

## **DETAILED APPLICATION INSTRUCTIONS:**

### **DVSc in Zoological Medicine and Pathology**

Department of Pathobiology, Ontario Veterinary College, University of Guelph

**DO NOT** use the official on-line application for graduate students on the University of Guelph graduate application page; use the application package appended to the bottom of this document. Circumstances this year have resulted in a very short window between the date we were able to advertise this position and date of commencement. For this reason, application materials will be submitted in two steps.

Step 1. Submission of the application form, a resumé, a one page statement indicating your reasons for wishing to undertake this program, and three letters of reference accompanied by the standardized referee's form. Electronic submission of these materials to Mrs Donna Kangas, Graduate Program Assistant, at [pathgrad@uoguelph.ca](mailto:pathgrad@uoguelph.ca) is encouraged due to the tight time line for selection of applicants. Letters of reference **MUST** be sent directly by the referees by email ([pathgrad@uoguelph.ca](mailto:pathgrad@uoguelph.ca)) or fax (c/o Dr. Dale Smith, 519-824-5930), with a paper copy to follow (see address below). Applicants are welcome to submit additional letters of reference and support from teachers, employers, preceptorship advisors, etc., preferably accompanied by the standardized referee's form. Inclusion of electronic copies of transcripts, language proficiency scores, or other supporting documentation will be of assistance in the initial evaluation process (**however, see note below**). Assessment of applications will begin on **Monday June 1, 2015** and will continue until a suitable applicant is chosen. Application dossiers will be evaluated by a committee comprised of university and zoo personnel.

In completing the application, follow carefully the instructions on the form. If you have been married, or changed your name, fill in previous surname where indicated. Only residents of Canada will have a social insurance number. Non-residents of Canada will fill in under "Student Authorization", with a proposed date of entry of August 2015. Permanent resident status cannot normally be obtained as a student in advance of registration. Rarely, an applicant may have an "other" status in Canada, e.g., as a refugee. For Degree Program, check "DVSc"; Semester to start program is "Fall 2015" and classification is "full-time". The Department is "Pathobiology", and the program is not Interdepartmental/collaborative (leave blank). Do not check either GTA or GRA. Students in this program, whether married or not, often live in university apartments for the initial eight months based in Guelph. If you are interested in on-campus accommodation, indicate "yes". Normally you would not be expected to have any scholarships at admission.

Step 2. Short-listed candidates will be required to produce original documents, or copies/translations certified as true by an authorized person, of supporting documents (e.g., transcripts, evidence of professional status, proof of graduation and/or registration to practice as a veterinarian, TOEFL or other language test results).

If English is not your first language, you must meet the University of Guelph's standards for one of several possible standardized language tests. Acceptable tests and required scores for entry in to a graduate program at the University of Guelph can be found at: <http://www.uoguelph.ca/graduatestudies/future/international>.

Candidates are advised to investigate the method and time required to obtain these documents in order to reduce delays in final consideration should they be short-listed. Please note that copies of academic transcripts and English language proficiency testing **MUST** be sent directly from the University of origin or testing program or, in an **UNOPENED** envelope as received from the source, included in the courier package with other materials. Shipment by courier is highly recommended as first class mail delivery often requires 2 weeks from the USA and longer from overseas. Supporting material should be sent to the following address.

Mrs Donna Kangas  
Graduate Program Assistant  
Department of Pathobiology  
PAHL Building 89, NW Corner Gordon/McGilvray  
Ontario Veterinary College, University of Guelph  
Guelph, Ontario N1G2W1  
Canada

The successful applicant will be required to submit a formal electronic application for approval by the faculty of Graduate Studies, including an application fee of CDN\$110.00 as per the instructions on the Graduate Studies website. This is a university regulation, which we must enforce. International money orders in Canadian currency can be obtained at banks in other countries. Do **NOT** submit this fee with the original application, despite what the downloaded application forms say. If the successful applicant is not a Canadian citizen or landed immigrant, he or she must complete Canadian immigration and registration formalities between the time of selection and the deadline for registration.

If you have further questions about the program, please do not hesitate to contact Dr. Dale Smith (Program Coordinator) by email at [dalesmit@uoguelph.ca](mailto:dalesmit@uoguelph.ca), or Mrs Donna Kangas (Graduate Program Assistant) at [pathgrad@uoguelph.ca](mailto:pathgrad@uoguelph.ca) by email or by telephone at (519) 824-4120, extension 54725. For general information on the Ontario Veterinary College or the University of Guelph, please consult their respective web pages at <http://www.ovc.uoguelph.ca/> and <http://www.uoguelph.ca/>.

# UNIVERSITY OF GUELPH APPLICATION FOR ADMISSION TO GRADUATE STUDIES

FOR OFFICE USE ONLY					

## PERSONAL DATA

Mr. Miss. Mrs.	Ms. Dr.	Surname (Family Name)(Please Print)	Given Names (Underline commonly used name)	Previous Surname
Year	Month	Day	BIRTHDATE <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other _____ Please Specify _____	
MARITAL STATUS (check one)			GENDER M or F (circle one)	FIRST LANGUAGE <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other
<b>Status in Canada</b> <input type="checkbox"/> Canadian Citizen Province of Residence: If Ontario, check here <input type="checkbox"/> and specify County: _____ If other, specify province: _____		<input type="checkbox"/> Permanent Resident (Landed Immigrant) Country of Citizenship _____ Date Permanent Resident Status was Granted _____		<input type="checkbox"/> Student Authorization (Student Visa) Country of Citizenship _____ (Proposed) Date of Entry into Canada _____
<input type="checkbox"/> Other Status in Canada: (explain) _____		Canadian Social Insurance Number 		
Permanent Address _____ _____ _____ Postal Code _____			Home Telephone ( ) _____ Local Telephone ( ) _____ Bus. Tel.( ) _____ Ext. _____	
Mailing Address * <input type="checkbox"/> Same as above, or _____ _____ _____ Postal Code _____			E-mail _____ FROM: Year Month Day TO: Year Month Day	
* If mailing address is temporary, please specify effective dates				

Do you have a disability? If so, please describe. (Providing this information is voluntary.) \_\_\_\_\_

## ACADEMIC HISTORY

Include **All** University-Level Academic Courses or Programs Begun or Completed

Year Entered	Academic Institution and Location	Language of Instruction	Highest Degree or Diploma Completed (or to be completed)	Completion Date	
				MONTH	YEAR
				MONTH	YEAR
				MONTH	YEAR

For relevant work experience, please enclose a résumé

## APPLICATION DATA

If you have previously applied for admission at the University of Guelph, Enter I.D. # \_\_\_\_\_

Check degree program to which you are applying  
 MA    MSc    MEng    MFA    MBA    MBA (Athabasca)    MSc(Aqua)    MLA    PhD    DVSc    Graduate Diploma

Semester in which you wish to start your program <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Winter 20____ <input type="checkbox"/> Summer 20____	Classification requested <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time*	*Applicants applying for part-time status must complete the "Application for Part-Time Study: New Applicants" form.
Department (Choose from list enclosed) _____		Interdepartmental/Collaborative program (if applicable) _____

Would you wish to be considered for a Graduate Teaching/Research Assistantship?   GTA    GRA    Do you require residence information?    Yes    No

List any scholarships which you hold or for which you have applied \_\_\_\_\_

I hereby certify that all statements are correct and complete including my declaration of citizenship and status in Canada. I understand that I may have to provide documentation at some future date to substantiate my claim and that any misrepresentation of this information may result in the cancellation of my admission or registration status. I also certify that the name shown above is my full legal name.

### THIS APPLICATION MUST BE SIGNED

signature

date

The University of Guelph reaffirms section 1 of the Ontario Human Rights Code, 1981, which prohibits discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, marital status or family status.

# UNIVERSITY OF GUELPH GRADUATE ADMISSIONS APPLICATION INSTRUCTIONS

We are pleased that you want to pursue graduate study at the University of Guelph. Please read the following instructions carefully before you complete the application form.

## Completing the Application form

This is a self-administered application process. You must assemble all relevant documentation and forward the complete package to the department to which you are applying. The transcripts and letters of recommendation will be given to you in sealed envelopes. They are confidential and **MUST NOT** be opened.

When completing the form **PLEASE PRINT**. Answer every question; enter N.A. for questions not applicable to you. Where a choice is given, check one box only.

**PERSONAL DATA** - This must be your full **LEGAL** name. Do not use nicknames.

**STUDENT WITH DISABILITIES** - Applicants with disabilities who anticipate that, if accepted, they will need special provisions are encouraged to declare their disabilities. The University of Guelph offers a variety of services to assist students with disabilities. This declaration is voluntary. Also, if you have a disability which affected your past

academic performance and would like to submit documentation, please contact Graduate Program Services for a Supplementary Student Profile Form.  
[www.uoguelph.ca/GraduateStudies/forms](http://www.uoguelph.ca/GraduateStudies/forms)

**ACADEMIC HISTORY** - complete one line for each university-level institution you have attended. Start with the program in which you are currently enrolled or the most recently completed one. Include all academic courses or programs, whether they were completed or not.

**APPLICATION DATA** - Select one semester only.  
(e.g., Fall 2001)

**FALL SEMESTER:** September - December

**WINTER SEMESTER:** January - April

**SUMMER SEMESTER:** May - August

To request an "Application for Part-Time Study: New Applicants," contact the department secretary or visit [www.uoguelph.ca/GraduateStudies/forms](http://www.uoguelph.ca/GraduateStudies/forms)

## Transcripts

- Submit **one** certified copy of each previous undergraduate and graduate transcript.
- The transcripts must be received in an envelope from each university and must be sealed and signed across the seal by the official issuing the transcript. These must be submitted with the completed application package unopened. **(Do Not Open)**.
- Uncertified copies of transcripts will not be accepted.
- Transcripts in languages other than English or French must be accompanied by a certified literal translation.
- **Transcripts from undergraduate and graduate programs at the University of Guelph need not be submitted: The department to which you are applying will request these transcripts on your behalf.**

## Letters of Recommendation

- Two assessment forms are provided. Submit the assessment forms to two individuals who are well acquainted with your education and abilities. These must be returned to you sealed in an institution/business envelope signed across the seal by your assessor. These must be submitted with the completed application package unopened. **(Do Not Open)**.
- Letters of recommendation must bear an original signature.

## Statement of Interest

- Please include a one-page statement outlining your major research interests and your objectives in undertaking graduate study.

## English Language Certification - International Applicants

- We require certification of English language proficiency from one of the following:
  - CAEL - Carleton Academic English Language Assessment
  - IELTS - British Council, International English Language Testing System
  - MELAB - Michigan English Language Assessment Battery
  - TOEFL - Test of English as a Foreign Language Standard or Electronic
  - GELP - Guelph English Language Program
- Please instruct the testing agency to forward official test results directly to the graduate co-ordinator of the department to which you are applying.
- If available, you may submit a photocopy of the test results for preliminary consideration. An offer of admission will not be issued without official documentation.

**Note: International students who are applying from outside Canada should apply at least six (6) months in advance.**

ONLY A WRITTEN NOTICE FROM THE FACULTY OF GRADUATE STUDIES CONSTITUTES APPROVAL FOR ADMISSION, NOT CORRESPONDENCE WITH A FACULTY MEMBER, DEPARTMENT OR SCHOOL.

# UNIVERSITY OF GUELPH ASSESSMENT OF AN APPLICANT FOR GRADUATE STUDIES

Please place the completed *letter of recommendation* in an institution/business envelope and return it directly to the applicant. To ensure confidentiality, sign the back of the envelope across the seal.

## This area to be completed by applicant

Please complete and forward to an individual who is well acquainted with your education and abilities

Name of Applicant \_\_\_\_\_  
Surname or family name (please print) Given Names

Degree Sought: e.g., MSc, MA, etc. \_\_\_\_\_ Department \_\_\_\_\_

## This area to be completed by referee

a) Check the appropriate boxes below:

Over a period of several years, in a group of 100 students, the applicant would rank:

	Outstanding		Above average		Average	Below average	Unable to judge
	upper 2%	upper 10%	upper 20%	upper 30%	upper 50%	lower 50%	
Background preparation							
Originality							
Potential research ability							
Industry/perseverance							
Judgment/critical sense							
Intellectual ability							
Verbal/written communication							
<b>Overall evaluation</b>							

b) How long have you known the applicant and in what capacity? \_\_\_\_\_

c) Would this applicant be admitted to your graduate program?  yes  no  not applicable

d) We welcome comments on the suitability of the applicant for admission. Use the space below or attach additional pages.

Name of referee (Please print or type) _____	Signature of referee _____	Date _____
Position and department _____		Phone Number ( ) _____
Institution and address _____		
E-mail address _____		

The University of Guelph reaffirms section 1 of the Ontario Human Rights Code, 1981, which prohibits discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, marital status or family status. **All assessment forms are confidential and information will not be released to the applicant.**



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 Surname or family name (please print) \_\_\_\_\_ Given Names \_\_\_\_\_

Degree Sought: e.g., MSc, MA, etc. \_\_\_\_\_ Department \_\_\_\_\_

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