

## **How to Apply**

Application is made to the Faculty of Graduate Studies. Students are admitted to the Faculty of Graduate Studies, and conduct their studies in the Department of Psychology.

### **Deadlines (for application and all supporting documents):**

September Admission - **December 1st at 4:30 pm (MST)**

January Admission – **October 1st at 4:30 pm (MST)**

Please note the Industrial Organizational Program only admits students for September start

### **STEP 1: Complete relevant Educational Tests**

In your online application you are asked to report your educational test scores – if you have not yet completed these tests you will not be able to proceed with the application. Therefore it is advisable to complete the tests well before completing your application.

All applicants to the MSc must complete the GRE General test, and have the official scores sent directly to the Department from ETS (Institution Code 0813). PhD applicants do not need to provide this.

Applicants without an undergraduate degree in Psychology must complete the GRE Subject test in Psychology, and have the official scores sent directly to the Department from ETS (Institution Code 0813).

International applicants must show proof of English language by completing either the Test of English as a Foreign Language (TOEFL) and achieve a score greater than 600 (written test), or 105 (internet-based test), or an IELTS score of 7.5, or a MELAB score of 84, or a PTE score of 75.

### **STEP 2: Decide on up to three potential supervisors**

One of the most important parts of your application is having a faculty member who is willing to act as your supervisor. If you do not have anyone willing to act as your supervisor, you will not be able to join the program.

Browse the research interests of the Psychology Department faculty members to see if there is some correspondence between your interests and theirs. You may want to read some of their published work to gain a deeper understanding of their research interests. In addition, you may want to contact potential supervisors well before the application deadline to see if they have the capacity to supervise a new graduate student in the upcoming application cycle.

Normally graduate students may be supervised only by full-time faculty. Part-time faculty may act in such a capacity given Department and Faculty of Graduate Studies approval. Applicants wishing to be supervised by part-time faculty should inform the Director of the Psychology Graduate Program.

### **STEP 3: Write a Statement of Interest**

A Statement of Interest is a detailed statement of goals and objectives in pursuing an advanced degree and a discussion of specific interests within a research group. Part of the selection process involves

matching student interests with faculty expertise, so provision of detailed information on your intended focal area of study is very useful. This process will be aided if you have consulted faculty members who you are interested in working with.

Your Statement of Interest should be limited to one page in length.

Your Statement of Interest **must be** included in your online application (see Step 4), do not send it separately.

#### **STEP 4: Write a Research Proposal**

This is a one page summary of a project you would like to conduct and how you plan on carrying out this research when you begin graduate school. You may also include one page of references. Your name must appear at the top of both pages of the Research Proposal.

This document will be uploaded after you complete your application (see Step 9).

#### **STEP 5: Contact 2 Potential Academic Referees**

Upon completion of your online application your referees will be sent two emails – one notifying them that you have selected them as a referee, and another with instructions on how to upload their reference letter. It is advisable that you contact your referees well before applying – particularly if you plan on applying close to, or on the application deadline. This will give them some advance notice so they can start preparing a well thought out letter.

#### **STEP 6: Complete the [Online Application Form](#)**

Please apply for the M.Sc. or Ph.D. degree in Psychology-Experimental (not Applied Psychology). Please indicate Ph.D. only if you have completed an MSc.

Within the online application form, you will need to include:

- your statement of interest;
- a list of three potential supervisors; and
- indicate who your two referees are.

Applicants are required to submit a non-refundable \$125 application fee payment with each application (\$145 for International applicants). This non-refundable application fee payment is required whether or not you are admitted to the University of Calgary. Applications will not be processed if the application fee payment has not been paid. You can pay online via credit card prior to submitting your application, or submit a cheque, money order, or wire transfer.

#### **STEP 7: Fill out the [On-line Graduate Scholarship Application](#)**

The Graduate Scholarship Application encompasses four different award categories. PhD applicants (applicants who have or are about to complete a Masters) may apply for all four categories. MSc applicants may only choose the Special Awards and Bursaries. Please complete the application and email it to [psycgrad@ucalgary.ca](mailto:psycgrad@ucalgary.ca). The references and transcripts from your program application will be used for the scholarship application. Please inform your referees that your reference letter will be used

for both the graduate program and graduate scholarship applications. The application form is at the bottom of the page of the above link.

### **STEP 8: Apply for external scholarships**

Every applicant should apply for a scholarship. There are a number of national (NSERC, SSHRC, CIHR) and provincial (AI-HS, AI-TF, Queen Elizabeth) scholarships available. Many of the scholarships have application deadlines that are in the early fall. You should contact your local graduate office for application information.

### **STEP 9: Upload your supporting documents**

Upload your supporting documents after applying to the program. Review the list below to make sure you have included all components of your application.

- Your Research Proposal
- Your resume (CV)
- Unofficial transcripts

### **STEP 10: Send Official Transcripts**

You must mail one set of official transcripts from all universities you have attended to:

Department of Psychology  
University of Calgary  
c/o Brittney Gramlich  
2500 University Drive NW  
Calgary AB Canada T2N 1N4

#### Please Note:

The Faculty of Graduate Studies will send you an email when your on-line application has been received.

The Department of Psychology will contact you if you are missing any documents from your application.

The Department of Psychology Admissions Committee will contact you between mid-April and early May to let you know the status of your application.

For Assistance, Please Contact:

Graduate Programs Administrator  
Brittney Gramlich  
Email: [psycgrad@ucalgary.ca](mailto:psycgrad@ucalgary.ca)  
Phone: 403-220-5659