

MA and PhD Clinical Child and Adolescent Psychology (CCAP) Application and Supplementary Material Checklist

	Document	Notes
	1. Apply for external awards (e.g. OGS, CIHR, SSHRC) in the fall of previous year.	This is not required but encouraged.
	2. Contact faculty regarding advising	See our faculty contact list to connect with faculty to determine fit with research interest and availability to supervise.
	3. Complete the OUAC online application at least one week prior to December 1. This will give you enough time to ensure that you receive your login, your referees receive their requests for reference and you can upload all documents by the December 1 deadline.	A non-refundable application fee of \$110 CDN (fee subject to change) must be submitted for each program/field to which you apply. This fee is payable in the online application process to the Ontario Universities' Application Centre by Visa, MasterCard, cheque or money order. Applications will not be processed without the application fee. Please note that it is not required to complete the Statement of Intent on the OUAC application.
	4. Upload your supplementary materials as follows by December 1.	Please upload documents as outlined in each step. Incomplete applications will not be reviewed.
	a) Completed Cover Page	Complete the application cover page. This outlines important information used when reviewing your application. Please be as specific as possible. Upload to Supplemental Document
	b) One copy of all academic transcripts	All applicants must upload an academic transcript from each higher education institution attended. NOTE: EDI transcripts requested through the online application (OUAC) will be automatically uploaded to your account. If you request EDI transcripts you do not need to upload another transcript.
	c) Academic Letters of Reference (minimum of two academic letters are required) <i>Note: All applicants are welcome to submit additional academic and/or non-academic letters of reference (beyond those listed in the OUAC online application), provided the references are relevant to the field of study being pursued.</i>	All letters of reference must be completed electronically. Please ensure that you have entered the correct email addresses on your OUAC application. An email is automatically sent to each referee listed. If you notice an error, please contact the Office of Graduate Studies to correct this immediately.
	d) Clinician Letter of Reference	If a reference is able to speak to your ability as a clinician, please forward them a copy of the CCAP Supplemental Letter of Recommendation so that this information can supplement the normal letter of reference. Please have them email this completed form to psycgpa@uoguelph.ca
	e) Statement of Intent	Please outline your major research interests and your objectives in undertaking graduate study. Also provide information about your long-term goals and any other information you may consider relevant to your application. Upload to Statement of Intent
	f) Curriculum Vitae	Ensure all relevant research, volunteer and employment experience is listed and described in detail. Upload to Resume/CV

Please note, in order for your application to be considered complete, you must upload each document successfully and your referees must have completed their online reference forms by the application deadline. If you have any questions, please contact psycgpa@uoguelph.ca