

SECTION A: APPLICATIONS AND ADMISSIONS

I.	APPLICATIONS	
	Applications	A-1
	Code Permanent Requirements	
	Code Permanent Surcharge	
	Proof of Québec Residency	
	Exemption to non-Québec Resident Fee	A-2
	Transcripts (North American)	
	Transcripts (International Documents)	
	Academic Assessment Forms	
	Application Fee	A-3
	Application Deadlines	
II.	ADMISSION DECISIONS	
	Basic Admission Requirements	
	Equivalent International Degrees	
	Waiving Admission Requirements	A-4
	Prerequisite Courses	
	Transfer Credit	
	Accelerated Admission (Fast-Tracking)	A-5
	GPA Admission Requirement	
	Exemptions	
	TOEFL Admission Requirement	A-6
	IELTS Admission Requirement	
	CELDT Admission Requirement	
	Other Requirements	
	English Writing Test (EWT)	A-7
	Non-Acceptance	
III.	ADMISSION PROCEDURES	
	Admission Periods	
	Recommendation for Admission	
	The Admission File	A-8
	Formal Admission	
	Confirmation Deposit	
	Changing Admission Dates (Deferrals)	
	Letters for International Students	A-9
IV.	ADMISSION TO A SECOND PROGRAM WITHIN CONCORDIA	
	General	
	Procedures	A-10
	Procedures for the Admissions Committee/Faculty Designate	
	Withdrawal from Program	A-10

V.	NEW ADMISSION OF WITHDRAWN STUDENTS	A-10
VI.	RE-ENTRY OF WITHDRAWN STUDENTS Procedure	A-10
VII.	STUDENT REQUESTS Student Request Process	A-10
VIII.	ALTERING A STUDENT'S PROGRAM General Altering a Student's Program Course Substitution Outside Student's Home Program (Example) Substituting an Undergraduate Course (Example) Adopting Revised Degree Requirements (Example)	A-11 A-12
IX.	EXCEPTIONS TO RULES General Exceptions Examples	

I. APPLICATIONS

Applications

Applicants to Graduate programs should apply online at: <http://welcome.concordia.ca/>.

The basic application submission consists of the application form for admission and three academic assessment forms (see [Appendix 2](#) for sample); some programs require additional forms or material.

Code Permanent Requirements

All students are required to have a Permanent Code. For access to the permanent code data form to indicate the student's permanent code if available, or to provide information that Concordia will forward to the Ministry of Education to create a permanent code, the student must log on to the following site: <http://www.MyConcordia.ca>. Under the *MyConcordia Menu*, click on *Other Services* and then *Permanent Code Data Form*. All required information must be entered.

Once all the required data is entered into the Permanent Code Data Form, the student must submit a copy of the required Identity Document to the Birks Student Services Centre LB 185. The above site will show which identity document must be submitted.

Code Permanent Surcharge

A surcharge will be billed once the students are registered if CP documentation has not been supplied to Enrolment Services. Please refer students to the Student Accounts website for detailed billing information at: <http://tuitionandfees.concordia.ca>

Proof of Québec Residency

Some Canadian Citizens and Permanent Residents of Canada may be eligible to pay the Quebec Resident tuition rate, subject to certain conditions. Please access the following web site for more information: For further information, please refer to: <http://registrar.concordia.ca/cqf/queries.htm>

If a student thinks he/she might qualify under one of the 14 situations, the "Attestation of Residency in Quebec" form must be printed, completed and returned, along with the required supporting documents to the Birks Student Services Centre, LB 185.

Exemption to non-Québec Resident Fee

Students enrolled in the Master of Business Administration privatized program (EMBA, GAMBA, IMBA), the Investment Management programs and all PhD programs are exempt from paying the non-Québec resident fee. However, courses completed outside these programs are subject to a per credit non-Québec resident fee.

Transcripts

Official transcripts are not required for Concordia undergraduate students applying to Graduate programs.

- **North American**

Applicants themselves must request that one copy of official transcripts of their university-level work be sent directly to Enrolment Services or to the program by the Registrar of their previous institutions. A copy is kept by the program and the original is sent as part of the admission file to Enrolment Services.

- **International Documents**

Applicants who have attended institutions outside North America may not be able to submit original transcripts with their application. In such cases, the Department may accept photocopies of the original documents in order to proceed with the admission process. Check with the Faculty designate if you are in doubt about the acceptability of a document. Please note that the student will be required to submit official/original documents, along with an **official** translation in English or French, with their application to Enrolment Services **prior to registration**. For many countries the diploma is also required. (In order to authenticate the transcript, students must provide the original envelope that contained official documents).

Academic Assessment Forms

Academic assessment forms should be sent by the three referees directly to the Graduate Admissions Application Centre. Applicants are allowed access to these forms after a final decision has been made on their application.

Application Fee

There is a \$90.00 non-refundable graduate application fee, payable by debit card, certified cheque or money order to Concordia University. Credit card payment can be made by completing the payment form included in the online application. Applications will not be processed without fee payment.

Application Deadlines

The deadlines for receipt of applications for admission are set by each program, and are included in the on-line application. In setting such deadlines, programs should take into account registration deadlines. Application deadlines for **international students** must be set **at least 6 months prior** to registration for a specific term, to comply with the Ministry of Education regulations. Since supporting documentation often takes several weeks to arrive, prospective students should be encouraged to apply early, and to request transcripts, etcetera, without delay.

In disciplines where enrolment is limited and demand for programs is high, early application deadlines and admission decisions tend to promote the high calibre of the admitted class and assist in retention.

Note: The School of Graduate Studies has been informed that visas from China take longer than normal to acquire due to the increase in demand.

II. ADMISSION DECISIONS

Basic Admission Requirements

Each applicant considered for admission by the program admissions committee must meet the admission requirements specified in the current Graduate Calendar.

Equivalent International Degrees

When in doubt about the equivalence of an international degree, please contact the Faculty designate. The School of Graduate Studies recommends each department have a copy of the "Handbook on the Placement of Foreign Graduate Students". GPDs should be aware that nomenclature differs among countries. The School has been notified that the incidence of forgeries from China has increased. Please pay particular attention to these transcripts and academic assessment forms. If there is concern regarding the documents, the Faculty representative can contact the Director of Graduate Admissions and Student Administrative Affairs to

A. Admission

query their authenticity prior to a program making a recommendation for admission.

Waiving Admission Requirements

The admission of an applicant lacking **any** admission requirement must have the approval of the Dean of Graduate Studies. The admissions committee or Faculty designate should summarize the reasons for wishing to waive the admission requirement in a memo to the Dean and include a justification in the admissions SIMS file (see Section III, Admissions Procedures).

Prerequisite Courses

Some students may be concurrently registered in the graduate program in which they had been admitted as well as a qualifying program if the number of prerequisite credits is 12 or less. It is the department's responsibility to ensure these courses are successfully completed within the first 3 terms of registration in the graduate program. An applicant who requires more than 12 credits before undertaking the graduate program should be considered for the Qualifying Program (see Section B, Qualifying Program). Students registered in such prerequisite courses must obtain a minimum of a B grade in each course.

Transfer Credit

Depending on the admission policy of a program, a student may be allowed to transfer credit into that particular program for previously completed graduate level work. Application for the transfer of such credits must be made prior to admission. The applicant must provide official transcripts documenting the completed work and the grades obtained for this work, **as well as proof of withdrawal from the program** from which the credit is requested. These grades must meet the university's admission standards. Transfer credit is permitted only for courses in which the final mark is equivalent to a "B" or better for master's and Ph.D. programs, and equivalent to a "B-" or better for graduate Diploma or Certificate programs, except those Diploma and Certificate programs with a 3.0 GPA admission requirement.

Transfer credits, including inter-university courses exceeding one-third of the total credit requirements of a given program must be approved by the Dean of Graduate Studies. It should be noted that while transfer credits may be approved, they are for academic and not financial credit. The admissions committee or Faculty designate should summarize its reasons for wishing to grant extra transfer credit in a memo to the Dean of

A. Admission

Graduate Studies, and include the memo in the admission file (see Section III, Admissions Procedures).

Courses for which transfer credit is granted may not be accredited to the Concordia degree program if it has already been accredited to another degree (i.e. no double counting).

Accelerated Admission to Ph.D. Programs (Fast-Tracking)

Accelerated admission (fast-tracking) is a process whereby exceptional students are admitted to Ph.D. programs without completing a master's degree in the same discipline. Students who follow this process must show high academic performance or potential evidenced by an outstanding GPA, appropriate research publications in the field of study, and a research topic at the master's level which is advanced enough for a doctoral thesis proposal, or other similar demonstrations of achievement.

Students who are accepted for accelerated admission and who are currently registered in a master's degree program, or who would do so directly from a bachelor's degree, are expected to complete the course component of the thesis option master's in the same discipline in addition to the standard academic requirements for the Ph.D. program. The SIMS recommendation form should clearly indicate how the master's component has been met and why the file should be considered when sent to the School of Graduate Studies for review.

GPA Admission Requirement

The GPA calculation must be entered in the ranking field for all applicants in SIMS. Doctoral programs require candidates for admission to have completed a master's (or equivalent) with high standing (e.g., a GPA of at least 3.00). Master's programs require candidates for admission to have completed a bachelor's (or equivalent) with high standing (e.g., with honours, or a GPA of at least 3.00). Diploma and graduate certificate programs require candidates for admission to have completed a bachelor's (or equivalent) degree with high standing.

Exceptions

If a Department feels a candidate is suitable for program admission and the candidate does not meet the specified minimum criteria listed above, the file must be reviewed by SGS. Departments should enter admission decision code HG (hold for SGS), indicate the standard which has not been met and include a justification for admission. SGS will review the file and update SIMS with a decision regarding the exemption to the minimum criteria.

TOEFL/IELTS Admission Requirements

The provisional minimum acceptance score for the Internet-based Test of English as a Foreign Language (TOEFL iBT) for admission into a graduate program for international students whose first language is not English or French is 80. (Concordia will accept test results for the paper-based TOEFL iBT and for the computer-based TOEFL iBT if they are less than 2 years old). The minimum required score for the paper-based TOEFL iBT is 550 and 213 for the computer-based TOEFL iBT. The IELTS (International English Language Testing System) requires a minimum Band score of 6.5. Individual programs may require a higher score. Applicants should check their prospective program's requirements.

Applicants whose prior degrees are not from an English or French speaking university may be required to submit English Language Test scores (TOEFL iBT).

IELTS Admission Requirement

At present, the IELTS (International English Language Testing System) is a newer test used in North America and a minimum Band score of 6.5 is required. IELTS was operational in 1989 and tests candidates' abilities in all four language skills: listening, reading, writing and speaking.

CELDT Admission Requirement

Landed Immigrants may be recommended to take the CELDT (Concordia English Language Diagnostic Test) test if their background is not sufficient. A minimum recommendation of ESL 207 is required in order to register in your graduate program. CELDT results are given to the student and these results are available on SIMS.

If ESL courses are required, this requirement cannot be waived at a later date unless the CELDT is rewritten and ESL courses are no longer required.

Other Requirements

The admissions committee may make other requirements of a student at its discretion; for example, a student may be required to take graduate courses in a specified order, or complete prerequisite courses before taking any graduate courses.

Please note the additional requirement for the Faculty of Engineering and Computer Science, effective September 2008.

A. Admission

In addition to the general admission requirements, the Faculty may require applicants to write the Engineering Writing Test (EWT) as a condition of admission to all graduate programs in Engineering and Computer Science. Depending on the result, students may be required to complete remedial English language courses in addition to their program requirements.

Engineering Writing Test (EWT)

The Engineering Writing Test examines students' ability to provide reasoned assessment of a short technical composition in English or French, and their ability to provide a qualitative account of quantitative or graphically presented data the test is offered a number of times throughout the year. Based on their performance in the test, students may be asked to take remedial courses.

Non-Acceptance

It is the responsibility of the Program/Faculty designate to inform, in writing, any applicant to the program whose application is not recommended (See [Appendix 3](#) for an example of a letter of non-acceptance).

III. ADMISSION PROCEDURES

Admission Periods

Applicants may be processed for admission for the September, January or summer term, at the discretion of the program/Faculty designate. The same admission procedures are used for all admission periods.

Recommendation for Admission

Programs should follow the procedures as outlined by the designate in their Faculty. Non-standard admissions require identification and justification prior to being sent to the Director of Graduate Admissions for review.

No applicant is considered admitted until the formal letter from the appropriate Dean or delegate has been sent.

An email version and hard copy of the letter of acceptance are issued to applicants.

The Admission File

A complete admission file for a graduate student will contain:

1. the application for admission form;
2. official transcript(s) (or any other acceptable documentation) in the original language and official translations in English or French of **all** university-level work, as well as proof of degree;
3. 3 academic assessment forms (not required for Qualifying Program applicants with North American transcripts; see Section B);
4. official results of any admission tests, such as GMAT, GRE, TOEFL, IELTS, if such tests are required by the program;
5. other pertinent material, for example a copy of a teacher's certificate;
6. any memos signaling special conditions, such as extra transfer credit (see Section on Graduate Admissions in the Graduate Calendar).
7. proof of citizenship or landed immigrant status.
8. proof of application payment.

If a student's work is in progress at the time of application, official transcripts should be provided twice: once at the time of application, and secondly, when the work in progress has been completed and the degree indicated is conferred on the transcript.

Formal Admission

Enrolment Services and the Faculty designate will verify that the file is complete and the applicant admissible, and will contact the GPD if anything appears questionable. The formal letter of admission will state any requirements beyond basic degree requirements or any transfer credit granted. It will also state conditions of admission, such as the completion of academic work in progress and the submission of an official transcript verifying completion. Conditions of admission must be met before formal registration in the program.

Note: Tuition information for international students must be included in the letter of acceptance.

Confirmation Deposit

Graduate programs may institute a \$100.00 confirmation of acceptance deposit (which will be applied to the student's tuition once registered). The confirmation deposit will be forfeited if the student does not come to Concordia. The confirmation form is included with the student's official admission. Once Enrollment Services receives the confirmation form and payment, the department is notified.

Changing Admission Dates (Deferrals)

Letters of admission are for a specific term. Once the official letter of acceptance has been processed, and if the applicant informs the program that he/she wishes to commence the program in an earlier or later term, a request in writing should be made to the GPD. Please note that some programs do not allow deferrals.

If recommended, the GPD will forward the “Notice of Attestation of Admission Date” to the Faculty designate who will make the necessary changes. Students may change their admission date no more than twice within a one-year period before being required to submit a new application.

If the applicant has completed further university-level work in the interim between initial admission and re-activation, up-to-date documentation should be provided (i.e., new transcripts).

Please note that any student requesting a deferral will be charged \$25.00 for each recommended deferral (up to a maximum of two requests within a one-year period).

If the student has already registered and requests a deferral, the student is still required to officially withdraw (DNE) from all courses by the deadline dates printed in the Graduate Calendar.

Letters for International Students

Three original letters of acceptance are mailed to International students to facilitate obtaining study permits. Enclosed with each admission letter sent to an international student is an application for a certificate of acceptance and a general information sheet for international students in Québec. A handbook with additional information is available at http://supportservices.concordia.ca/iso/#infoguide_ish.

A copy of the international students booklet is mailed to programs whenever revised by the International Students’ Office (ISO).

IV. ADMISSION TO A SECOND PROGRAM WITHIN CONCORDIA

General

A student wishing to transfer to another graduate program, or begin a second graduate program while continuing work on the first, is considered a **new** application/admission to the second program.

Procedures

The student must complete the normal application form and provide new academic assessment forms. Transcripts of university-level work are already on file in Enrolment Services.

Procedures for the Admissions Committee/Faculty Designate

The procedure then followed by the admissions committee/Faculty designate is the same as for any new admission regarding basis of admission, prerequisite courses, pro tanto credit, etc. (Please see Section II, Admissions Decisions, and Section III, Admission Procedures).

Withdrawal from Program

If a student withdraws from a program for any reason, the transcript will bear the notation "Withdrawn from Program". Not attending courses is not considered a withdrawal, and students will continue to be billed until the withdrawal is officially noted on their record.

V. NEW ADMISSION OF WITHDRAWN STUDENTS

A student who has been withdrawn from a graduate program is considered a new admission if permitted re-entry.

VI. RE-ENTRY OF WITHDRAWN STUDENTS

Procedure

Students who have been withdrawn from a graduate program may wish to be considered for re-entry into the program. Normally, students must have been withdrawn from the program for a minimum of five terms in order to be reconsidered. If recommended by the program, these students will then be considered as new admission, i.e., new application, letter of intent, transcripts etc. If the re-entry is approved, a formal letter of admission is sent to the student, detailing conditions.

VII. STUDENT REQUEST PROCESS

Applications from full-time or part-time students for exceptions to academic regulations or related matters should be submitted by the student's program using the Student Request Process. A statement from the student confirming support for the request as submitted together with relevant supporting documentation and a recommendation from the Graduate Program Director should be included with the request and sent to the School of Graduate Studies for approval. **A request is not deemed to be approved until authorized by the School of Graduate Studies.**

VIII. ALTERING A STUDENT'S PROGRAM

General

A student's program is that which is described under Degree Requirements in the Graduate Calendar for the year in which the student entered the program.

Altering a Student's Program

The Student Request Form A ([Appendix 4](#)) or Student Request Form B ([Appendix 5](#)), available from the School of Graduate Studies, can be used for most requests which effectively alter a student's program e.g., course exemption, course substitution and transfer credit when granted after the student enters the program.

In considering whether or not to recommend a particular student request to the Dean of Graduate Studies, the GPD should be guided by both a knowledge of the individual student and a sensitivity to what is academically sound.

For student requests for changes to status, leaves, withdrawal from program (where there are no course registration) for the summer term, the deadline is June 15. This section does not pertain to course registration. Refer to Section D. Registration, Deadline for Course Withdrawals.

Course Substitution Outside Student's Home Program (Example)

Whenever it is recommended that a student take a course outside the home program, permission of both GPDs is required. For example, a philosophy student enrolling in a religion department course requires the permission of the philosophy GPD and the religion GPD.

Substituting an Undergraduate Course (Example)

Graduate students should not be taking undergraduate courses as part of their graduate program. If this is unavoidable, before recommending such a substitution to the Dean of Graduate Studies, the GPD should arrange for the instructor of the undergraduate course to adjust the course requirements appropriately for the graduate level in the case of the graduate student. The instructor will use the graduate grading system for any graduate student enrolled as an Independent student in an undergraduate course. A Student Request Form A needs to be completed in order to request course substitution and transfer the credit to the

A. Admission

graduate program. A letter from the instructor will be required stating that the course was adjusted to graduate level work.

Note: This does not apply to Qualifying programs (Section B).

Adopting Revised Degree Requirements (Example)

If the degree requirements have been revised since the student entered the program, the student may request permission to follow the revised program. This is normally permitted provided that the student meets the admission requirements of the revised program. Requests of this nature can be requested by memo or on Student Request Form A.

IX. EXCEPTIONS TO RULES

General

Graduate students are bound by the regulations and deadlines as stated each year in the Graduate Calendar.

Exceptions

Exceptions to rules and extensions of deadlines can be recommended by the GPD on behalf of individual students. Explanations and/or documentation must be provided. A Student Request Form B is normally used for this purpose and is sent to G.S.S.T.

Examples

Extensions of an In Progress grade (IP) or the time limit for completing a degree or diploma are examples of the kind of exceptions that can be requested. Such requests will only be considered if good reasons and a timeline for program completion are provided. In some cases, extensions of deadlines beyond a certain point are not practical. Modifications to a thesis must be completed sufficiently ahead of time if a student wishes to graduate at a particular convocation. Similarly, late applications for graduate fellowships cannot be considered.