

This checklist must be completed and signed by the person in the Graduate Studies Office or Institution Department completing the student's OGS file. Please ensure that all instructions are followed carefully and all items on the checklist have been completed and/or included in the student's OGS file.

### 2010-2011 OGS Documents

- Change Form (if applicable)
- OGS application form - Page 1
- Student authorization/study permit form for Visa students
- Institution Checklist (if applicable)
- Student Checklist
- Summary Sheet
- OGS application form - Page 2
- Additional Education Information -Page 3 (if applicable)
- Consents, Declaration and Signature of Applicant- Page 4
- First Academic Assessment Report (no faxes/photocopies)
- Second Academic Assessment Report (no faxes/photocopies)
- Ranked Candidates Form
- Official Undergraduate and Graduate (if applicable) transcripts (no photocopies)
- Statement of Interest or Plan of Study
- List of Significant Academic Accomplishments (if applicable)
- List of Other Scholarships and Awards (if applicable)

<b>Student Information</b>	
Student first and last name:	
Student number:	Proposed discipline code:

These items must meet OGS requirements which are: letter size, single-spaced, 12 point Arial font, and 1/2" margins

### Summary Sheet

- Departmental Ranking Committee must complete items 1 -4 and sign this form
- Item 1 - Grade average taken from Ranked Candidates Form (one grade only)
- Item 2 - Overall departmental ranking taken from Ranked Candidates Form
- Item 3 - Section H. Overall ability taken from first Academic Assessment Report (e.g, top 2%, top 5%, etc.)
- Item 4 - Section H. Overall ability taken from second Academic Assessment Report (e.g.,top 2%, top 5%, etc.)
- Items 5, 6 & 7 - student not to have received more than four years of government funded student awards which include OGS, NSERC, SSHRC and CIHR (previously MRC)
- Signed and dated by Departmental Ranking Committee Member

### Ranked Candidates Form

- 2010-2011 Ranked Candidates forms
- Average Column -(one grade only) - student must meet the minimum eligibility requirements - no exceptions
- Student name circled
- Visa students - asterisk beside name
- Three Ranking Committee Members Signatures

### Transcripts

- All university transcripts must be included
- No double-sided transcripts and no photocopies
- Legends only from out of country transcripts (one copy only)
- No Canadian legends
- No Canadian college transcripts except for any college offering a bachelor's degree. If the transcript is from an institution outside of Canada and is classed as a university-college and the grades are used to calculate the average, then these transcripts must be included.

### File Preparation

- Application in a legal size file folder
- File folder label - proposed discipline code, student last name, first name, masters or doctoral
- All documents are either letter or legal size. If they are larger, they must be reduced
- Student meets all eligibility criteria. (e.g. A- average, no more than four years of government funded student awards(OGS, NSERC, SSHRC, CIHR (previously MRC), within funding period for masters and doctoral students)
- All documents are single sided. No two-sided documents
- No staples or paperclips
- If a transcript has been translated do not include the foreign copy or the documentation from the translator. Only include the English translation
- No extra documents such as resumes, attestations, diplomas, copies of degrees, extra reference letters, papers,books, blank pages
- French documents to be translated. These files should be separated from the other files
- Files sorted by proposed level of study, discipline code, alphabetical
- Student Visa Files - red dot on label, files separated from open competition. Files sorted by discipline, alphabetical. Do not separate by masters/doctoral

Signature

Date