style="list-style-type: none"> • <i>Program Proposal and Endorsement</i> form (Part One and Part Two) <p>Note: The supervisor is advised to request from the applicant unofficial transcripts and other documentation to ensure they meet the minimum admission requirements.</p> <ul style="list-style-type: none"> • Letter of support including funding and resource information • Supervisor's Curriculum Vitae (c.v.) • <i>Appointment of Graduate Research Assistantship (Trust Funds)</i> form (if the supervisor is directing research support to the applicant) 						
STEP 3 - Submit application package by (deadlines shown right)	<p>The applicant submits the application package, plus the application fee, to the Registrar's Office and Students Services (ROSS) by application deadline:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Spring (Jan. - Apr.) October 1</td> <td style="width: 25%;">Summer (May - Aug.) February 1</td> <td style="width: 25%;">Fall (Sept. - Dec.) (First Round)* February 1</td> <td style="width: 25%;">Fall (Sept. - Dec.) (Second Round)* May 1</td> </tr> </table> <p>* There are two rounds of admission for Fall (September 1) entry to the Ph.D. program. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before February 1. Applicants who can confirm funding before February 1 should submit their application for the First Round of admission. Spaces are limited in these programs; early applications are encouraged.</p> <p>The Program Committee reviews the application package.</p> <p>Note: It is the responsibility of the applicant to ensure the application is complete, including documentation submitted by the prospective supervisor.</p> <p>The Dean of the School of Graduate Studies informs the applicant of the Ph.D. Program Committee's decision. Applicants and their faculty supervisors will be notified of admission status by May 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p> <p>Applicants may also be called for an interview with the Ph.D. Program Committee.</p>				Spring (Jan. - Apr.) October 1	Summer (May - Aug.) February 1	Fall (Sept. - Dec.) (First Round)* February 1	Fall (Sept. - Dec.) (Second Round)* May 1
Spring (Jan. - Apr.) October 1	Summer (May - Aug.) February 1	Fall (Sept. - Dec.) (First Round)* February 1	Fall (Sept. - Dec.) (Second Round)* May 1					
STEP 4 - Applicant completes thesis proposal	<p>As a condition of admission, the applicant, after being admitted to the program, must complete a thesis proposal and submit it to the School of Graduate Studies. This proposal is due six weeks after the student registers in his/her first semester.</p>							

Ph.D. Program Application Procedure for TRANSFER FROM an M.A. or M.Sc. Program

STEP 1 - Program Committee and applicant complete transfer evaluation and approval	Assign Transfer Committee	The Ph.D. Program Committee assigns a Transfer Committee to oversee the transfer evaluation and approval. The Transfer Committee consists of a chair and two members. One member should be from outside the applicant's discipline. The supervisor or co-supervisor may not be a part of the Transfer Committee.	
	Provide evidence of research and academic excellence	The applicant and their supervisor provide the School of Graduate Studies with evidence of research and academic excellence. Acceptable evidence of academic excellence includes completion of all required coursework, GPA, and letters of reference. Acceptable evidence of research excellence may include any or all of the following: publications, posters, and presentations.	
	Certify that the applicant is worthy of promotion	The applicant's Supervisory Committee develops a letter that indicates the applicant is worthy of consideration for transfer to the Ph.D. program without completing an M.A. or M.Sc. degree. The Supervisory Committee forwards this letter to the School of Graduate Studies.	
	Complete transfer examination	The applicant completes a transfer examination that demonstrates the ability to develop, write, and defend his or her research ideas. The transfer examination is set and overseen by the Transfer Committee and approved by the School of Graduate Studies. The transfer examination has a written and an oral component. For the written component, the applicant must develop a detailed research proposal based upon his or her research program and interests. The oral component may consist of a defense of the proposal. The Transfer Committee forwards the results of the transfer examination to the School of Graduate Studies.	
	Approve student for transfer	Based on all available evidence and the results of the transfer examination, the Transfer Committee makes a recommendation to the Ph.D. Program Committee indicating whether the applicant should be approved for transfer. If they agree, then the Ph.D. Program Committee recommends to the Graduate Council that the applicant be approved for transfer. The Graduate Council considers the recommendation for approval. If approved, the admission process continues at step 2.	
STEP 2 - Complete the Application Package	Get application package	Application packages are available online at www.uleth.ca/graduatestudies .	
A. Applicant's Responsibility	Application for admission	<p>Applicant completes and submits the <i>Application for Admission - Ph.D. Degree Programs</i> form with the application fee and arranges for the following documents to be submitted to the Registrar's Office and Students Services (ROSS):</p> <ul style="list-style-type: none"> • Applicant's Curriculum Vitae (c.v.) (include academic background, work experience, awards, scholarships, and publications) • Financial Support documentation (financial assistance from external agencies or other sources, if any). • Evidence of English Language Proficiency must be presented by all applicants whose first language is not English (refer to English Language Proficiency (ELP) Requirements on p. 4) • If additional documentation is required, the School of Graduate Studies will contact the applicant. 	
B. Supervisor's Responsibility	Program proposal and endorsement	<p>The supervisor completes and/or processes the following documentation:</p> <ul style="list-style-type: none"> • <i>Program Proposal and Endorsement</i> form (Part One and Part Two) <p>Note: The supervisor is advised to request from the applicant unofficial transcripts and other documentation to ensure they meet the minimum admission requirements.</p> <ul style="list-style-type: none"> • Letter of support including funding and resource information • <i>Appointment of Graduate Research Assistantship (Trust Funds)</i> form (if the supervisor is directing research support to the applicant) 	
STEP 3 - Submit application package by (deadlines shown right)	The applicant submits the application package, plus the application fee, to the Registrar's Office and Students Services (ROSS) by application deadline:		
	Spring (Jan. - Apr.) October 1	Summer (May - Aug.) February 1	Fall (Sept. - Dec.) (First Round)* February 1
			Fall (Sept. - Dec.) (Second Round)* May 1
<p>* There are two rounds of admission for Fall (September 1) entry to the Ph.D. program. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before February 1. Applicants who can confirm funding before February 1 should submit their application for the First Round of admission. Spaces are limited in these programs; early applications are encouraged.</p> <p>The Program Committee reviews the application package.</p> <p>Note: It is the responsibility of the applicant to ensure the application is complete, including documentation submitted by the prospective supervisor.</p> <p>The Dean of the School of Graduate Studies informs the applicant of the Ph.D. Program Committee's decision. Applicants and their faculty supervisors will be notified of admission status by May 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p> <p>Applicants may also be called for an interview with the Ph.D. Program Committee.</p>			
STEP 4 - Applicant completes thesis proposal	As a condition of admission, the applicant, after being admitted to the program, must complete a thesis proposal and submit it to the School of Graduate Studies. This proposal is due six weeks after the student registers in his/her first semester.		