A GUIDE TO THE OISE APPLICATION
2024-2025 Application Cycle
# Table of Contents

CREATING YOUR ACCOUNT .................................................................................................................. 1

SELECTING A PROGRAM .................................................................................................................... 2

PERSONAL INFORMATION .................................................................................................................. 3

ACADEMIC HISTORY .......................................................................................................................... 4

ACADEMIC HISTORY: Adding Your Current Courses ................................................................. 5

ENGLISH LANGUAGE PROFICIENCY REQUIREMENT ........................................................................ 6

ENGLISH LANGUAGE PROFICIENCY: Test Scores ............................................................................ 7

ADDITIONAL INFORMATION ............................................................................................................... 8

FACULTY QUESTIONS ......................................................................................................................... 9

LETTERS OF RECOMMENDATION .................................................................................................... 10

LETTERS OF RECOMMENDATION: Designating Recommenders ............................................... 11

OPTIONAL SURVEY ............................................................................................................................ 12

SIGNATURE AND REVIEW .................................................................................................................. 13

APPLICATION STATUS PAGE: Payment ......................................................................................... 14

APPLICATION STATUS PAGE: Application Checklist ................................................................. 15

OISE Application Guide
To apply to OISE, go to:

admissions.sgs.utoronto.ca/apply

If this is your first time applying, click “Create an account.”

If you are a returning user, click “Log in”.

To apply to OISE you need to create an account. Enter your email address, first and last name, and birthdate.

- All official correspondence from the University of Toronto and OISE will go to the email address you enter.
- Enter your full legal first and last names.
- International students should enter your first and last names exactly as they appear on your passport.
- *If necessary, you can enter your preferred or former names later in the application.*
- Click continue to start a new application
SELECTING A PROGRAM

Choose a start session. For example, Fall 2024 to Summer 2025. Then click Create Application.

Select the graduate unit and the program of study.

There are 4 graduate units at OISE:

- Applied Psychology and Human Development
- Curriculum, Teaching and Learning
- Leadership, Higher and Adult Education
- Social Justice Education

A list of open programs, as well as admission and application requirements, can be found here.

If the program of study is no longer accepting applications, the GradApp system will show that the program is closed.

You may be able to choose a collaborative specialization depending on your program of study.
You can view your application progress on the left menu and toggle between different parts of the application.

Required fields:

- Legal Given Name (your first name)
- Surname/Family Name (your last name)
- Permanent Address
- Mailing Address

Note: If you have legally changed your name and it appears differently on your transcript(s), add your name as it appears on your transcript.

Required fields are:

- Email Address
- Phone Number
- Gender Identity
- Birthdate
- Native Language (your first language; mother tongue)
- Primary Citizenship (citizenship at the time of birth)
Add each post-secondary institution previously attended, including dates attended, degree and transcript(s).

You must submit unofficial transcripts for all post-secondary studies at the time of application.

You are required to submit official transcripts only if you are offered admission.

Note: any document uploaded through the application system is considered unofficial.

You can upload unofficial transcript(s) after the application has been submitted and the fee paid.

**Degree field** – please do not leave this as the default “No Degree Awarded or Expected” unless you did not complete the program or you do not plan to complete it.

**IMPORTANT:**

**Current or former U of T Students**

We require current or former U of T students to submit an unofficial U of T transcript. If admitted, an official transcript is typically not required as a condition of admission because the student record is accessible to OISE Admissions.
Add course name, semester and institution of all courses that do not show on current, submitted transcripts, but that you will complete by the start of the program.

This information is helpful in assessing your application.
As English is the primary language of instruction and communication at the University of Toronto, you must demonstrate an adequate level of proficiency in English, regardless of citizenship status or country of origin.

Note: The “admitting degree” for OISE programs is a bachelor’s degree for an application to master’s studies, and a master’s degree for an application to doctoral studies. Other programs completed in English will not meet the requirement for an exemption.

In responding to the question “do any exemptions above apply to you?”:

If you answer “Yes”, indicate which exemptions apply. If you answer “No”, you must self-report ELP scores.

When in doubt it is better to respond “No” and provide appropriate scores.
Submit official scores as soon as possible. Self-reported scores are not official.

You must request electronic official scores be sent to the University of Toronto as soon as possible. Failure to do so will result in a delay of an admission offer.

If you have not taken an ELP test yet, indicate the type of test you will take and when you plan to take the test.

This step is required before submitting your application.
Some additional information is required, such as:

- Current Legal Status in Canada
- Anticipated Legal Status
The number and type of Faculty Questions vary across programs and your responses will be evaluated with the rest of your application.

Enter your responses to each Faculty Question directly in the text box provided. **We encourage you to formulate responses that are as concise and succinct as possible.**

In addition to the guidelines provided on this page, you may consult the [program’s website for program specific guidelines to these Faculty Questions.](#)

If you have questions about responding to faculty questions, connect with the program directly.

Note: You must upload a copy of your current resume or curriculum vitae when applying.

Some programs require a sample of written work. Details can be found on the specific program’s website.

---

**IMPORTANT**

Applicants will be unable to make changes to the Faculty Questions once you click “Continue” on the application review page.

You can upload the sample of work and resume at this stage or after you have submitted the application.
Click on “Add Recommender” to add each recommender. Provide contact information including a valid institution/organization email address (do not include Gmail, Hotmail, Yahoo! or other anonymous email addresses).

Communicate with prospective referees in advance to confirm current contact information and ensure the referee is willing and able to provide a timely letter of recommendation.

After you click “Send to Recommender”, the system will email each recommender an invitation to upload a recommendation letter. Your designated referees will then upload letters of recommendation (also known as reference letters).

Note: The system will allow you to add up to 5 recommenders. Unless specified on the program website, OISE requires 2 recommendations. Do not designate more than the required number of recommenders.

Check the program’s website for details before designating recommenders.

https://www.oise.utoronto.ca/future-students/programs
For most programs, two letters of recommendation are the standard: one academic and one professional. When entering your recommender, you must designate that they are either Academic or Professional. If applicants do not have one of each, it is recommended that one is labeled as the missing category. An Academic Recommender is an instructor who has recently taught you a course and/or who has supervised your academic work. A Professional Recommender is someone who has supervised and/or is familiar with your work and/or professional employment.

*Employer Recommendation option is not used by any OISE program.* Please do not use this designation.

You can save and review Information before submitting. Once you click “Submit to Recommender”, an email will be generated, even if you haven't submitted your application.

**IMPORTANT:**
By default, the system will use the legal first and last name entered at the beginning of the application. Applicants have the option to change the name that will display when the request is emailed to the recommender.
Before finalizing your application, you can fill out an optional demographic survey.

Optional Survey

Where did you hear about our program?

The School of Graduate Studies is interested in finding out what resources applicants use to obtain information about U of T and its graduate programs. Your answers to the following three questions will assist in improving the dissemination of information for future applicants.

How did you learn about the graduate program to which you are applying? (Please select all that apply)
- Faculty member at another institution
- Faculty/program website
- Friend/relative
- Google
- GradSchools.com website
- Information session
- Open house
- Other
- Recruitment fair
- School of Graduate Studies website
- U of T faculty/staff
- U of T general website
- U of T student/alumni

Please indicate which of the following printed materials, if any, you consulted in researching or applying for graduate studies at U of T. (Please select all that apply)
- Academic publications by a potential supervisor
- Faculty/graduate program brochure
- Newspaper articles written about U of T
- Newspaper articles written by, or about, researchers at U of T
- Other
- Other U of T promotional materials
- School of Graduate Studies admissions guide
- U of T advertisement

If U of T was a participant at the graduate recruitment fair you attended, please indicate the location (city/country) of the fair.

Continue
SIGNATURE AND REVIEW

Signature

I agree that all statements I make in this application and all information in any material that will be filed in support hereof are true, correct and complete and all material information will be disclosed. I furthermore confirm that all materials, except references, will be submitted by me, and that all statements will be written by me, without the assistance of any third parties, including consultants, educational agencies, relatives, or friends. I understand that if I fail to comply with the above, my application will be rescinded and cancelled after notice in writing to me at my home or sessional address. In addition, other Canadian universities may be contacted. I understand that the University of Toronto may contact my previous educational institutions or referees to confirm the accuracy and authenticity of supporting documents. The name used in this application is the complete name by which I am legally and correctly known. I understand that if I have not previously applied to or registered at the university this name will be officially recorded in academic records of the university, and it will not be changed thereon without a formal verification. I understand that if I have previously applied to or registered at the university the name in this application is other than that by which I am known in academic records of the university. I must complete a change of name form. If the information I provide in an application is revealed to be invalid, the university reserves the right to terminate my account.

In place of your signature, please type your full legal name:

LegalGivenName Surname/Family

Confirm

Review

Please take a few minutes to review your application before finalizing and proceeding to the payment option. You will not be able to edit any of your information after you click the "Continue" button below. You will be asked to pay the SGS Application Fee, and if applicable, a Supplemental Application Fee. You will then be able to upload all required documents for your application. It is your responsibility to ensure that all payments and document submissions are made before the deadline specified on your applied unit’s webpage, and that all information submitted is accurate and complete.

We have detected the following errors with your application. These errors must be corrected before submission.

<table>
<thead>
<tr>
<th>Section</th>
<th>Required Field or Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Questions: APhD</td>
<td>Please describe specific counselling-related work or volunteer activities.</td>
</tr>
<tr>
<td>Faculty Questions: PhD</td>
<td>Please describe your with diversity commitment.</td>
</tr>
<tr>
<td>Recommendations</td>
<td>At least 2 referees are required for submission.</td>
</tr>
<tr>
<td>Signature</td>
<td>Please complete prior to submission.</td>
</tr>
</tbody>
</table>

Continue Save for Later

We require you confirm that all statements made in the application are true, correct, and complete. Before signing, we strongly recommended you thoroughly read the statement.

The review page allows you to review all sections of the application to ensure all information is correct and complete. You will not be able to continue or submit the application if there are errors or any required fields are missing.

Once you submit the application, you will not be able to make any changes to any portion of your application.
The Application Status page displays the document checklist and allows you to make a payment for the application as well as upload supporting documentation. This page is updated once an official decision has been made on your application.

We cannot assess your application until you have submitted your application and paid your application fee.

Click on **Submit payment for both application fees** to pay for your application.
- Anything that is outstanding will have a red X.
- Anything that has been received will display a green check mark.

**CREATING ADDITIONAL APPLICATIONS?**

The Application Management (Home) page lists all active applications.

To add an additional application/program, click on “Start New Application”.

Each application is separate and requires you to upload all of your documents, such as resume and transcripts.

*You can use the same or different referees; however, if using the same referee, your referee must submit a separate letter for each application.*

If you have additional applications, you can toggle through any additional applications using the dropdown menu.

**IMPORTANT: The OISE application fee covers up to 3 applications.**

The total application fee for an OISE application is $235.00 CAD. Once you submit the first application, you have the option to submit up to two more OISE applications (total of three) within the same academic year without paying another fee.
The application checklist lets you know if you need to submit more documents. To submit any outstanding documents:

- Click on the dropdown menu
- Select the missing document type
- Choose the appropriate file
- Click upload

After you have submitted a new document, the status will change from awaiting to received. It can take up to 1 hour to see this status change.

**Note:** only submit the supporting documents listed on the Application Checklist. Additional or supplemental documents will not strengthen an application as we will not consider and/or evaluate them.

**Upload Materials**

Please see your checklist to determine which documents are still outstanding for your application to be considered complete and ready for review. To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file.

**Please Note:** After uploading your document, please allow for at least 1 hour for your checklist to be updated as received.

Do not upload extra documentation that is not requested in your checklist and do not upload a document more than once. If there is a need for additional documentation, the graduate unit will reach out to you via email.

We have received the following documents from you:
- 01/12/2022 09:28 AM - Cover Letter

![Application Checklist](image)

**Application Checklist**

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Awaiting</strong></td>
<td>CV</td>
<td>10/21/2021</td>
</tr>
<tr>
<td><strong>Awaiting</strong></td>
<td>Recommendation from A Aa. a In progress as of 10/15/2021</td>
<td></td>
</tr>
<tr>
<td><strong>Awaiting</strong></td>
<td>Recommendation from G S. S In progress as of 10/07/2021</td>
<td></td>
</tr>
<tr>
<td><strong>Received</strong></td>
<td>Transcript for York University</td>
<td>10/21/2021</td>
</tr>
</tbody>
</table>

To re-send notification emails to your recommenders, re-visit the recommendations page, click "Edit", and then click "Send Reminder".

**Account Tools:** Change Email Address Change Password Logout

**IMPORTANT:**

OISE and U of T send all official communication and decisions to the email you provided on your application. Be sure to use an email that you regularly check.

If your recommenders have not submitted their required letters of reference, you can have the GradApp system send them a reminder email.