

MSc Couple & Family Therapy (CFT): 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. Complete the on-line application found on the Office of Graduate Studies Website by November 23, 2020		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 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.
3. Upload your supplementary materials as follows by December 7, 2020		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 Supplemental Document		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 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.
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. NOTE: Please ensure that you have entered the correct email addresses on your OUAC application form. 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) Professional Letter of Reference (1)		All letters of reference must be completed electronically. This letter is completed by professionals in the social or human service fields who may know your potential from volunteer and/or paid work and at least one must be included. CFT applicants are encouraged to instruct your referee to include comments about your professionalism, your ability to work effectively in stressful and/or crisis situations, to consider nuance in ethical judgement, and to work with people from diverse backgrounds. <i>Please let your Professional Reference know that they are able to select Unable to Judge for required fields that are academic-based and they can write a letter using the free text space at the bottom of the page.</i> NOTE: Please ensure that you have entered the correct email addresses on your OUAC application form. 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.
f) Overview of Professional Experience and Plans		This 3 page (maximum, single spaced) statement outlines your motivation for, and interest in, Couple and Family Therapy graduate education. It will include information on relevant work experience (including volunteer work) and your post-graduate plans. This statement is an essential element in admission decisions. Upload to Statement of Research
g) Statement of Academic/Research Intent (Thesis Applicants Only)		This is a 1-2 page (single-spaced) Statement of Research Interest featuring a detailed outline of your proposed research including the relevance of the topic. Upload to Writing Sample
h) Submit a Curriculum Vitae		Ensure all relevant research, volunteer and employment experience is listed and described in detail. Upload to Resume/CV
i) Upload documents electronically to WebAdvisor by December 7, 2020		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

Additional notes:

CFT applicants are asked not to contact CFT faculty regarding thesis or MRP topic areas in advance of applying. Discussion between potential thesis advisors and applicants selected for an interview can take place at the time of interview. More formal discussions about thesis topics and selection of academic advisors for thesis projects will take place with successful applicants only.