

**OFFICIAL SUBMISSION DEADLINE: DECEMBER 1**  
**SOME TASKS DUE 1 WEEK EARLIER****1. Apply for external awards**

- ☐ Consider applying for external awards (e.g. OGS, CIHR, SSHRC) in the fall of previous year. This is not required but encouraged.

**2. Contact potential advisor(s)**

- ☐ See our [faculty contact list](#) to connect with faculty to determine fit with research interest and availability to supervise.

**3. Complete the OUAC application**

- ☐ *The OUAC online application should be completed at least one week prior to the deadline of 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 official submission deadline. A non-refundable application fee of \$120 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. Log In to the OUAC | OUAC.

**4. Upload supplemental materials**

Please upload documents to ensure a complete application. Incomplete applications will not be reviewed.

**Uploads must be completed before the official submission deadline.**

- ☐ **A. GRE** Ensure you have completed the [GRE-General](#) exam and ensure your scores have been submitted to the university.
- ☐ **B. Cover page** Complete the application cover page. This outlines important information used when reviewing your application. Please be as specific as possible.
- ☐ **C. Transcripts** All applicants must upload an academic transcript from each higher education institution attended. NOTE: Electronic transcripts requested through the online application (OUAC) will be automatically uploaded to your account. If you request electronic transcripts you do not need to upload another transcript.
- ☐ **D. References** Provide at least two ACADEMIC letters of reference to ensure a complete application. NOTE: Please choose people to write these letters who are familiar with your skills in: research, critical thinking, background preparation, originality, perseverance, and verbal/written communication. An honours thesis supervisor, or course instructor who knows you well would be good choices. 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.
- ☐ **E. Statement of Interest** The statement of intent should be a maximum of 2 pages and should include: a) a description of your potential research interests, b) an ORDERED list of faculty members with whom you would like to work (and an explanation of your fit with their research), c) any relevant experience (research, volunteer, or work), and d) your career objectives / long-range goals.
- ☐ **F. Curriculum Vitae** Please include a list (and description of): a) academic honours, awards, and/or scholarships, b) any publications, conference papers, technical reports, and c) any university committee work.

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](mailto:psycgpa@uoguelph.ca)