CSB 2020 OGS Competition - Step-by-step instructions

General Information

Web browser compatibility: Please use the most update-to-date version of Google Chrome, Mozilla Firefox, or Safari web browsers to complete the form without technical issues. Internet Explorer is not compatible. If you are unable to access the form, update your browser to the most recent version.

Screenshots of the U of T OGS online application form including the Academic Assessment Report are available to students and referees for their reference.

Logging In

Current and previous U of T students may log in using their UTORid.

If you do not have a UTORid, or if you are unable to log in using your UTORid, you will need to create a **BlueAccount.** To create a BlueAccount, select the "Log in with BlueAccount" button on the log in page, then select the "Register **here**" link to register for a BlueAccount.

Both UTORid and BlueAccount users will be able to save their incomplete application and return to it later by logging back in using the same account. Remember to close your browser after logging out to completely logout of the U of T online system.

If you obtain a UTORid/JOINid after starting an OGS application with your BlueAccount, please be aware that your BlueAccount will not be connected to your UTORid/JOINid. You must continue to log in using your BlueAccount in order to complete your application and view your competition result.

Creating an OGS Application

Once you have logged in, you will land on the "New Form" library screen. Select the "Ontario Graduate Scholarship (OGS) Award" button. Once you have selected this button you will be taken to the application form.

You must save at least one page of the application, by filling in all the required information and selecting the "Next" button at the bottom of the page in order to successfully create and save a draft of your application. Once you have successfully saved, you can exit the form and continue at a later time.

If you exit the application before saving at least one page of the application, any information you have already completed will be lost and there will not be a draft application in your "My Forms" section.

Navigation

You must complete each section in order to proceed to the next page. Fields with a red "Required" notation are mandatory. If you need to send your referee requests right away, you may enter draft information and go back later to edit the information. Once you have completed the mandatory fields in each section, you may then navigate through the different pages using the menu across the top of the applicant form.

To edit or view your application status, click on "My Forms" on the left-hand menu bar to view your forms status page.

You should see the OGS application form you already started listed. The form name will be "Ontario Graduate Scholarship (OGS) Award" and it will also show the initiator (yourself) and the current status of the form.

Click anywhere on the award name, initiator, or status and a **summary panel** will appear on the right-hand side. This summary panel will show the date you last modified the application and the current status of any supporting forms (i.e. Academic Assessments once they have been initiated). It is also where you can access your form to make edits or delete the form entirely.

Saving

In order to save an application page's content, you must select the "Next" button at the bottom of the page. If you have not completed all the required fields on a page, you will not be able to select "Next". If you leave a page before selecting "Next", the information may not be saved. Be sure to select "Next" to save each time you make a change. If you are working on a section that requires a considerable amount of time (e.g. Awards & Scholarships), be sure to fill in all the required information first and then select "Next" every 10 minutes or so to ensure the system does not time out and you do not lose your information.

Editing

If you have logged back in after saving to continue your application, you can access the application you already started by selecting "My Forms" from the left-hand menu bar. Click anywhere on the form's name to make the summary panel appear. On the summary panel select "View Form".

1. Proposed Studies for 2020-2021

Enter all information of the program in which you intend/propose to be registered and hold the award in for the 2020-21 academic year.

Faculty: Select the appropriate Faculty name. If you are unsure which Faculty your graduate unit/department/program belongs to, please review the [Graduate Unit OGS Student Deadlines](#) page, the faculty will be listed in the column beside your graduate unit's name.

Graduate Unit/Department: Your completed OGS application will be submitted to the graduate unit you select here for review.

Applying to More Than One Graduate Unit/Department

If you are applying for admission to more than one graduate unit/department, you must create a **separate application for each** graduate unit you are applying to.

Creating a separate application per graduate unit allows you to customize your plan of study specifically to each graduate unit.

Please be aware the application does not allow you to clone/copy a completed application therefore, if you are submitting an OGS application to multiple graduate units, your referees will have to complete a separate Academic Assessment Report for **each** OGS application you intend on submitting. It is strongly recommended that you advise your referee ahead of time that you will be sending them more than one Academic Assessment request. It is recommended that referees save a copy of their comments which they can re-use for any additional requests. Referees can view completed assessments in the "My Forms" section as long as the email invitations were sent to the same email address.

Research Discipline

This field is collected for reporting purposes to the Ministry of Training, Colleges and Universities only. The field is not used for assessing the merit of your OGS application. If you do not find your exact research discipline in the drop-down list, please choose the discipline that is most closely related.

Year of Study

For the program for which you are requesting funding, enter the year of study that you will be in for the 2020-2021 academic year. For example, if you're applying for admission to the program, enter 1, which means you'll be in first year of the program in 2020-21.

Expected Date of Completion of Degree Requirements

As OGS recipients must take up the award for a minimum of two sessions, applicants should not be applying for an OGS if they will be completing their degree requirements within one session of starting their award—e.g., finishing before December 31, 2020 if starting the award in May 2020, or finishing before April 30, 2021 if starting the award in September 2020.

2. Applicant Profile

The University of Toronto uses the information you provide here to address its correspondence to you.

Name

First Name = Given Name

Last Name = Family or Surname Name

If you use your second or third name as your first (given) name, see the examples below for help in completing.

Example 1: A.J. Paul Moore

If you prefer to have your initials appear before your given name, you would enter:

First Name: A.J. Paul

Last Name: Moore

Example 2: Joanne Francine Mélanie Trudeau (normally addressed as Mélanie)

If you usually use your second or third name as your given name and do not want your initials appearing before your given name, you would enter:

First Name: Mélanie J.F.

Last Name: Trudeau

Email Address

The main method of communication regarding your OGS application is email. For U of T students, enter your utoronto email address. It is the applicant's responsibility to check the email account they enter for updates and other information regarding their application.

Mailing Address

International (study permit holder) applicants who are not currently residing in Canada: please enter your international mailing address as best as you can in the fields provided.

Status

You must indicate your citizenship status by selecting the appropriate drop-down option.

Permanent residents, protected persons, and study permit holders must specify the date on which they received their status or study permit. Note: in order to be eligible for the domestic OGS competition, permanent residents must have obtained their PR status by the graduate unit's deadline.

International applicants who do not currently hold a valid study permit are not eligible for this award opportunity. Applicants must have an approved or a valid study permit by the graduate unit's OGS international application deadline in order to be eligible to apply for the OGS. Applicants who select "Temporary resident visa/student study permit" as their status must enter the date in which their study permit was approved. If your study permit has not yet been approved, you will not be eligible for this year's competition.

If an OGS applicant self-identifies as Indigenous to Canada (recognized in the Constitution Act, 1982 as a person who identifies with First nations (Status/Non-Status), Métis, or Inuit) the University may consider the applicant for one of two or more (2+) Ontario Graduate Scholarship Indigenous Scholar Awards.

If an OGS applicant self-identifies as a Black student, the University may consider the applicant for other awards available for Black students.

3. Academic Background

Current & Previous Studies

Beginning with your degree currently in progress (including current U of T program) or your most recent completed degree, enter all undergraduate and graduate degree studies information in reverse chronological order. Degrees that were started but not completed must also be included. Disclosure of CEGEP or Canadian college programs are not required but may be included you feel it is helpful/relevant to your application.

To add a degree entry, select the "Add" button.

Level of Study

Indicate your degree type by selecting from the choices provided. If "Other," enter the degree type in the box provided.

Program/Discipline

Indicate the discipline of your degree. This may be the same as your graduate unit/department or program name; e.g., mathematics.

Expected Graduation Date

For degrees currently in progress, enter your expected date of completion.

For degrees started but that not completed, you may leave the expected graduation date blank.

Degree Granted/Awarded Date

For completed degrees, indicate the date all degree requirements were completed, not the date of graduation or convocation.

Institution

Type the full name of the institution or organization that awarded or will award the degree. For example, University of Toronto

Transcripts

Up-to-date transcripts of all undergraduate and graduate studies (including those from U of T) must be scanned and uploaded by the applicant as **a single pdf file**. If you are

already registered in your program of study at the time of application, you must submit a transcript for this program, regardless of the number of months completed, to demonstrate registration in the program. Transcripts from CEGEP or Canadian college programs are not required but may be included if appropriate.

Scanned unofficial, student-issued, or web transcripts are permitted. If you have online access to your academic history, you may submit screenshots (print screen/snipping tool) of your web transcript (be sure to choose full academic history). Your name and student number should be present on the screenshot. Although official transcripts are not required at the time of the OGS application, they must be available in your graduate unit admission file in order for you to accept and hold the award. The OGS application system is not directly linked with ACORN or the U of T admissions application system at this time, therefore you must upload a copy of all of your transcripts (including U of T's) so that reviewers can view your complete application package on the OGS application system. Missing transcript will render the application ineligible.

If a submitted transcript includes transfer credits without grades shown, the original transcript from the other institution must be included in the application.

Applicants with transcripts written in a language other than English or French must provide a certified English translation.

Transcripts must conform to the following presentation standards:

- PDF formal (.pdf extension);
- The file size cannot exceed 10MB (greyscale recommended);
- It must include one copy of the legend (grading scale) located on the reverse of each transcript or on the institutional website; do not scan the legend multiple times. For online transcripts, take a screenshot of the grading legend at your university, which may be on a different web page. The legend is not required for U of T ACORN transcripts;
- Transcripts text orientation should be upright (if possible) and must be readable on a computer monitor without any adjustment by the viewer;
- Do not upload digitally signed/certified/encrypted transcripts. Alternatively, print out and scan these transcripts as a PDF file, but be sure to verify that the new file is still legible on a computer screen.

After uploading the pdf file, applicants should verify that the uploaded file is complete, viewable and legible on the OGS application system. It is the responsibility of the applicant to ensure that all transcripts are included and legible in the attached file.

To replace the PDF you have uploaded with a new PDF, you must first remove the file that is currently uploaded. To remove a transcript, click on the "Remove" button.

To download a transcript, click on the "Download" button. Downloading a transcript allows you to view the file that is currently attached to your application. If there is a security feature on the PDF, you will be able to download the file but it will not be viewable by your graduate unit.

4. Awards & Financial Aid

Current OSAP Status

Applicants must be in good standing with OSAP in order to be awarded and hold an OGS. You do not need to apply for OSAP in order to apply for or hold an OGS. If you have never applied for OSAP, then you are in good standing. However, if you have a Canada Student Loan (CSL) through another province, it must also be in good standing as restrictions on a CSL are attached to your SIN, which is used for your OSAP eligibility check. If unsure, contact the [Ministry](#) or [Enrolment Services Office](#) at U of T to see if there is a restriction on your OSAP file. Students not currently registered at U of T should contact the OSAP office at their own institutions.

For those who are not in good standing (i.e. have a restriction on their OSAP file), depending on the type of restriction, you may be given time to remedy your status. If nominated by your graduate unit for an OGS, you will have 30 calendar days from the date of notification to clear your restriction. For a full list of restrictions that will affect your OGS eligibility, please consult the [OSAP Restrictions that Impact OGS Award Funding Table](#).

OSAP Loan Overpayment

An OSAP Loan Overpayment occurs when you report to OSAP an increase in income and the reassessment concluded that you received too much funding from OSAP; therefore, you must repay the "overpayment." Please contact the Enrolment Services Office to find out the exact amount owing.

The following are instructions on how to clear your OSAP loan overpayment restriction (U of T students):

1. Make your payment at a bank to the National Student Loans Service Centre (NSLSC) as you would other OSAP payments. For details, contact the NSLSC at 1-800-815-4514.
2. Please note that the NSLSC system does not communicate with the OSAP system, and your OSAP file will not be automatically updated. Therefore, about a week after you've made the payment, call the NSLSC (number above) and ask them to send (email or fax) the Enrolment Services Office at U of T a "confirmation of payment" on their letterhead, listing the amount(s) you have paid after the overpayment was put in place. Contact the Enrolment Services Office at U of T.
3. Once the Enrolment Services Office receives this confirmation, they will update your OSAP file since they have access to it.
4. You may wish to call the Enrolment Services Office a few days later to make sure they got the confirmation and to see if your OSAP file has been updated.

If you previously repaid your overpayment, please start with step 2 listed above, as your OSAP file was not updated.

OSAP—Income Verification Discrepancy

An OSAP Income Verification Discrepancy occurs when the Ministry has found out that you misreported your income and placed a restriction on your OSAP file for three to five years. Those affected may appeal the decision. For more information on the appeal process, please contact the OSAP office at the institution you were registered in at the time the restriction was placed on your OSAP file. If you were registered at U of T when the restriction was placed on your OSAP file, please contact the U of T Enrolment Services Office. You will not be eligible for OGS until the restriction is lifted.

Previous Government Awards

For any of the government-funded awards listed to indicate the number of years you have previously held. In order to hold an OGS for the 2020-21 academic year, the total number of years of government-funded awards must be five or fewer. Please also be aware of the degree maximums for holding OGS/QEII-GSST awards as listed under "Maximum Support" in the Eligibility section of the SGS OGS webpage.

Governmental Award Applications in Progress

Check the box beside each governmental award that you have applied for or will be applying for to start in the 2020-21 award year. This data is collected for statistical purposes only, and will not affect how your OGS application is reviewed.

Select "yes" or "no" if you would like your OGS application to be considered for other graduate award competitions for which you may be eligible at the University of Toronto. By selecting "yes" you are giving permission to the proposed graduate unit and SGS to use your OGS application for other award competitions, if available. Applicants who would like to be considered for the QEII-GSST competition must select "yes" in order to be considered for the award.

Note: the QEII-GSST application may require additional requirements depending on the graduate unit. For QEII-GSST applications details, please review Application Process section of the [QEII-GSST webpage](#).

5. Academic Achievements

Scholarships & Awards

List scholarships, fellowships, prizes, and other academic awards you have received and think would be most pertinent to the adjudication of your application (most recent first). Limit awards to those received during your post-secondary education.

To start, click "Add" under the Scholarships and Awards heading. All fields are required except for Amount. Fill in all applicable fields and click "Add" to add another award/scholarship.

If this is a long section for you, remember to periodically (every 10 minutes or so) click "Next" at the bottom of the page once you have filled in all the required information on the page so you don't lose your information in case you time out. You may also enter any text under "Research Contributions" as a "holder" and edit it later.

Definitions

Academic Prize: An award of small or no monetary value based on general academic excellence, or on proficiency in a specific area of study, or competition. Example: A poster competition is held and prizes for 1st, 2nd, and 3rd places are awarded to students/researchers.

Fellowship: Financial support to reduce the cost of a graduate student's education. Some fellowships include a tuition waiver or a payment to the University in lieu of tuition. Fellowships may include stipends to cover living expenses.

Bursary: Financial support based primarily on demonstrated financial need. Additional selection criteria may also be used. Bursaries do not have to be paid back to the university. They supplement students' primary sources of funding such as OSAP, bank loans/lines of credit, and parental/spousal contributions.

Scholarship: Financial support based on academic achievement or other criteria that may or may not include financial need. The donor of the scholarship sets the criteria for recipient selection. The grantor specifically intends money be spent to defray the costs of study, training, or research. Proceeds of the scholarship offset the cost of the student's education for an upcoming or current academic year, depending on when the student receives the funds.

Honorary Position: A position given as an honour within an organization, for which there are no duties or payment.

Non-academic Prize: Recognition based on competition or other criteria outside of an academic/research setting. Example: An award given for outstanding volunteerism and/or leadership within a community.

Postdoctoral Fellowship: Funding given to an individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.

Professional Designation: A credential given by a certifying/regulatory body, warranting that an individual has the skill/ expertise/knowledge necessary for safe and appropriate practice within a specified trade or profession. Annual dues are usually paid to the certifying/regulatory body in order to continue to have the right to use the designation.

Research Contributions

Maximum two pages (approximately 7,900 characters including spaces). List publications, presentations, posters, or other significant work that was submitted to an external organization (e.g., a consulting report) using the referencing style for your discipline. List and describe also your relevant experience and activities to support your application. Enter "N/A" if you have no Research Contributions to report.

You can re-size the text window by clicking and dragging the bottom right-hand corner.

Formatting

What you see in the Research Contribution textbox is what the reviewers will see. For those using MSWord, it is recommended that you copy your MSWord content into a simple text editor like Notepad, formatting it as best you can, then copying and pasting it into the Research Contribution textbox. You may also wish to disable the "smart" copy-and-paste feature on your computer.

Given the character limit, be selective and summarize information where appropriate. Provide information in the two sections listed below.

Research Contributions:

- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic details as they appear in the original publication (including co-authors, title, publisher, journal, volume, date of publication, page numbers, number of pages, etc.).
- For publications in languages other than French or English, provide a translation of the title and the name of the publication

Group your contributions by category in the following order, listing your most recent contributions first:

- Refereed contributions: books (where applicable, subdivide according to those that are single authored, co-authored, and edited works), monographs, book chapters, articles in scholarly refereed journals, conference proceedings, etc.
- Other refereed contributions, such as: papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc
- Non-refereed contributions, such as: book reviews, published reviews of your work, papers presented at scholarly meetings or conferences, research reports, policy papers, public lectures, posters, community products, etc.
- Forthcoming contributions: Forthcoming contributions should be listed if they have been formally accepted for publication. Indicate one of the following statuses—"submitted", "revised and submitted", "accepted" or "in press". Provide the name of the journal or book publisher and the number of pages. Contributions not yet submitted should not be listed.
- Creative outputs: Applicants whose research outputs include an artistic creation may list their most significant achievements, starting with the most recent, in a separate category: "Creative outputs." This category may be followed by the categories shown above, as appropriate. Examples of creative outputs may

include, for example, exhibitions, performances, publications, presentations, film, video, audio recordings, etc.

Notes:

- Refereed work is defined as being assessed:
    - in its entirety – not merely an abstract or extract
    - by publication; and
    - by appropriately independent, anonymous, qualified experts. "Independent" in this contet means at arm's length from the author
- A thesis is not considered a refereed publication.

Relevant Experience

Describe the research abilities that you have gained through your past research experience, including special projects, honours/master's thesis, co-op reports, etc. If you have relevant work experience, discuss the relevance of that experience to your proposed field of study/research and any benefits you gained from it.

This section may also be used to describe your training relative to your proposed research such as knowledge gained through lived experience and traditional teachings.

Relevant Activities

Describe your professional, academic and extracurricular activities, interactions and collaborations that best demonstrate your communication, interpersonal and leadership skills. Examples of these include:

- teaching, mentoring, supervising and/or coaching
- managing projects
- participating in science and/or research promotion
- community outreach, volunteer work and/or civic engagement
- chairing committees and/or organizing conferences and meetings
- participating in departmental or institutional organizations, associations, societies and/or clubs

Leaves of Absence and/or Special Circumstances

OGS adjudication committees can take into consideration special circumstances that may have interrupted or delayed the completion of your current or a previous degree. Please specify the dates of the delay or interruption. Special circumstances include health problems, family responsibilities, or disabilities. You may also include in this

section any considerations that may have resulted in delays in disseminating your research results, explain the chronology of your experience, or a discrepancy in your GPA.

If your current supervisor is unable to provide you with a reference letter, you may use this section to provide an explanation. If you do not have any special circumstances to discuss, please leave this section blank. Do not use this section for any purpose other than those described above.

6. Plan of Study

Applicants must complete this section themselves. Provide a description of your proposed research project and/or studies for the period during which you are to hold the award. The suggested limit for the Plan of Study is one page.

PDF File Upload

Formatting

Your PDF file must meet the following requirements provided below.

General presentation:

- Body text in a minimum 12 pt Arial, Times New Roman, or similar font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

File requirements:

- PDF format (.pdf extension); **unprotected**
- Maximum file size of 500 kb
- 8 ½" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 2 pages (1 page for Plan of Study, 1 page for references/citations)
- Do not upload digitally signed/certified/encrypted transcripts. Alternatively, print out and scan these transcripts as a PDF file, but be sure to verify that the new file is still legible on a computer screen.

To replace the PDF you have uploaded with a new PDF, you must first remove the file that is currently uploaded. To remove a Plan of Study file, click on the "Remove" button.

To download a Plan of Study file, click on the "Download" button. Downloading the uploaded PDF allows you to view the file that is currently attached to your application. If there is a security feature on the PDF, you will be able to download the file but it will not be viewable by your graduate unit.

Content

Below are suggested guidelines that you may use to write your Plan of Study:

For students applying to a thesis-stream graduate program:

Write your proposal in clear, plain language and avoid jargon. Identify the degree program that you will pursue, including any relevant courses, and provide an explanation for your choice. Provide an outline of your thesis proposal, including the research question, context, objectives, methodology, and contribution to the advancement of knowledge, and your special interests in the proposed area of research. If you have not yet decided on a specific project, you should still provide a description of a research project that interests you. You are not bound by this project. You may change your research direction or activities during the course of the award. You may use your statement of intent from your admission application.

For students applying to a non-thesis-based graduate program:

Describe your plan of studies, including proposed course and research work. In addition, outline your rationale behind engaging in graduate-level work. You may use your statement of intent from your admission application.

For students currently in a thesis-stream graduate program:

Be as specific as possible while writing your proposal in clear, plain language (avoiding jargon). Your plan of study will be read by faculty members at your graduate unit but they may not be familiar with the details of your research. Indicate what stage you are at in your thesis. Provide an outline of your thesis proposal, including, for example, background, hypothesis, context, objectives, methodology, and contribution to the advancement of knowledge. Clearly state the differences between work already completed for your thesis, what you hope to accomplish during the award tenure, and what will remain to be done before you obtain your degree. You may also check your graduate unit website or contact your graduate administrator or faculty members in your unit to see if there is anything specific the unit is looking for since they will be the ones reviewing your application.

For students currently in a non-thesis-based graduate program:

Describe your plan of studies, including proposed course and research work. Outline what stage you are currently at in your studies and what remains to be done before you obtain your degree. You may also check your graduate unit website or contact your graduate administrator or faculty members in your unit to see if there is anything specific the unit is looking for since they will be the ones reviewing your application.

Bibliography & Citations

Applicants are expected to properly reference ideas or text belonging to others. Use this section to list references to works that are cited in or directly relevant to your application. Ensure that they are clear and complete to allow reviewers to locate the sources easily. Follow the citation conventions that are appropriate to your research discipline or field.

7. Academic References

Provide contact information (names and email) for the two (2) referees who will each complete an online Academic Assessment Report. Academic Assessment Reports must be completed by your referees **before** you are able to submit your application.

Sending an Academic Assessment Request (email invitation): You will not be able to send the academic assessment email invitations unless you have entered both your referees' contact information. If you need to send your referee requests right away, you may enter draft information in your application and go back later to edit the information. Referees will not be able to see any part of your OGS application on the system.

Once you have entered both referees' contact information, click the "Next" button at the bottom of the page to send the email invitations.

Once referees submit their assessment online, the data will automatically be attached to your online OGS application.

To verify if your referees have been sent an email invitation to complete the Academic Assessment Report, return to the "Academic References" page, below the contact information for each referee the date the email invitation was sent and the current status should appear. You can also got o the "My Forms" page and your application's

status should be updated to "Waiting on supporting form(s)" if there are pending Academic Assessment Reports.

Checking Referee Status: The status of your Academic Assessment Reports is viewable on the "Academic References" page below the contact information for each referee. The date the email invitation was sent and the current status either "DRAFT" or "COMPLETED" will be viewable.

Another way to check the current status of your academic assessments, on the "My Forms" page, select anywhere on the form name and a form summary panel should appear on the right side. Under "Supporting Forms" you will see two Academic Assessment Reports listed with a corresponding referee's name. Beside the "Academic Assessment" label you will see the current status. If the status is listed as "DRAFT" that means the form is still pending submission. If the status is listed as "COMPLETED" this means the referee has successfully submitted their Academic Assessment Report.

Resending a Reference Request or Changing a Referee

If your original referee would like to make changes to a form that has not yet been submitted, please have them find their email invitation and use the link provided in the invitation.

If your original referee would like to make changes to a submitted form, or they did not receive or lost the original email request, you can resend them the request:

- Click "Delete" under the appropriate referee's name on your application form to clear their information
- Re-enter the referee's information.
- Click "Next" at the bottom of the page and the referee will receive a new email request.

Please remind your referee(s) to check their junk mail box. The email should only take a few seconds to arrive. If the email doesn't arrive after a few minutes, ask if they have a personal email address that can receive the request instead. Clicking on "Next" will only cause an email to be sent to the newly added email address. The other referee, whose information was not changed, will not receive another request.

Removing a referee will permanently remove a completed assessment report attached to your application. If you accidentally removed a referee and clicked "Next," the referee will need to submit the assessment again.

Selecting Referees

You are limited to two referees. Referees should be faculty members or individuals who have had sufficient opportunity to assess your academic potential. You will not have access to view the content of the completed Academic Assessment Report.

If you are currently completing a bachelor's degree or are just starting graduate-level studies, obtain letters from faculty members who have had sufficient opportunity to assess your academic potential.

If you are completing a master's degree, one of the referees should be your master's supervisor (or equivalent).

If you are currently enrolled in a doctoral degree program and have a supervisor, one of the letters of appraisal should be from your doctoral thesis supervisor. If you completed a master's degree previously, the other letter should be from your master's supervisor (or equivalent). If you do not yet have a supervisor, obtain letters from faculty members who have had sufficient opportunity to assess your academic potential, at the bachelor's or master's level.

If you have changed universities since last year, one of the letters of appraisal should be from a faculty member at the previous university.

In addition to the email that the U of T OGS application sends to your referee, it is good practice that you also send your referee the following information:

- a list of your research contributions;
- a copy of your Plan of Study;
- a summary of your experiences with the referee that highlight the attributes being assessed in the report (blank copy of the report is available in the **screenshots** document); and
- a copy of the **U of T OGS Referee Step by Step instructions**.

Deadline Date

Enter the date by which the academic assessment report must be submitted to your application. This should not be the same date as your graduate unit/departmental deadline. You should give yourself enough time (e.g., at least a couple of days) to receive the assessment and complete your application before your graduate unit deadline. Note: You can only submit your online OGS application when both assessments are complete.

8. Applicant Consent and Declaration

Please carefully read the information on the Applicant Consent and Declaration page. Once you have read and understood the consent and declaration information, select the check mark box beside "I Confirm" at the bottom of the page and click "Next" to move on to the next page.

9. Review

Review all components of your application for accuracy and completeness before submitting.

Under Academic Background, you should review your transcript file by clicking "Download transcript" to ensure that all required transcripts are present and legible.

If your academic assessments are incomplete, you will be not be able to select "Submit". Once both academic assessment reports have been submitted and your application is complete, you will be able to use the "Submit" button at the bottom of the "Review" page. Once you click "Submit" you will be taken back to the "New Forms" page.

Confirmation

To confirm if your application was successfully submitted, check your form's status on the "My Forms" page. The status of your OGS application form should have been updated to "Waiting on supporting form(s)" **AND** a third supporting form called "Graduate Administrator Form" will be present on your applicant's summary panel (see page 13 of the [screenshots](#) for example). If both the status and the new supporting form are as described, your application has been successfully submitted to the graduate unit and is pending review.

After submission, you may no longer make any changes to your application. You are still able to view your application by selecting the "View Form" button on the summary panel that will pop up when you select anywhere on your OGS form's row.

It is recommended that you save a copy of your application and record your date of submission for your records. Starting late November, the graduate unit(s) that you chose in the Proposed Study section of the OGS application will have access to your application on the system.

Questions?

If you have further questions about the OGS application, please contact ogs@utoronto.ca.