MSc & PhD – Critical Family and Kinship Studies (CFKS): Application Process and Supplementary Materials Checklist

		Upload Electronic Copy	Notes/Tips
1.	Apply for External Awards (e.g., OGS, CIHR, SSHRC) in the fall of the previous year		This is not required, but is encouraged.
2.	Contact Faculty regarding advising (particularly recommended for PhD Applicants)		See our Faculty Research Pages for research interests and contact information. Contact Faculty to determine fit with research interest and availability to supervise students in the upcoming academic year.
3.	Complete the on-line application found on the Office of Graduate Studies Website		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 on-line 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 or Professional Background Information on the OUAC application.***
4.	Upload your supplementary materials as follows		Please upload documents as outlined in each step. **Incomplete applications will not be reviewed.**
a)	OUAC Submission Summary		You will have access to this form once you have completed the on-line application. This form will be automatically uploaded to your WebAdvisor account from OUAC.
b)	Completed Cover Page		Complete the application cover page (#4). This outlines important information used when reviewing your application. Please be as specific as possible. Include all course codes that you are proposing to meet program application requirements. **Upload to Supplemental Document**
c)	One copy of all academic transcripts		All applicants must upload an academic transcript from each higher education institution attended. An official copy of your transcript is only required if you accept an offer of admission. **NOTE**: *EDI transcripts requested though the online application (OUAC) will be automatically uploaded to your account.* If you request EDI transcripts you do not need to upload another transcript.
d)	Academic Letters of Recommendation (2)		**Check out the guidelines for applicants/students requesting academic letters of reference.** 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		This is a 1-2 page statement indicating: reasons for wishing to pursue graduate study; intended area of emphasis within the graduate program; area of your research interest; and your post-graduate plans. This statement must be concise and indicate how your research interests are closely related to one or more faculty member's expertise and current research program. Clearly identify the faculty member(s) whom you wish to see your application. This statement is an elaboration of the OUAC "Academic Intent" component. Applicants may direct the admissions committee to this Statement of Interest on their OUAC application. **Upload to Statement of Research**
f)	Submit a Curriculum Vitae		Ensure all relevant research, volunteer and employment experience is listed and described in detail. **Upload to Resume/CV**
g)	Upload documents electronically to WebAdvisor by **deadline.**		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 fran.graduate@uoguelph.ca

UNIVERSITY of GUELPH

DEPARTMENT OF
**FAMILY RELATIONS
AND APPLIED NUTRITION**