



Web-based Graduate Admissions

Guide to Potential Applicants

Department of Chemical Engineering and Applied Chemistry
University of Toronto

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in its entirety. Important notes will be included in this guide, as well as helpful tips on how best to use the system. While every effort has been made to make the system as easy to use as possible, it is the responsibility of the applicant to use the system appropriately. As the system is designed to streamline the admissions process, we believe that you will find reading this guide worth the additional time and effort.

2 - New Account Registration

To register for a new account, you should click the “Potential applicant? Please register.” link on the main page. You are then taken to the new account registration page, where you are required to enter some basic mandatory information, such as your full name, email address, affiliation, and your contact phone number. To register, please fill out the form and click the Register button. Your email address is used for all future communication with you, so please carefully select an appropriate and reliable one. All the information entered in this form may be changed in the future at any time after you log in.

After successful registration, your initial account password will be generated and sent to the email address specified by you. Your initial password can be changed upon first login. If you have forgot your password, enter your email address without a password, and then click the Reset my password button on the main page. A new password will be generated and sent to you by email. Your existing password will not be retrieved, but instead will be overwritten by the new password generated by the system.

Important note: Do not use the Back and Refresh buttons in your browser. They may lead to unpredictable results, since some of the query data may be reposted to the system. Instead, use the My Tasks link at the top-right corner of the page to get to the My Tasks menu first, and then use the desired feature.

3 - Visibility and Stages of Applications

Throughout the lifetime of your application, it may go through the following stages.

1. **Applications in preparation.** Applications that have been started by you and partially entered into the system database are not visible to either the faculty members or the graduate administrators. They are only visible to you, who started the application, and who are in the process of completing it.

When you are satisfied that all required information has been entered into the database, you **submit** the application. **After submission, an application may no longer be modified by you.** At the time of submission, the system performs sanity checks to make sure that all required information has been entered, and that no obvious conflicts or mistakes exist.

2. **Applications submitted.** After your application has been submitted to the system, the referees you listed in your application are immediately and automatically contacted for their letters of reference. Two days before the deadline for submitting the letters of reference, email messages will be sent to the referees as reminders. The applicant may also choose to use the system to remind referees via email messages. As soon as a letter of reference is received, the corresponding applicant and referee will be contacted via email messages to confirm the receipt of such a letter. Two letters of reference are required for an application. **Faculty members will not be able to view applications until both letters of reference have been received.**
3. **Applications completed.** After you have paid the application fee, both letters of reference have been received by the system, and paper-based documents — including the School of Graduate Studies application form, original transcripts, additional information form, and, where applicable, official English facility test score reports — are complete, your application becomes visible to the departmental

4. **Committed funding.** After a faculty member has committed research funding to support an application, the graduate administrator or the graduate admissions committee may decide to accept your application and issue an offer of admission, at which time your application enters the **accepted** stage. Only the graduate administrators or the graduate admissions committee have the authority to make admission decisions. A faculty member does not have such authority.
5. **Response.** Upon receiving an offer, you may choose to send a positive or negative response. In either case, your application is moved into the **responded** stage. The faculty members who have committed funding to you will be notified of your decision via email messages. Your decision is also viewable in the system, when your application is displayed. If your decision is positive, the name of the faculty member that you have selected as your supervisor is also displayed. Each offer of admission is associated with a response deadline. If you do not respond on-line before the response deadline expires, we assume that you have declined the offer and the offer is withdrawn.
6. **Rejected.** If no faculty members have expressed interest in your application, or if your application does not meet the minimum admission standards, or for any other reason that the graduate administrators deem appropriate, the graduate administrators may move your application into the **rejected** stage, at which time an appropriate email notice will be sent to you by the system.

4 - The Steps towards Admission

The web-based graduate admissions system facilitates a list of steps towards admission of your application.

Step 1. You are required to fill out an application through the School of Graduate Studies (SGS), University of Toronto. The current URL of the SGS web site is <https://apply.sgs.utoronto.ca>.) Please visit their website for more information about fees.

As you submit your applicant profile, the SGS website will prompt you to make arrangements for payment of the application fee. You may pay the application fee on-line or off-line. The fee is payable on-line by credit card, or off-line by credit card, certified cheque or money order. Cheques and money orders should be made payable to the University of Toronto. If you pay off-line, you must forward a hard copy of the Payment Form directly to the School of Graduate Studies.

Step 2 (Required paper documents to be submitted as part of your application). Once the process in Step 1 is completed, your application will be entered into the official database system of the University of Toronto. At this point, you are required to print one copy of the SGS Application for Admission, sign it and forward it directly to the CHE Graduate Office with your official transcript(s) and, where applicable, a copy of the English facility test score. Official (hard copy) transcripts of all post-secondary programs completed, attempted, or in progress are required. Transcripts must list the years of study, courses taken and grades received. In cases where the program was completed, the applicant must also provide proof of degree conferral. Applicants who attended non-English speaking universities must have the universities provide official translations of the documents in addition to the documents in the original language. Universities must forward transcripts directly to the CHE Graduate Office in sealed, letterhead envelopes bearing the institutional stamp or signature across the back flap.

Submit a request to the relevant test centre to arrange for official English facility score reports to be forwarded directly to the School of Graduate Studies, University of Toronto. The institutional code for the University of Toronto is 0982-00.

The mailing address for the CHE Graduate Office is:

Department of Chemical Engineering and Applied Chemistry Graduate Office,
WB 212
University of Toronto
200 College Street
Toronto, Ontario
CANADA M5S 3E5

Once you have arranged all the above paper documents to be submitted to the CHE Graduate Office by surface mail, you may proceed to the CHE web-based graduate admissions site, with your SGS Application ID ready.

Step 3. You are required to visit the web-based graduate admissions site of the Department of Chemical Engineering and Applied Chemistry. The current URL of this web site is <https://gradapply.engineering.utoronto.ca/CHE/>. In this web site, you register for a new account, start an application on-line, and enter all the required information in the application. The data entry process is divided into three stages. The first stage collects basic information in your application. The second stage includes the contact information of two referees. The final stage requires you to enter all your raw course grades (including undergraduate and graduate courses, when applicable). Once all the required information has been entered in the system and deemed correct, you may submit the application to the Department. Your application is finalized immediately after submission, and cannot be further modified by anyone. Do not send email messages to the CHE Graduate Office regarding modifying an application after submission, as even the graduate administrators are not able to help you to modify your application.

Step 4. After your application is submitted, you will receive an email of confirmation, and both of your referees will be immediately invited to submit a letter of reference. At any time after this confirmation, you may revisit the web site to view the submitted application, to remind the referees, or to check the status of the application. Whenever a letter of reference has been uploaded, you will be notified. Your corresponding email address may be changed at any time in the system. Your application will be carefully reviewed by the departmental faculty after it is complete.

Step 5. You are strongly encouraged to contact the faculty members in whose research they are interested in with a view to obtaining a commitment for research supervision and financial support. After possible interviews, funding commitments may be made by the faculty members, and admission decisions will be made by the graduate administrators.

Step 6. An email offer of admission will be sent to you when an application is accepted by the graduate administrators, with a list of faculty members who have committed funding.

Step 7. You are then presented an opportunity to respond, by a specific response deadline, to accept or decline the offer of admission. If you choose to accept the offer, you should specify a faculty member as your thesis supervisor, selected from the list of faculty members who have committed funding. The response deadline is specified in the offer of admission. If the deadline expires and you have not responded, the offer is withdrawn as we believe you have declined the offer. You may indicate your decision, including the selection of your supervisor, directly in the on-line graduate admissions system but still need to send in the paper copy of the admission letter.

Step 8. If you have accepted the offer, the faculty member who you have selected as your thesis supervisor will be notified with an email message of your decision. All other faculty members, if any, who have committed funding to support your application will also be informed with email messages of your decision. The stage of your application moves forward to the final stage — responded — after a decision is made on your side. A final email message will be sent to you to welcome you to the department and to the University of Toronto.

5 - Tasks for Applicants

5.1 Enter basic information about yourself

Part 1: Basic information about yourself.

In this part, please enter the following information:

1. SGS Application ID that you have obtained previously at the School of Graduate Studies web site;
2. Your gender.
3. Your legal status in Canada.
4. Whether or not your mother tongue is English.
5. Your date of birth.
6. Your country of citizenship.
7. Your fax number (optional).
8. Some urgent contact information to find you in an emergency, such as your cell phone number or the contact information of your friend or relative (Note: this is mandatory information).
9. The degree program for which you would like to apply. The Department of Chemical Engineering and Applied Chemistry offers three graduate degree programs which are further described on our website. The Master of Engineering degree is a course-work oriented, terminal degree program with a project option. There is normally no financial support given to students for this program which is normally selected by students not interested in pursuing a Ph.D. The Master of Applied Science degree is a research-oriented degree program that includes a Master's thesis. The Doctor of Philosophy degree normally requires the Master of Applied Science degree (which requires a thesis), or its equivalent in other universities.

Part 2: The research areas of interests.

You are able to choose up to three research areas, from the list below, that match your research interests in your graduate studies.

Advanced Inorganic Molecular Systems

Biomolecular and Biomedical Engineering

Bioprocess Engineering

Composite Materials

Environmental Science and Engineering

Chemical and Materials Process Engineering

Informatics

Polymers

Pulp and Paper

Surface and Interface Engineering

Sustainable Energy

These research interests are used to decide if a faculty member can act upon your application. A faculty member can express his/her interest in your application only when there exists an overlap between the your research interests and the faculty member's. Otherwise, the faculty member can view the application and make comments, but cannot select your application for interviews, or commit funding to support your application. You do not have to make a choice for all the three research areas. You can leave the drop-down list in its state as (Choose one), which will be shown to faculty members as unspecified. For each of these research areas, an optional match priority level can be chosen: [Best match for my research](#), [Excellent match for my research](#), [Good match for my research](#). If you do not wish to make this choice, [No preferences](#) can always be chosen. The match priority levels may be used to signal strong interests in one or more research areas.

If you have authored or co-authored any research publications, you may enter the total number of your publications in this section as well. This field, however, is optional. If you wish to provide a detailed list of your publications, you may provide them in your CV, which can be uploaded to the system at this stage, but this is completely optional.

Part 3: Your degrees and GPAs.

In this part, for each of the degrees that you have earned in the past or you will earn soon, please enter the following information:

1. The title of the degree (such as “Bachelor of Engineering”);
2. The name of the university or college from which you have obtained the degree (such as “University of Toronto”);
3. The enrollment and graduation dates. If you do not remember the day of the month, just enter 1. These dates need to be consistent with your official transcripts;
4. Your Grade Point Average (GPA), which is the weighted average of your raw course grades without any conversion, the weights are usually the course credits;
5. The maximum grade in the university. For example, it may be 20 (Iran) or 100 (China).

6. Information of the person responsible for issuing your transcript. This includes his/her name, complete business mailing address, position, email address, business telephone number, and fax number. This information is used to verify the authenticity of your transcript.

All the information above is mandatory.

Please note: If you have more than one degree, they should be listed chronologically, and fitted into First degree, Second degree, Third degree, and Fourth degree sections. If you have more than four degrees, please provide additional degree information in your CV.

Tip: If you receive letter grades for some or all of your courses, please convert these to numerical grades using the grading scheme of your institution. The legend of grade scheme must be included with the transcript you provide.

Your GPAs will be verified by the system automatically before you submit your application, by computing the weighted average of all the course grades you have entered in Step 3, and comparing the computed average with the GPA that you have entered here. They have to be identical for the system to allow you to submit your application.

Part 4: Your standardized test scores (if applicable or available).

If your mother tongue is not English, you are required to provide your TOEFL/ TWE, or MELAB, or IELTS score report. In this part, you may provide your TOEFL, TWE, TSE, GRE, and GRE Subject test scores, if you have any. For foreign students whose language of instruction is not English, only the TOEFL and TWE scores are required. The others are optional, but if you do choose to provide your scores here, please send unofficial photocopies of your test score reports to the CHE Graduate Office for authentication purposes. With respect to GRE General test scores, please enter the total score of all three sections. GRE scores are not mandatory.

Important note: When entering individual sections of your TOEFL scores, there are five text boxes available. They are labeled TOEFL listening score, TOEFL structure and written expression score, TOEFL reading score, and TWE score. This corresponds to the sections of a paper-based TOEFL test (PBT). If you have taken a computer-based TOEFL test (CBT) or an Internet-based TOEFL test (iBT), the system will convert them. You are also responsible for entering the TOEFL total score, which is the sum of your TOEFL scores in the listening, structure and written expression, and reading sections.

Please refer to the following document from the ETS official web site to convert Internet-based and Computer-based TOEFL scores to Paper-based TOEFL scores. If there is a range specified, choose the high end of the range.

http://www.ets.org/Media/Tests/TOEFL/pdf/TOEFL_iBT_Score_Comparison_Tables.pdf

If you do not have the TOEFL score available, you may also provide scores from IELTS or MELAB to satisfy the English facility requirement. The minimum score requirement for IELTS is at least 7.0, and for MELAB is at least 85. In this case, you may enter your IELTS or MELAB scores in the form.

Important Note: Applicants should forward a paper copy of the TOEFL score report to the CHE Graduate Office, along with the Application for Admission. The Department also requires that official score reports be forwarded directly from ETS to the School of Graduate Studies, University of Toronto. The institutional code for the University of Toronto is 0982.

Part 5: Your Statement of Intent.

In this part, you are asked to enter or modify your Statement of Intent in a text form, as plain text. Your Statement of Intent should not be longer than 1000 words. You may use standard HTML tags , <i>, <u> to enter bold, italic and underlined characters. Other HTML tags are not allowed. The words in this Statement of Intent may be searched by faculty members reviewing your application.

Tip: The Statement of Intent is fully searchable by the faculty members reviewing your application. If you are interested in one or a few faculty members, you may include their names in the Statement of Intent, helping them to find you. You may also include your specific research interests in the Statement of Intent, including important keywords, so that faculty members searching for the same keywords may find you quickly. You may also wish to have your Statement of Intent ready off-line in a separate text editor or word processor before you proceed to enter them in this part, since the active session will automatically expire after 90 minutes of inactivity.

Part 6: Your CV.

This part is optional. You may upload your CV in this part as an Adobe PDF document, or replace it later with a new version. If you have additional information that you wish to include in your application, such as copies of previous awards or research papers, you may also include them in your CV as additional pages. You are, however, only allowed to upload one Adobe PDF document.

Important note: Please upload a CV document that conforms to the Adobe PDF standard. It is recommended that you use Adobe Distiller in Windows or ps2pdf in UNIX to generate your final PDF submission. Please also make sure that the file size of your CV document is less than 4 MB.

Tip: As it may be a time-consuming process, it is strongly advised that you prepare your Statement of Intent, your CV and calculate your GPAs off-line, before you start to enter any information in this step. This is because that the system will time out after 90 minutes of inactivity. If you take too long, you risk losing the data you have entered when the system logs you out automatically.

When you click the Update my application button, the information you have entered will be checked for correctness and completeness. If there are problems, they will be marked and pointed out in red letters. You are advised to enter accurate information for all the mandatory fields. If sanity checks are not passed, your information will not be stored in the system. After you have completed this step and before you submit your application, you may always come back and modify the information that you have entered.

5.2 - Step two: Provide contact information of your referees

The second step collects the contact information of your referees. It may only be started after you have finished entering information in the first step. However, any time before submitting the application, you may revisit the first step to modify any information you have entered.

For both referees, you should provide their full name, title, affiliation, email address, and phone number. The email address will be used to contact the referee for a letter of reference. The phone number may be used to contact the referee as well. Please note that referees' email addresses should not be freely available email addresses, such as gmail.com or hotmail.com. The system will check the email address against a list of free email domains.

5.3 - Step three: Entering grades

The final step for entering an application may be the most time-consuming one. In this step, you are asked to provide detailed information about your course grades. You do not have to complete this step all at once. If you so choose, you can save the grades you have entered so far at any time and come back later to complete the process.

You can enter three types of grades:

1. Percentage grades (e.g., Grade = 91, Max Grade = 100; or Grade = 17.5, Max Grade = 20).
2. Grade point values (e.g., Grade = 3.3, Max Grade = 4.0).
3. Letter grades: A, B, C, D, pass, fail (e.g., Grade = B+, Max Grade = A+; or Grade = pass, Max Grade = pass). All letter grades will be automatically translated into grade point values ranging from 0 to 4.0 based on University of Toronto standards.

Regardless of the type of grades you enter, it is mandatory that you enter the raw grades from your official transcripts. You do not have to perform any grade conversions yourself. Similarly, the course titles should be identical to the ones shown in your transcripts. It is strongly advised that you have a copy of your transcripts ready before you start to enter grades.

Important note: You have to enter grades for all the courses on your transcripts for all the degrees that you have earned or expect to earn. If a course is in progress and you do not have a grade yet, enter the letter I (as in In progress), and the maximum grade for that course. If you fail to include all the courses, or if you enter grades that are inconsistent with your official transcripts, it may significantly affect the integrity and outcome of your application.

5.4 - Submit your application

You use the task Submit my application to submit your application. Before the submission proceeds, the system automatically performs a series of sanity checks on the data you have entered. If there are problems, the system will explain the problems to you in a warning text box, and will not allow you to proceed with the submission. For example, if you are not a native English speaker, and you do not provide TOEFL scores, the system does not allow you to proceed. As another example, if the calculated GPA from your raw course grades does not match the GPA you have entered in Step 1, you will not be allowed to proceed.

If all sanity checks are passed, you will be brought to the submission page, where your basic contact information, including your name, email address, affiliation and phone number, will be displayed. You will be presented a button labeled Submit my application. Once you click this button, there will be no more confirmation pages asking you to confirm. Your application will be submitted and finalized, and you will no longer be able to modify the application. You may still view your application at any time.

Important note: Always proofread your application before final submission. Make sure all details are included. It is a good idea to print the printer-friendly PDF document that the system has generated, and read from the printout. Be cautious before you submit.

5.5- Delete your application

If all of the following conditions hold, the Delete my application link will appear in the As Applicants section of the My Tasks menu.

1. The important date of starting an application has passed;
2. The first step, “Enter the basic information about myself,” has been successfully completed with all the required information;
3. The application has not been submitted yet.

This feature helps you to delete all the information you have entered in your application so far from the system. If you choose to use this feature, the information you have entered will be deleted permanently from the system. After deleting your application, you may start a new application again by going through the three steps.

Please use caution when using this feature. You will be asked to confirm your action twice, once in a confirmation web page, and the second time in a dialog.

5.6 - View the list of faculty members in the department

You may use this task to view a list of all the faculty members in the department. The name, email address, link to a personal web page, and the research group of a faculty member is shown in the list.

With this list, you may perform any of the following tasks:

1. You may click the external link labeled URL to directly visit the personal web page of a faculty member.
2. You may click the email address of a faculty member to compose an email message.
3. You may click the name of a faculty member to view his/her profile in the web-based graduate admissions system.

The profile of a faculty member in the system includes the following pieces of information.

1. **Research areas.** A faculty member can choose up to three research areas that match his/her research interests. These research interests are used to decide if a faculty member can act upon an application, such as yours. A faculty member can express his/her interest in an application only when there exists an overlap between the research interests of the applicant and the faculty member. Otherwise, the faculty member can view the application and make comments. The faculty member does not have to make a choice for all the three research areas. He/she can leave the drop-down list in its state as (Choose one), which will be shown to you as unspecified. For each of these research areas, an optional match priority level can be chosen: **Best match for my research**, **Excellent match for my research**, **Good match for my research**. If one does not wish to make this choice, **No preferences** can always be chosen. These priority levels are not used in the system.

2. **Web page.** This is presented to you as a hyperlink to the personal web page of the faculty member. The web page URL is optional for the faculty member to specify. If left blank, this field will not be shown to you.

3. **Office location.** The office location of the faculty member. It is optional, and if left blank, the field will not be shown to you.

4. **Description of my research.** A faculty member can, optionally, enter a few paragraphs to describe his/her research interests. The description is optional, and if not entered, the field will not be shown to you.

A faculty member is able to update his/her profile in the system at any time. If you are interested in a particular faculty member, you may check again after a period of time to see if there is any additional information made available in his/her profile.

6 - Acceptable Use Policy

By submitting data to and using the services of the Web-based Graduate Admissions system, you agree to the following:

You agree to read the corresponding Guides in the Online Help section of the system, before proceeding to use the system.

If you are an applicant seeking admission, you agree to be responsible for the correctness and accuracy of all the information you have provided in your application, and use every caution to ensure that such information that you will submit or have submitted in the system corresponds to its official sources, such as original transcripts available from the university. You agree to be responsible for the authenticity of the contact information of all your referees, and do not engage in activities leading to fraudulent evaluation results and/or the letters of reference from the referees.

You perform all the tasks in this system manually, and do not use automated services and software to use the services and links throughout this web site. You do not use any mechanisms or tools to circumvent security and access control protections to obtain unauthorized access to any data, information, documents or services in this system. You do not engage or participate in the use of automated robots to abuse the system of new account registration. You do not engage or participate in any Denial of Service attacks with the purpose of interfering with normal operations of the system.

The system keeps extensive logistics of normal activities, including your IP address. If you are found to have violated this Acceptable Use Policy, at any time, either in the process of making admission decisions or after the decisions are made, you will be deemed unacceptable to the University of Toronto, and actions will be taken to reject your application, withdraw the offer of admission that may have sent to you, or expel you from the graduate program if you have already enrolled in such a program at the University of Toronto.

If you do not agree to this Acceptable Use Policy, you are advised not to proceed to use the system further.

7 - Privacy Policy

In the Web-based Graduate Admissions system that you are currently using, we strive to develop innovative services to better serve our users, including potential applicants, referees, faculty members and graduate administrators. We recognize that privacy is an important issue, so we design and operate our services with the protection of your privacy in mind. This Privacy Policy outlines the types of personal information we gather when you use our services, as well as some of the steps we take to safeguard it.

The following principles apply to the personally identifying information we ask for and that you provide. "Personally identifying information" is information that individually identifies you, such as your name, phone number, and email address.

Data collection

Due to the nature of our services, we require you to register for an account. We ask you for some personal information in order to create an account (including your name, email address and a password for your account), and we will use that information to provide the service. If you decide to apply for graduate admissions by submitting an application, we collect more detailed personal information such as your educational background and course grades.

Cookies

Upon your first visit to our system, a cookie is sent to your computer that uniquely identifies your browser. A cookie is a small file containing a string of characters that is sent to your computer when you visit a website. We only use cookies to track the identifier of the active session that you are engaging, and do not use cookies to track any usage trends or personal information. Most browsers are initially set up to accept cookies. You can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, our system will not be functional unless you start to accept cookies from this web site.

Information sharing and access

Under any circumstances, we do not rent or sell your personally identifying information to other companies or individuals. Your referees do not have access to any information you have provided in your application, with the exception of your name and email address. Only the graduate administrators and faculty members in the Department of Chemical Engineering and Applied Chemistry, University of Toronto, have access to the application that you have submitted, as well as the letters of reference that your referees have submitted. If you do not choose to submit your application, the information that you have provided will not be accessible by the graduate administrators and faculty members. If you prefer to delete all the information in your application without submitting the application, you may do so by using the Delete my application feature available to you.

Information security

We make every effort to take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. We take advantage of the state-of-the-art web and server-side technologies for this purpose.

If you have any additional questions, please feel free to contact us any time by using the information available in the Contact Us section at the bottom of each page.

8 - Contact Us

If you still have questions after you have carefully read this document, you may contact us at the following email address: admissgrad.chemeng@utoronto.ca or 416 946 3987.