# FAQs - Admission to Biomedical Engineering Graduate Program

**Legends:**
- BME = Biomedical Engineering
- FGS = Faculty of Graduate Studies
- GPA = Grade Point Average
- BME GP = Biomedical Engineering Graduate Program Office
- ELP = English Language Proficiency

## ONLINE APPLICATION: DEADLINES

<table>
<thead>
<tr>
<th>Admission Term</th>
<th>Domestic (Canadian/Perm Res ONLY) (Min. 3 months prior)</th>
<th>International (including USA) (Min. of 6 months prior)</th>
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<tbody>
<tr>
<td>Winter 2017</td>
<td>ALL Official Documents / Transcripts are required in order for your application to be complete</td>
<td>ALL Official Documents / Transcripts including ELP are required in order for your application to be complete</td>
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<tr>
<td></td>
<td>October 1st, 2016 (closed)</td>
<td>July 1st, 2016 (closed)</td>
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<td>Spring 2017</td>
<td>Feb 1st, 2017</td>
<td>Nov 1st, 2016 (closed)</td>
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<td>Fall 2017</td>
<td>June 1st, 2017</td>
<td>March 1st, 2017</td>
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**IMPORTANT:**

ALL Post-Secondary official transcripts, TOEFL/IELTS (if applicable), a minimum of two (2) references and online admission application absolutely must be received by the BME Graduate Program Office by term/year stated deadlines according to above chart.

**NOTE:** Priority will go to those who submit their online application and all required official documents on or by the above deadlines. We will still receive and accept late documents; however, this will cause delays in processing times.

REMEMBER, you still require an approved BME Graduate Program faculty supervisor to successfully be admitted into our degree programs.

**APPLY here:**

https://iac01.ucalgary.ca/StudentAdmission/default.aspx

**FAQs**

Applicants must following all admission process requirements; otherwise, any discrepancies will cause delays; thus postponing any potential admission offer.

Please carefully read through the following…..

- **What does “official” mean?** Ensure that your documents are **official**. This means that your transcripts MUST arrive in a **sealed envelope** from the institution showing proof of authenticity. Most institutions can send your transcripts directly to this institution in a sealed envelope. Any opened envelopes or if students are sending unsealed copies will be considered “unofficial” and will not be acceptable for admission purposes.

- **What should be included in my official transcripts or document?** There **MUST be official proof (documentation)** that you have **received and been awarded** your degree(s). In some countries, this is automatically included on your transcripts. If not, then, you will be required to produce further official
documentation from your degree-granting institution that you were indeed awarded your degree and/or an official copy of your degree parchment.

- **Do I need to take my ELP Test?**
  English Language Proficiency – Only those applicants whose primary language is English are exempt. If English is your secondary language and it is determined by this office that English is your secondary language then you will be required to complete the ELP testing; regardless of whether you have been attending any English speaking institution or living in an English speaking country. This is a mandatory and firm requirement. The English Language test cannot be more than two (2) years old at term/year of admission application; if so, you will be expected to test again and provide new official results.

  **PLEASE NOTE:**
  University of Calgary **Institution Code:** 0813
  Biomedical Engineering **Dept Code:** 69

  For more information about ELP testing:
  [http://grad.ucalgary.ca/prospective/admissions/ELP](http://grad.ucalgary.ca/prospective/admissions/ELP)

  **REMINDER:** Please be advised that our BME graduate program do not accept GRE test scores as an acceptable ELP equivalent. Please refer to minimum ELP requirements here:
  [http://grad.ucalgary.ca/prospective/admissions/how-to-apply](http://grad.ucalgary.ca/prospective/admissions/how-to-apply)

- **Can I send documents electronically?** With our new online admission system you will be able to upload your “unofficial” transcripts electronically so that we can at least perform a tentative GPA (Grade Point Average) calculation and properly evaluate your credentials. In the meantime, you will still be required to contact your institution(s) and have ALL post-secondary official transcripts sent directly to our BME GP mailing address:

  Biomedical Engineering Graduate Program
  Schulich School of Engineering Building, Office CCIT 012
  University of Calgary
  2500 University Drive NW
  Calgary, Alberta, T2N 1N4  Canada

- **How many copies of my transcripts do I send?** TWO (2) SET
  - **International Transcripts:** 2 official set in the original language and 2 official set translated to English by a recognized and official translation office or in some cases, your government.

  **REMEMBER:** The translation office you choose must be a recognized and official translation office or in some cases the government. These translation documents must be received in a sealed envelope unopened by student or anyone else other than the BME GP Office or you can arrange for the translation office to send official translated transcripts directly to our institution in a sealed envelope.
Do I need a supervisor to be admitted to any of the BME Graduate Programs program? YES. ALL applicants who apply to our BME GP programs require an approved BME Faculty supervisor who has agreed to take you as a new student for successful admission in addition to meeting our GPA admission criteria etc.

Please refer to our current BME Graduate Program Handbook.
http://www.ucalgary.ca/bme/graduate/handbook

How do I find a BME GP Supervisor? Please see our approved BME Faculty list http://www.ucalgary.ca/bme/graduate/supervisors as well as the BME Main Researcher list http://www.ucalgary.ca/bme/contact/researchers

You must communicate directly with potential BME Faculty/Supervisor either in person, by phone, email or via Skype. You must have been accepted by one of our approved supervisors and meet our admission requirements in order to be considered for admission into our BME graduate programs.

How do I know what research area or BME Faculty to choose? Biomedical Engineering (BME) is a very diverse area of research. You will have to review each of our BME Faculty members and their specific research area in BME and decide which research area you are interested in and would like to pursue. Once you have determined the research area, then you can contact and connect with those specific BME Faculty members to see if they are accepting new students.

Connecting with a BME Faculty Member
After you have ensured ALL official documents are sent to the BME GP office for appropriate evaluation and processing; in the meantime, you can send via email, unofficial copies of your transcripts, CV (Resume), list of publications/awards etc. directly to the BME faculty member so they can have a quick overview of your credentials. If a BME Faculty member has shown great interest in you as a potential student, you should notify the BME GP office as soon as possible and provide the name of the faculty supervisor. The BME GP can start coordinating with that faculty member and expedite your official admission file.

What if I’m still finishing up my degree? If you are currently finishing up your degree, you can upload into the new online system your current unofficial transcripts for evaluation. It is possible to be offered tentative admission based on your current grades; however, you will eventually need to submit all FINAL official transcripts and proof of being awarded your degree at least one (1) month prior to program start. This will be part of the terms of your admission letter; you must as well meet our BME GP Admission requirements.

When will my admission application be reviewed? It is imperative that you make sure you have followed and read very carefully all admission requirements and step by step instructions available on our web links, including this FAQ document. It is the student’s responsibility to ensure that the BME GP office receives ALL required documents by the stated admission deadlines. Your file will not be reviewed until then. You can check your status online to see what has been received. Please allow at least 3-5 business days for any updates to occur. We will make every attempt to update as quickly as possible.
NOTE: Office peak times are the following months: Dec/Jan and June/July/Aug. All courier packages that arrive on campus are delivered to our main distribution center and can take up to an additional 3-5 business days to arrive in the BME GP office. Once this office is able to update your file, and it has been determined that a document is incomplete or missing, you will be notified via email. You will be given time to follow up. Please be patient and turn your focus to finding a BME Supervisor.

IMPORTANT:

In order to be successfully admitted to our program, students must seek and confirm a BME Faculty Supervisor who has agreed to take you as a new student. This is a mandatory requirement in addition to meeting our admission criteria.

- What if I am not having any luck with finding a supervisor or they are not responding?

All online admission applications that are complete with all the required official documents, but have no current supervisor, will be held for one (1) full year from the term the application was submitted. In the event that the student is able to confirm an approved BME Faculty/supervisor during this period, we will re-open your admission file for further processing. In addition, the BME GP have an administrative assistant, Bess Mullaney, eamullan@ucalgary.ca, who will be assisting with prospective student inquiries and recruitment of students so she may be of assistance; however, this is only based on your application is considered complete and all required official documents have been received by the BME GP Program Coordinator, Lisa Mayer, lmayer@ucalgary.ca

- What type of Supporting Documents can I send?

If you wish to supply additional documentation to be included in your final admission application, you can send them via email to bmegrad@ucalgary.ca. We will include them in your application package for review. These type of documents can help BME Faculty get a better perspective of who you are, your educational background and/or work experience etc.

You can also send these type of documents directly to your potential BME supervisor via email. The type of documents can be:

- CV (Resume)
- Statement of Intent
- List of Publications/Awards

- I am finishing my BSc degree here at the University of Calgary, do I need to submit transcripts?

NO, all University of Calgary transcripts are easily accessible to ALL graduate student administrators.

- Can my references send electronically? YES, with the NEW online admission system, when you submit your online application listing your two (2) references, their contact information which must include their professional email address, the system will automatically generate an email notification to that reference. Reference must submit 2 documents, reference form and a reference letter on institutional letterhead both forms with signature. When you submit your online application, the system will automatically send instructions and links to your references to upload these documents.
Who can be my reference? Two (2) academic references must be submitted in support of an application. The purpose of academic references is to assess an applicant’s academic performance and capabilities in support of an application for admission to a graduate-level academic program. Therefore, the references must be completed by former professors who are able to assess these attributes accordingly. ***References from teaching assistants, postdoctoral fellows, lab technicians and employment supervisors are not admissible for this purpose.

**IMPORTANT:**

We do not accept hotmail, gmail, yahoo etc email addresses. Your reference must be from a professional/institutional email address. If for some reason, your professor does not have an institutional email address, they will have to send original documents signed in ink and sent directly to the BME GP office in a sealed envelope. In extreme cases, where your reference is unable to upload both reference documents, they can send via email directly to the BME GP Office, bmegrad@ucalgary.ca or the Program Coordinator, Lisa Mayer, lmayer@ucalgary.ca

Where do I find the reference form? The standard university reference form is available from our web link here. Please keep in mind once you submit your online application the system will automatically send your reference the link to download the form. [http://www.ucalgary.ca/bme/graduate/application](http://www.ucalgary.ca/bme/graduate/application)

What is accreditation? Your institution must be recognized by the University of Calgary as an accredited institution. All educational institutions around the world are evaluated to ensure that they meet the quality and educational standards equivalent to our Canadian educational system.

How do I know if you have received my documents I sent? Remember, it is the student’s responsibility to ensure that ALL official admission documents are provided by the appropriate admission deadlines and meet our admission standards. Any late arrivals will be accepted; however, it may cause further delays in processing and evaluations. [http://grad.ucalgary.ca/prospective/admissions/after-you-apply](http://grad.ucalgary.ca/prospective/admissions/after-you-apply)

You will be able to check your admission status via your Student Centre.  
[https://breeze.ucalgary.ca/itmboarientation/](https://breeze.ucalgary.ca/itmboarientation/)  
[http://www.ucalgary.ca/registrar/students/admission_status](http://www.ucalgary.ca/registrar/students/admission_status)

How do I know if my GPA requirement meets the requirement? International Degree and GPA requirements. Please keep in mind that the BME GP have higher admission GPA requirements than stated on the main Faculty of Graduate web here: [http://grad.ucalgary.ca/prospective-admissions/international-admission-requirements](http://grad.ucalgary.ca/prospective-admissions/international-admission-requirements)

Can you evaluate my transcripts and see if I meet the requirements? No. Due to limited time and resources, and the number of requests we receive, we do not offer pre-evaluations prior to applying and paying the admission application fee.
• **What other “how to apply” information do I need to know?**
  Prospective Students, FGS general “How to Apply” web link here:

• **What about getting my VISA or Study Permit?** Visas and Permits Information here:
  [https://www.ucalgary.ca/iss/visas-permits/citizenship-and-immigration-canada-cic/study-permits](https://www.ucalgary.ca/iss/visas-permits/citizenship-and-immigration-canada-cic/study-permits)

• **I am an international student, I’m not sure about all that I need to come to Canada? Living Costs? Residency? Is there someone I can contact?**
  International Centre Information here:  [http://www.ucalgary.ca/uci](http://www.ucalgary.ca/uci)
  Living in Calgary:  [http://grad.ucalgary.ca/prospective/livingincalgary](http://grad.ucalgary.ca/prospective/livingincalgary)
  Costs:  [http://grad.ucalgary.ca/prospective/costs](http://grad.ucalgary.ca/prospective/costs)
  Tuition Fees:  [http://grad.ucalgary.ca/fees](http://grad.ucalgary.ca/fees)
  You can also connect with fellow graduate students by contacting the main Graduate Student Association in regards to finding a place to live or any other questions you may have:
  [http://www.ucalgary.ca/gsa/](http://www.ucalgary.ca/gsa/)

We wish you great success in your academic endeavors!

**ADDITIONAL INFORMATION**

**TIPS for Admission to Biomedical Engineering Graduate Program**

**FUNDING Opportunities:**

It is very important for ALL students (domestic and international) to start checking for available awards and scholarships at least one year prior to entering a program here at the University of Calgary. You should also check with your home institution and/or government about awards and/or scholarships that will provide financial support for you to study abroad.

Other funding opportunities, awards/scholarship information can be found here:  [www.grad.ucalgary.ca/awards](http://www.grad.ucalgary.ca/awards)

**CONNECTING with our approved BME Faculty/Supervisors:**

Review the individual profiles of our BME faculty and their specific research area.  [http://www.ucalgary.ca/bme/graduate/supervisors](http://www.ucalgary.ca/bme/graduate/supervisors)

Decide what area of biomedical engineering research you are most interested in and have the educational background/experience to support this area of research. Then contact each of the BME faculty you are interested in either by email, telephone, Skype and/or in-person interviews to see if they are accepting new students.

  a) Introduce yourself, the fact you are applying to the MEng, MSc, or PhD graduate program and are looking for a supervisor.
  b) Identify supervisor’s research that you find interesting.
  c) Briefly explain your research interests and how they fit with the faculty member’s interests.
  d) Explain how your studies will contribute to your career goals.
  e) Provide them with your CV if applicable.
  f) Provide them an unofficial electronic copy of your transcripts to review your educational background as well as your grade average.