



PHD PROGRAM APPLICATION FAQ's

When is the deadline for applications?

December 1, 2025.

How many intakes per year? When are the intakes?

We offer one intake per year in the fall semester.

How much is the application fee?

Canadian Applicants \$125. International Applicants \$145.

Can I get the application fee waived?

No. We appreciate the cost and effort involved in applying, but we cannot waive the application fee.

Applications which have not paid the application fee WILL NOT be included in the review process.

What is a complete application?

The completion of the application is the *sole responsibility of the applicant*.

A complete application must include **ALL** of the following:

1. The payment of the application fee.
2. A current CV.
3. **Statement of Purpose** (2 pages max, single-spaced, Times New Roman, 12-point font, 1-inch margins all around). Briefly describe your background, training/preparation, and your interest and motivation for pursuing a PhD in the chosen specialization (½ to ¾ page). Next, provide a **Research Proposal** (use a clear heading) where you describe in detail the research ideas/questions you wish to pursue, including a review of the literature and an explanation of why the idea is innovative.
4. GMAT/GRE. Test taker (unofficial) copies uploaded to the application are used for review purposes.
5. International students are required to submit TOELF, IELTS or DUOLINGO scores with meet our minimum score requirements. Unofficial results are used for review purposes.
6. Unofficial transcripts uploaded to the online application.
7. **If an offer of admission is extended, ALL** official transcripts must be sent directly from the issuing institutions to Faculty of Grad Studies at gradtranscripts@ucalgary.ca. This is common practice around the world. If you possess official transcripts, which are in sealed envelopes, you can submit them. NOTE: any official transcript not received in a sealed envelope is NO LONGER OFFICIAL.
8. Two references, both of which must be academic.



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Can the GMAT/GRE requirement be waived?

A mandatory component of the application is the GMAT or GRE exam. However, GMAT/GRE scores are a critical component of our applicant screening process. Because of this, the GMAT/GRE requirement is rarely waived (except for exceptional cases).

What are the Institutional codes for TOEFL GMAT and GRE requests?

- TOEFL → Institutional code = 0813
Dept code = 02
- GMAT → Institutional code = 0813
Dept code = 02
- GRE → Institutional code = 0813
Dept code = 4201

I have a TOEFL, can the GMAT/GRE be waived?

No. These two tests are not interchangeable.

Can the English Proficiency requirement be waived?

Yes, if you have a previous degree taught in English, you can request that this requirement be waived.

*Is it ok to send my official transcripts **AFTER** I have been offered admission?*

Yes. If an offer of admission is extended, we require **ALL** official transcripts and test results sent directly to our office from the issuing institutions.

Electronic transcripts should be sent directly to Faculty of Grad Studies at gradtranscripts@ucalgary.ca.

Hard copies of transcripts should be mailed directly to Faculty of Graduate Studies:

Faculty of Graduate Studies, ES 1010
University of Calgary
2500 University Drive NW
Calgary, AB T2N 1N4, Canada



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Do I need to have a supervisor in place before I apply to the PhD Program?

No. Once our deadline passes, our office will circulate complete applications to the areas applicants have applied. Faculty members within each area carefully review applications and will let our office know which applications they are interested in.

I spoke to a faculty member who has expressed interest in working with me and/or has invited me to submit a complete application. Does this mean I will receive admission to the PhD Program?

It is beneficial to have interest from a faculty member, *but it in no way guarantees that an offer of admission will be extended.*

Do I need official transcripts and test results to apply.

No. Unofficial transcripts and test results uploaded directly to the application are used for review purposes. Combine GMAT/GRE and IELTS/TOEFL into one pdf and upload one document in the GMAT/GRE section of the application.

If an Offer of Admission is extended, it will be contingent upon the receipt of ALL required official materials.

I submitted a complete application but my referees did not receive an email. What can I do?

Please send a brief email to mina.ojaghi@ucalgary.ca and request the email to be sent again. Make sure you mention your student ID and which referee did not receive the information.

I have applied but don't know how to upload the required materials to my application.

After submitting your application, you should receive an email with instructions for uploading all required materials.

I have submitted a complete application, but my "to-do" list in my student centre still shows outstanding documents. How do I know if I am missing anything?

Please send a brief email to mina.ojaghi@ucalgary.ca.



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I have submitted a complete application by the deadline date. When will I know if I will be offered admission?

Sometime in January, any applicant who is being considered for admission will be shortlisted and contacted by the Program Specialist about next steps.

Once all admission decisions are finalized (Sometime in April), any applicant not offered admission will receive an email from our office.

Is the PhD Program full or part-time?

Our program is a full-time program. Students may not retain full-time employment during the duration of their program.

Can I pursue the PhD degree from a distance?

No, all students admitted to the PhD program are expected to attend courses and live in Calgary for the duration of the degree. Students may not participate in any academic activities prior to being physically present on campus on the first day of the semester indicated in their offer letter.

Please keep in mind **it is the applicant's responsibility** to ensure the submission of all required materials and a complete application.

The PhD Program Office has **a zero tolerance** policy on any unacceptable behaviour, whether via email communications, over the telephone or in person.