



UNIVERSITY OF
CALGARY

Application Guide

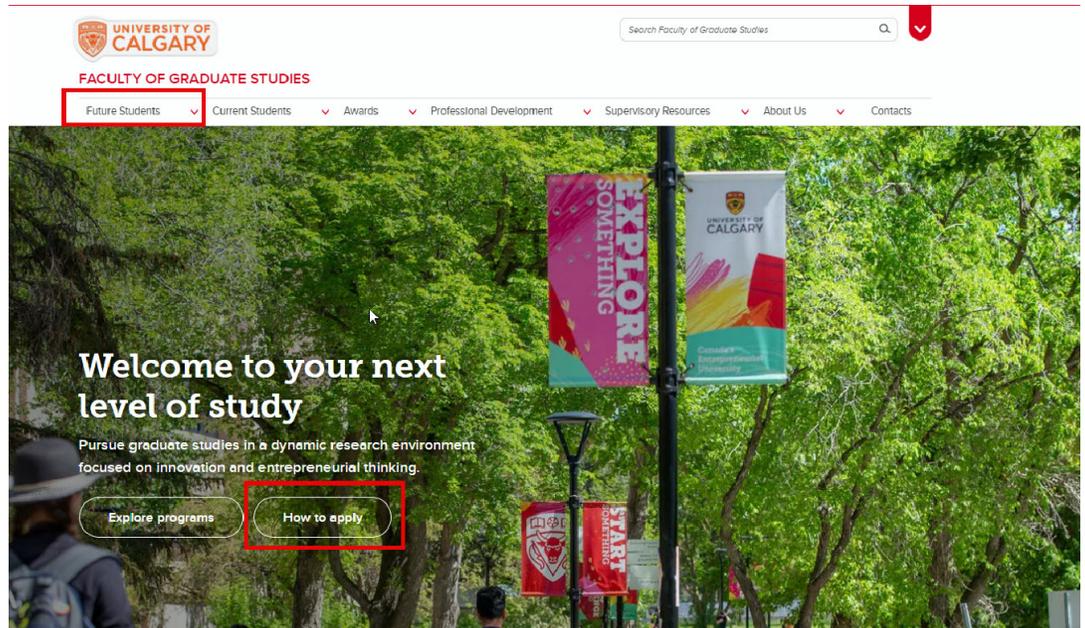
FACULTY OF GRADUATE STUDIES

Master of Physician Assistant Studies



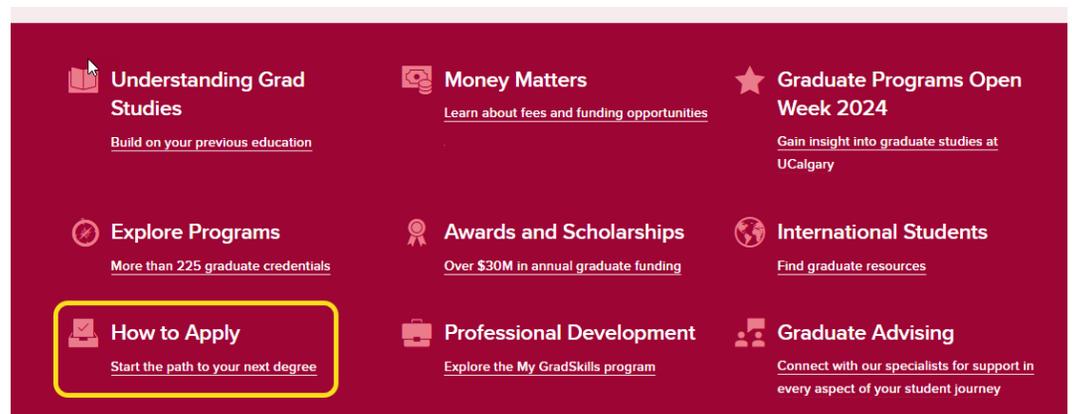
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How to Apply



To apply for the MPAS program through the Faculty of Graduate Studies website (grad.ucalgary.ca/), follow these steps:

- 1: Navigate to the “Future Students” section.
- 2: Select “How to Apply” from the menu.
- 3: Alternatively, you can scroll down the page and click directly on the “How to Apply” link to proceed with your application.



Begin the application process by navigating to “Start your application”.

Applying for grad studies

Get on the path to your next degree.

[Download the PDF application guide](#)

[Start your application](#)

How to Create a New eID (if the Applicant does not have an existing eID)



Choose your eID

Your eID username will be used to access My UCalgary. We recommend firstname.lastname.

All fields are required.

eID:

eID rules:

- Your eID must end with a period and then your last name
- For example, if your name is Jane Smith your eID must end with smith which means it can be jane.smith or j.smith, etc
- Note: Numbers cannot be used after the period.

For more information visit our [eID FAQ](#).

Your information

UCID:

I don't have a UCID and wish to register a guest account

First Name:

Last Name:

Email address:

Date of Birth:

Year: Month: Day:

The UCID number:

- If you have a UCID number, a.k.a Student ID or Staff ID number, you can link your new eID to it
- UCIDs are maximum 8 numbers long

Choose a Password

The password issued to securely log into the Central Authentication Service. Refer to the password rules on the right.

Password:

Confirm Password:

Use the following password complexity outlined below:

- At least 10 characters long
- At least three of the following:
 - Upper Case (A-Z)
 - Lower Case (a-z)
 - Number (0-9)
 - Special Character (such as: !@#\$%^&*)

Password recovery questions

If you forget your password, we will ask you these password recovery questions to help you recover it.

What is your mother's maiden name? Your answer:

What was the name of your first pet? Your answer:

What city was your father born? Your answer:

[Create eID](#)



Your eID has been created!

Your new eID is first.lastname

If you created an eID for a student admissions application you can continue by clicking [here](#).

If you are not a current or former student or have not applied to the University of Calgary before, you must create an eID to apply for Graduate Studies at the University of Calgary.

Direct Link to Create eID: acctman.ucalgary.ca/register/

Complete the following form:

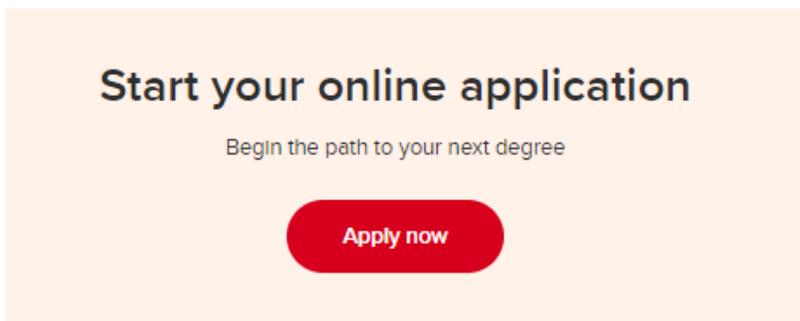
After completing the form, click "Create eID" to finalize the eID account registration. You should then see a confirmation page.

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Begin Your Online Application

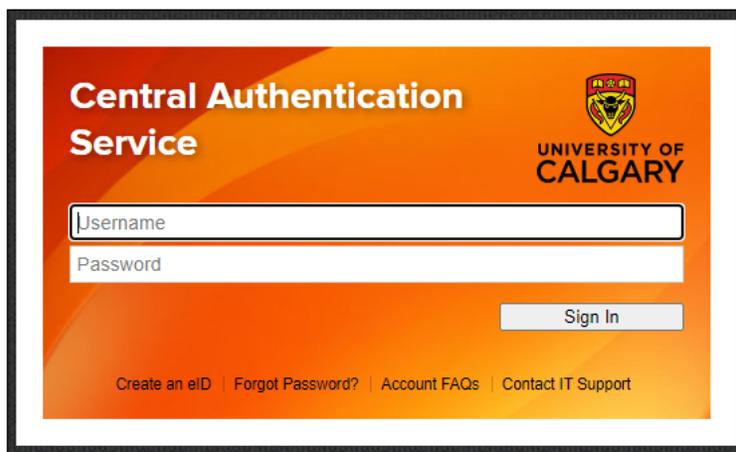
Navigate back to the “Start your application” section and click “online application”.

Direct Link: apply.ucalgary.ca/StudentAdmission/Login.aspx?AppType=A



You will be redirected to the Central Authentication Service. Sign in using your eID and password.

If you have previously applied to University of Calgary, but have forgotten your eID or password, go to password.ucalgary.ca. Select “Recover my Account”, and enter your UCID number and answer the security questions to regain access to your account.



Begin Your Online Application

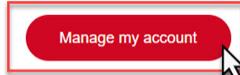
Your eID is normally different from the IT username that current students and alumni normally use to log in to UCalgary platforms. If you get stuck in a loop trying to log in to the online application, you may be trying to use your IT username to log into the application. Go to password.ucalgary.ca and select "manage my Account". Logging in with your IT username and password will allow you to confirm that eID that needs to be used to log in to the application for admission.

Welcome! What can we help you with?

You have a computing account at the University of Calgary which gives you access to a wide range of online services. We can help you change your password, recover your username and password if you have forgotten it, or register your account here.

You can use your IT account to access My UCalgary on-campus Wi-Fi, your @ucalgary.ca mail, computer labs, and more.

Not a current student or staff? Use your eID account to apply to join, view previous transcripts and tax forms, or access a variety of guest services.



- Change your password
- Change your MFA options
- Update email aliases and contact details
- Manage secondary IT accounts



- Reset your password
- Get help with MFA



- Register IT account for staff and students
- Create eID account for applying to the University
- Register an Alumni email account

Once logged in, you will be redirected to the Student Admissions for Graduate Studies page (apply.ucalgary.ca/StudentAdmission/SectionPages/LaunchPadGrad.aspx). Click "Create a New Application".



Welcome to the Admission Forms page!

- To create or resume a GRADUATE STUDIES application, click here.
- To create or resume an UNDERGRADUATE application, click here.
- To create or resume a Law application, click here.
- To create or resume an Open Studies, click here.
- To create or resume a Doctor of Veterinary Medicine application, click here.
- To create or resume a Qatar program, click here.
- To create or resume a Visiting Graduate Studies application, click here.

If you do not have an eID, you may create one here.

04

Read this first

Please read carefully as there are important instructions, links and information on Freedom of Information and Privacy (FOIP).

IMPORTANT: *Supporting documents cannot be uploaded here, but you will receive instructions on how to do so after you submit your application.*

Complete the checkbox for “I have read this page” before clicking “Save & Continue” to move on to the next page.

Student Admissions for Graduate Studies



START APPLICATION LOGOUT

Read This First **Read This First**

- Personal Information
- Addresses
- Contact Information
- Citizenship
- Post-Secondary Education
- Program Information
- Program-Specific Questions
- Test Scores
- Referees
- Review and Submit Application

Print Summary

Students who enter a service request with IT from one of the US embargoed countries will receive a message that appears to restrict access to support. This is not a University of Calgary restriction but a result of the service provider being located in the USA. To by-pass the service provider and obtain technical support, please email the details of your issue to it@ucalgary.ca.

Make sure you have all your pertinent information before starting the application. Check with the program you are applying to for deadline dates, as applications and supporting documents will not be accepted past the deadline. Students can upload any required supporting documents through the Student Centre, after application submission.

See the University of Calgary Graduate Calendar for minimum admission requirements:
<https://www.ucalgary.ca/pubs/calendar/grad/current/index.html>

If you are an international applicant also see the minimum admission requirements for your country:
<https://grad.ucalgary.ca/prospective-admissions/international-admission-requirements>

For security reasons, you will be automatically logged out of the application if you take more than 30 minutes on any one page. If you are working on an application, you must click save & continue in order for your partial application to be saved. Do this often if you are spending a significant amount of time on any one page of the application.

If you are automatically logged out, you may continue your application after logging in using your eID.

Personal Information is collected under the authority of the Post-Secondary Learning Act, the Statistics Act and the Income Tax Act (Canada). It is required to evaluate your application for admission and will also be used to contact you regarding University of Calgary programs and services. If you are admitted, the personal information collected here will form part of your student record and will be disclosed to relevant academic and administrative units. If granted an award, pertinent information may be released to the donor and provincial funding bodies. It may also be used by the University of Calgary for promotional purposes. In addition, specific data elements will be disclosed to the federal and provincial governments to meet reporting requirements as well as the Students Union/Graduate Student Association in accordance with contractual agreements.

Please note that the following personal information is defined as the student's public record at the University of Calgary: your name, dates of registration and graduation, faculty of registration and degree/diploma awarded. All other information is considered confidential and will be used and disclosed in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act. Questions about the use of this information may be directed to the FOIP Office at foip@ucalgary.ca.

I have read this page

You are encouraged to apply for awards when you have submitted your admissions application and received your University of Calgary student number (UCID). You are not required to meet the eligibility requirements in the terms of reference of an award when you apply, but if successful, you must meet the eligibility requirements at the time the award is paid.
For more information see: <https://grad.ucalgary.ca/awards/award-guide/step-1-applying>.

Save & Continue

Complete the following form. Fields with an asterisk (*) are required.

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Personal Information

Enter your legal name (as it would appear on your passport) and any former names in the spaces provided below. All documentation submitted in support of your application should bear your legal name. Otherwise, official documentation giving evidence of a name change must be submitted to the Faculty of Graduate Studies.

Applicant's Name

* Surname:

* First Name:

Middle Name:

Preferred First Name:

Former Surname(s):

Biographical Information

* Gender: Female Male Unspecified

* Date of Birth (yyyy-mm-dd):

* Country of Birth:

Additional Information

* Have you previously applied to the University of Calgary Graduate Studies? Yes No

What year did you apply?

* Have you previously attended the University of Calgary? Yes No

What is your University of Calgary Student ID Number (if known)?

Alberta Student Number (ASN):

Are you currently attending an English as a Second Language Program in Canada? Yes No

* What is your First Language?

What is your Second Language?

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

If an Applicant Only has a First Name or Only a Last Name

If you have either only an official First name and no Last Name/ Surname, or no official First name but only an official Last name/ Surname, enter your name in both the First Name and Surname fields.

First Name and Last Name fields must be populated and not left blank for the application to be submitted.

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Personal Information

Enter your legal name (as it would appear on your passport) and any former names in the spaces provided below. All documentation submitted in support of your application should bear your legal name. Otherwise, official documentation giving evidence of a name change must be submitted to the Faculty of Graduate Studies.

Applicant's Name

* Surname:

* First Name:

Middle Name:

Preferred First Name:

Former Surname(s):

Complete the following form. Fields with an asterisk (*) are required.

Student Admissions for Graduate Studies



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Addresses

Enter both your current and permanent addresses in the spaces provided below. It is important to complete this section fully and accurately as this information will be used to contact you, unless the Faculty of Graduate Studies is notified of a change.

Current Mailing Address

* Country ?

* Address ?

* City/Province/State ?

Postal/Zip Code ?

Permanent Address

Same as above ?

* Country ?

* Address ?

* City/Province/State ?

Postal/Zip Code ?

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

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Contact Information

Complete the following form. Fields with an asterisk (*) are required.

For the "Phone Number" field, format as in XXXXXXX with no spaces or dashes.

If your phone number does not include an area code but is 10 digits in length, enter the first 3 digits in the area code field and the remaining 7 digits in the phone number field.

Student Admissions *for* Graduate Studies



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Contact Information

Enter both your e-mail and phone numbers in the spaces provided below. It is important to complete this section fully and accurately as this information will be used to contact you, unless the Faculty of Graduate Studies is notified of a change.

After you submit your application you will receive an email in 1-2 business days with confirmation of this application for admission.

Be sure you:

- Check your account for messages
- Adjust any email filters you have to allow emails from the University of Calgary to be received.

Email Address

*Email Address

*Confirm Email Address

Phones

| | Country Code/Prefix | Area Code | Phone Number | Extension | |
|-----------------|---------------------|-----------|--------------|-----------|---|
| Primary Phone | Canada - 1 | 403 | 2205110 | | ? |
| Alternate Phone | -select- | | | | ? |

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4836

[Go Back](#) [Save & Continue](#)

If you are a Canadian Citizen:

Complete the following form. Fields with an asterisk (*) are required.

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Citizenship

If you will be on a student permit or work permit, indicate what your status will be at the time of registration. Only indicate Permanent Resident status if you currently hold your Permanent Residency. Otherwise, indicate student permit or work permit. This can be updated once you receive your Permanent Residency.

Country of Citizenship
 *Citizenship ?

For Canadian Indigenous people only:
 If you wish to declare that you are an Indigenous person, specify: ?

Your Status/Metis/Inuit Registration Number/ID:

If you do not have a Status/Metis/Inuit Registration Number/ID, please contact the Writing Symbols Lodge for information on self-declaration.

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

[Go Back](#) [Save & Continue](#)

If you are a citizen of a country other than Canada:

Complete the following form. Fields with an asterisk (*) are required. **The MPAS program is open exclusively to applicants who are Canadian citizens, permanent residents, or individuals with refugee status in Canada.**

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Citizenship

If you will be on a student permit or work permit, indicate what your status will be at the time of registration. Only indicate Permanent Resident status if you currently hold your Permanent Residency. Otherwise, indicate student permit or work permit. This can be updated once you receive your Permanent Residency.

Country of Citizenship
 *Citizenship ?

Immigration Status in Canada
 * Immigration Status

- Permanent Resident ?
- Study Permit
- Work Permit
- Refugee
- Other

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

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Complete the following form. Fields with an asterisk (*) are required.

Click “Add a Post-Secondary Institution” for all post-secondary institutions attended, regardless of whether a credential was completed. **This includes any short-term enrolment, courses taken for upgrading, transfer credit and exchange.**

NOTE: You must complete each sub-form and add the record for each post-secondary institution you attended.

The online application will expect the same year to be recorded for the “End Date” and “Date Credential Received”. If the year is different, enter the same year for both fields and contact the graduate program you have applied to. The correct year can be updated after submission of the application.

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Post-Secondary Education

List the post-secondary institutions you have attended starting with the most recent. You must list all post-secondary education regardless of whether the degree was completed. This includes any short-term enrolment, courses taken for upgrading, transfer credit, and any previous attendance at the University of Calgary.

Failure to disclose full post-secondary records is a serious matter and may result in disciplinary action.

Final official transcripts must be sent directly from each of the post-secondary institutions you have attended. These documents must be sent directly by the institution in a sealed and stamped envelope to the prospective Graduate Program. Please see the Faculty of Graduate Studies website for details.

Post Secondary Academic History

Add A Post-Secondary Institution

Post Secondary

No records to display.

Add Post Secondary Academic History

* Country: ?

* Institution Name: ?

Or please specify if it is not in the list:

* Start Date: ?

?

* End Date: ?

?

Academic Credential: ?

Or please specify if it is not in the list:

I have or will graduate from this post-secondary institution. Yes No ?

* Date Credential Received/Expected: ?

?

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

Program Information, choose MPAS Program

Click "New Program" to choose "Medicine-Master of Physician Assistant Studies" under "Program Information".

The application portal for Master of Physician Assistant Studies (MPAS) programs typically opens in the late Fall and closes around the following January. Please visit the MPAS Future Students webpage to find details regarding the application portal opening and closing dates.

If the Program is open: you can click "Medicine-Master of Physician Assistant Studies"

If the Program is closed: please apply for the next cohort.

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Program Information

Program of Choice

New Program

Program Term

No records to display.

Note: Doctoral Cotulle program is currently suspended; The University of not accepting applications at this time.

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

Go Back Save & Continue

Medicine - MDCH Cert 2
Medicine - Gastrointestinal Sciences
Medicine - Immunology
Medicine - Microbiology & Infectious Diseases
Medicine - Neuroscience
Medicine - Medical Science
Medicine - Pathologists' Assistant
Medicine - Precision Health Graduate Certificate
Medicine - Precision Health Graduate Diploma
Medicine - Master of Precision Health Degree
Medicine-Master of Physician Assistant Studies
Military and Strategic Studies

Program Information

Medicine-Master of Physician Assistant Studies offers the following Graduate Studies program(s):

Degree Program

Medicine-Master of Physician Assistant Studies

Please note that graduate program deadline dates may vary from one program to another. If the graduate program that you are looking to apply to is closed, please contact the program directly Graduate Programs.

To continue with your application, position mouse and click on the degree program above that you wish to apply to.

Program Information

Medicine-Master of Physician Assistant Studies offers the following Graduate Studies program(s):

Degree Program

Medicine-Master of Physician Assistant Studies (Closed)

Program Information, Choose MPAS Program

You will be redirected to the “Program Information” page. Complete the following form. All fields are **required**.

Program Information

| Program | Term | |
|-----------------------------|-----------|------------------------|
| Physician Assistant Studies | Fall 2024 | Change |

Program Information

Are you applying to a combined program? (Example: MBA/JD) If yes, specify which program. Yes No

Are you looking for advanced credit? If yes, please list the courses you wish to receive credit for. Yes No

Have you previously withdrawn from a graduate program at UCalgary, and are now applying to continue that same program? (Re-Admission)
Note: Laddering students complete credentials such as the certificate, diploma and final degree in stages; each credential is considered a new application. (New Admission) Yes No

How did you hear about this program?

Do you have funding from any of the following sources?

Are you planning to apply, or have you applied for funding from any of the following sources?

Note: Doctoral Cotutelle program is currently suspended; The University of not accepting applications at this time.

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.



Program Specific Questions

Complete the following questions.

THIS PAGE WILL AUTOMATICALLY LOGOUT IN 30 MINUTES, REGARDLESS OF PROGRESS.

Tip: Have your answers prepared. You may copy and paste, but the system may not keep the original format.

You must answer all questions in order; to save the information entered, you'll need to click the "Save & Continue". If you skip this page or do not save regularly, you will lose your answers on this page.

Click the [Qualtrics Survey](#) to open it. You must complete the survey and then upload it back to the portal after submitting your application.

Self-calculated GPA resources- [https:// grad.ucalgary.ca/Self-Calculated% 20GPA](https://grad.ucalgary.ca/Self-Calculated%20GPA)

After submitting the application, you need to upload your supplementary survey and essay.

Proof of Indigenous education completion is only required from students who have been offered admission to the program.

Program-Specific Questions

Answer all the questions which are required by the program you selected.

Program Specific Documentation can be uploaded, after submission, through the student centre

Reminder: For security reasons, you will be automatically logged out of the application if you take more than 30 minutes on this page.

You may copy and paste your answers (original formatting may not be kept). All questions/boxes are required and must contain information in order to save and continue.

1. Please select your admissions pathway:

- Standard Admissions Pathway
- Equity Admissions Pathway
- Indigenous Admissions Pathway

2. Please identify the 3-unit Human Anatomy course you completed, including the course(s) name and number, at which institution, the date it was taken, and your grade (e.g. Human Morphology, ANAT 200, University of Alberta, Fall 2022, A-). A minimum of a B is required for admission into the program.

Required

3. Please identify the 3-unit Human Physiology course you completed, including the course(s) name and number, at which institution, the date it was taken, and your grade (e.g., Integrative Human Physiology, KNES 323, University of Calgary, Fall 2021, B+). A minimum of a B is required for admission into the program.

Required

4. Please calculate your cumulative GPA and enter the value here using [this GPA Calculator Worksheet](#) and the following instructions.

Required

5. Please select the grading scale you have used to calculate your Cumulative GPA. NOTE: If your institution uses a reverse scale, please select other and indicate this in the text box.

3 ▼

6. I acknowledge that all MPAS applicants are required to complete a personal essay (500 words or less).

- I acknowledge

7. I acknowledge that all MPAS applicants are required to complete a Qualtrics survey to provide additional information after submitting their applications.

- I acknowledge

8. I acknowledge that matriculants offered admission will be required to provide proof of Indigenous education course completion by the time of their matriculation.

- I acknowledge

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

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[Save & Continue](#)

12 Test Scores

Test Scores for International Applicants

If you expect to attend the program with “Refugee” Status, or selected “Other” on the citizenship page, you are required to complete this page.

Add English Language Proficiency Scores:

If a test date is in the future, enter the test date, but there is no need to enter a score:

12 Test Scores

If a past test date is entered, the scores are entered here. Scores entered must be within the valid ranges for each component.

| Component Name | Test Date | Score | Range |
|---------------------------|-----------|-------|--------------|
| Listening Comprehension I | 2022/02/2 | 352 | Range: 0-30 |
| Reading | 2022/02/2 | 500 | Range: 0-30 |
| Speaking | 2022/02/2 | 450 | Range: 0-30 |
| TOEFL Internet Based | 2022/02/2 | 4858 | Range: 0-120 |
| Writing | 2022/02/2 | 652 | Range: 0-30 |

To Edit/Delete Test Score Information.

| Test Name | Completed | Action |
|------------------------------|-----------|-------------|
| English Language Proficiency | Complete | Edit Delete |

If you did not provide an ELP test score, check one of the following and click "Save":

- If the first option is chosen, the program may still require test scores to be submitted.
- If the second option is selected, admission offers will be conditional upon successful completion of the [Academic Communication Certificate \(13 weeks\) | English Language Program | University of Calgary \(ucalgary.ca\)](#)

If you did not provide a test score above, you must select one of the following:

I possess a baccalaureate degree or its academic equivalent from a recognized institution in which the language of instruction is English and I believe that the English Proficiency Test is not applicable to me.

I am an international student and wish to apply for conditional admission with language upgrading. For more information see 'Conditional Admission for Language Upgrading' under Admission Categories in the Graduate Calendar.

[Save](#)

Conditional admission offers can only be sent for completion of the ACC program, not any other ELP test.

Test Scores for Canadian Citizens, Permanent Residents, and/or Applicants from Post-Secondary Institutions in Canada and/or the USA

Read the disclaimer, then click "Save & Continue" to move to the next page.

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[START APPLICATION](#) [LOGOUT](#)

Test Scores

To continue you must click on the 'Save & Continue' button to indicate that you have read this page.

All official test scores must be submitted to the Department to which you are applying **directly by the testing agency**. The information you supply below is not considered official but will assist the Department in evaluating your application until the official score is received.

If you have not yet completed a test, please select the test you will take and the anticipated future date in which the test will be taken.

Please note: English Proficiency exams must be taken within the last two years in order to be considered. Exam scores older than two years will not be accepted.

You have indicated that you are a Canadian Citizen, Permanent Resident or have obtained a degree from Canada or the USA. If English is your primary language you do not need to provide proof of English language proficiency. However, the program you are applying to may require evidence of your English proficiency if English is an additional language for you.

To continue you must click on the 'Save & Continue' button to indicate that you have read this page.

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

[Go Back](#) [Save & Continue](#)

Click Physician Assistant Studies to add two professional referees.

- Both referees must be individuals who have directly supervised, managed, or overseen the applicant in a professional setting. Please note that a professional/organizational email address is required for each reference.
- At least one of these referees must specifically be someone who has supervised or managed the applicant during one of their healthcare experiences (HCEs).
- Examples of acceptable references include current or previous employers, direct supervisors, clinical preceptors, volunteer coordinators, academic advisors, etc.

Click "Add a Referee".

Complete the "Add A Referee" form for each referee.

Referees

Please note that not all programs require references.

Provide the names and contact information for referees who will submit reference reports on your academic ability and qualifications. Please submit **business or institutional e-mail addresses** for all of your referees.

An appropriate letter of recommendation is one written by an independent individual who can provide an assessment of your background and capabilities with respect to the prospective program. Letters from friends, family members, colleagues, people currently registered in a graduate degree program, or general reference letters that are not written in support of your application to the particular graduate program are not acceptable. If you are currently registered in a graduate degree program at the University of Calgary, or if you have recently completed a graduate degree program, one letter of reference should come from your program supervisor. Unless you have been out of school for more than four years, at least one letter, and preferably all, should be by an academic. A reference from a non-academic source should come from a person who has had direct supervisory experience with you.

Special reference requirements for Social Work programs: Please ensure that one reference is from an individual who can assess you in your professional capacity; the other reference should be academic.

Upon submission of your application, your referees will be sent an email containing the reference request and the appropriate link to the required documents. Reference requirements are individual to each graduate program and the requirements are specified in the link contained in the email. The email will also contain a link where referees are able to upload the required document(s). You will be able to view the status of your reference submissions in your student centre and both you and your referee will receive a confirmation email when the referee request has been completed.

It is recognized that references are supplied in confidence.

References are valid for one year from the date on the reference.

Please select a program to add referees to.

| Program | Referees Entered | Referees Needed | Status |
|------------------------------|------------------|-----------------|------------|
| Physician Assistant Studies, | 0 | 2 | Incomplete |

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

[Go Back](#) [Save & Continue](#)

Add A Referee

Name

No records to display.

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

[Save & Continue](#)

Add A Referee

Name

No records to display.

Add Referee

| | |
|--|---|
| * Last Name | <input type="text" value="Smith"/> |
| * First Name | <input type="text" value="John"/> |
| * Title | <input type="text" value="Prof."/> |
| * Organization Name | <input type="text" value="UofAlberta"/> |
| * Phone | Country Code <input type="text" value="Canada - 1"/> Area Code <input type="text" value="403"/> Phone Number <input type="text" value="5479856"/> Extension <input type="text"/> |
| * Email Address | <input type="text" value="jsmith@uofalberta.ca"/> |
| * Confirm Email Address | <input type="text" value="jsmith@uofalberta.ca"/> |
| <input type="button" value="Cancel"/> <input type="button" value="Add"/> | |

Referees

Referees for the Program: Engineering - Civil, Doctor of Philosophy

Name

Smith, John

Sal, Volcano

Referees can be edited/deleted until the application is submitted. Click "Save & Continue" to move on to the next page.

If you require technical assistance please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

[Go Back](#) [Save & Continue](#)

14. Submit

To continue and submit, the “Status” of all sections must be “Complete”. If all sections are complete, click “Continue”.

Student Admissions *for* Graduate Studies

UNIVERSITY OF CALGARY

START APPLICATION LOGOUT

Submit

Once the status for all sections is marked complete you may review your application before payment and submission to the Faculty of Graduate Studies.

Program Specific Documentation can be uploaded, after submission, through your Student Centre. You will be provided with information and instructions, by email, within 24-48 hours of application submission.

| Section | Status |
|----------------------------|----------|
| Read This First | Complete |
| Personal Information | Complete |
| Addresses | Complete |
| Contact Information | Complete |
| Citizenship | Complete |
| Post-Secondary Education | Complete |
| Program Information | Complete |
| Program-Specific Questions | Complete |
| Test Scores | Complete |
| Referees | Complete |

Go Back Continue

You will be directed to the “Review Application” page. Ensure all fields are correct. The application summary can be printed by clicking “Print Summary”. To go the next page, click “Continue”.

Student Admissions *for* Graduate Studies

UNIVERSITY OF CALGARY

START APPLICATION LOGOUT

Review Application

Admission Information

| | |
|------------------|------------------|
| Reference Number | 501316148 |
| Sequence Number | 1 |
| eID | figs.testaccount |
| Term | Fall 2025 |

After submitting your application you will receive an email (normally within one hour) that includes information on how to upload your Program Specific Documentation to your Student Centre (if applicable), and how to check the status of your application.

Go Back Print Summary **Continue**

Application Declaration & Submission

Read the Applicant Declaration and click the checkbox.

Review the Program Specific Documentation Requirement.

Click “Continue” for application fee payment.

Program Specific Documentation Requirement

Medicine-Master of Physician Assistant Studies.

1. Please calculate your cumulative GPA and enter the value here using this [GPA Calculator Worksheet](#) and the following instructions. Please ensure you save the spreadsheet once it is completed and upload it on the student portal at myucalgary.ca.
2. Upload a copy of the MPAS Admissions Supplemental Intake Form [Qualtrics survey](#) in the Student Centre portal after submitting the application.
3. Standard personal essay: In 500 words (or less), please share how you see your future role as a Physician Assistant and what skills and attributes you possess that will allow you to succeed in this program and in your future career. Parallel pathways personal essay: In 500 words (or less), please share why you want to become a Physician Assistant through the lens of your identity, community connections, vision of health service within your communities, and/or personal privileges and barriers related to your identities that may have strengthen or hindered your progress.
4. Computer-Based Assessment for Sampling Personal Characteristics (Casper®)

After submitting your application you will receive an email (normally within one hour) that includes information on how to upload your Program Specific Documentation to your Student Centre (if applicable), and how to check the status of your application.

[Go Back](#) [Print Summary](#) [Continue](#)

Review the payment information and select the method of payment. **NOTE: After submitting the application for admission you will not be able to make any changes to this information.**

The application fee is non-refundable.

[Go Back](#) [Payment and Submit](#)

Read the “Finalize Application” information.

Transcripts and Documentation Deadlines

You must provide transcripts from the following Post Secondary Institutes:

- University of Alberta

Review the Transcript and Documentation Deadlines and click "Exit".

Please do not request official transcripts from the post-secondary institutions you have attended at the time of application. If your application is successful, final official transcripts will be requested with your offer of admission.

Please provide one official copy of:

Original documents or certified true copies of each of your official transcripts and degree certificates, in the original sealed envelope, directly from the issuing University.

OR

Original documents or certified true copies of each of your official transcripts and degree certificates in the original language, in the original sealed envelope, directly from the issuing University, and an English translation directly from the issuing University or a notarized word-for-word English translation of a duplicate copy of that original.

If you completed credit course work at the University of Calgary your final UofC grades will be automatically sent to us, when available.



XX Emails

Subject: University of Calgary Graduate Studies Application for Admission: Fee Required

Thank you for your application for admission. We appreciate your interest in the University of Calgary, and look forward to working with you as you take this next step towards realizing your academic goals.

Student Identification Number (UID):
Your student identification number is: 10

Please include your student identification number in all correspondence with the University of Calgary to ensure efficient service.

Application Fee

If you have not already done so, please submit the application fee as soon as possible. Applications are not reviewed until the application fee is paid. Application fees can be paid by using these payment methods: <https://www.ucalgary.ca/registrar/finances/tuition-and-fees/how-pay-your-fee>

The MyUCalgary Portal (https://cas.ucalgary.ca/cas/login?service=https://portal.my.ucalgary.ca/psp/pspr/7cmdstart&ca.ucalgary_authent_userid=true) gives you access to your Student Centre where you will find the current status of your application and be able to upload supporting documents. Use the eID you created for your application to sign in.

If you are a new user, you may need to wait up to 24 hours before you can log into the portal.

If you have forgotten your username or password, visit the Password Management site (<https://password.ucalgary.ca/>) to recover your account. Note that changes to your MyUCalgary portal login may take up to 24 hours to take effect.

Checking the Status of Your Application

Instructions are available here: <https://real.ucalgary.ca/sites/default/files/programs/2/checking-the-status-of-your-application-2019.pdf>. Each graduate program is responsible for their own admission decisions. Allow 3-5 business days for your graduate program to update your Application Status after they have received supporting documents. Once your application is complete, your file will be reviewed by the graduate program and you will be notified of the decision.

Uploading Supporting Documents

Instructions are available here: <https://real.ucalgary.ca/sites/default/files/programs/3/uploading-supporting-documents-2019.pdf>. Ensure your web browser's pop-up blockers are disabled before uploading supporting documents.

Submitting Official Transcripts

UNOFFICIAL TRANSCRIPTS: Once your application has been submitted, you will be required to upload unofficial transcripts from each of the post-secondary institutions you have attended. International students will also be required to include provisional and degree certificates along with their transcripts (where applicable/available).

OFFICIAL TRANSCRIPTS: Unless your program instructs otherwise, please do not request official transcripts from the post-secondary institutions you have attended at this time. If your application is successful, final official transcripts will be requested with your offer of admission.

Please see check the Applicant Transcripts FAQs page for more details: <https://real.ucalgary.ca/future-students/how-apply/transcript-faq-applicants>

Submitting Official Proof of English Language Proficiency and other Test Scores

Proof of English Language Proficiency (ELP) may be required by the graduate program to which you have applied. Minimum ELP requirements and accepted tests are listed in the Graduate Calendar: <https://calendar.ucalgary.ca/pages/833465e4b54d495ae13e37d17b404>. Many graduate programs require higher admission ELP test scores which are listed in their Program Description: <https://calendar.ucalgary.ca/programs>

Arrange for the agency where you completed your test to send an electronic copy of your official score report to the University of Calgary. The information you supplied in your online application is not considered official but will assist the Department in evaluating your application until the official score is received. The University of Calgary institution code is 0813.

- Duolingo - Instructions to share Duolingo scores can be found here: <https://testcenter.janetdick.com/en-us/articles/260010609252-How-do-I-send-my-Duolingo-English-Test-results-to-institutions->

- IELTS - Instructions to share IELTS scores can be found here: <https://www.ets.org/toefl-test-takers/ielts>

- TOEFL - Instructions to share TOEFL scores can be found here: <https://www.ets.org/toefl-test-takers/ib/scores/send-scores.html>. Ensure you indicate the Department Code associated with your program of interest. Department codes for TOEFL can be found in the TOEFL Information Bulletin: <https://www.ets.org/pdf/boefl/boefl-ib-bulletin.pdf#page=43>

- GRE - Instructions to share GRE scores can be found here: <https://www.ets.org/req-test-takers/general-test/scores/send-scores.html>. Ensure you indicate the Department Code associated with your program of interest. Department codes for GRE can be found here: <https://www.ets.org/pdf/req/req-department-and-major-field-codes.pdf>

If you have any questions regarding sharing test scores, please email gradapp@ucalgary.ca

Technical Issues

If you encounter technical issues, please try the following troubleshooting steps:

- Use Internet Explorer version 10 or higher, as this browser works best with our system

- Ensure pop-up windows are enabled

- Clear your web browser cache and cookies. Instructions are available here: https://ucalgary.service-now.com/it?id=skb_article&sys_id=ff791d2133e2e8009b0c2e1440b0

- Delete MyUCalgary portal bookmarks you have previously saved

For further technical assistance, please contact the University of Calgary IT Department at it@ucalgary.ca

Questions? Please contact your graduate program of interest directly. Contact information is available at the top of your Application Status page.

Email Notification to Applicant

Email Request to Referee

Reference request from the University of Calgary for



mpas@ucalgary.ca

To



Thu 2024-10-03 4:01 PM

The above student is applying to the Master of Physician Asst Stud in Physician Assistant Studies and has chosen you to provide a reference. We appreciate you taking the time to comment on this applicant's ability and potential and place high value on your assessment.

All information provided is confidential. Applicants may make a request through the U of C FOIP office to view references provided on their behalf. Referee consent will be obtained before any information will be released.

In accordance with the Freedom of Information and Protection of Privacy act (FOIP), the student gives you, the referee, consent to disclose personal information, such as attendance or performance to the University of Calgary. This information is required to evaluate the application for admission and for scholarship purposes. Please keep a copy of this e-mail as proof of consent in compliance with FOIP.

IMPORTANT INFORMATION FOR REFEREES:

Please close all browsers prior to clicking on the url for the on-line reference form. (University of Calgary Referees must also log off any Peoplesoft applications, including the MyUCalgary portal and the Faculty Centre.)

If you are having problems accessing the form, clear your cache (including cookies and other history).

To access the on-line reference system, please use the following link: https://csprd.my.ucalgary.ca/psp/csprd/EMPLOYEE/SA/c/UC_SS_MENU.UCAD_ATCH_PUB.GBL?cmd=login&public=upload-reference&UUJD=9037-818785ea-81a5-11ef-9c88-9d0b65a1db7&LASTNAME=Camarao&

Tips for filling out this form are available at: https://live-ucalgary.ucalgary.ca/sites/default/files/Registrar%20Training%20PDFs/pa_referee_instructions_using_online_reference_form_jul17.pdf.

Thank you in advance for assisting us in the evaluation process.

Sincerely,
Cumming School of Medicine
Master of Physician Assistant Studies
G204, 3330 Hospital Drive NW
Phone:
Fax:
Email: mpas@ucalgary.ca



Start something.