

Step 1. Application submission

- Applicants fill out the online application and pay the non-refundable application fee online via a secure payment server.
- The online portion of the application is submitted when the applicant clicks on the "Final Submission" page, and successfully pays the application fee online. If this is successful, it will say "Application Submitted."
- Applicant will be given instructions for logging back into the School of Graduate Studies and Postdoctoral Affairs (SGSPA) application site to check on the progress of their application, including checking on whether required parts of the application (transcript, references, etc.) have been received.
- As soon as (BUT NOT BEFORE) the online application is successfully submitted, the referees that the applicant listed on the application form are automatically contacted via email and given full details about how to submit their letter of reference using our secure online reference form.
- Transcripts can be uploaded to the online application by the applicant as PDF files.
- Applicants are to upload official transcripts, transcript legends, and degree/diploma certificates (for international credentials) for all previous post-secondary studies. If a document cannot be uploaded at the time of application, an official up-to-date transcript is required to be uploaded or sent to the SGSPA office before the application can be considered complete.

Step 3. Admissions Committee review

- Once an application is complete the Admission Committee will determine whether an application will be accepted or refused admission for the current term. Any approved applications will be entered into the SGSPA application system for final review by SGSPA staff.
- If SGSPA agrees with the department's admission recommendations, the final decision will be entered and an offer letter will be delivered to the successful applicants.
- Offer letters will either be "conditional" or "final." Applicants must meet the conditions of their offer in order to begin their GDipICL studies.
- The applicant will receive an email directing them to the online application system to review their decision and either accept or reject their offer.
- All incoming students are required to submit a \$400 non-refundable tuition deposit upon accepting an offer of admission. The tuition deposit must be paid in full to secure your enrolment in the GDipICL program for the upcoming term. The tuition deposit will be applied to your student account and towards your tuition fees. Confirmation of your deposit will appear in your SOLUS account, and the amount will be applied to your first term tuition payment. Details on how to make payments can be found on the [Office of the University Registrar's website](#).

Step 4. Review of online letter – accept/decline

- If the offer of admission was conditional, the applicant is responsible for ensuring that SGSPA receives proof that the condition has been met.
- Once met, SGSPA updates the online system to denote that the offer of admission is now final. The *online* application system generates a letter of final acceptance and the applicant receives an email directing them to the online application system to review a letter from SGSPA.
- If the offer is unconditional (or final), the online application system generates a letter of final acceptance. The applicant receives an email directing them to the online application system to review a letter from SGSPA. SGSPA also sends a hard copy version of this final letter.

Step 2. Application Completed Status

Once all required documents are received via the application system, your application will be deemed complete and ready for the admission review process. It is only at this stage that transcripts will be assessed, ELPT exemptions reviewed, and references confirmed to be acceptable.