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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 application requirements and deadlines as noted on our website: [http://www.ualberta.ca/medicine/programs/md/applying](http://www.ualberta.ca/medicine/programs/md/applying). All application requirements must be met to be eligible to apply. Please note that meeting the application requirements does not guarantee admission.

### APPLYING TO MEDICINE


The application process for the Doctor of Medicine Program begins the year prior to that in which you seek admission. Please use the following checklist to ensure you meet the criteria for application and that your application is completed appropriately.

- Review the [Citizenship and Residency Requirements](http://www.ualberta.ca/medicine/programs/md/applying)
- Review the [Academic Requirements](http://www.ualberta.ca/medicine/programs/md/applying)
- Review the [Non-Academic Requirements](http://www.ualberta.ca/medicine/programs/md/applying)
- Review the [Important Notices and Dates](http://www.ualberta.ca/medicine/programs/md/applying)
- Complete the [Undergraduate Application for Admission](http://www.ualberta.ca/medicine/programs/md/applying), ensuring you select the professional Doctor of Medicine program within the Faculty of Medicine & Dentistry with an expected program start term of Fall 2018
- Submit your transcripts and all supporting documentation, as per your [Bear Tracks To-Do List](http://www.ualberta.ca/medicine/programs/md/applying)
- Complete and submit the [Secondary Medicine Application](http://www.ualberta.ca/medicine/programs/md/applying)
- Release your [MCAT scores](http://www.ualberta.ca/medicine/programs/md/applying)
- Review your [Bear Tracks To-Do List for Outstanding items](http://www.ualberta.ca/medicine/programs/md/applying)
- Check the [Secondary Medicine Application](http://www.ualberta.ca/medicine/programs/md/applying) for the completion status of your Reference Letters, verification of your MCAT scores, and calculation of your cGPA
- Complete any [additional testing](http://www.ualberta.ca/medicine/programs/md/applying), as required

Given the strictness of our deadlines, it is in your best interest to stay informed with respect to your application status and required documents. Please contact Admissions, MD Program if you have any questions.
2017/2018 APPLICATION TIMELINE

July 18, 2017
Application for Fall 2018 admission opens.

September 2017
For applicants currently enrolled in post-secondary, the first week of September is the suggested time frame for requesting that updated transcripts showing 1st and 2nd term registration be mailed directly to the Office of the Registrar. If your institution does not show 2nd term registration on transcripts at this time (ie. McMaster) or if you are not yet able to register in 2nd term courses (ie. Harvard), please contact the Office of the Registrar to arrange to send your course registration directly.

October 1, 2017
Deadline for receipt by the Office of the Registrar of all up-to-date transcripts, including showing 1st and 2nd term registration for those applicants currently enrolled in post-secondary, as well as all required supporting documentation. Please refer to your Bear Tracks To-Do List for document status and details on required supporting documents.

January 2018
The first week of January 2018 is the suggested time frame for requesting that updated transcripts showing 1st term grades and 2nd term registration should be mailed to the Office of the Registrar.

February 2018
For applicants currently enrolled in post-secondary, updated transcripts showing 1st term grades and 2nd term registration must be processed by the Office of the Registrar by February 1, 2018.

Interview Invitations sent to UAlberta email accounts in early to mid February.

March 17-18, 2018
Interview weekend

May 2018
Notifications of Offers of Admission are sent to UAlberta email accounts in early to mid May.

For those who were enrolled in post-secondary this year, early to mid May is the suggested time frame for requesting that complete current year transcripts should be mailed to the Office of the Registrar.

June 2018
For applicants currently enrolled in post-secondary, June 15 is the deadline for transcripts showing 1st and 2nd term grades to be processed by the Office of the Registrar.

August 2018
Orientation Week
APPLICATION

Applicants must complete two applications when applying to the MD Program. The application opens July 18, 2017 and closes October 1, 2017 for Fall 2018 intake.

I. University of Alberta General Undergraduate Application. This application is supported by the Office of the Registrar. Any questions about the General Undergraduate Application should be directed to the Office of the Registrar at 780-492-3113 or by email (chat@ualberta.ca)

II. Secondary Medicine Application. This application is supported by Admission, MD Program. Any questions about the Secondary Medicine Application should be directed to:

Telephone:  780-492-6769  
780-492-9524

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  Begin your online application by selecting:

1. A new screen will open, select
2. Follow the questions and prompts on the screen.
3. 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 upon completion of the General Undergraduate Application.

- $180 for undergraduate students new to the UofA (includes $125 general undergraduate application fee plus $55 supplemental MD Program application fee)
- $130 for current or former UofA undergraduate students (includes $75 general undergraduate application fee plus $55 supplemental MD Program application fee)

Please note that the nonrefundable application fee is payable online by Visa or MasterCard only.

4. After completing all sections in the General Undergraduate Application and paying the application fee, a new tab labelled “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.
MD Program University of Alberta  
2017/18 Application Help Guide

- Please note that this link is only for accessing the Secondary Medicine Application for the first time as it directs you to the account setup page.
- 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). Your CCID is used to access UofA email and Bear Tracks (student service system).

https://ist.ualberta.ca/services/ccid-passwords/campus-computing-id

UAlberta Email

Your ccid@ualberta.ca assigned by the university is the email address to which all official communications will be sent. Check your e-mail at least once per week. Communication from the University is sent to UofA email accounts only, not personal email accounts. Failure to receive or read University communications sent to your UofA email address in a timely manner does not absolve an applicant from knowing, responding to, or complying with the content of the communication.

New applicants to the UofA

You will receive an email with your new CCID and password. You will use this information to log into your ccid@ualberta.ca email account.

The UofA uses the Gmail platform; you can log in through google.ca using your full ccid@ualberta.ca account name, which will redirect you to ualberta.ca to authenticate with just your CCID and password.

If you already use a Gmail account you will need to log out of that one first or link your accounts. To link your accounts, while logged into your primary account, select your user icon in the upper right hand corner. In the menu that pops up select “Add Account” and follow the instructions. You will then be able to access both email accounts at the same time, either by having a tab open for each account or by toggling between the two accounts as required.

If you do not already have a Gmail account and would prefer to keep your primary email account, you may forward your ualberta.ca email to your primary account.

Student ID

You will receive an email with your unique 7-digit UofA Student ID number. This is different from your Applicant ID and will remain constant each year that you apply.

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 +/- other required supporting documents. The Office of the Registrar 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 Office of the Registrar by the deadlines indicated on the Admissions, MD Program website.

**Note:** Bear Tracks *only* indicates the final document deadline of June 15. Always refer to the “Important Dates” page on
the Admissions, MD Program website for accurate deadline information.

For more information on your 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](#).

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**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.

Please note that this link is only for accessing the Secondary Medicine Application for the first time as it
directs you to the account setup page. To return to your application please visit [https://admissions.med.ualberta.ca](https://admissions.med.ualberta.ca)

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**

Your Application Identifier is assigned to you when you complete the General Undergraduate Application. You **must** use
the correct Application ID when creating your Secondary Medicine Application; if you fail to do so your application will be
deleted and you will be required to start over. Your Application Identifier can 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.
- ★ Your Application ID is unique each year you apply; please ensure you are using your new
  Application Identifier for the current application.
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.**

**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 × on the left side of the page for MCAT scores, Other Information, Geographic Origin, References, Personal Activities, Other Education, Additional Comments and Submit Application. The × will change to ✓ as these sections of the application are completed. An × 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 × will turn to ✓.

![Application Home Page](image)

For information on transcripts and required supporting documentation, check your To-Do List in **Bear Tracks**. It is your responsibility to ensure that you complete all items on your Bear Tracks To-Do List.

**Personal/Contact/Citizenship Information**

The information for this section has been collected through the General Undergraduate Application. The information will appear within two weeks, when data is transferred from the Office of the Registrar to the Secondary Medicine Application. Once this information has populated you can add or edit your Preferred First Name.

- Changes or corrections to the information listed in these sections must be made through your Bear Tracks account or by contacting the Office of the Registrar.

**Residency**

As defined by the **University of Alberta Calendar**:

A resident of Alberta is defined as a Canadian Citizen or Permanent Resident (Landed Immigrant) who has been continuously resident in the Province of Alberta, the Yukon, the 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 where the admission committee is satisfied that the applicant was temporarily out of the province on vacation, in short-term employment, or as a full-time student. Applicants on study permit cannot establish residence during a period as a full-time student in an Alberta secondary or postsecondary institution because a stay under study permit is considered to be a visiting period.
Calculated Grade Point Average (cGPA)

Once all required transcripts and supporting documentation have been received and processed by the Office of the Registrar they will evaluate your file. Your cGPA will then appear in this section.

★ It can take the Office of the Registrar up to January 2018 to calculate your cGPA; please be patient.

★ If you have any concerns regarding your cGPA or if it has not been calculated by January 1 2018, contact Admissions, MD Program.

★ An official evaluation of transcripts and calculation of cGPA will only be done when an applicant applies to the program. We are not able to do preliminary transcript evaluations.

MCAT Score

★ Only scores from the MCAT2015 exam will be accepted

For admission for Fall 2018, applicants must have written the new MCAT2015 no later than August 24, 2017 and no earlier than April 17, 2015.

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 from a single test with the highest average keeping in mind the minimum scores allowed, as described below.

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. If your scores do not verify there is likely a discrepancy between the information you have provided and that available to us from AAMC. Please determine the discrepancy and rectify it. Your MCAT scores must be verified prior to the deadline of October 1, 2017.

Non-Albertan 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.

Albertan Applicants
Must have a minimum of 124 in all categories to be eligible to apply.

Other Information

If you self-declared as Indigenous, you will be prompted to describe your connection to or involvement in Indigenous communities or organizations in this section.

Geographic Origin

List all communities in which you have resided. Information collected is used for reporting purposes as well as determining whether applications are eligible for the rural quota positions. Include the duration of residency and the name of the closest centre with a population of 50,000 or more.
We reserve up to 10 positions each year for qualified Albertan rural applicants. Applicants are flagged as being rural based on geographic information submitted as part of the Secondary Medicine Application.

**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.

Verifier contact information should not be a family member, except as a last resort.

**References**

- As soon as you “Save” the referee information page 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.

- Reference letters from relatives, family members, and MD Admissions Committee members will not be accepted. Do not use friends, close family friends, or personal physicians.

Your referee will be addressing the following points:

1. Do you feel this applicant should be admitted into the Faculty of Medicine & Dentistry? Please explain why or why not.
2. Would you recommend a person who needed to see a doctor to this applicant if the latter was a trained physician? Please explain why or why not in your letter.
3. Please address the moral and ethical characteristics of the applicant.
4. Please comment on any/all outstanding characteristics (the strengths and weaknesses) of the applicant.

Electronic references are due October 1, 2017. We will not accept references submitted via email, letter, fax, or in person. **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.**

When completing your Secondary Medicine Application, keeping in mind how the application behaves with respect to sending out the request for reference, 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 Admissions, MD Program 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.
Personal Activities

The Faculty of Medicine & Dentistry at the University of Alberta values diversity in our entering medical class. To this end, the Personal Activities section gives you the opportunity to highlight your life experiences that you feel will enhance your application. The Personal Activities section is comprised of five subsections:

**Employment Record:** Include a brief description of the nature of the work, your responsibilities, a brief description of the time commitment (i.e. part-time during summer, seasonal, full-time, etc), and the total number of verifiable hours worked in each position.

**Awards:** List and describe any awards you have received recognizing your achievements in academic and non-academic domains. Please list the monetary value of the award if applicable.

**Leadership Roles:** List and briefly describe areas where you have provided a major leadership role. This applies to scholastic, sports, volunteerism, arts, and community activities. Include a brief description of the time commitment (i.e. part-time during summer, seasonal, full-time, etc) as well as the total number of verifiable hours committed.

**Volunteer Work:** Include total number of verifiable hours worked in each activity and a brief description of the time commitment (i.e. part-time during summer, seasonal, full-time, etc).

**Diversity of Experience:** Diversity of experience encompasses many domains including, but not limited to, achievements and experiences in: arts, music, sports, athletics, science, research, languages, communication, cultural and ethnic experiences, and travel. You can include activities which you feel have defined your life. Include a brief description of the time commitment (i.e. part-time during summer, seasonal, full-time, etc) as well as the total number of verifiable hours committed.

You should be selective and concise in the activities you choose to include. A minimum of one entry, to a maximum of four, is required per section. By not including any items in a category you are accepting a 0 for that category. Details about each activity are required, such as length of time commitment, description of time commitment, number of verifiable hours committed, and description of activity. When calculating the number of hours committed to an activity, please do not include hours dedicated to sleep.

- As all activities are verified, you must provide us with the contact information for someone who can confirm the details you have provided for each activity.
- You should not be using yourself as a verifier. When possible, avoid using family members or close friends as verifiers.

Use the Life Experiences section to describe a barrier you have faced that you feel has defined you and how you overcame it.

Previous Education

**Masters/PhD Students**
If you have completed a Masters or Doctorate degree, enter in the contact information of your advisor/supervisor.

If you have successfully completed your Masters or PhD and it does not appear on your transcript, have your graduate supervisor mail, fax, or email Admissions, MD Program a letter indicating that your thesis
was successfully defended with no revisions and will be conferred within the current academic year. Additional points are awarded to students who have completed a Masters or PhD.

Additional Comments

Additional comments are not necessary; however, if you think you need to comment or clarify on anything regarding your application, then you can do so here.

Submit Application

Once you have completed all sections of the application you must submit your application. This must be done prior to the October 1, 2017 deadline.

Once you submit your application you will not be able to make any changes to your application. Admissions, MD Program will accept any requests for changes via email up to the October 1, 2017 deadline; we will not make any changes beyond that deadline.

1. It is your responsibility to ensure that your application is submitted completely and accurately. If the validity of the information you have provided comes into question your application may be negatively impacted. Please review the Applicant Code of Behaviour, available on the Applying to Medicine website, to ensure that you are not jeopardizing your application; our expectation is that our applicants behave in a professional manner at all times.

2. It is your responsibility to ensure that your referees have submitted their reference letters by the application deadline of October 1, 2017.

3. It is your responsibility to ensure that your MCAT scores are verified within the Secondary Medicine Application by the application deadline of October 1, 2017.

4. It is your responsibility to ensure that all official post-secondary transcripts are sent to and received by the Office of the Registrar by the following deadlines. Should you fail to meet any one of the below deadlines your application may be closed for failing to meet the requirements of application.

□ October 1, 2017 - Deadline for receipt by the Office of the Registrar of all up-to-date transcripts, including showing 1st and 2nd term registration for those applicants currently enrolled in post-secondary. If your institution does not show 2nd term registration on transcripts at this time (ie. McMaster) or if you are not yet able to register in 2nd term courses (ie. Harvard), please contact the Office of the Registrar to arrange to send your course registration directly. We suggest requesting transcripts in early September for all domestic institutions and in August for international institutions.

□ February 1, 2018 - For applicants currently enrolled in post-secondary, updated transcripts showing 1st term grades and 2nd term registration must be processed by the Office of the Registrar by this date. We suggest requesting transcripts in early January for all institutions.

□ June 15, 2018 - For applicants currently enrolled in post-secondary. June 15 is the deadline for receipt by the Office of the Registrar of updated transcripts showing 1st and 2nd term grades.

By submitting your application you are affirming its completeness and correctness and agreeing to the responsibilities listed above.

★ Your application can be submitted prior to references being received and/or MCAT scores validated

You can view and print a PDF copy of your application at any time prior to and after submitting by clicking on the application link on the Welcome page.
After submitting your application you will have the opportunity to complete a feedback survey.
CONTACT INFORMATION

Admissions, MD Program
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

Fax:    780-492-9531

Email:  MDAdmissions@ualberta.ca

Website:  http://www.ualberta.ca/medicine/programs/md/applying

Transcripts and Supporting Documentation

Office of the Registrar
University of Alberta
201 Administration Building
Edmonton AB   T6G 2M7

Phone:  780-492-3113
        Toll-Free: 1-855-492-3113

Fax:    780-492-7172

Email:  chat@ualberta.ca