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# GRADUATE STUDIES APPLICATION INSTRUCTIONS & CHECKLIST

**Please be sure to read all the information at each of the links on our “Admissions”** [**webpage**](https://eeb.utoronto.ca/education/graduate/graduate-admissions/)(including the information about contacting potential supervisors before you apply and about International MSc students and about other advice for these components of your application). The following is a checklist of all of the things that are required as part of your application. The deadline for completion of the online application along with all supporting documentation is **in early January (check the updated deadline on Admissions webpage in November)** if you wish to receive full consideration for positions in professors’ labs and for scholarships.

# Application Process

* + If you are a first-time applicant, click the link <https://admissions.sgs.utoronto.ca/apply/>  to Create an Account to begin your application. You will receive a verification code via email as part of the account creation process. After entering your verification code, you will create a password for your account.
  + You may save and return to the application at any point in the process.
  + You will be required to enter information for 2 referees. Your referees will automatically receive a notification email that they have been requested to complete a reference for your application, along with instructions to submit their reference letter in the application system.
  + If you need to change your referees, please get in touch with the graduate administrator: Kitty Lam (EEB Graduate Administrator) <gradadmin.eeb@utoronto.ca>
  + If you need to send a reminder email to your existing referees, you can do so through your applicant portal after submitting your application.
  + To view the status of your application, including outstanding requirements, please log in to your account to view your applicant status portal.
  + You can upload application materials, including unofficial transcripts, statements of intent, writing samples, and more, through your applicant status portal after submitting your application.

# The following material should be uploaded to the SGS online application (see the EEB Grad Application FAQ (at the link above) for advice about these components of your application):

* Electronic or scanned transcript from each post-secondary institution attended. Scanned copies of transcripts must be up to date and must include the transcript “legend”, which is usually printed on the back of the paper transcript. Please make sure your name and student number are printed on the transcript. Current or former University of Toronto students do NOT have to provide an official transcript from the University of Toronto; however, they must still upload a scanned copy.
* Two letters of reference from university professors who are familiar with your academic achievements and research interests.
* A one-page statement describing your interest in Ecology and Evolutionary Biology, your goals, and reason(s) for choosing this department to do research. **Include a list of names of potential supervisors and areas of research that you are interested in.**
* A current copy of your résumé or CV.
* One copy of papers published (if applicable).
* International applicants whose language of instruction at their previous university was not English must submit official English language facility test results (e.g., TOEFL).
* GRE scores are not mandatory.

# Incomplete applications will not be processed until all items on this checklist, including the application fee, have been received.