



FAQS -ADMISSION TO BIOMEDICAL ENGINEERING GRADUATE PROGRAM

Thank you for your interest in biomedical engineering research here at the University of Calgary institution.

The [Engineering Solutions for Health: Biomedical Engineering Research Strategy](#) identifies four priority research themes that direct our research efforts to address complex, global health and wellness research challenges and opens the door for even broader collaboration. To learn more about where we’re going, check out our [Research Strategy](#).



The BME Focus Areas represent clusters of multidisciplinary teams working together to solve challenging and relevant health and wellness problems that contribute to the [Engineering Solutions for Health: Biomedical Engineering Research Strategy](#). <https://www.ucalgary.ca/bme/research>

ONLINE APPLICATION DEADLINES:

Year/Term you are applying for	DOMESTIC (Canadian/Perm Res of Canada) (Min. 3 months prior)	INTERNATIONAL (Including USA) (Min. of 6 months prior)
	<u>SUBMITTING ONLINE SYSTEM APPLICATION DEADLINES</u>	
Fall 2020	June 1 st , 2020	March 1 st , 2020
Winter 2021	October 1 st , 2020	July 1 st , 2020
Spring 2021	Feb 1 st , 2021	Nov 1 st , 2020

REQUIRED ADMISSION DOCUMENTS – OFFICIAL TRANSCRIPTS

ALL Official Documents / Transcripts **including ELP** (if applicable) are required in order for your application to be complete for evaluation and assessment. It is important to make every attempt to provide our office with all of your transcripts by the above deadlines to allow for review and evaluation of your credentials. We can accept documents after the above deadlines; however, until your application is considered complete, it will be placed on hold until all documents have been received by the BME Graduate Program. If you have any questions, please email bmegrad@ucalgary.ca <https://www.ucalgary.ca/future-students/graduate/apply>



IMPORTANT MESSAGE

ALL Post-Secondary official transcripts, TOEFL/IELTS (if applicable), a minimum of two (2) references and online admission application must be received by the BME Graduate Program Office by the deadlines outlined above. Any inconsistencies in supplying required documents or meeting deadlines **will result in significant delays in the process**. Following the details of this job aid will ensure a successful and timely process.

Priority will go to applications that are considered complete by the BME GP Office, and who have a confirmed BME Faculty supervisor agreeing to supervise. Please be advised that if applications and/or required documents are not received in time could cause delays in processing time. It is important to provide all required documents by the above deadlines applicable to you.

BME GRADUATE PROGRAM DEGREES OFFERED

[BME MSc](#)

[BME MSc](#) with [Medical Imaging Specialization](#)

[BME PhD](#)

[BME PhD](#) with [Medical Imaging Specialization](#)

BME MEng – Not Currently Offered

FAQ – Frequently Asked Question(s)

In order to have your application processed in a timely manner, please follow and meet our admission process and requirements outlined below. Please carefully read through this document.

WHAT DOES “OFFICIAL” MEAN?

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

PROOF OF DEGREE? WERE YOU AWARDED?

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?



Short Answer YES! English Language Proficiency – Firm Regulations Below:

- Only those applicants whose primary language is English are exempt.
- Obtaining a Permanent Residence of Canada **does not** exempt you from this requirement.
- 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 required to complete the ELP 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](#):

- 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](#):

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 perform a tentative a 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) SETS applies to Domestic and International

International Transcripts: Two (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 agency.

IMPORTANT MESSAGE

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?

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](#).
<https://www.ucalgary.ca/bme/graduate/handbooks>

HOW DO I FIND A BME GP SUPERVISOR?

Please refer to our list of [approved BME Graduate Program Faculty list](#)

Students will be required to communicate **directly** with potential BME Faculty/Supervisor either in person, by phone, email or via Skype. You can follow up with them by sending unofficial copies of transcripts, CV, etc to discuss further opportunities in BME Research. Your supervisor must have funding in place to accept students. We do not accept self-funded students.

You must have been accepted by one of our approved supervisors, meet our admission requirements in order to be considered for admission into our BME graduate programs.

<https://www.ucalgary.ca/bme/graduate/prospective-students/supervisors>

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; your final grades must continue to 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.

OFFICE HIGH IMPACT MONTHS

Please be advised that although we make every attempt to respond to you within a 3-5 business days, there may be some delays during our peak period.

High Impact Office Administration Months are:

DEC/JAN

JUNE/JULY/AUG

All courier packages arrive on campus and delivered directly to the Main Distribution Centre. Although you are advised by your courier company that your package was received, it can still take up to an additional 3-5 business days to physically arrive to 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.

I AM NOT HAVING ANY LUCK WITH FINDING A SUPERVISOR OR RESPONSE?

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, bmegrad@ucalgary.ca, who will be assisting with prospective student inquiries, recruitment and admission applications; however, this is only based on your application is considered complete and all required official documents have been received by the BME GP Program Office, CCIT 012, bmegrad@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:

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



MY BSC OR MSC DEGREE WAS COMPLETED HERE AT UOFC DO I NEED TO SUBMIT TRANSCRIPTS?

NO! All University of Calgary transcripts are easily accessible to ALL graduate student administrators. We can obtain an official and final copy of your University of Calgary transcripts.

CAN MY REFERENCES SEND ELECTRONICALLY?

YES! However, it must be an official institutional email address. GMAIL, YAHOO or any other generic email will NOT be accepted. Please ensure you complete this section with correct email addresses.

NEW online admission system, when you submit your online application listing your two (2) references, if the email address is correct (**professional email address**) the system will automatically generate an email notification to your referee with specific instructions.

Faculty References will only have one time access to submit their final reference online.

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.**

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 will be the student's responsibility to ensure** that ALL official admission documents are provided by the appropriate admission deadlines. Any late arrivals will be accepted; however we will not be able to guarantee it will be processed and evaluated in time for the intended Year/Term. [After you apply](#)

You will be able to check your admission status via your [Student Centre](#). Please be patient as we receive several applications and official documents on a daily basis and it takes a significant amount of administrative time to properly evaluate and review we have received the correct documentation prior to updating the system.

For ANY system access or issues, please contact the main Tech Support here: [IT Orientation](#)



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>

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 are unable to offer any **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”](#)

WHAT ABOUT GETTING MY VISA OR STUDY PERMIT?

[Visas and Permits Information](#)

I AM AN INTERNATIONAL STUDENT – WHAT ARE THE COSTS?

I'm not sure about all that I need to come to Canada? Living Costs? Residency? Is there someone I can contact? [Contact our UofC Main International Centre for more information](#)

- [International Centre Information](#)
- [Living in Calgary](#)
- [Costs](#)
- [Tuition Fees](#)
- <https://www.ucalgary.ca/iss/contact-us>
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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.

We wish you great success in your academic endeavors!



ADDITIONAL INFORMATION – STUDENT TIPS

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.](#)

CONNECTING WITH OUR [APPROVED BME FACULTY/SUPERVISORS](#)

ASK YOURSELF? [WHAT AREA OF BME RESEARCH DO I WISH TO PURSUE?](#)

<https://www.ucalgary.ca/bme/research>

Review the individual profiles of our BME faculty members and their specific research area. 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.

<https://www.ucalgary.ca/bme/graduate/prospective-students/supervisors>

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

FUTURE STUDENTS – BME FACULTY RESEARCHERS - UOFC

<https://grad.ucalgary.ca/future-students/explore-programs/biomedical-engineering-msc-thesis>

<https://grad.ucalgary.ca/future-students/explore-programs/biomedical-engineering-phd>

Legend

BME = Biomedical Engineering

FGS = Faculty of Graduate Studies

GPA = Grade Point Average

BME GP = Biomedical Engineering Graduate Program Office

ELP = English Language Proficiency