# Table of Contents

APPLICATION ............................................................................................................................................................ 2

Part I. UOFA GENERAL UNDERGRADUATE APPLICATION ................................................................. 2
  Application Fee: ...................................................................................................................................................... 2
  CCID and Email: ................................................................................................................................................... 3
  CCID and Bear Tracks: ........................................................................................................................................ 3

Part II. SECONDARY MEDICINE APPLICATION ............................................................................ 4
  Account Creation: ................................................................................................................................................ 4
  Application Identifier: ......................................................................................................................................... 4
  Important Information and Consent Page: ........................................................................................................ 4
  Application Home Page: ................................................................................................................................... 5
  Personal Information: .......................................................................................................................................... 5
  Contact Information: ......................................................................................................................................... 5
  Citizenship Information: .................................................................................................................................. 5
  Cumulative Grade Point Average (GPA): ........................................................................................................ 6
  MCAT Scores: ................................................................................................................................................... 6
  Other Information: .............................................................................................................................................. 6
  Geographic Origin: ........................................................................................................................................... 7
  References: ........................................................................................................................................................ 7
  Personal Activities: ............................................................................................................................................ 8
  Previous Education: .......................................................................................................................................... 9
  Additional Comments: .................................................................................................................................. 9
  Submit Application: ......................................................................................................................................... 10

APPLYING TO MEDICINE ................................................................................................................................. 11

2017 APPLICATION CHECKLIST AND TIMELINE .............................................................................. 12

CONTACT INFORMATION ................................................................................................................................. 14
This application help guide will assist you with your application to the MD Program at the University of Alberta.

Prior to applying to the MD Program, ensure that you meet all admission requirements and deadlines as noted on our website: [http://www.med.ualberta.ca/admissions/md/applying](http://www.med.ualberta.ca/admissions/md/applying). All admission requirements must be met to be eligible to apply. Please note that meeting the admission requirements does not guarantee admission.

APPLICATION

Applicants complete two applications when applying to the MD program. Application opens July 2016 and closes October 1, 2016 for Fall 2017 intake.

I. University of Alberta General Undergraduate Application. This application is supported by the Registrar’s Office. Any questions about the General Undergraduate Application should be directed to the Registrar’s Office at 780-492-3113.

II. Secondary Medicine Application. This application is supported by the MD Admissions Office, Undergraduate Medical Education, Faculty of Medicine & Dentistry. Any questions about the Secondary Medicine Application should be directed to MD Admissions at 780-492-6769, 780-492-9524, 780-492-9525; email MDAdmissions@ualberta.ca. We recommend that you use an internet browser such as Google Chrome or Firefox when completing the Secondary Medicine Application as some versions of Internet Explorer are not compatible.

Part I. UOFA GENERAL UNDERGRADUATE APPLICATION

[http://www.admissions.ualberta.ca/How-To-Apply.aspx](http://www.admissions.ualberta.ca/How-To-Apply.aspx) Begin your online application by selecting:

- A new screen will open, select [start application](#)
- Follow the questions and prompts on the screen.
- Complete each section of the general undergraduate application, following all instructions.

**Note:** In Academic History, do not enter in your high school courses or marks. High school marks are not used for the MD program.

Application Fee:

The application fee to apply to the MD program is paid in the General Undergraduate Application.

- **$180** for undergraduate students new to the UofA (includes $125 general undergraduate application fee plus $55 MD supplemental application fee)
- **$130** for current or former UofA undergraduate students (includes $75 general undergraduate application fee plus $55 MD supplemental application fee)
- Please note that the nonrefundable application fee is payable online by Visa or MasterCard only.
• After completing all sections in the General Undergraduate Application and paying the application fee, a tab called “Medicine” will appear in the headings. Select the “Medicine” tab, read the instructions on the page and select “Secondary Medicine Application” to access the Secondary Medicine Application.

• The UofA General Undergraduate Application can also be accessed through ApplyAlberta.

CCID:
• All students and applicants are assigned a University of Alberta Campus Computing ID (CCID). The CCID is used to access your UofA email account and Bear Tracks (student service system).
  [https://ist.ualberta.ca/services/ccid-passwords/campus-computing-id]

CCID and Email:
• Your ccid@ualberta.ca assigned by the university is the email address to which communications will be sent.
• New applicants to the UofA: You will receive an email with your new Campus Computing ID (CCID) and password. You will then use this information to log into your ccid@ualberta email account. You will also receive a separate email with your unique 7-digit UofA Student ID number.
• Check your e-mail at least once a week. Communication from the University is sent to UofA email accounts and not personal email accounts. Failure to receive or read University communications sent to the UofA email address in a timely manner does not absolve applicants from knowing, responding to or complying with the content of the communication.
• You may also forward your ccid@ualberta email to your primary email account.

CCID and Bear Tracks:
• You will also need your CCID to access Bear Tracks, the UofA secure online student service system. Once you’ve logged into Bear Tracks, you will be able to check your To-Do List regarding your transcripts or other transcript related documents. The Registrar’s Office receives all transcripts and will update the To-Do List in Bear Tracks when they receive your documents. It is the applicant’s responsibility to ensure that all required documents are received in the Registrar’s Office by the deadlines indicated on the MD Admissions website.
• Note: Bear Tracks only indicates the final document deadline of June 15. Always refer to the “Important Dates” page on the MD Admissions website for accurate deadline information.
• For more information on CCID and help with obtaining your CCID or password, contact [https://ist.ualberta.ca](https://ist.ualberta.ca)
• For more information on how to interpret messages in Bear Tracks, refer to the [Bear Tracks User Guide](https://ist.ualberta.ca).
Part II. SECONDARY MEDICINE APPLICATION

Account Creation:

Clicking the link “Secondary Medicine Application” in the General Undergraduate Application will take you to Create Account in the Secondary Medicine Application. **We recommend that you use an internet program such as Chrome or Firefox when completing the secondary medicine application as some versions of Internet Explorer are not compatible.**

**Application Identifier:**

- The Application Identifier is assigned to you when you complete the General Undergraduate Application and will automatically populate in the Application Identifier field when creating an account. Your Application Identifier can also be found in the email that contains your application fee receipt.
  - If you applied through the University of Alberta, your Application Identifier will start with the letter U.
  - If you applied through ApplyAlberta, your Application Identifier will be a six-digit number.
- **You must use the Application Identifier that is assigned to you as this connects data from the Registrar’s Office to the Secondary Medicine Application.** Do not attempt to create your own Application Identifier.
- If you applied in a previous year, you will be assigned a new Application Identifier for the current application. Do not reuse Application Identifiers from prior applications.
- After you have completed the account creation page, a new window will open and you will be prompted to log in with your Application Identifier and newly created password. **Bookmark this page to log back into your application as you are working on it or after submission to view.**

Important Information and Consent Page:

- Read this page carefully
- Print a copy for your records, provide your consent, and then select Save.
Application Home Page:

- When you first access your application home page, you will notice an \( \times \) on the left side of the page for MCAT scores, Other Information, Geographic Origin, References, Personal Activities, Previous Education, Additional Comments and Submit Application. The \( \times \) will change to a \( \checkmark \) as these sections of the application are completed. An \( \times \) will also appear for Reference/MCAT Status until references are received and MCAT scores are verified. As soon as your referee submits the reference, the \( \times \) will turn to \( \checkmark \).

- For information on Transcripts, check your To-Do List in Bear Tracks using your CCID and password.

Personal Information:

- The fields in this section include: name, date of birth, gender.
- The information for this section has been collected through the General Undergraduate Application. The information should appear within two weeks when the data is transferred from the Registrar’s Office to the Secondary Medicine Application.
- To make a name change or make a correction to your name or date of birth, you will need to contact the Registrar’s Office.

Contact Information:

- The fields in this section include: address, phone number, email address.
- The information for this section has been collected through the General Undergraduate Application. The information will appear within two weeks when the data is transferred from the Registrar’s Office to the Secondary Medicine Application.
- Changes or corrections to your address are made through your Bear Tracks account.

Citizenship Information:

- The fields in this section include: residency, Indigenous status, citizenship.
- The information for this section has been collected through the General Undergraduate Application. The information will appear within two weeks when the data is transferred from the Registrar’s Office to the Secondary Medicine Application.
- Changes or corrections to this section must be done through the Registrar’s Office.
Residency:
For admission purposes, a resident of Alberta is defined as a Canadian citizen or permanent resident (landed immigrant), who has been domiciled in the Province of Alberta or Yukon or Northwest Territories or Nunavut for at least one year immediately before the first day of classes of the term for which admission is sought. The one-year residence period shall not be considered broken if the Admissions Committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term employment, or as a full-time student.

Cumulative Grade Point Average (GPA):

- Once all transcripts have been received in the Registrar’s Office, they will evaluate your transcripts. Your calculated cumulative GPA will then appear in this section.
- Your cumulative GPA can only be calculated once the Registrar’s Office has received all required documents, including transcripts. Check your Bear Tracks account “To-Do List”.
- It may take the Registrar’s Office up to January 2017 to calculate your cumulative GPA.
- If you have any concerns regarding your calculated cumulative GPA or if it has not been calculated by January 2017, contact the MD Admissions Office.
- An official evaluation of transcripts and calculation of cumulative GPA will only be done when an applicant applies to the program. We are not able to do preliminary transcript evaluations.

MCAT Scores:

- Scores from the “new” MCAT2015 exam will only be accepted.
- Fields in this section include: AAMC Identifier, date MCAT written, and scores from each section of the MCAT test:
  - Biological and Biochemical Foundations of Living Systems (BBFL); Chemical and Physical Foundations of Biological Systems (CPBS); Psychological, Social, and Biological Foundations of Behaviour (PSBB); Critical Analysis and Reasoning Skills (CARS)
- For admission in September 2016, applicants must have written the new MCAT2015 no later than August 25, 2016 and no earlier than April 17, 2015.
- Non-Alberta applicants must have a minimum Critical Analysis and Reasoning Skills (CARS) score of 128 and a minimum score of 124 in each of BBFL, CPBS and PSBB to be eligible to apply.
- Alberta applicants must have a minimum of 124 or better in all categories to be eligible to apply.
- Enter your official MCAT scores from a single testing date. If you have written the MCAT more than one time, choose your best set of scores with the highest average keeping in mind the minimum score allowed as described above.
- Ensure that you release your scores to the University of Alberta through the AAMC website. You will not be able to edit your scores after we have verified them.
- Scores will be verified within 24-48 hours after they have been released to the University of Alberta.
- Your MCAT scores must be verified prior to the deadline of October 1, 2016.

Other Information:

- Fields in this section include: What other schools have you applied to, alternate plans, level of education by the admission start date to which you are applying to, most recent university attended location, most recent
university attending, languages spoken, *self-declared aboriginal applicant, suspension from a post-secondary institution, convicted of a criminal offence, and recruitment events attended.

- *If you self-declared aboriginal status, you will be prompted to describe your connection to or involvement in Indigenous communities or organizations.

Geographic Origin:

- Fields in this section include: Primary province, primary postal code, secondary postal code, province/territory income taxes filed, communities resided in, dates, and verifier contact information for communities.
- List all communities in which you have resided. Information collected is used for reporting purposes as well as determining rural applicants. Include the duration of residency, and the name of the closest centre with a population of 50,000 or more.
- Rural: Up to 10 positions per year may be available for qualified in-province rural applicants over and above the rural applicants admitted in the regular process. Rural applicants are selected from information entered in the communities resided in these fields.
  - **Rural Criteria:** To be considered for one of our rural positions, you must have lived more than five years in a community with a population of less than 25,000 (and in some cases from 25,000 - 50,000), and a distance of more than 80 kilometres from a city whose population exceeds 50,000.
- If the community you resided in has a population less than 50,000, then you will fill in an additional field indicating the closest city to the community whose population exceeds 50,000.
- Verifier contact information should not be a family member but can be used only as a last resort.

References:

- Fields in this section include: Name, title and position, address, phone number, and email address for two referees.
- As soon as you “Save” the referee information, your referee will receive an email with instructions on how to complete the online reference.
- We suggest that you select individuals who presently know you well enough to answer questions in an honest and thoughtful manner. Some suggestions for referees to consider are: coaches, co-workers, leaders of volunteer organizations or clubs, professors, supervisors, research supervisors, and teachers. **(If you self-declared aboriginal you must have one referee who can attest to your connection or involvement in Indigenous communities or organizations).**
- Reference letters from relatives or family members will not be accepted. Do not use friends, close family friends, or personal physicians.
- Your referee will be addressing the following points:
  - Do you feel this applicant should be admitted into the MD program?
  - Would you recommend a person who needed to see a doctor to this applicant if the latter was a trained physician?
  - Address the moral and ethical characteristics of the applicant.
  - Comment on any/all outstanding characteristics (strengths and weaknesses) of the applicant.
- The electronic references are due on October 1st, 2016.
- **It is the applicant's responsibility to follow-up with the referee if they have not submitted their reference and ensure that they are submitted by the October 1 deadline.** Please allow sufficient time for your referee to complete the reference by the October 1 deadline.
If you need to change a referee after saving, contact the MD Admissions Office by email with the new referee information and who this referee is replacing. **Referees cannot be changed if they have already submitted their reference.**

If you need to resend the reference request to your referee, select “Resend Reference” on the application home page.

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**Personal Activities:**

- Fields in this section include: Employment, Awards, Leadership, Volunteerism, Diversity of Experience.
- The Faculty of Medicine & Dentistry at the University of Alberta values diversity in our entering medical class. In this section highlight your life experiences that will enhance your application.
- Allow time to complete this section of the application, giving clear and descriptive information of your particular role/activity to help in the evaluation of your Personal Activities.
- **The cutoff date of Personal Activities is October 1, 2016. Personal Activities are scored by MD Admission committee members. Scores are not provided for events or activities anticipated after the October 1 deadline. If an activity is ongoing, select October 1, 2016 as the end date as the activity will only be scored up until the October 1 deadline.**
- As part of the admissions process, we do verify your Personal Activities. Therefore, it is imperative that you provide accurate contact information for the verifiers of each of your activities including phone number and email address. You are required to provide a verifier for each activity. Verifiers are not be family members, but may be used only as a last resort (ie family trips).
- There are five sections within Personal Activities: Employment, Awards, Leadership, Volunteerism, and Diversity of Experience. **You are required to enter at least one entry and no more than four entries in each of these sections.**

  - **Employment:**
    - Include a brief description of the nature of the work, your responsibilities, and the total number of hours worked in each position.
    - Start date, End date, position, organization, description of duties, total hours worked, and verifier information.
    - Description of duties: Describe the nature of the work, your responsibilities and indicate if this was summer employment or year round employment.
    - Total hours work must be numerical only with no commas, decimals, or text.

  - **Awards:**
    - List and describe any awards you have received recognizing your achievements in academic and non-academic domains. For monetary awards provide the annual value of the award (if renewable include the amount per year in your description).
    - Start date, end date, award/achievement, description, $ value of award (if no $ value enter “0”), and verifier information.
    - If there are no start and end dates for the award, enter the date for which the award was received.
    - Describe the award/achievement obtained.
$ value of award must be numerical only with no dollar signs, commas, decimals, or text.

- **Leadership:**
  List and briefly describe areas where you have provided a major leadership role. This applies to scholastics, sports, volunteerism, arts, and community events. Include in your description the time commitment of each activity.
  - Start date, end date, activity name, organization, description, and verifier information.
  - Describe the leadership role and include the time commitment of the activity.

- **Volunteerism:**
  Include total number of hours worked in each activity and a brief description of your responsibilities.
  - Start date, end date, activity name, organization, description, total hours, and verifier information.
  - Describe the activity giving a brief description of your responsibilities.
  - Total hours must be numerical only with no commas, decimals, or text.

- **Diversity of Experience:**
  Diversity of experience encompasses many domains including achievements and experiences in arts and music, sports and athletics, science and research, languages and communication, cultural and ethnic experiences, and travel. Include in your description the significance and time commitment of each activity.
  - Start date, end date, activity name, organization, description, and verifier information.
  - Describe the activity, the significance and time commitment of the activity.

- List each activity only once, even if you think it fits more than one category.
- The maximum number of characters allowed for the description of each activity is 325 characters.
- It is up to the applicant to decide which Personal Activities to use and in which category to enter them.

**Previous Education:**

- Fields in this section include: High school, number of post-secondary years completed, Master’s degree, Doctorate degree
- If you have completed a Master’s or Doctorate degree, enter in the contact information of your advisor/supervisor.
- If you have successfully completed your Master’s or PhD by thesis and it does not appear on your transcript, have your graduate supervisor mail MD Admissions a letter indicating that your thesis was successfully defended and will be conferred within the current academic year. 1 additional point will be added for a Master’s degree completed by thesis and 3 additional points added for a PhD completed by thesis. A Master’s program completed by course work is not eligible for the 1 point.

**Additional Comments:**

- Additional comments are usually not necessary; however, if you think you need to comment on any items regarding the application process, then you can do so here.
Submit Application:

- Once you have completed all sections of the application, submit your application prior to the October 1, 2016 deadline.
- Review every section of the application carefully. You cannot make changes after you submit.
- It is the responsibility of the applicant to ensure their application is completed correctly and accurately. Requests for corrections in the secondary medicine application will not be honoured.
- When you submit you will be prompted to confirm that you intend to submit your application.
- Your application can be submitted prior to references being received or MCAT scores validation.
- It is the responsibility of the applicant to ensure references are received by the application deadline and MCAT scores have verified.
- You can view and print a PDF copy of your application at any time prior to and after submitting.
- After submitting your application you will have the opportunity to complete a feedback survey.
- There is no additional application fee after submitting.
APPLYING TO MEDICINE

http://www.med.ualberta.ca/admissions/md/applying

The following steps will help guide you through the application process. It is essential that you review all important dates before beginning your application.

Step 1 – Ensure you meet all admission requirements. Please note that meeting the admission requirements does not guarantee admission.

Step 2 – Review information on non-academic criteria.

Step 3 – Release MCAT scores.

Step 4 – Complete Online Undergraduate Application.
  - Please note there are two applications. First you must complete the UofA online Undergraduate Application. As part of the Undergraduate Application, you will be required to pay the application fee. After you pay the application fee, a link to the Secondary Medicine Application will be made available. Deadline to apply is October 1, 2016.

Step 5 – Submit transcripts.

Step 6 – Go to the Secondary Medicine Application to confirm document status of reference letters, MCAT scores and overall cumulative GPA.

Step 7 – Continually check Bear Tracks regarding status of transcripts, and your U of A email account for communications from MD Admissions and the Registrar's Office regarding your application.
2017 APPLICATION CHECKLIST AND TIMELINE

July 2016

☐ Application for admission to the MD program for September 2017 opens.

October 1, 2016

☐ Deadline to apply and submit your completed Secondary Medicine Application is October 1, 2016 at 11:59 pm MDT.

☐ Official transcripts from all post-secondary attended or attending, sent directly to the Registrar’s Office from the issuing institution by October 1, 2016. If you are attending post-secondary during the current Fall/Winter term (F15/W16), transcripts must include course registration. (For those institutions where Winter term registration occurs after this date, submit transcripts by October 1, 2016 and resubmit transcripts as soon as Winter term registration is displayed on official transcripts).

The Registrar’s Office may be able to obtain transcripts on behalf of applicants who have attended or are currently attending institutions in Alberta through Apply Alberta. In this case, applicants do not need to request their transcripts. Check your Bear Tracks account “To Do List”. Applicants who have attended or are currently attending the University of Alberta do not need to request their transcripts. The Registrar’s Office and MD Admissions have access to UofA transcripts.

☐ MCAT scores must be verified in the Secondary Medicine Application by October 1.

☐ Reference letters must be submitted online by referees no later than October 1, 2016.

☐ Check your Bear Tracks account “To Do List” for required and outstanding documents.

☐ Check your UofA email account for important emails from MD Admissions and the Registrar’s Office.

February 1, 2017

☐ Official transcripts with the results of Fall 2016 term received in the Registrar’s Office from the issuing institution by February 1, 2016.

The Registrar’s Office may be able to obtain transcripts on behalf of applicants who have attended or are currently attending institutions in Alberta through Apply Alberta. In this case, applicants do not need to request their transcripts. Check your Bear Tracks account “To Do List”. Applicants who have attended or are currently attending the University of Alberta do not need to request their transcripts. The Registrar’s Office and MD Admissions have access to UofA transcripts.

☐ Check your Bear Tracks account “To Do List” for required and outstanding documents.

☐ Check your UofA email account for important emails from MD Admissions and the Registrar’s Office.

Mid February 2017

☐ Interview notifications sent to UofA email accounts only. All applicants currently at application status will be notified of interview decisions. Applicants invited for an interview will have to accept or decline the interview invitation by a stated date indicated in the email. Applicants not invited for an interview will be sent a feedback letter at the end of March 2017.

☐ Check your Bear Tracks account “To Do List” for required and outstanding documents.
Check your UofA email account for important emails from MD Admissions and the Registrar’s Office.

**March 18 & 19, 2017**

- Interviews ([Multiple Mini Interview](#)) March 18 & 19, 2017.

**May 2017**

- Admission decisions for those applicants interviewed will be sent to UofA email accounts in May 2017.

- Applicants receiving an offer of admission will have a deadline, as stated in their offer letter, to accept or decline the offer of admission. For those applicants accepting their offer of admission, one of the conditions of admission is a clear and current Police Information Check which includes the vulnerable sector check. Other conditions include current year grades. A non-refundable $1,000.00 confirmation deposit and 1 official colour passport photo are also required.

- Applicants receiving a position on the Alternate list will remain on the Alternate list until early September. We will start offering positions to those applicants on the Alternate list after the end of May 2017 and subsequently as declines are received thereafter.

- Applicants not receiving an offer of admission or placed on the alternate list, will be mailed a feedback letter at the end of May.

- Check your UofA email account for important emails from MD Admissions and the Registrar’s Office.

**June 15, 2017**

- Current-year transcripts must be received by the MD Admissions Office by June 15. (1-002 Katz Group Centre for Pharmacy and Health Research, Edmonton, AB, T6G 2E1)

**August 28, 2017**

- First day of orientation to the MD Program.
CONTACT INFORMATION

MD Admissions
Undergraduate Medical Education
Faculty of Medicine & Dentistry
University of Alberta
1-002 Katz Group Centre for Pharmacy and Health Research
Edmonton, AB, T6G 2E1

Phone: 780-492-6769; 780-492-9524, or 780-492-9525
Fax: 780-492-9531
Email: MDAmissions@ualberta.ca
http://www.med.ualberta.ca/admissions/md/applyingmedicine

Mailing address for transcripts:
Registrar's Office
University of Alberta
201 Administration Building
Edmonton, AB  T6G 2M7
Phone: 780-492-3113