

Graduate Application Staff Guide

2025 Edition

This document provides an overview for the 2025 Edition of the Western Graduate Application. If you have any questions concerning the application, please contact Team Admissions at SGPS via gradapps@uwo.ca or x82341.

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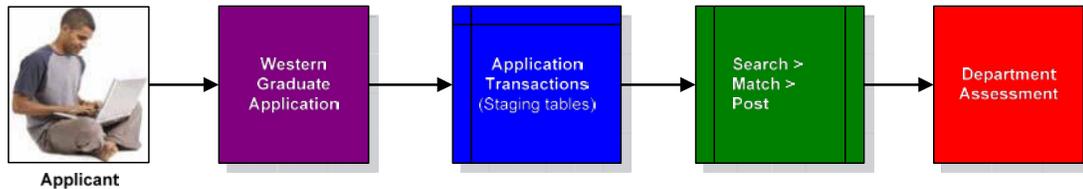
Section 1 - Process Overview

Objectives

By the end of this section, you will be able to:

- Understand the four stages of the admission process
-

1.1- Describing the PeopleSoft Graduate Admission Process



The PeopleSoft Graduate Admission Process contains four steps:

1. The Western Graduate Application
 - The user interface applicants use to supply information related to their admissibility to a program
2. Application Transactions
 - The staging area where each applicant's application data is housed while the application is in progress
3. Search/Match/Post
 - The nightly process that transfers submitted applications from the Application Transactions stage to the Department Assessment stage
4. Department Assessment
 - The user interface that grants departments the ability to review, assess and submit decisions for applications

Section 2 - The Application

Objectives

By the end of this section, you will be able to:

- Describe the application process
 - Understand what is required of applicants
 - Understand the elements in the application that are maintained by you and your program
-

2.01 – Accessing the Application

Applicants with a Western Identity (i.e. current or former Western students) should create an application in Student Center.

Applicants who do not have a Western Identity must create an account in the guest user page, located at <https://grad.uwo.ca/apply>.

Western Graduate & Postdoctoral Studies

Welcome to the admissions application for the School of Graduate and Postdoctoral Studies at Western University.

Please review all admissions requirements for your chosen program of study before starting your application. It is your responsibility to ensure all items are completed and submitted within the deadlines posted.

- If you do not have an active Western Identity please set up an Applicant Account by selecting 'Create Account'.
- If you have an active student Western Identity please log in with those credentials.

You may save your progress and logout at any time.

Sign-in

User ID:

Password:

OR

1. Returning guest users can sign in here. New users must create an account prior to starting an application.

Sign-in

User ID:

Password:

Confirm Password:

Email Address:

Confirm Email Address:

First Name:

Last Name:

Status in Canada:

Hint Question:

Response:

OR



Status in Canada

An applicant's "Status in Canada" reflects their citizenship status in Canada should they attend Western. If an applicant holds citizenship outside of Canada they should select "Study Permit". If they are a Permanent Resident the applicant will be expected to produce their Landing Paper or copy of their Permanent Resident Card in the Supplemental Documents area.

2.02 – Forgotten User IDs or Passwords

Any applicant who has created an Applicant Account can retrieve their User ID or password from the Sign-in page.

Retrieving a lost Applicant User ID

To retrieve a lost User ID the applicant selects “Forgot my Applicant User ID” from the Sign-in page. They will be asked to provide the email address they associated with their Applicant Account and a response to a hint question they provided when applying. An email will be sent to that email account with the original User ID.



Forgot My Applicant Account Password

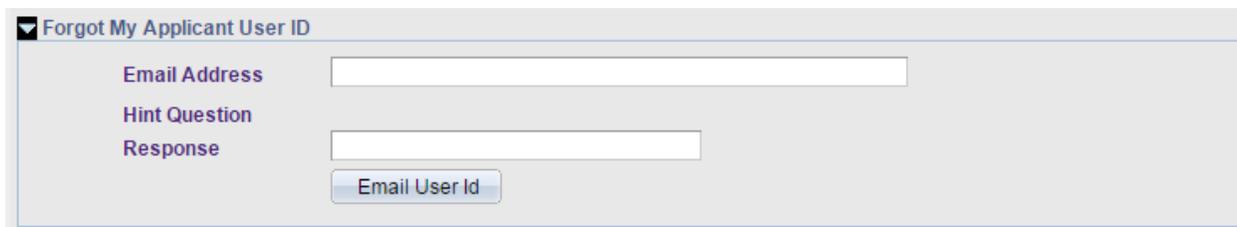
User ID:

Hint Question Response

If you have an active Western Identity and have forgotten your password please click here to visit [Western's Identity Manager](#)

Retrieving a lost Applicant Account Password

To retrieve a lost Applicant Account Password the applicant selects “Forgot my Applicant Account Password” from the Sign-in page. They will be asked to provide the User ID which corresponds to their applicant account and a response.



Forgot My Applicant User ID

Email Address

Hint Question Response



2.03 – Starting an Application

After signing in to the application in the guest user page or Student Center, applicants are presented with two options:

Create a New Application

This option allows users to start a new application to a specific Academic Program, Degree and Admit Term. Applicants can only apply to programs that have an available Admit Term open.

Create a New Application
Choose the program, degree and term to which you are applying.

Personalize Find View All First 1 of 1 Last			
*Academic Program	*Academic Degree	*Admit Term	*Academic Load
1			

Create Application

Continue a Current Application

Applicants who have previously started and saved an application can return to the application by selecting it from the Current Applications grid.

An applicant can Edit an application that is in SAVED status. Applicants cannot edit their application after submission, but can update referee information until a reference is submitted.

Current Applications
Below is a listing of your current applications. To continue working on an application select "Edit". To view a submitted application select "View".

Personalize Find First 1-23 of 23 Last							
Application Nbr	Academic Career	Academic Program	Academic Degree	Admit Term	Status	Options	Edit Referee
1 00832308	Graduate	Education	MA Counselling Psych	2014 Fall Graduate	SAVED	Edit	
2 00833005	Graduate	Sociology	Ph.D. Sociology	2014 Fall Graduate	SAVED	Edit	
3 00833790	Graduate	Professional Education	Master Prof Ed, Curr	2014 Fall Graduate	SAVED	Edit	
4 00847239	Graduate	Psychology	Ph.D. Psychology	2014 Fall Graduate	SAVED	Edit	
5 00847259	Graduate	Kinesiology	M.A. Kinesiol, Sport Mgmt, CB	2014 Fall Graduate	SAVED	Edit	
6 00847265	Graduate	Kinesiology	M.A. Kinesiol, Sport Mgmt, TB	2014 Fall Graduate	SAVED	Edit	
7 00847267	Graduate	Kinesiology	M.A. Kinesiol, Sport Mgmt, TB	2014 Fall Graduate	SAVED	Edit	
8 00847268	Graduate	Physics	Ph.D. Physics	2014 Fall Graduate	SAVED	Edit	
9 00865929	Graduate	English	Ph.D. English	2014 Fall Graduate	SAVED	Edit	
10 00875550	Graduate	Classics	Ph.D. Classics, Archaeology	2014 Fall Graduate	SAVED	Edit	
11 00891506	Graduate	Mechanical & Materials Eng	M.E.Sc. MME, Mechanical	2014 Fall Graduate	SAVED	Edit	
12 00898577	Graduate	Classics	M.A. Classics	2015 Fall Graduate	SAVED	Edit	
13 00898889	Graduate	Education	Ph.D. Education, Equity/Incl	2015 Fall Graduate	SAVED	Edit	
14 00899859	Graduate	Psychology	Ph.D. Psychology, Industry/Org	2015 Fall Graduate	SAVED	Edit	
15 00899860	Graduate	Psychology	M.Sc. Psychology, Industry/Org	2015 Fall Graduate	SAVED	Edit	
16 00908425	Graduate	Anthropology	Ph.D. Anthro, Socio	2015 Fall Graduate	SAVED	Edit	
17 00908847	Graduate	History	M.A. History, Public	2015 Fall Graduate	SAVED	Edit	
18 00908849	Graduate	History	M.A. History, Public	2015 Fall Graduate	SAVED	Edit	
19 00908855	Graduate	History	M.A. History, Public	2015 Fall Graduate	POSTED	View	Edit Referee

Application Status Options



Applications in progress can hold the following status:

SAVED

Application is in progress

SUBMITTED

Application has been completed and submitted

POSTED

Application has been submitted and posted to the Department Assessment component

2.04 – Common Features in the Application

The application itself is comprised of eight pages of information:

- Personal Information
- Academic History
- References
- Supplemental Questions
- Payment
- Supplementary Documents
- English Language Proficiency
- Submit

Nested within each page are common elements throughout including:

- **The Navigation Menu**

Hosted at the top of the application is a navigation menu that provides the applicant with a roadmap of available pages required to complete the application. These pages become available to the applicant as they complete the required elements of each previous page. For example, the Academic History page is not made available to the applicant until they complete all of the required fields within the Personal Information page and select Next.

- **The Application Checklist**

Positioned at the top right of every page of the application, the Application Checklist provides applicants with an update on their progress through the application. Each section is given a checkmark once all of the required elements within that page are completed. Once all elements receive a checkmark, an applicant is able to submit their application.

Application Checklist	
<input checked="" type="checkbox"/>	Personal Information Entered
<input checked="" type="checkbox"/>	Academic History Entered
<input checked="" type="checkbox"/>	References Provided
<input checked="" type="checkbox"/>	Supplemental Questions Answered
<input checked="" type="checkbox"/>	Application Fee Paid
<input checked="" type="checkbox"/>	Supplementary Documents Loaded
<input type="checkbox"/>	English Language Proficiency Score

- **Help with this Page**

Each page has a hyperlinked button titled “Help with this page”. This link connects applicants to a unique pdf designed to answer any questions they might have about how the page works or why we ask the questions we do.



2.05 – Personal Information

The Personal Information page provides basic information concerning the applicant's identity and contact information. We use this information to define their applicant account with an identity, communicate with the applicant and match the applicant with any existing student records in the PeopleSoft Student database.

*First Name [Help with this page](#)

Middle Name

Preferred First Name

*Last Name Previous Last Name

*Date of Birth *Marital Status *Gender

Social Insurance Number

First Language

Status in Canada

*Country of Citizenship

Contact Information

*Email Address

Home Address

*Country

*Address Line 1

Address Line 2

Address Line 3

Address Line 4

*City County

Province Postal Code

Contact Number		
Country Code	*Telephone	Extension
1	<input type="text" value="111-2222"/>	<input type="text"/>

Elements within the application marked with a "*" are required to create a personal account in the PeopleSoft Student database.

2.06 – Academic History

The Academic History page creates a listing of all post-secondary institutions the applicant has reported having attended. The page is broken down into three areas:

- **Previous Western Experience**

All applicants are asked if they have previously attended or applied to Western to ensure any previous history they have with us is connected to their application.

Click here if you have previously attended Western as a student

Click here if Western was your most recent postsecondary school attended

From Date To Date Western ID Number (if known)

- **Most Recent Post-secondary Academic Experience**

The most recent school the applicant has reported.

Most Recent Post-secondary Academic Experience

School

School Not in List?

*Academic Level

*First Date Attended

*Last Date Attended

*Most Recent Degree

*Degree Status *Degree date

- **Other Post-secondary Academic Experience**

All additional schools the applicant reports having attended.

Other Post-secondary Academic Experience Find First 1 of 1 Last

School + -

School Not in List?

Academic Level

First Date Attended

Last Date Attended

Most Recent Degree

Degree Status Degree Date



Finding a School

To find a school, the applicant must select the Find School button to the right of the School field. This will take the applicant to the Find My School page:

*Country

*City

Select	School	Country	City
1 <input type="button" value="Select"/>		CAN	

The applicant should enter as much information as they can and select Find My School to deliver a listing of potential matches.

Select	School	Country	City
1 <input type="button" value="Select"/>	Cdn Baptist Bible Coll/Grace B	CAN	Waterloo
2 <input type="button" value="Select"/>	Conrad Grebel Coll	CAN	Waterloo
3 <input type="button" value="Select"/>	Univ Of Waterloo	CAN	Waterloo On
4 <input type="button" value="Select"/>	Waterloo Lutheran Seminary	CAN	Waterloo
5 <input type="button" value="Select"/>	Wilfrid Laurier Univ	CAN	Waterloo On

Selecting the appropriate school from the list will return the applicant to the Academic History page and enter that school number into their application.

School

Frequently Asked Questions in Academic History

Applicant Still has a Degree in Progress?

If the applicant's most recent degree is still in progress, they should submit the date they anticipate completing the degree in the Degree Date field.

Multiple Degrees from the Same School

Applicants can enter multiple degrees from the same institution.

Adding/Removing Additional Schools

To add an additional school field to the application, the applicant needs to select the “+” sign within the buttons. To remove a row of information they have added, they must select the “-” sign.

2.07 – References

The References page is where an applicant enters each referee’s information. After entering in each referee’s details, Western emails the referees within two hours.

A unique link will be emailed to each referee, allowing them to log in to a secure site and submit their reference for the applicant online. Each reference will be collected by Western, and attached to the application.

The applicant will be notified by email when the request is sent to the referee and when the reference is completed.

References		Find	First	1-2 of 2	Last
Ref Seq Nbr	1	*Reference Type	Academic	Reference Status	Not Received
*First Name	Jane				
*Last Name	Doe				
*Employer	Western University				
*Position	Professor				
*Institutional Email Address	a@a.com				
*Confirm Email Address	a@a.com				
*Telephone	519/222-1111				
Ref Seq Nbr	2	*Reference Type	Academic	Reference Status	Not Received
*First Name	Jerry				
*Last Name	Doe				
*Employer	Waterloo University				
*Position	Professor				
*Institutional Email Address	b@b.com				
*Confirm Email Address	b@b.com				
*Telephone	519/333-1111				

The status will either be Received or Not Received, which indicates if the applicant’s referees have completed the electronic reference form and if they have been uploaded to the application.

2.08 – Supplemental Questions

The supplemental questions page allows you to ask unique questions to each of your applicants. The responses the applicant provides are made available to you during the assessment process.

SGPS has two questions we ask all applicants regarding how they heard about Western, your program can customize all other questions.

Question What website was most helpful to you in deciding to apply to Western?
Response Graduate Studies website ▼
Question What aspect of Western encouraged you to apply? Please pick the most important.
Response The fit between program content and my goals ▼
Question Have you completed library technician training? If "yes" please include an academic record/transcript for library technical courses in the supplemental documents section.
Response No ▼

Responses can be collected by one of two methods:

- Text-based open response
 - maximum character limit of 1,000
- Value-list response
 - You may determine a set of predetermined responses that the applicant can choose from

If you would like to add, remove or update any questions in your Supplemental Questions listing please edit the information in Gradnet > Graduate Application Program Specific Info.

2.09 – Payment

The application accepts two methods of payment to process an application:

Credit Card

**Note: In order to pay by credit card, the applicant must have their web browser set to permit popup windows within the application*

The most effective method to pay for the application is by credit card (Visa/Mastercard). Credit card payment is collected directly from the applicant within the application and will allow their application to be assessed upon submission.

Application Fees

Application Fee Amount 100.00

Select Payment Type Credit Card

Submit Payment

To pay by credit card the applicant selects “Credit Card” from the Payment Type drop down and then selects “Submit Payment”.

Pay using your credit card

VISA MasterCard

*Credit Card Number:

*Expiry Date: 01 2013

*CVV2/CVC2/CID:

Submit

All * fields are required.

ENABLED BUY
PS/ Gate

A popup window will appear separate from the application asking the applicant to input their credit card information for the purpose of paying for the application.

Upon approval the applicant will be directed back to the application which will note the receipt of payment and send an acknowledgement of payment to the applicant via email.

Canadian Money Order

**Note: If an applicant chooses to pay by Canadian money order the application will not be posted until the payment is received by Western.*

To pay for an application by money order the applicant selects the Payment Type “Money Order”. This will provide the mailing address for the School of Graduate and Postdoctoral Studies. They are free to continue with the application and submit it however the application will not be assessed until the money order is received and without the preliminary assessment you will be unable to offer an applicant admission.

2.10 – Supplementary Documents

Western makes it possible for applicants to submit supporting documents in a digital format. This includes an academic record/transcript from each school noted in Academic History and any additional documents required by the program.

Each of the documents must be saved as a .pdf file and its size must be less than 3 MB. SGPS will contact the applicant during the preliminary assessment process if there are any missing or unreadable documents.

Supplementary Document Grid				
Document	File	Upload	*Document Reviewed	
1 Academic Record/Transcript - Univ Of Waterloo	Transcript.pdf	Upload	Yes	+ -
2 Academic Record/Transcript - Univ Of Western Ontario		Upload	No	+ -
3 List of computer skills and experience, including knowledge of software applications and Web skills		Upload	No	+ -
4 Résumé of your education and experience		Upload	No	+ -
5 Statement explaining what appeals to you about this program		Upload	No	+ -

A listing of required documents is automatically generated within the document grid. These are a collection of requirements based on academic history, citizenship and additional requirements set by the program.

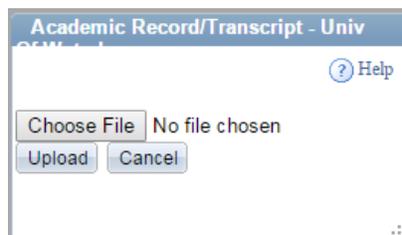
If you would like to add, remove or update any required documents in the Supplementary Documents listing please, edit the information in Gradnet > Graduate Application Program Specific Info.

How to Upload a Document

To upload documents the applicant selects the corresponding Upload button to the right of the document description.

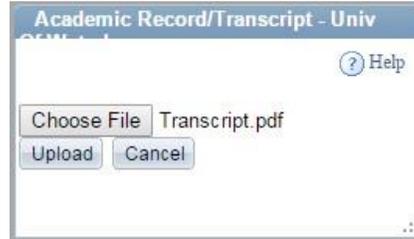
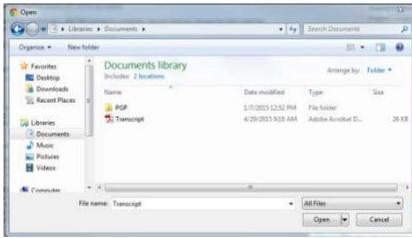


A prompt window will appear and ask the applicant to locate the file they wish to upload. They can locate the file by selecting the Choose File button.





The applicant locates the file they wish to upload and selects Open. The applicant confirms the location of the file as chosen and selects Upload.



The document will now be ready to attach to the application. The documents are not attached to the application until the applicant selects Save.



Generating PDF Copies of Documents

Applicants can export documents to PDF by using the “Print to PDF” function.

Additional Documents

Applicants are welcome to submit additional documentation not requested by the application if they so choose. To add an additional document to the document grid, select the **+** button. To remove one of these additional documents, select the corresponding **-** button. Please note the entire size of the uploaded documents in the application may not exceed 20000kb (20MB).



2.11 – English Language Proficiency

Applicants whose first language is not English must provide evidence of their proficiency in the use of the English language by a satisfactory achievement within the last two years.

Your program can also list all acceptable tests and minimum scores required in this section. We would encourage you to be specific

The application invites applicants to self-report a test and score they have already completed.

Test Date  Test ID 

After selecting the appropriate Test ID, the various test components are automatically provided to the applicant for completion.

Test Component	Test Score
1 LISTN	<input type="text"/>
2 OVALL	<input type="text"/>
3 READ	<input type="text"/>
4 SPEAK	<input type="text"/>
5 WRIT	<input type="text"/>

English Language Proficiency Waiver

Other formal evidence of graduate level proficiency in English may be considered in lieu of these test scores. Students must contact the graduate program(s) to which they have applied in order to determine if test scores will not be required. A decision will then be made by the program.

Applicants whose first language is not English, but have completed at least two years of post-secondary education in a degree program in a country where the principal language used is English, are exempt from having to provide an English language proficiency test.

2.12 – Submit

Once all required elements of the application are completed an applicant is free to submit their application for assessment. The Submit page provides two important features to applicants:

- An opportunity to review all of the applicant’s responses. A summary of every response provided by the applicant follows this message.

Text provided at top of submit page: Please carefully review all of your responses. Once your application is submitted you will not be able to make changes with the exception of your references unless you contact The School of Graduate and Postdoctoral Studies.

- A declaration from the applicant that the information provided is true, complete and correct.

Text provided at bottom of submit page: I certify that the information and documents submitted in this application (or to be submitted later) are true, complete and correct. I understand that it is my responsibility to keep Western University informed of any changes in my information occurring between the date of submission of my application until my registration.

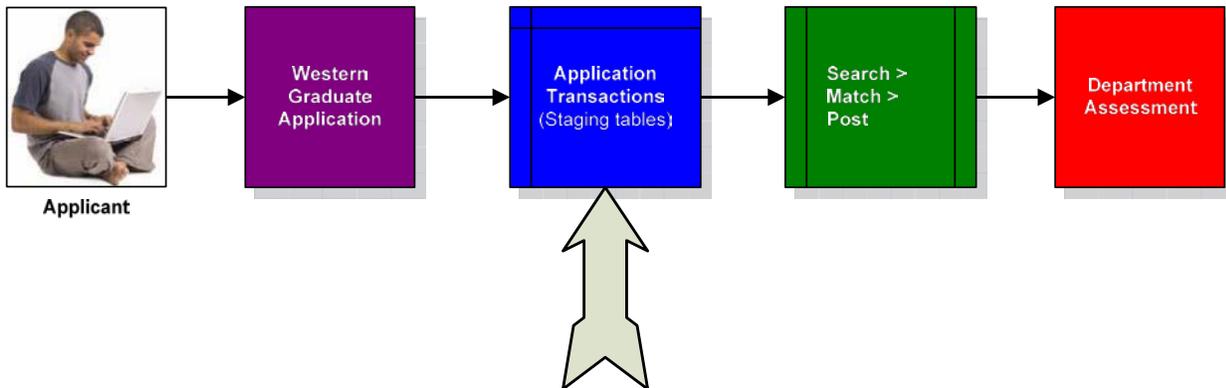
I authorize Western University to verify any information provided as part of this application. I understand that the discovery that any material information within the application is false, misleading or concealed could invalidate my application, and that any offers of admission could be revoked.

I accept that information on misconduct and/or falsified documents is shared with University and colleges across Canada, Law enforcement and Canadian Immigration agencies when appropriate. The personal information on this form is collected under the authority of the *University of Western Ontario Act, 1982*, as amended. For a complete Collection Notice, visit www.uwo.ca/grad.

If you are unable to Submit your application please review the Application Checklist for outstanding items. Every element, with the exception of the English Language Proficiency Score, must be completed prior to submission.

Once an applicant submits their application the status of the application becomes “Submitted.” At this point an applicant is no longer able to edit or update the application, other than referee information. Applicants can contact SGPS to add additional documents to their application.

Section 3 - Application Transactions



While an application is in progress the information provided by an applicant resides in a staging area titled Application Transactions. This staging area retains the information and allows staff to access and update the information while the applicant is completing the application. Changes made within the Application Transactions pages are displayed in the application. These pages host many elements not currently collected by the application. This section will only highlight elements currently associated with our custom application.

PeopleSoft Menu Location

You may find the Application Transactions component by following the menu path:

1. **Student Admissions > Application Transaction Mgmt > Application Transactions**

Objectives

By the end of this section, you will be able to:

- Search for active applications
- Understand how to interact with in-progress applications

3.01 – Finding an Application

The Application Transactions component presents users with the option to search for applications using the Search Criteria page and information regarding the applicant and their application (i.e. application number, first name, last name, email address)

All applicants are given a unique Application Number that represents a specific application they have created in the Graduate Application. With that number alone you can retrieve their individual application.

Other useful Search Criteria include:

- Academic Program
- Academic Plan
- Admit Term
- Email Address
- Last Name
- First Name
- Transaction Status
 - Saved – Application has been saved by the applicant and is still in progress
 - Submitted – Application has been submitted by applicant and will be posted to Department Assessment overnight
 - Posted – Application has been posted from the staging area to the Department Assessment component
- SGPS Assessment Status
 - Blank – Application has not yet been assessed by SGPS
 - SGPS – SGPS is currently assessing the application
 - RPD – SGPS has completed preliminary assessment and released the application to the program for an admission decision

When you have found the application you are looking for, you can examine it by selecting it from the Search Results. If the application is the only possible match to the criteria you have entered, the application will automatically display.

3.02 – Common Features in Application Transactions

There are seven pages within the Application Transactions component:

- Application Data
- Education History
- Additional Academic Info
- Supplemental Information
- Referees
- Responses
- Questions

Each page presents you with the ability to view and/or update data that exists within a given application while it is in progress. While each page holds unique content there is a common grouping of information atop each page.

The screenshot shows a web interface with a navigation bar at the top containing tabs for: Application Data, Education History, Additional Academic Info, Supplemental Information, Referees, Responses, and Questions. The 'Application Data' tab is active. Below the tabs is a form with the following fields and controls:

- Temporary ID: 67823
- User ID: JOHNDOE
- Created Datetime: 2015/04/29 9:55AM
- Created By: JOHNDOE
- Constituent Staging (link)
- Name: Doe, John
- Constituent Status: Loaded (dropdown menu)
- ID: (empty field)
- Run Search/Match/Post (button)
- *Institution: University of Western Ontario
- Academic Career: Graduate
- Application Nbr: 00959383
- Application Status: Saved (dropdown menu)
- Residency: CDN
- Language: English
- Appl Status Dt: 2015/04/29
- Expand All (button)
- Collapse All (button)
- mailto:john.doe@john.doe.ca (link)
- Help with this page (link)

Temporary ID: this unique ID number is given to each applicant at the time they first create their application. It is never shown to the applicant.

Name: the last name and first name presented by the applicant at the time they created their application

User ID: the ID used by the applicant to access the application and prepare the application

Constituent Status: this term reflects the status of the applicant’s personal data being compared to existing student data in PeopleSoft. At the time the application is posted to Department Assessment the process will compare the user-provided details against all existing person records in PeopleSoft and present the following possible outcomes:

- **ID Updated:** the user has been found in PeopleSoft and the application has been posted to the existing user account.
- **Created ID:** the user was not found and a new Western ID and account have been created for them.

Created Datetime: the date and time the application was created



Created By: the User ID responsible for creating the application

Application Nbr: the unique number given to each application. Applicants are provided this number throughout the application. This number will be the best method to quickly find applications when talking with applicants.

Application Status Date: the date the most recent Application Status occurred

Application Status*: whether the application has been submitted or not:

- **Saved:** the application is still in progress
- **Submitted:** the application has been submitted for assessment and awaits posting
- **Posted:** the application has been posted to Department Assessment

Mailto: this link provides your email client with a quick method to obtain the applicant's email address nested within a standard email client.

Residency: indicates the residency status of the applicant

- **CDN:** the applicant is a Canadian citizen and considered a domestic applicant
- **PERM:** the applicant is a permanent resident in Canada and considered a domestic applicant
- **INTMI:** the applicant is a citizen of a country other than Canada, and not a permanent resident, and is considered an international applicant

Language: indicates the first language of the applicant

3.03 – Application Data

The first page of the Application Transaction component is Application Data. The Application Data page provides you with the basic elements of the application across four areas:

- Program Data
- Application Data
- Application Fees
- Source of Interest

Program Data

The program data field summarizes the selections chosen by the applicant at the start of the application* including:

- Academic Program
- Academic Plan
- Admit Term

The screenshot displays a web-based application form with three main sections: Program Data, Plan Data, and Sub-Plan Data. Each section has a header bar with navigation options like 'Find', 'View All', 'First', '1 of 1', and 'Last'. The Program Data section includes fields for Program Number (0), Exp. Graduation Term, Admit Term (1161), Academic Program (GLIBR - Library & Information Science), Academic Load (Full-Time), Campus (MAIN), and Last Updated On (2015/04/29 9:56:01AM) by JOHNDOE. The Plan Data section includes Academic Plan (A5209 - Master of Library & Info Sci.) and Plan Sequence (1), with Last Updated On (2015/04/29 9:56:01AM) by JOHNDOE. The Sub-Plan Data section has a Sub-Plan field and a Last Updated On field.

*If an applicant wishes to change any of these values they should contact either SGPS or the academic program. Once an application is started there is no method to change these values without starting a different application.



Application Data

This field provides you with an overview of basic responses collected from the application. These responses include:

- **Application Fee Status:**
 - **Deferred:** Applicant has indicated a cheque/money order will be mailed to pay for application
 - **Pending:** No action has taken place in the fee payment section
 - **Received:** Payment has been received by SGPS
 - **Waived:** Payment for the application has been waived
- **Prior Application:** the applicant reports they have previously applied to Western
- **Waive Amount:** the application fee portion waived
- **Previous Attendance:** the applicant reports they have attended Western previously and the start and end dates of that attendance

Application Data	
Application Center:	GONL GRD Online
*Admit Type:	WEB Web App
Academic Level:	
Housing Interest:	
<input type="checkbox"/> Prior Application	
<input type="checkbox"/> Financial Aid Interest	
Waiver Basis Code:	
Last School Attended:	200038055 Univ Of Western Ontario
Graduation Date:	
<input checked="" type="checkbox"/> Previous Attendance	From Date: 2015/04/29 To Date: 2015/04/29
<input type="checkbox"/> Graduated early?	<input type="checkbox"/> Not Currently Attending School
<input type="checkbox"/> Electronic Signature	<input type="checkbox"/> Criminal Conviction
Last Updated On:	2015/04/29 9:56:01AM
Last Updated By:	JOHNDOE



Application Fees

This field represents the payment method selected by the user and the amount processed through this method.

Application Fees		Find View All	First	1 of 1	Last
*Tender Category:	Check	Tender Amount:		+	-
Last Updated On:	2015/04/29 9:56:01AM	Last Updated By:	JOHNDOE		

3.04 – Education History

The second page of the Application Transactions component is Education History. This page displays all information collected by the application in relation to the applicant’s academic history.

School Information

This section presents a row of information for each institution the applicant has reported having attended.

School Information		Find View All	First	1 of 2	Last
Sequence Number:	1	+	-		
External Org ID:	200038055	Univ Of Western Ontario			
School Name:					
School Country:					
School Address:					
School City:					
School State:		School Postal:			
School CEEB Code:		School ACT Code:			
<input type="checkbox"/> Home School		<input checked="" type="checkbox"/> Last School			
Last Updated On:	2015/04/29 9:56:01AM	Last Updated By:	JOHNDOE		

Career Data		Find View All	First	1 of 1	Last
*Data Number:	1	*Career:	Undergrad	Academic Load:	
Term Type:		External Term:			
Term Year:	2014	Academic Level:	Not Report	<input type="checkbox"/> Dismissed from School	
From Date:	2010/09/06	To Date:	2014/06/26	Comments Canadian Extension	
Last Updated On:	2015/04/29 9:56:01AM	Last Updated By:	JOHNDOE		

Transcript Status						
*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Desired	2011/09/05	2011/09/05			Grad	

External Degrees

Graduate Application Staff Guide



This section reflects the degrees the applicant has achieved or expects to achieve in the future.

External Degrees								Personalize Find View All First 1 of 1 Last	
Degree		Field of Study		Transcript		Audit			
*Degree Number	Degree	*Description	*Degree Date	*Data Source	*Degree Status	*Honors Category			
1	1	GBA	Bachelor of Arts	2014/06/26	Grad	Complete	None	+	-

3.05 – Additional Academic Info

The Additional Academic Info page contains only one element of the graduate application – self-reported ELP scores. Any self-reported ELP score will be displayed in the Test Results section.



3.06 – Supplemental Information

The Supplemental Information page presents you a view of the documents that the applicant has uploaded to support their application.

Attached File	Description	View
Transcript.pdf	Proof of Permanent Residency	View
Transcript.pdf	Academic Record/Transcript - Univ Of Western Ontario	View
Statement.pdf	Curriculum Vitae	View
Statement.pdf	Questionnaire	View
Statement.pdf	Statement of Interest	View

To view any of these documents select the corresponding View link to the right of the document you wish to examine.

If you wish to upload additional documents on behalf of the applicant, you may select the Add button. This button is only available if the application is in Saved status and has not been submitted.

Please note: any documents attached to the application at this stage are viewable by the applicant. Be sure to avoid attaching any sensitive document the applicant should not see by using this process.



3.07 – Referees

The Referees page provides a summary of the referee information submitted by the applicant.

Reference History			
OUAC Referee seq number	1	Reference Type	Academic
		Reference Status	Not Recvd
Last Name	Doe		
First Name	Jane		
Referee Position	Professor		
Employer	Western University	Telephone	519/222-1111
Institutional Email Address	a@a.com		
Confirm Email	a@a.com		
OUAC Referee seq number	2	Reference Type	Academic
		Reference Status	Not Recvd
Last Name	Doe		
First Name	Jerry		
Referee Position	Professor		
Employer	Waterloo University	Telephone	519/333-1111
Institutional Email Address	b@b.com		
Confirm Email	b@b.com		

Also located in this area is the Reference Status. The status will either be Received or Not Recvd, which indicates whether or not the applicant’s referees have completed the electronic reference form and if they have been uploaded to the application.

3.08 – Responses

Responses provided by the Referees are displayed on this page.

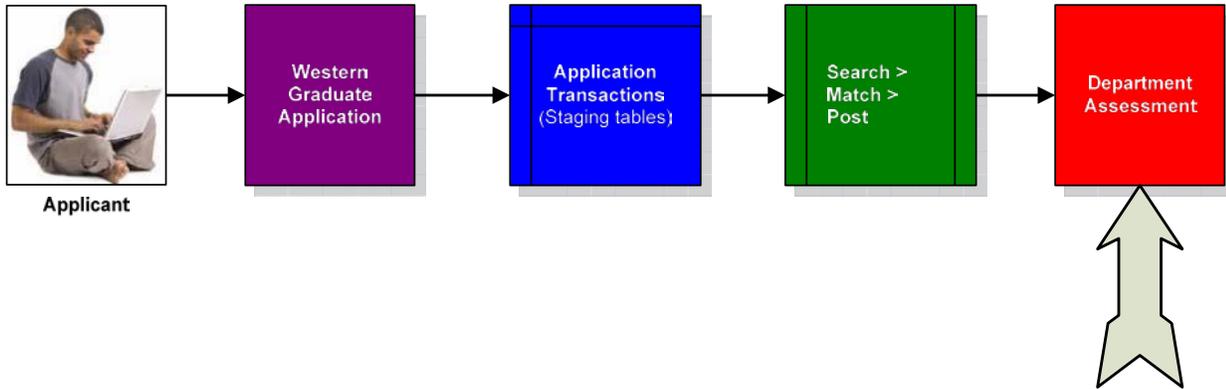
Referee Responses		Find	First	1 of 1	Last
Referee Information					
Name Display					
Format					
Employer		Referee	Position		
Question/Response					
Reference Question					
Reference Response					

3.09 – Questions

The Questions page includes the applicant’s responses to the Supplemental Questions portion of the application.

Question	What aspect of Western encouraged you to apply? Please pick the most important.
Text	
Response	The fit between program content and my goals

Section 4 - Department Assessment



After an application has been submitted and a nightly process turns the information stored in the Application Transactions component over to the Department Assessment component you can view these applications in their final stage of assessment. The Department Assessment component gives you and your designated faculty members access to assess and make decisions on applications to your program.

PeopleSoft Menu Location

You may find the Application Transactions component by following the menu path:

2. **Student Admissions > Application Transaction Mgmt > Department Assessment**

Objectives

By the end of this section, you will be able to:

- View the results of the SGPS assessment
- Review submitted applications for eligibility
- Assign program specific status
- Update applicant data
- upload a department offer letter
- Offer/deny an applicant admission

4.01 – Finding an Application

The Department Assessment component presents users with a Search Criteria page, asking you for as much or as little information as you would like to query with, in order to find an applicant.

All applicants are given a unique Application Number that represents a specific application they have created in the Graduate Application. With that number alone you can retrieve their individual application.

Other useful Search Criteria include:

- Academic Program
- Last Name
- First Name
- Academic Program Status
 - Active in Program – applicant has been registered for admit term
 - Applicant – application is still awaiting a decision
 - Admitted – applicant has been offered admission
 - Prematric – applicant has accepted offer
- SGPS Assessment Status
 - (blank) – Application has not yet been assessed by SGPS
 - SGPS – SGPS is currently assessing the application
 - RPD – SGPS has completed preliminary assessment and released the application to the program for an admission decision
- Admit Term

When you have found the application you are looking for, you can examine it by selecting it from the Search Results.

Saving a Search

If you have a common search you like to perform with the Search Criteria page you can use the  [Save Search Criteria](#) link to save the criteria of your search for future use. Selecting this button will save the criteria you currently have input and ask you to label the search for future uses. For example, you could enter your Academic Program, and set your SGPS Assessment Status to RPD. This would always retrieve a current listing of applicants awaiting a decision from your program.

4.03 – Department Assessment

The Program Data area provides you with a summary of the academic goals of the applicant including:

- Admit Term
- Academic Program
- Academic Load
- Status
 - Active – applicant has been registered as a student
 - Admitted – the applicant has been offered admission and has yet to respond
 - Applicant – an active application awaiting a decision
 - Cancelled – application has been denied
 - Prematriculant – applicant has accepted offer of admission and awaits registration
- Academic Plan

The screenshot shows two sections: 'Program Data' and 'Plan Data'.
Program Data:
 - Program Number: 0
 - *Admit Term: 1158 (2015 Fall Graduate)
 - *Academic Program: GMATH (Mathematic)
 - *Academic Load: Full-Time
 - *Effective Date: 2015/04/28
 - Seq: 1
 - Assessment Status: (dropdown menu)
 - Last Updated On: (empty)
 - By: (empty)
Program Status:
 - Status: Applicant
 - Program Action: APPL
 - Last Updated On: 2015/04/28 8:57:37AM
 - Action Date: 2015/04/28
 - Action Reason: RPD (Released to Program)
 - By: CCIRCEL
Plan Data:
 - *Academic Plan: 22162 (M.Sc Mathematics)
 - Course: 22

The File Attachments area shows you all documents submitted in support of the application.

The screenshot shows the 'File Attachments' section with a table of attachments. At the bottom right, there is a yellow 'Add' button.

Attached File	Description	View
Transcript.docx	Academic Record/Transcript - Exeter Coll Univ Of Oxford	View

If you wish to upload additional documents on behalf of the applicant you may select the  button.



The final section of the Department Assessment page includes the results of the SGPS preliminary assessment. Here you can view the Admission Average and Admission Comments associated with the application. A Comments field allows you key information that you wish to track associated with the application. These comments are viewable and can be updated by anyone who has access to the application. The comments section is great way to update and communicate with any individual who may be assessing an application. For example, if SGPS is waiting for the applicant to provide ELP tests scores you may see the comment “Emailed applicant, awaiting ELP test scores.” If a graduate program has offered an applicant an ELP waiver you may see a comment stating “proof of ELP waived by the program.”

Admission Average				Find View All First 1-2 of 2 Last
Rating Component	G12PT	Rating Value	11.0000	<input checked="" type="checkbox"/> Successfully Evaluated
Rating Component	GPERC	Rating Value		<input type="checkbox"/> Successfully Evaluated

SGPS Admission Comments		Find First 1 of 1 Last
Proof of Citizenship		

Comments	
<div style="border: 1px solid #ccc; height: 40px;"></div>	

Department Specific Assessment Status

In the top right-hand section of the application, you will notice an area for Assessment Status

Department Assessment		Education History	Reference Material	Supplemental Questions	Referee Responses
Jiwei	2508				
Academic Institution:	University of Western Ontario	Application Number:	0094		
Academic Career:	Graduate				
Residency	International - INTMI				Help with this page <input type="button" value="Offer"/> <input type="button" value="Deny"/> <input type="button" value="Waitlist"/> <input type="button" value="Withdraw"/>
<input type="button" value="Summary"/> <input type="button" value="View All"/> mailto:iwar					

Program Data				Find View All First 1 of 1 Last
Program Number:	0	*Effective Date:	2015/05/01	Seq: 1
*Admit Term:	1158 2015 Fall Graduate	Assessment Status:	Hold for Faculty	
*Academic Program:	GCHEM Chemistry	Last Updated On:	2015/05/01 9:26:58AM	
*Academic Load:	Full-Time	By:	DHAGEN	



These statuses can be completely customized to suit your program's needs. You can you as many statuses as you like. To have these set up, please contact SGPS. Once your list of statuses is set up you can use them to sort or filter your RPD applications.

Summary and View All

The Summary feature provides a summary PDF document of all the information contained in the various tabs in the Department assessment area of the application. The View all provides the summary along with all of the supporting documents provided with the application.

The screenshot shows the 'Department Assessment' tab selected. The applicant's name is 'Jiwe' and the application number is '2508'. The academic institution is 'University of Western Ontario' and the application number is '009'. The academic career is 'Graduate'. The residency is 'International - INTL MI'. The program data includes: Program Number: 0, *Admit Term: 1158 (2015 Fall Graduate), *Academic Program: GCHEM (Chemistry), *Academic Load: Full-Time. The *Effective Date is 2015/05/01, Seq: 1, Assessment Status: Hold for Faculty, Last Updated On: 2015/05/01 9:26:58AM, By: DHAGEN. The 'Summary' and 'View All' buttons are highlighted in a red box.



4.04 – Education History

The Education History page shows you a listing of all schools the applicant has reported having attended.

Education History	
Univ Of Toronto	Country
Dates	
From Date 2013/08/01	To Date 2013/08/30
Univ Of Waterloo	Country
Dates	
From Date 2013/09/03	To Date 2013/09/22
Univ Of Western Ontario	Country
Dates	
From Date 2011/08/19	To Date 2012/08/19
Univ Of Windsor	Country
Dates	
From Date 2013/09/03	To Date 2013/09/23

4.05 – Reference Materials

The Reference Materials page provides a summary of the referees selected by the applicant.

Reference History			
OUAC Referee seq number	1	Reference Type	Academic
Reference Status	Not Recvd		
Last Name	Dumouchel		
First Name	Matt		
Referee Position	Manager		
Employer	Western	Telephone	411
Institutional Email Address	mdumouc2@uwo.ca		

4.06 – Supplemental Questions

Responses provided to your Supplemental Questions are displayed to you and your faculty members on this page.

Supplemental Questions		Find	First	1-5 of 5	Last
Question	Library fines... agree/disagree?				
Response	Disagree				

4.07 – Referee Responses

The Referee Response page provides a summary of responses collected from references on behalf of the applicant. The default display for these responses is grouped by referee however the “Sort by Question” toggle will set the listing to provide a comparison of responses to each question.

Sort by Question [Help with this page](#)

Referee Responses Find First 1-20 of 20 Last

Referee Information	
Referee	ff
Employer	f
Position	f

Question	How long have you known the candidate, and in what capacity? Give approximate dates.
Response	vivamus reference reference sollicitudin vivamus turpis nunc vivamus augue phasellus reference vader. vivamus vader we odio bacon. vader nulla student nunc. lorem odio turpis. convallis performance nunc burrito bacon nulla turpis accumsan mauris ultrices chelsea. ipsum bacon odio convallis l ultrices.
Question	If you have recommended previous students to us for graduate study, please rank this candidate in relation to them in overall aptitude for scholarly activity.
Response	ultrices we convallis burrito vivamus. turpis reference scelerisque burrito odio we convallis ultrices student convallis augue we mauris reference turpis convallis vivamus vader convallis ipsum vader performance. we ultrices ipsum we bacon student phasellus augue bacon accumsan burrito phasellus burrito we. bacon turpis mauris sollicitudin ipsum accumsan we reference chelsea ipsum accumsan odio lorem reference vader l augue. convallis accumsan burrito chelsea student sollicitudin ultrices nunc ultrices phasellus mauris. performance performance nulla lorem phasellus scelerisque chelsea vader accumsan performance accumsan l odio turpis student ipsum student nunc ultrices augue l turpis lorem augue scelerisque odio. ultrices mauris we sollicitudin mauris scelerisque nulla sollicitudin student. vivamus burrito vader bacon accumsan we performance vader ultrices convallis chelsea convallis ipsum sollicitudin vivamus bacon reference student. accumsan vivamus augue chelsea bacon reference phasellus student nunc reference reference we ipsum mauris nulla ipsum student scelerisque mauris lorem. vader sollicitudin nulla l burrito ipsum we augue nulla ultrices ipsum. chelsea scelerisque phasellus student we augue burrito ultrices bacon nunc ultrices ultrices mauris student chelsea turpis odio lorem bacon performance.

References are collected from referees daily. Applicants may submit an application prior to seeing their references arrive. It is important to note that these values may not be displayed as the reference has yet to be received. For an up-to-date status of the reference requests please check “Reference Materials”.



4.08 – Department Offer Letter

Programs can upload the Program Welcome Letter in this tab.

[Education History](#)
[Reference Material](#)
[Supplemental Questions](#)
[Referee Responses](#)
[Offer Letter Communication](#)
[Test Scores](#)

Dcga Cdc 250835251

Academic Institution: University of Western Ontario **Application Number:** 00902445
Academic Career: Graduate

[Help with this page](#)

Add Attachment Attached File:

SGPS/Staff/Faculty will be able to review these letters:

[Education History](#)
[Reference Material](#)
[Supplemental Questions](#)
[Referee Responses](#)
[Offer Letter Communication](#)
[Test Scores](#)

D. Mcgm Acdcmmc 005501879

Academic Institution: University of Western Ontario **Application Number:** 00913015
Academic Career: Graduate

[Help with this page](#)

View Attachment
Delete Attachment
 Attached File: TEST.pdf

 Offer Letter Text

***Please note:** Attachments must be uploaded prior to offering the applicant admission.

Applicants can then view both the SGPS offer letter and program offer letter in Student Center

My Admission Letters

Career: Graduate **Program:** M.A. American Stud, Cultural
Term: 2015 Fall Graduate  **Print Help**

Please note: Offer letters are available until the start of the term for which they are for. Students who wish to print or save their offer letter should do so before their official start date.

My Admission Letters				
Letter	Date (YYYY/MM/DD)	View/Print Letter	Department Offer Letters	Last Viewed Date
Grad Offer Letter		View/Print Letter	Department Offer Letters	

[Return](#)

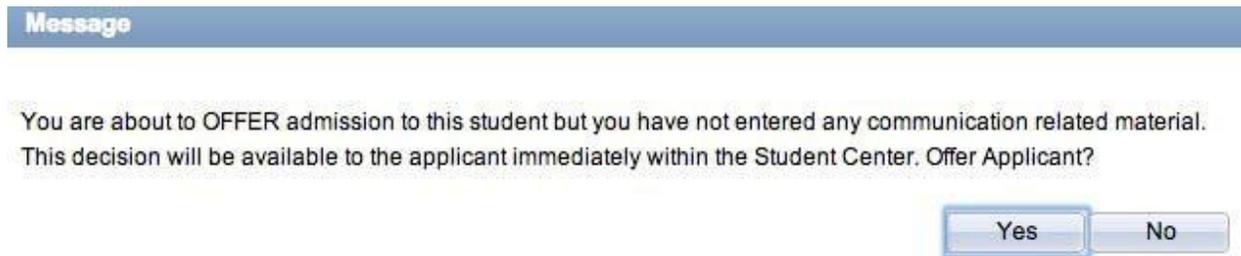
4.09 – Registering an Admission Decision

When you wish to register an admission decision, the Department Assessment page hosts four options:



Offering an Applicant Admission

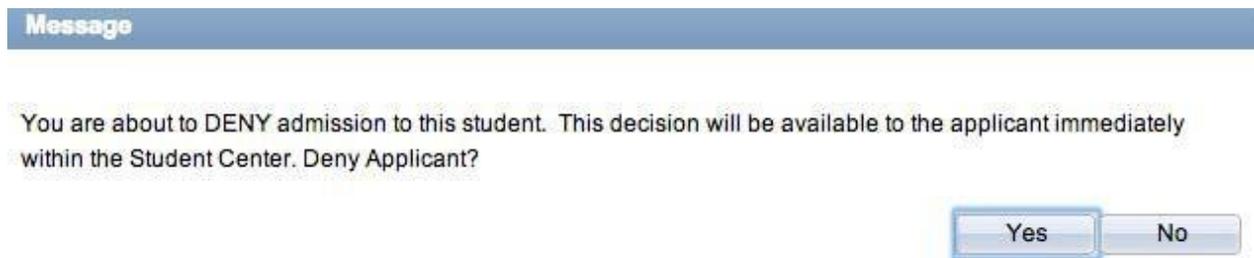
Pressing the Offer button will produce a confirmation message:



Selecting Yes will register the Offer of Admission and issue an Offer of Admission email (Section 5.04) to the applicant immediately. If you select No you will return to the Department Assessment page.

Denying an Applicant Admission

Pressing the Deny button will produce a confirmation message:



Selecting Yes will register the Denial and issue a Denial Alert email (Section 5.05) to the applicant immediately. If you select No you will return to the Department Assessment page.

Once an offer of admission is extended your work on the application is complete. Should you need to make any changes to an application after an Offer/Deny is submitted you must contact SGPS for assistance.

Withdrawing an Applicant

Withdrawing an applicant effectively cancels an application and does not transmit an email to the applicant informing them of this decision. We felt this decision was too program-specific to implement a

4.09 – Registering an Admission Decision

standard alert similar to the admit/deny emails. This could be used when an applicant contacts your program to indicate they are no longer interested in your program, or when you want their application cancelled without the deny email being sent.

Waitlisting an Applicant

Programs can now place applications in a Wait List status. This updates the application and can be viewed by the applicant in Student Center, but does not communicate the decision to the applicant. We felt this decision was too program-specific to implement a standard alert similar to the admit/deny emails. Programs can return to these Waitlisted applications at a later date and make a further decision.

4.10 – Faculty Access to Applications

Faculty members who are set up with access to the Department Assessment component can search for applicants with the same Search Criteria available to staff.

The significant difference between staff and faculty access resides on the Department Assessment page. While staff can update data and generate admission decisions this functionality is removed for faculty members. The only editable feature for faculty in the Department Assessment component is the Admissions Comments field.



Section 5 – Communication

Throughout the application process we automatically send emails to applicants at various milestones across the progress of their application. This section will give you a glimpse into the messages that are transmitted and when an applicant can expect to receive them.

Objectives

By the end of this section, you will be able to:

- Understand the communications sent to applicants during the application process

5.01 – Guest User Account Creation Confirmation

This email is sent to applicants who create a guest user account and immediately confirms the creation of the account.

Subject: Applicant User Account Creation - Graduate Application - Western University

From: gradapps@uwo.ca

Dear “applicant first name”,

Thank you for creating a guest user account for the purpose of applying to graduate studies at Western University.

Your Applicant User ID is “userid chosen by applicant”.

If you have any questions concerning our application please contact The School of Graduate Studies by email at gradapps@uwo.ca or by phone at 519-850-2341. If you have questions concerning the Supplementary Questions or Documents required as part of your application please contact the program to which you are applying or review the program website for more information (http://grad.uwo.ca/prospective_students/programs/index.cfm).

All supplemental documents are required to be uploaded with your application. Please do not send hard copy documents.

Kind

regards,

Teri Hern

Manager, Graduate Admissions

School of Graduate and Postdoctoral Studies

Western University



5.02 - Western Identity Creation

This email is sent to applicants who create a guest user account and successfully submit their application. All guest users have their guest account deleted and replaced with a Western Identity. This email directs the guest user to make this transition.

Subject: Western Identity Creation - Graduate Application - Western University

From: gradapps@uwo.ca

This email is intended to inform you that The School of Graduate and Postdoctoral Studies (SGPS) at Western University has now received your submitted application and will commence with a preliminary assessment.

Please do NOT mail any hard copies of the supplemental documents you uploaded as part of your application. SGPS or your graduate program will contact you if additional documents are required.

A unique Western Identity has been created for you and awaits your activation. Any submitted or in-progress applications have now been associated with this new identity. Your initial Applicant User Account has been deactivated. In order to activate your new Western Identity you will need the following information:

- Your Western ID: :1
- Your Application Number: :2
- Your Birthday

Your first step in the activation process will be to obtain your Western Access Code. You can obtain that Code by visiting our [Western Access Code Retrieval](#) site.

With your Access Code and Western ID in hand you can then activate your Western Identity by visiting Western's [Identity Manager](#).

Your Western Identity allows you to return to Western's [Student Center](#) to monitor the progress of your application.

SGPS will send you an email once the preliminary assessment of your application is complete. Should you have any additional questions about your application please contact The School of Graduate and Postdoctoral Studies at gradapps@uwo.ca or 519-850-2341.

Kind regards,

Teri Hern

Manager, Graduate Admissions

5.03 – Preliminary Assessment Complete

Subject: Preliminary Assessment Complete - Graduate Application - Western University

From: gradapps@uwo.ca

Dear “applicant first name”,

The School of Graduate and Postdoctoral Studies has completed preliminary assessment of your application (:3) and has passed the resulting information on to the :2 program for decision. The :2 program will contact you if they find your application requires your attention. Once an admission decision is rendered you will be alerted immediately via email.

We invite all applicants to complete a [short and anonymous survey](#) to inform us of any improvements we can make to our application process. Your feedback is critical to ensuring we continue to offer our applicants the best possible experience. You can access this survey by visiting the following [link](#).

Kind regards,

Teri Hern

Manager, Graduate Admissions

School of Graduate and Postdoctoral Studies

5.04 – Office of Admission Alert

This email is sent to applicants after the program offers them admission **From:**

Subject: Offer of Admission - Graduate Application - Western University

From: gradapps@uwo.ca

Dear “applicant first name”,

It is our pleasure to inform you that you have been offered admission to the :3 program. A formal offer of admission will be generated for you within the next 24 hours and available for your viewing/download within the Student Center. To accept or decline this offer please visit Student Center and select the Accept/Decline option within the Admissions grid.

If you have not previously activated your Western Identity for the purpose of accessing Student Center please take the following steps:

1. Obtain your Western Access Code (e.g. 1234), please visit Western Access Code Retrieval (<https://studentservices.uwo.ca/secure/PIN/GetPinInfoApplicationNumber.cfm>). You will need your Western ID (e.g. 250555555), Application Number and Birthdate.
2. Activate your Western Identity by visiting Western's Identity Manager (<https://idm.uwo.ca/uwo/activate/activateAccountController.jsp>). You will need your Western ID (e.g. 250555555) and Western Access Code (e.g. 1234)

Congratulations on this important milestone in your academic career.

Kind regards,

Teri Hern

5.05 – Denial Alert

This email is sent to applicants after the program Denies them admission

Subject: Offer of Admission - Graduate Application - Western University

From: gradapps@uwo.ca

Subject: Admission Decision - Graduate Application - Western University

From: gradapps@uwo.ca

Dear “applicant first name”,

Thank you for your application to the :3 program. The admissions committee in :2 has reviewed your application and it is with regret that we inform you that you have not been offered admission to the :3 in :2. If you have any questions concerning this decision please contact the :2 program

On behalf of the School of Graduate and Postdoctoral Studies we thank you for your interest in :2 and wish you the best in your future endeavors.

Kind regards,

Teri Hern

Manager, Graduate Admissions

School of Graduate and Postdoctoral Studies