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

https://graduate-studies-apply.ualberta.ca/urd/sits.urd/run/siw_ipp_Ign.login?process=siw_ipp_app_crss
Create a New Account

First Name
Family Name
Date of Birth
Email Address (name@domain.ca)
Confirm Email Address (name@domain.ca)

Password requires:
• At least ten (10) characters.
• Both uppercase and lowercase letters.
• At least one number or special character.

Password
Confirm Password

By clicking ‘Create Account’ you agree to the Privacy Policy.
Select ‘Rehabilitation Medicine’ and ‘Part-time’ from the drop down menu and then press ‘search now’.
The following options should appear. Please click on the link of the certificate program you would like to apply to.
Click the ‘Apply’ button

Post-Baccalaureate Certificate in Rehabilitation Medicine, Pain Management - Part Time

Please confirm the correctness of the selected program and the corresponding academic year, mode of attendance, program start date before clicking the "Apply" button. Please be aware that, once you make your selection, you will not be able to change it without starting a new application.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Mode of Attendance</th>
<th>Program Start Date</th>
<th>Application Open Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/2018</td>
<td>Part Time</td>
<td>January 2018</td>
<td>June 01, 2017</td>
<td>March 15, 2018</td>
</tr>
<tr>
<td></td>
<td>Part Time</td>
<td>September 2018</td>
<td>January 01, 2018</td>
<td>September 15, 2018 Not open yet</td>
</tr>
</tbody>
</table>

[Apply button highlighted]
Enter the requested information and then click the ‘save’ button near the bottom of the webpage. If there are any input errors the field will remain red.

Once you have saved the page click on the ‘next’ button near the bottom of the webpage.
Complete each of the following sections.

***Note – No references are required for certificate programs

***No funding/supervisors are required for certificate programs.
Complete the academic history section. Please note that all prior post secondary institutions attended must be included.
You do not need references for certificate programs. However, the application still requires you to complete this page.

Please fill in the following information in all three of the reference fields:

- **Name**: Shawn Drefs
- **Academic Rank**: CPE Director
- **Company/org/institution**: University of Alberta
- **Phone**: 7804921587
- **Email address**: sdrefs@ualberta.ca
- **Type of Reference**: Academic

Click ‘Save’ and then click ‘Next’
Click on the ‘no’ option.

Click ‘save’ and then ‘next’
Upload the required transcript and degree certificates if applicable.

Transcripts must be a copy of the original degree transcript (unofficial transcripts will not be accepted).

Please note that we do not require you to submit:

1) Curriculum Vitae
2) Research Statement
Agree to the declaration but clicking on the checkbox.

Click ‘save’ and then ‘next’

I agree to the above Declaration
Ensure that the check boxes for all sections are checked.

Click the ‘submit’ button.
Pay the $100.00 graduate application fee.

You can pay with credit card or have a third party pay on your behalf.

NOTE: Your application will not appear on the faculty side until the application fee payment is made.
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