How to Complete the Online Application to Faculty of Rehabilitation Medicine Graduate Certificate Programs
STEP 1 GO TO:

http://uofa.ualberta.ca/graduate-studies
Apply for Admission

The University of Alberta's on-line application for graduate admission should be used to apply for all programs with the following exceptions:

- The School of Public Health has a separate online admission application process—SOPHAS;
- Visiting Graduate Students and Exchange (including the Western Deans' Agreement) are paper-based processes with their own forms;
- Shared Credential programs are also paper-based processes with their own forms;
- The Department of Anesthesiology and Pain Medicine uses a paper application; contact the department.
- Can’t apply online? Please contact the department for a paper application.

Note: The Doctor of Medicine (MD), Doctor of Dental Surgery (DDS) and Juris Doctor (JD) are not graduate programs (apply using the undergraduate application).

Graduate Application Process: Step by Step

Applying to a UAlberta graduate program involves four basic steps. You should begin the process as early as a year before you wish to begin your program of study.

Step 1: Choose a Program
Step 2: Review Requirements, Deadlines & Contact your Department
Step 3: Compile your Supporting Documents
Step 4: Complete your Application

When should I apply?
Funding decisions and study permits
- Deadlines vary depending on your program of interest, some are as early as 12 months before the program begins.
- Early applicants are considered for funding; many departments make funding decisions between January and
Under ‘departments’ select ‘Rehabilitation Medicine’ then click ‘ok’.
Now click ‘search by departments’
Now click the link for the term you wish to apply for ‘Fall, Summer, Spring, Winter’

**Please note: If the term you wish to apply for (e.g. Winter) does not appear please select the closest term (e.g. Spring). Once your application is submitted the term can be manually changed by the faculty to the correct term.**
Now click ‘apply’
If you are a new user please ‘create a new account’
Enter the necessary information and click ‘submit’
Click ‘ok’ and you will be taken back to the login screen
Enter your email and password used during new account setup and click ‘login’
Click each icon to complete each section.

**Note that for certificate programs only a submitted application and submission of MOST RECENT degree transcripts are required.**
Under **Choose your Program**
Select the specialization you are applying to (e.g. Pain, Stroke) and select the term.

**REMEMBER** that if the term you are applying to does not show up submit to the next term and this can be corrected by the faculty manually after you submit.

Don’t forget to click ‘SAVE’ after completing each section.
Under PERSONAL INFO
Enter the mandatory information and click ‘save & return to application’
Under Your Contact Info
Enter the mandatory information and click ‘save & return to application’
Upload your documents (e.g. transcripts) directly from your computer.

**Please note that an official transcript must also be sent to Shawn Drefs directly from the institution. You may upload a copy of your transcript using the online application which would allow graduate studies to conditionally admit you to the program based on receipt of the originals.

Under Your Education Info

Enter the mandatory information and click ‘save & return to application’
Under

**English Language Proficiency**

If not applicable select ‘no’ and click ‘save and return’

**Please note that if English is not your first language but you have been practicing in Canada for some time the faculty can write a letter of support to waive the English language requirement.**

Please contact Shawn Drefs at sdrefs@ualberta.ca if this applies to you
Under You and UofA
Complete mandatory info and click ‘save and return to application’
Under Declaration and Payment

Pay the $100 application fee. Please note that graduate studies will not receive the submitted application until the application fee is paid.
Once each section has been completed (100%) click ‘Final Review and Submit’
Click the 'submit' button.
QUESTIONS RE: APPLICATION?

Questions re: the application process contact Shawn Drefs at sdrefs@ualberta.ca

Questions re: the online application contact FGSR AT: grad.webadm@ualberta.ca