

# Help Guide 2020-2021

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## Introduction

The purpose of this guide is to help you complete your application. The application is long and requires very specific information, so please read this guide before you begin and refer back to it as you fill in each section of the application.

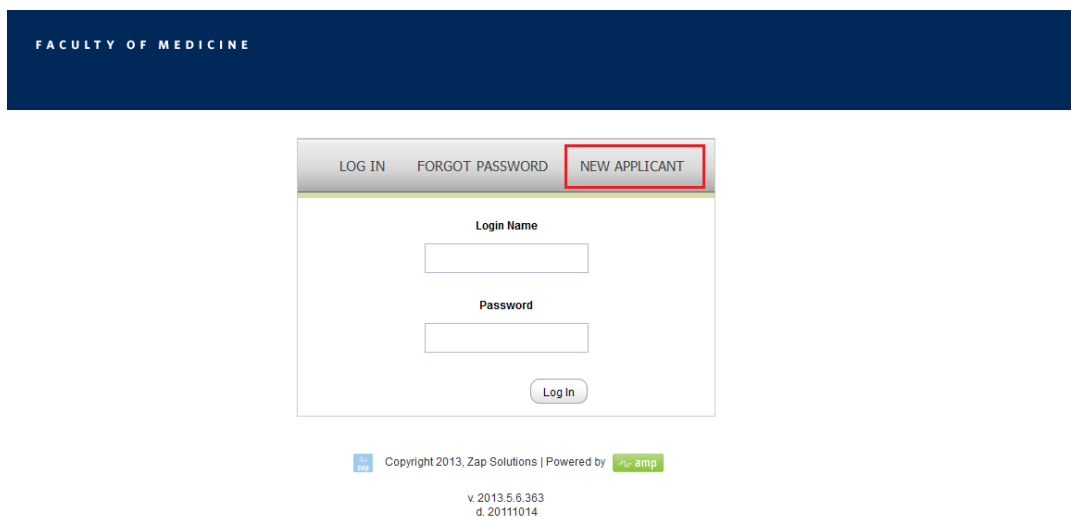
**We strongly recommend you read both this Help Guide and our admissions website, particularly the [Admission Requirements](#) before you open an account or pay the account fee. We intend this guide to provide supplemental information to what is already posted on our website. All application fees are non-refundable.**

## Technical Notes

- **Do not use Internet Explorer.** Internet Explorer does not work well with our application so please use Firefox, Chrome, or another browser when creating your account and filling out the application.
- **Do not copy/paste your activities or answers** to the applications as this might interfere with the character count and/or cause a bug in some sections.
- Where applicable, click the “Add” button to add your entries, and click “Save and Continue” to save your entries.

## How to Start an Application

The application can be found [here](#). **Both new applicants and re-applicants need to create an account by clicking on the ‘New Applicant’ tab.**



## To create an account

Fill in all the required information and click ‘Create Account’. Once you have created an account, you will receive an email that contains a specific activation link. You must click this link to activate your account. After you activate your account and confirm your email address, you will be able to log in to the application. You cannot fill in your application until you have paid the account fee of \$50.00.

## Important technical notes for re-applicants:

1. You must use the same email login and password you used to create your account last year if you wish to have access to your previous application and current application in the same account. This will allow you to access both applications when you log in.
2. If the email you used to create the account is now invalid, you will not be able to access both applications in the same account and should not create a new account with the invalid email. Please create a new account with a valid email address. You will have two accounts – one for your old application and one for your current application. Your old account is for the purpose of viewing your previous application only. All communication, status checking, etc must occur through your new account.
3. Only applications from last year can be linked to your current application. If you did not apply in 2019/2020, please save a copy of your previous application before creating a new account for 2020/2021. You will not be able to access your previous application and previous application scores once you create a new account using the same email.

FACULTY OF MEDICINE

### Create Account

Login / Email Address

First Name

Last Name

Password

- Must be at least 6 characters
- Must contain at least one lower case letter, one upper case letter, one digit and one special character
- Valid special characters are - !@#%^&\*+-

Confirm Password

|

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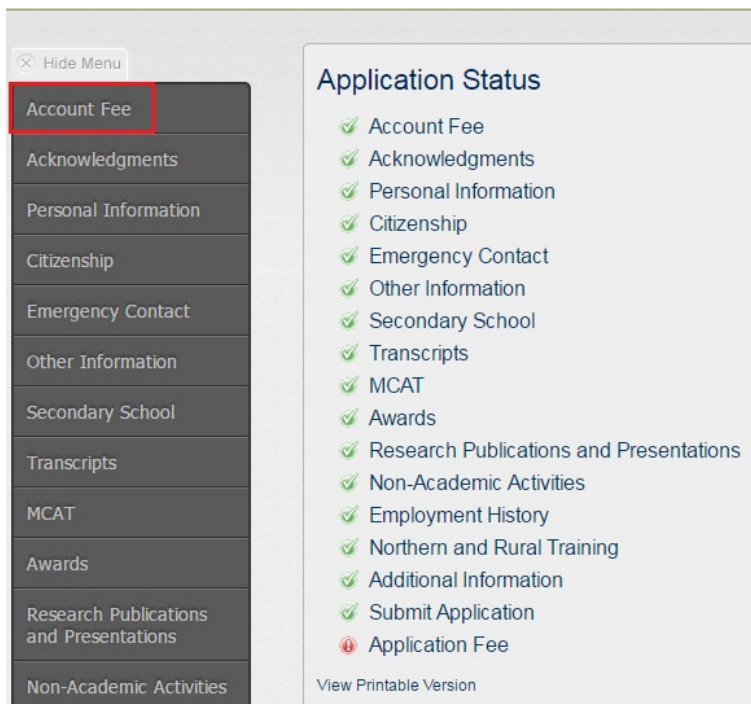
## Completing the Application

**Reminder:** Internet Explorer does not work well with our application so please use Firefox, Chrome, or another browser when filling out the application. It is also important that you **do not copy/paste** your activities or answers to the applications as this might interfere with the character count and/or cause a bug in some sections.

## Account Fee

Please click on this tab and follow the instructions to pay the account fee. There are two fees required:

- 1) The \$50 account fee charged to start an application, and
- 2) The application fee, which is paid immediately after submitting the application. The \$50 account fee is deducted from the application fee. **Both fees are non-refundable.**



## Acknowledgments

Please read and check all boxes.

## Personal Information

Legal Middle Name, Preferred First Name and Former Name are optional; all other fields are required. Please enter your legal first and last names as they appear on your government-issued ID.

## Citizenship and Residency Information

### Citizenship

If you hold Canadian citizenship, please select “Canadian Citizen” even if you are also a citizen of another country. The system will automatically select Canada as your country of citizenship. Permanent residents/landed immigrants must select a country other than Canada as their country of citizenship. Refugee applicants should contact the admissions team prior to starting an application by sending us a message through the application system. To send a message through online application system, please click on “Communication” tab. See the [Contact Us](#) section of this Help Guide for further instructions.

### First Language

Choose the language you feel most comfortable speaking.

### Indigenous applicants

We recognize Status and Non-Status Indians, Métis and Inuit peoples as Indigenous peoples of Canada. If you indicate that you want to be identified as an Indigenous applicant, you must email [indigenous.md@ubc.ca](mailto:indigenous.md@ubc.ca) to learn about the additional application requirements you must submit. Your complete application will be reviewed by the Indigenous Admissions Subcommittee, and you may be offered an interview with the Indigenous Admissions Subcommittee

Interview Panel. Please contact Meghan MacGillivray, Indigenous Student Initiatives Coordinator, or James Andrew, Indigenous Student Initiatives Manager, at [indigenous.md@ubc.ca](mailto:indigenous.md@ubc.ca) for additional information, support, or questions.

You will be asked to submit proof of ancestry, a photo, and an Indigenous essay. Meghan or James will provide more specific details about these requirements when you contact them. **Please use the Documents tab to upload these documents.**

## BC residency

To be considered a BC resident, applicants must:

1. Live in BC and hold a currently valid BC Services Card demonstrating your eligibility for and active enrolment in MSP healthcare by the application deadline, **or** be a resident of the Yukon, NW Territories, or Nunavut and hold a currently valid health services plan card from one of those territories by the application deadline.
2. Successfully upload to the Documents tab a scan or photo of the front and back sides of your current and valid BC Services Card or health services plan card from one of the three territories by the application deadline. This applies to both new applicants and re-applicants.

### Important Notes for BC Residency:

1. **Please note that BC CareCards, Confirmation of Continued Coverage Letter and Interim Services Cards are not accepted as proof of BC residency.**
2. All applicants claiming BC residency (including re-applicants) must upload a scan or photo of the front and back of their BC Services Card or territories health services plan card by the application deadline. The Documents tab provides a date and time stamp, which you can consider confirmation that you have uploaded your documents by the deadline. **It is strongly recommended that you check the time stamp next to your uploaded BC Services Card to ensure the upload was successful and on time. If your BC Residency documents are not successfully uploaded by the application deadline, you will be considered an out of province applicant.**
3. The BC Residency documents uploaded must be valid and current. The card must not be expired and you must have current and active coverage.
4. **Possession of a BC Services Card is intended to signify residency in British Columbia.** It is expected that applicants claiming BC residency are residents of BC and meet all MSP eligibility guidelines: <http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/eligibility-and-enrolment/are-you-eligible>. BC residents who study outside of BC or are temporarily outside of BC for another reason must be eligible to maintain their coverage according to MSP guidelines for temporary absences outside of BC: <http://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/managing-your-msp-account/leaving-bc-temporarily>.  
The Admissions Office reserves the right to ask for additional information or documentation about an applicant's BC residency at any time during the application cycle. Any attempt to claim BC residency status without meeting all residency requirements may negatively affect your application to the UBC MD Undergraduate Program.
5. If you are not a BC resident, please say "No" to the BC residency question even if you fall under a special case where your BC residency requirement may be waived (e.g., applicants with a conferred or completed PhD by the application deadline, Indigenous applicants, or MD/PhD applicants).

- Your Personal Health Number can be found on the back of your BC Services Card. The expiry date is the date your BC Services Card expires. If you have a combined BC Services Card and Driver's License, it is the date your driver's license expires.

Instructions for uploading BC Services Card to the Documents tab:

Step 1: Select applicable document type and enter document name.

Step 2: Choose File. Please note that accepted documents types are PDF, JPEG or Word. The file must not exceed 4 MB in size.

Step 3: Click the Upload button.

Step 4: Check the "File has been uploaded" message, and look at the uploaded date stamp to ensure the upload was successful.

Documents

Type: BC Services Card

Name: BC Services Card

Upload File: Choose File BC Services Card.docx

Please upload PDF (.pdf), JPEG (.jpeg, .jpg) or Word (.doc, .docx) files only. File cannot exceed 4mb in size.

Upload

Documents

File has been uploaded.

Type: Select

Name:

Upload File: Choose File No file chosen

Please upload PDF (.pdf), JPEG (.jpeg, .jpg) or Word (.doc, .docx) files only. File cannot exceed 4mb in size.

Upload

Uploaded Documents

| Document         | Type             | Uploaded             |
|------------------|------------------|----------------------|
| BC Services Card | BC Services Card | 6/1/2020 11:38:23 AM |

## Emergency Contact

All fields are required. After you submit your application, you will be able to update this information on the Profile tab.

## Other Information

Please be attentive—some questions ask you for your current educational attainments, while other questions ask about what you will have completed approximately a year from now (as of September 1, 2021).

### Highest degree

"Diploma" means a post-secondary diploma program, not a high school diploma.

### Highest degree type

Try to pick your highest degree type from the list. **Please select the "X" from "Bachelor of X" or "Master of X."** For example, if your highest degree is "Master of Science in Public Health," select "Science"; if your highest degree is

“Master of Public Health,” select “Public Health.” Only choose “Other” if there is nothing similar. If you will not complete a degree by September 1 next year, please pick the type closest to your current major.

### Institution names

- Almost all Canadian universities and a few international universities will appear after you have typed enough letters. If you are entering a Canadian university, please try to select your institution from the names that pop up—you might have to type the full name of the university, and you might have to pause a bit or type slowly enough for the name to appear, but it is most likely there.
- There are two UBC options: University of British Columbia - Vancouver and University of British Columbia-Okanagan.
- Some international institutions can be entered by typing the name of the institution in the box. Please type the name rather than selecting “Other.”

### Graduate program

For this question, “graduate program” means a Master’s degree or PhD and “this application cycle” means the date you apply until April 30, 2021.

### Applicants with disabilities

You are encouraged to apply if you have the skills and abilities to successfully meet the core requirements of a medical degree. Additionally, you must have the skills and abilities to ensure your own safety and the safety of the patients you encounter during medical training. The Faculty of Medicine will make every reasonable effort to ensure that any modified course of training will meet professional licensing requirements. However, licensing requirements and decisions are within the sole jurisdiction of the [College of Physicians and Surgeons of British Columbia](#). We cannot guarantee that a modified course of training, which leads to the granting of an MD degree, will be accepted or recognized by this or any other licensing body. Similarly, access to the full range of postgraduate training may be limited for students with disabilities. For more information please contact the [Centre for Accessibility](#) at 604-822-5844. For more information on accommodations for admitted students, please see the [Who Should Apply](#) page on our website. Please see the [Essential Skills and Abilities](#) PDF for the essential skills and technical standards required to complete the MD Undergraduate Program, as approved by UBC Senate. For any questions regarding the technical standards, please contact Student Affairs at [vfmp.studentaffairs@ubc.ca](mailto:vfmp.studentaffairs@ubc.ca).

Applicants with disabilities may seek special consideration for admission requirements or the admissions process. In exceptional circumstances applicants with disabilities may be eligible for special consideration in the calculation of their grades. However, even in these circumstances, applicants must meet the competitive average. **To request accommodation, you must submit the following documents to the [Centre for Accessibility](#) by October 1, 2020:**

- [Request for MD Admissions: Special Consideration Form](#)
- Documentation of disability (guidelines on the Centre for Accessibility website)
- A letter outlining the rationale for requesting special consideration.

Applicants who receive an interview and seek accommodation during the interview process must submit their request to the Centre for Accessibility by January 4, 2021.

### Current or Former UBC Students



Please enter your first and last name as it appears on your UBC transcript. If you would like the Admissions Office to access your UBC transcript electronically, please check the applicable box by going to the Other Information tab and confirming that you are a current or former UBC student. The box will appear once you confirm this information. If you do not check this box you must submit an official hard-copy UBC transcript by the application deadline.

### MD/PhD Program

A supplemental application is required for this program. Please review the information posted on the [MD/PhD website](#) and complete the on-line application via the [Faculty of Graduate Studies](#).

### Conferred PhD

Answer yes only if your PhD has been conferred (not just completed) and the conferred degree will appear on your transcript by the application deadline.

### PhD Completed

You must have completed all degree requirements for a PhD program by the application deadline to select Yes. In order for the BC residency requirement to be waived, we must receive an official Proof of Completion letter by the application deadline. The Proof of Completion letter must be issued by the Faculty of Graduate Studies, not your department or supervisor. In order for us to update the receipt status of your proof of PhD program completion, please add a school entry in the Transcripts Section of the application for "Proof of PhD Program Completion." Instructions can be found in the [Transcript Entry](#) section, under note #16.

### International Post-Secondary Institution

All foreign transcripts must be evaluated by the World Evaluation Services (WES) or International Credential Evaluation Services (ICES) unless the foreign institution was attended for only one term, or 6 credits or fewer were taken in an academic year. Applicants must arrange to have official transcripts from their foreign institution and the WES or ICES reports submitted to our office. The WES/ICES deadline is October 1, 2020. Please see the [Important Notes on Transcripts](#) section below for international transcript deadline(s). Please review the [Transcript Requirements](#) section of our website for more information on the specific type of ICES/WES reports required.

### Secondary School

Please enter the information for the secondary school from which you graduated. For Community Size, please select the size of the community where the school was located.

### Transcripts

#### Important Notes on Transcript Requirement and Submission

1. You must submit one set of official transcripts from the Registrar(s) of each and all post-secondary institutions attended by the application deadline.
  - a. The only exception is if you attended a post-secondary institution (including on exchange or study abroad) outside of North America, and due to the COVID-19 pandemic, are having difficulty sending in the official transcript from the international institution, in which case:
    - i. If you attended the institution for only one term, or 6 or fewer credits were taken in an academic year, we will accept, as an interim measure, a certified copy from your home institution by the application deadline. **We must still receive the official copy directly from your**

**exchange institution by December 1, 2020.** Late submission of either of these documents will make your application ineligible.

- ii. If you attended the institution for more than one term, a WES/ICES evaluation is required. The WES/ICES evaluation is due by October 1, 2020 and the official transcript from the post-secondary institution is due by December 1, 2020. Late submission of either of these documents will make your application ineligible.

Please review the “Transcript Requirements” section on our website for information.

2. If your institution issues hard-copy official transcripts, our mailing address is:

Faculty of Medicine, MD Admissions  
University of British Columbia  
C/O Campus Mail Office  
2329 West Mall  
Vancouver, BC, V6T 1Z4

Hard-copy transcripts mistakenly sent to UBC general undergraduate admissions, or another UBC department, are not forwarded to us. You must send your transcripts to the address above. The mailing address is also available on the [Contact Us](#) page of our website.

3. If your institution issues official electronic transcripts, we accept E-transcripts sent in the following manner:
  - a. Sent directly by your Registrar's office to [admissions.md@ubc.ca](mailto:admissions.md@ubc.ca);
  - b. Sent through a transcript ordering service (e.g. Parchment). On Parchment, we are listed as "The University of British Columbia - MD Undergraduate Admissions";
4. E-transcripts forwarded by applicants are **not** accepted.
5. Please note that it is your responsibility to ensure that all transcripts are received by the application deadline. Failure to do so may render your application ineligible. For confirmation of receipt of your transcript(s), please refer to the **Application Status Page** of the online application system. Please note, we can only acknowledge transcripts on your Application Status page after you have created an application account and entered the institution in the **Transcripts** section.
6. International schools and the College Board (the Advanced Placement (AP) organization) can take quite a long time (even months) to process and send transcripts, and Canadian institutions may take a long time as well. **Please order your transcripts as early as possible!** You can start sending in transcripts as soon as the application opens, although we can only acknowledge these transcripts on your Application Status page after you have created an application account and entered the institution in the ‘Transcripts’ section.

### Carrying forward documents

Only applicants who **submitted** an application and transcripts for the 2019/2020 application cycle can request that their transcripts to be carried forward. If you would like us to transfer your transcripts to your new file, check the appropriate box. Please only select this box if you submitted an application during the 2019-20 application cycle. Individuals who created an account but did not submit during the 2019/2020 application cycle will not be able to carry forward transcripts.

- **When checking the received status of your transcripts, look at the month and year to determine if the received transcript is from a previous cycle or the current cycle.**
- Please note it is your responsibility to submit a new transcript if you have taken any coursework since the last time you submitted the transcript.
- Graduate students who continued enrollment in a graduate program must submit a new transcript to demonstrate continued enrollment, even if no new coursework has been completed.

- Transcript entries in the application cannot be carried forward. You need to re-enter all academic details in the Transcripts section.
- **Due to the Document upload feature we do not transfer BC residency or citizenship documents**, so please upload them on your Documents tab (as a reminder, citizenship documents are not required until the interview stage). We will contact you during file evaluation if we have any questions about the proof of BC residency you uploaded.

## Understanding Your Transcript Status

Please log onto your application, and check your transcript status under the Application Status page.

- If you do not see your institution(s) listed, please note that you must first enter the institution on the Transcripts page of the application in order for us to acknowledge your transcripts as received.
- If your transcript says “Not Received,” it may be:
  1. In transit
  2. Lost before arriving at our office
  3. Waiting to be processed. Please note it can take up to 2 business day to process electronic transcripts, and up to 5 business days to process hard-copy transcripts.

If you are concerned about the receipt of your hard-copy transcript because your transcript status says Not Received, we recommend resending your transcripts via courier to ensure prompt delivery. If you are concerned about the receipt of your electronic transcript, please check with your Registrar that your transcript was successfully ordered for UBC MD Undergraduate Admissions. It is your responsibility to ensure all required documents arrive by the application deadline for your application to remain eligible.

- Please check the month and year your transcript was received and make sure this date aligns with the most recently updated transcripts you need to submit. For example, in the screenshot below, the received dates indicate that we have carried forward the SFU transcript submitted in August 2019, and have received the U of T transcript submitted in September 2020. If a new SFU transcript needs to be submitted in 2020, the August 2019 date says that we have not received it. As a reminder, it is your responsibility to send in an updated transcript if new courses were taken, or if your enrollment continued in a graduate program.

### Transcript Status

| School Name                           | Status       | Received Date |
|---------------------------------------|--------------|---------------|
| Advanced Placement                    | Not Received |               |
| Simon Fraser University               | Received     | Aug 2019      |
| University of Toronto - Undergraduate | Received     | Sep 2020      |

## English Prerequisite

All applicants must complete two English courses, the equivalent of 6 UBC credits, by April 30, 2021. In the box, please enter the English course(s) you are using to satisfy the English requirement and click the Save button at the bottom of the page. If you have correspondence from the Admissions Office approving an English course that is not on the English Courses Chart, please upload a Word/PDF of the email to your Documents tab and name the document “English Course Approval Correspondence”. You do not need to upload correspondence sent through the online application

system. Please see the Prerequisites section of our [Admission Requirements](#) page for information about the English requirement.

## Transcript Entry

**In this section, enter all of the post-secondary courses you have taken, are taking, or plan to take before April 30, 2021.** Courses must be entered according to the academic year (September – August) they were taken, and the institution at which they were taken. Advanced Placement, International Baccalaureate or A Level exam scores should only be entered if you are using them to fulfill the English requirement. **Your transcripts cannot be marked as received on your Application Status page until you begin entering them on the Transcripts page. Your 2020/2021 courses do not have to appear on the transcript you submit.**

### Important notes on institution/course entering, please read:

1. You must complete this section each time you apply. You must fill out this section even if you applied in 2019/2020 cycle and all of your transcripts are up-to-date and requested to be carried forward to your new file.
2. Enter your courses and grades as they appear on your transcript. **DO NOT convert into UBC percentages or credits.**
3. **If your transcript lists both letter grades and percentages, enter the percentages.**
  - a. University of Victoria students and Queen’s University students: Enter letter grades when your transcript shows only letter grades and enter percentages when your transcript includes percentages.

| Course & Course No. | Complete | Grade | Credits |          |
|---------------------|----------|-------|---------|----------|
| ⚡ ANTA01H3          | Yes      | 94    | 0.50    | Del Edit |
| ⚡ CHMA10H3          | Yes      | 96    | 0.50    | Del Edit |
| ⚡ MGT03H3           | Yes      | 85    | 0.50    | Del Edit |
| ⚡ PSY01H3           | Yes      | 73    | 0.50    | Del Edit |
| ⚡ ENG3NJ3           | Yes      | 71    | 1.00    | Del Edit |
| ⚡ ANT02H3           | Yes      | 88    | 0.50    | Del Edit |
| ⚡ CHMA11H3          | Yes      | 100   | 0.50    | Del Edit |
| ⚡ MGMT04H3          | Yes      | 87    | 0.50    | Del Edit |
| ⚡ BBGY01H3          | Yes      | 86    | 0.50    | Del Edit |
| ⚡ BBGY02J3          | Yes      | 88    | 0.50    | Del Edit |

2013-2014 University of Toronto - Undergraduate  
9/1/2013 - 4/30/2014 Bachelor's, Science  
Edit Del

Add

4. Add School Year at Institution:
  - a. Please select the correct institution from the “School Name” dropdown menu. Almost all Canadian institutions and several American institutions are included on the dropdown menus for the appropriate province/state. Please select “Other” only if your institution is not listed.
  - b. It is ok to estimate semester start and end dates (e.g., 9/1/2019 – 4/30/2020 or 8/31/2020).
  - c. Please remember to check the “Degree obtained (or will be obtained) this year from this school?” box for your graduation year.

**Add School Year at Institution**

School Year  
 Select One

Country  
 Canada

Province/State  
 Alberta

School Name  
 Alberta College of Art (diploma/certificate programs)

Start Date for courses taken at this school in this academic year (mm/dd/yyyy)

End Date for courses taken at this school in this academic year (mm/dd/yyyy)

Degree [Level](#)  
 Select One

Program of Study  
 Select One

Degree obtained (or will be obtained) this year from this school?

5. Under 'Course & Course Number,' enter the course prefix and number as it appears on your transcript (e.g. BIOC 300, CHM151Y).

2008-2009 University of Toronto - Undergraduate

9/1/2008 - 4/21/2009 Bachelor's, Science

Edit Del

| Course & Course No. | Completed | Grade |
|---------------------|-----------|-------|
| ⚡ ANTA01H3          | Yes       | 94    |
| ⚡ CHMA10H3          | Yes       | 96    |
| ⚡ MGT03H3           | Yes       | 89    |
| ⚡ PSY01H3           | Yes       | 73    |
| ⚡ ENG3NJ3           | Yes       | 96    |
| ⚡ ANT02H3           | Yes       | 86    |

- Full-year courses: Make one entry for the course in the term the grade was awarded.
- Thesis and other multi-year courses: Enter the course the way it appears on your transcript. For the years the course was in progress, leave the "Completed" checkbox unchecked.
- Failed courses: Mark the course as completed and enter in your grade (either the percentage grade, "F", or "F Pass/Fail" as applicable). Please enter the number of credits attempted for the course (do not put 0 credits, even if you did not get credit for the course).

2012-2013 University of British Columbia - Vancouver

9/1/2012 - 4/30/2013 Bachelor's, Science

Edit Del

| Course & Course No. | Completed | Grade      | Credits |          |
|---------------------|-----------|------------|---------|----------|
| ⚡ ENGL 100          | Yes       | 45         | 3.00    | Del Edit |
| ⚡ PSYC 100          | Yes       | 65         | 6.00    | Del Edit |
| ⚡ PHYS 100          | Yes       | 75         | 3.00    | Del Edit |
| ⚡ BIOL 121          | Yes       | 85         | 3.00    | Del Edit |
| ⚡ LING 100          | Yes       | Withdrawal | 0.00    | Del Edit |

6. Withdrawals: If you withdrew from a course and it appears on your official transcript, mark the course as completed and choose "Withdrawal" for the grade. Enter 0 credits.

2012-2013 University of British Columbia - Vancouver

9/1/2012 - 4/30/2013 Bachelor's, Science  
Edit Del

| Course & Course No. | Completed | Grade      | Credits |          |
|---------------------|-----------|------------|---------|----------|
| ENGL 100            | Yes       | 45         | 3.00    | Del Edit |
| PSYC 100            | Yes       | 65         | 6.00    | Del Edit |
| PHYS 100            | Yes       | 75         | 3.00    | Del Edit |
| BIOL 121            | Yes       | 85         | 3.00    | Del Edit |
| LING 100            | Yes       | Withdrawal | 0.00    | Del Edit |

Add

7. Transfer credit: Do not enter transfer credits received. Instead, you will enter these courses when you input the transcript where the courses were actually taken. Please remember that a transcript must be submitted for all institutions attended.
8. **Courses taken after June 1, 2020: Please enter courses taken or completed after June 1, 2020 but leave the "Completed" checkbox unchecked (even if you have completed them).** Courses taken after June 1, 2020 are not included in GPA calculations.  
**Your 2020/2021 courses do not have to appear on the transcript you submit.**

2020-2021 University of the Fraser Valley

9/1/2020 - 4/30/2021 Bachelor's, Social Work  
Edit Del

| Course & Course No. | Completed | Grade | Credits |          |
|---------------------|-----------|-------|---------|----------|
| SOWK 300            | No        |       | 3.00    | Del Edit |
| SOWK 483            | No        |       | 3.00    | Del Edit |
| SOWK 320            | No        |       | 3.00    | Del Edit |
| SOWK 450            | No        |       | 3.00    | Del Edit |
| ENGL 100            | No        |       | 6.00    | Del Edit |
| MATH 222            | No        |       | 3.00    | Del Edit |
| BIOL 320            | No        |       | 3.00    | Del Edit |
| CHEM 214            | No        |       | 3.00    | Del Edit |
| SOWK 400            | No        |       | 3.00    | Del Edit |

Add

2019-2020 University of the Fraser Valley

9/1/2019 - 4/30/2020 Bachelor's, Social Work  
Edit Del

| Course & Course No. | Completed | Grade                           | Credits |          |
|---------------------|-----------|---------------------------------|---------|----------|
| ECE 132             | Yes       | A                               | 3.00    | Del Edit |
| CYC 320             | Yes       | B+                              | 3.00    | Del Edit |
| CYC 321             | Yes       | A+                              | 3.00    | Del Edit |
| ENGL 105            | Yes       | A-                              | 3.00    | Del Edit |
| ENGL 150            | Yes       | A-                              | 3.00    | Del Edit |
| PHYS 110            | Yes       | Pass                            | 3.00    | Del Edit |
| PHYS 111            | No        | Summer 2020 courses:            | 3.00    | Del Edit |
| CHEM 213            | No        | Leave "Completed" box unchecked | 3.00    | Del Edit |

Add

9. If you took courses at more than one school in the same academic year (e.g., online, exchange, summer course, etc.)
  - a. create a separate entry for each school
  - b. select the same academic year for both entries

- c. the start date/end date of the courses may be the same or different, depending on whether you took courses at the different schools simultaneously or sequentially.

2012-2013 University of British Columbia - Vancouver

9/1/2012 - 4/30/2013 Bachelor's, Science  
Edit Del

| Course & Course No. | Completed | Grade      | Credits |          |
|---------------------|-----------|------------|---------|----------|
| ENGL 100            | Yes       | 45         | 3.00    | Del Edit |
| PSYC 100            | Yes       | 65         | 6.00    | Del Edit |
| PHYS 100            | Yes       | 75         | 3.00    | Del Edit |
| BIOL 121            | Yes       | 85         | 3.00    | Del Edit |
| LING 100            | Yes       | Withdrawal | 0.00    | Del Edit |

Add

2012-2013 Athabasca University

9/1/2012 - 8/31/2013 No degree, Prerequisites  
Edit Del

| Course & Course No. | Completed | Grade | Credits |          |
|---------------------|-----------|-------|---------|----------|
| ENGL 255            | Yes       | A     | 3.00    | Del Edit |

Add

10. If you took summer courses at your home university
- the academic year runs from September to August in this section, so enter the summer courses in the applicable academic year. Summer courses from your home university should not be entered separately.
  - enter all summer courses that appear on your transcript. Please do not check the "Completed" checkbox for summer 2020 courses.
11. **If you are taking courses this fall or spring (September 2020 to April 2021)**
- enter the courses you plan to take.
  - you can take different courses later without notifying us, with two exceptions:
    - if you change your mind about which English course you will take, you must message us to tell us the new course name, number, and institution.
    - if you are completing 90 credits and change your courses after you apply, please message us with your new courses.
  - if your 2020/2021 courses are at a new institution (an institution you have not started attending yet, so you can't submit a transcript), please message us so we can change the transcript status for this institution to "Not Yet Required."
12. If you are using AP/IB exam results to satisfy the English requirement (do not enter AP/IB courses other than English)
- Follow These Steps for Adding School Year at Institution*
- School year is the year you took the AP/IB English exam
  - for country and province/state, choose **Canada** and **BC**, regardless of where you actually took the course
  - select Advanced Placement or International Baccalaureate as the School Name
  - select No Degree for Degree Level
  - select Other for Program of Study
  - type "English Prerequisite" in Other Program Name box

**Add School Year at Institution**

School Year  
September 2007 - August 2008 ▼

Country  
Canada ▼

Province/State  
British Columbia ▼

School Name  
Advanced Placement ▼

Start Date for courses taken at this school in this academic year (mm/dd/yyyy)  
9/1/2007

End Date for courses taken at this school in this academic year (mm/dd/yyyy)  
8/31/2008

Degree Level  
No degree ▼

Program of Study  
Other ▼

Other Program Name  
English Prerequisite

Degree obtained (or will be obtained) this year from this school?

*Follow These Steps for **Adding course info***

- a. type AP English or IB English for course number
- b. check the completed box
- c. for grade, select the score you received on the exam
- d. enter 6 credits

2007-2008 Advanced Placement

9/1/2007 - 8/31/2008 No degree, English Prerequisite  
Edit Del

| Course & Course No.  | Completed                | Grade        | Credits              |          |
|----------------------|--------------------------|--------------|----------------------|----------|
| AP English           | Yes                      | 5            | 6.00                 | Del Edit |
| <input type="text"/> | <input type="checkbox"/> | Select One ▼ | <input type="text"/> | Add      |

For A Levels, please follow the directions above except select “Other” for school name and type in “A Level.”

13. If you attended an institution outside of Canada or the United States (please see [Transcript Requirements](#) to determine if a WES/ICES evaluation is required for you):
  - a. If you have a WES or ICES evaluation
    - Create an entry for WES or ICES (they are listed under the BC institutions menu, so select Canada and then BC to find them). Please enter the Canadian grades listed on your WES or ICES evaluation.
    - b. Next, create a new entry for the foreign transcript. For the year please select the last year you attended the foreign institution. If you have entered your WES or ICES grades, you do not need to enter any grades from the foreign transcript. As long as there is an entry for the foreign institution we can acknowledge your transcript as received, even if there are no grades entered.



2009-2010 Kymenlaakso University of Applied Sciences  
 10/1/2009 - 6/30/2010 Master's, Public Health - Graduation Year  
 Edit Del

| Course & Course No.  | Completed                | Grade      | Credits              |     |
|----------------------|--------------------------|------------|----------------------|-----|
| <input type="text"/> | <input type="checkbox"/> | Select One | <input type="text"/> | Add |

2009-2010 WES  
 9/1/2009 - 6/1/2010 Master's, Public Health - Graduation Year  
 Edit Del

| Course & Course No.  | Completed                | Grade      | Credits              |          |
|----------------------|--------------------------|------------|----------------------|----------|
| ↑ PUBH 151           | Yes                      | A          | 3.00                 | Del Edit |
| ↑ PUBH 251           | Yes                      | A-         | 3.00                 | Del Edit |
| ↑ PUBH 551           | Yes                      | Thesis     | 12.00                | Del Edit |
| ↑ EPBS 244           | Yes                      | B+         | 4.00                 | Del Edit |
| ↑ EPBS 465           | Yes                      | A          | 3.00                 | Del Edit |
| ↑ FINN 101           | Yes                      | C-         | 4.50                 | Del Edit |
| ↑ FINN 102           | Yes                      | C          | 4.50                 | Del Edit |
| <input type="text"/> | <input type="checkbox"/> | Select One | <input type="text"/> | Add      |

- b. If you are not required to submit a WES or ICES evaluation and will be submitting an official copy directly from the exchange/study abroad institution by the application deadline:
- Create an entry for the foreign institution and enter your grades according to the transcript, even if the grading system is different. For example, if you received a grade of 12 on a 15-point scale, select 12. We understand it is not the same thing as a grade of 12% and will make the necessary adjustments when we evaluate your application.
  - If your school's grading system cannot be represented by the available options (for example, 'good/very good' or '15.5') please estimate your grade on the standard A+ to F scale and enter that. We will make the necessary adjustments when we evaluate your application.

2019-2020 National University of Singapore  
 9/1/2019 - 12/1/2019 Other, Business  
 Edit Del

| Course & Course No.  | Completed                | Grade      | Credits              |          |
|----------------------|--------------------------|------------|----------------------|----------|
| ↑ MKT1003            | Yes                      | A          | 4.00                 | Del Edit |
| ↑ ACC2002            | Yes                      | A-         | 4.00                 | Del Edit |
| ↑ BSP2001            | Yes                      | B+         | 4.00                 | Del Edit |
| ↑ FIN2004            | Yes                      | A          | 4.00                 | Del Edit |
| <input type="text"/> | <input type="checkbox"/> | Select One | <input type="text"/> | Add      |

- c. If you are not required to submit a WES or ICES evaluation, and will be submitting a certified copy for your exchange/study-abroad institution from your home institution by the application deadline, followed by an official copy directly from the international institution by the December 1 deadline, please make two entries for your foreign institution:
- Create an entry for the foreign institution and enter your grades according to the transcript, even if the grading system is different. For example, if you received a grade of 12 on a 15-point scale, select 12. We understand it is not the same thing as a grade of 12% and will make the necessary adjustments when we evaluate your file.

- Create a second entry for the foreign institution and add “certified copy from home institution” to the school name, you do not need to enter any grades under this entry
- If your school’s grading system cannot be represented by the available options (for example, ‘good/very good’ or ‘15.5’) please estimate your grade on the standard A+ to F scale and enter that. We will make the necessary adjustments when we evaluate your file.

2019-2020 National University of Singapore

9/1/2019 - 12/1/2019 Other, Business  
Edit Del

| Course & Course No.  | Completed                | Grade      | Credits              |          |
|----------------------|--------------------------|------------|----------------------|----------|
| ⌄ MKT1003            | Yes                      | A          | 4.00                 | Del Edit |
| ⌄ ACC2002            | Yes                      | A-         | 4.00                 | Del Edit |
| ⌄ BSP2001            | Yes                      | B+         | 4.00                 | Del Edit |
| ⌄ FIN2004            | Yes                      | A          | 4.00                 | Del Edit |
| <input type="text"/> | <input type="checkbox"/> | Select One | <input type="text"/> | Add      |

2019-2020 National University of Singapore - certified copy from home institution

9/1/2019 - 12/1/2019 Other, Business  
Edit Del

| Course & Course No.  | Completed                | Grade      | Credits              |     |
|----------------------|--------------------------|------------|----------------------|-----|
| <input type="text"/> | <input type="checkbox"/> | Select One | <input type="text"/> | Add |

14. If you attended an international institution with a different academic year  
We will still consider those courses according to the September – August academic year, so try to shift the start date or the end date a bit so the courses can be entered in the appropriate year on the application. For example, if you are entering courses from semesters that ran from Feb – May 2014 and June – September 2014, the first semester would clearly fall in the year September 2013 – August 2014. The second semester isn’t exact, but since three out of the four months fit within the year September 2013 – August 2014, it is appropriate to enter the second semester courses in that year as well, with an end date of August 31.
15. If you took online courses
- If your transcript lists specific dates for your course (for example, TRU-OL and Athabasca):
    - If both start dates and end dates are listed for the course, please use the end date to determine the correct academic year for the course. Please go by the end date even if your transcript includes the course under a different academic year. For example, if your transcript says your course was completed in October 2019, please list the course under the 2019/2020 academic year, even if the course is listed under Spring 2019.
    - If your transcript lists only one date, please use that date to determine the correct academic year for the course.
  - If your transcript does not list any dates, please use the semester to determine the correct academic year for the course, just as you would with an in-person course.
16. If your PhD degree is not yet conferred, but you have completed a PhD program and will submit proof of PhD program completion by the application deadline to fulfill our BC residency requirement, please make an entry for “Proof of PhD Program Completion” following these steps below:
- Create an entry for the year in which you completed your PhD program, likely 2019/2020, as your degree has been completed, but not yet conferred

- b. Enter the Country, Province/State for your PhD institution
- c. In the “School Name” field, **instead of typing in the actual school name, select “Other”, then type in the Other School Name field “Proof of PhD Program Completion”**
- d. Enter the last academic year you were enrolled in the program, e.g. 09/01/2019-08/31/2020. It is OK for the dates to be approximate
- e. Select Ph.D. as the degree level
- f. Select the program of study
- g. Check off the “Degree Obtained” box and click “add”

Add School Year at Institution

School Year

Country

Province/State

School Name

Other School Name

Start Date for courses taken at this school in this academic year (mm/dd/yyyy)

End Date for courses taken at this school in this academic year (mm/dd/yyyy)

Degree Level

Program of Study

Degree obtained (or will be obtained) this year from this school?

## MCAT

Enter your name as it appears on the MCAT Score Reporting System. Enter your 8-digit AAMC ID. **You must manually send your MCAT scores to UBC via the Score Reporting System by December 1, 2020 at 4:00 p.m., Pacific Time.** You must release your scores to UBC each year you apply. Please note: UBC is not part of the AMCAS system.

**Accepted test dates: from April 17, 2015 to the last possible test date of this year that ensures our receipt of your MCAT score by December 1 deadline.** MCAT statuses will be updated starting in August.

## Awards

**Please click the “Add” button when adding your entries.** To save your entries, click the “Save and Continue” button at the bottom of the page.

This section is for awards or prizes of **any kind** (e.g. scholarships (athletic, academic, or non-academic), academic prizes, community service awards, etc.). The description should include the criteria for how this award was given. Please provide no more than the five most significant awards you have received from grade 11 onward.

Please do not include awards you were offered but did not accept (e.g., entrance scholarships from a university you did not attend). You must have received the award by June 1, 2020 in order to include it on the application. It is not sufficient to be notified about the award by June 1.

You are required to provide a website link to information about the award. If no website exists, please provide the website of the awarding institution or organization.

This section is not required to submit the application. You can save and continue without adding any entries.

## Research Publications and Presentations

**Please click the “Add” button when adding your entries.** To save your entries, click the “Save and Continue” button at the bottom of the page.

This section captures information about your research publications and presentations. Research/lab experience, non-academic presentations and personal writing should go in the Non-Academic Activities section instead.

If your publication is accessible online, please provide a URL link. Alternatively, you can provide a link to the library catalogue page that lists your paper publication. If neither is available, you can enter “n/a”.

Please enter the Digital Object Identifier (DOI) number for your publication in the field provided. Enter “n/a” for a presentation, or if your publication does not have a DOI number.

Please include only publications you have authored or co-authored (1<sup>st</sup> or 2<sup>nd</sup> author). If you are a 3<sup>rd</sup> or subsequent author, do not include the publication here. Instead, you may wish to integrate a note about your contribution into the description section of the related research activity, which would fall under the Non-Academic Activities or Employment History section as applicable. Similarly, please include only presentations that were presented by you. If you have worked on a poster or paper presented by someone else, do not include the presentation in this section. Please only include those presentations that can be classified at the Provincial, National or International level.

**There is a cutoff date of June 1, 2020 for this section.** Do not include future submissions: everything you include must have been published on or before June 1, 2020. Presentations must have been presented on or before June 1, 2020 in order to be included in the application. Please check the “Part of Program Requirements?” box if the publication was a required part of your degree or other program; for example, a published Master’s thesis.

You are limited to 12 entries in this section. This section is not required to submit the application. You can save and continue without adding any entries.

## About Verifiers

For the Non-Academic Activities, Employment History, and Northern and Rural Training sections, you are required to provide the contact information of a person who can confirm the dates, hours, description, and other activity details

listed on your application. These people are called verifiers, and can be contacted at any time during the application cycle.

Please note:

- Unverifiable activities (no phone or email provided) will be disregarded.
- Do not use yourself as a verifier. We will disregard these entries.
- It is not advisable to use the same verifier for numerous entries, particularly unrelated activities.
- Do not combine activities that should have different verifiers. Only combine activities if the one verifier can confirm both activities.
- Verifiers for structured activities—such as volunteer or work experiences—should be people who worked with you in some sort of supervisory capacity. For instance, a co-worker or fellow volunteer is generally not considered to be an appropriate verifier.
- If an institutional/organizational email address is available for your verifier, please include this email address rather than their personal email address.
- Family members or close friends should not be used as verifiers except where absolutely necessary (for example, solo travel experiences or solitary hobbies).
- We cannot tell you who to choose as your verifiers. Please do not contact the Admissions Office for guidance regarding this. If you are unsure whether someone is an appropriate verifier, please use your best judgement and refer to the above criteria.

**Important:** Discrepancies between the details in your application and those confirmed by the verifier are noted and may have a serious negative impact on your application. It is recommended that you contact your verifiers prior to submitting your application to inform them that you are providing their contact information in this capacity, as well as to double check that the dates, hours, description and other details entered on your application are accurate. Please review your entries carefully before submitting to make sure you have typed the dates, hours and other details correctly and confirm that your verifiers' contact information is accurate and has been entered correctly before submitting your application. When entering your verifiers' email addresses, please avoid adding an extra 'space' at the end of the address. If you notice a mistake after submitting your application, you can only update your verifier's contact information (see the Updating Verifier Contact Information section in this guide). **You cannot update your non-academic entries once your application is submitted, and the MD Admissions Office will not be able to make changes to your application, even if your verifier informs you of an error.**

## Non-Academic Activities

*Please click the "Add" button when adding your entries. To save your entries, click the "Save and Continue" button at the bottom of the page.*

This section captures information about your non-academic activities. We want to know about activities and experiences that have made you who you are today and have helped you develop capacities like altruism, leadership, the ability to work with others, etc. Please see our [website](#) for more information on the non-academic qualities we are seeking.

*We understand that the COVID-19 pandemic has significantly affected the ability of most applicants to pursue scheduled volunteer commitments, extracurricular activities, and employment opportunities during the first half of 2020. We know*

*that this is upsetting, but hope that applicants will take comfort in the fact that these circumstances have affected the entire applicant pool and everyone will continue to be assessed using the same criteria.*

**All deadlines and criteria listed below remain in effect. Please continue to list your hours accurately and **DO NOT** estimate how many hours you would have completed if not for the pandemic, or input activities or employment opportunities that you were not able to start.**

We encourage you to think outside the box when deciding which activities to include. Activities of interest to us are **not** limited to “typical” premed activities such as hospital volunteering or research lab work. We also value experiences such as parenting, overcoming adverse situations, and your hobbies and interests.

We are interested in learning more about you through your non-academic qualities and experiences. This means that we would like to know what you have been doing, what you are passionate about, and how you spend your time. **We do not want to know how you are like a doctor**, and encourage you not to think about your application in such a limited way. Please include experiences that will tell us something about you, even if they are not your greatest achievements or accomplishments. However, also be aware of how committed you were to that activity. If you participated in an activity for one day or one week, we are not likely to consider this as illuminating as activities that you have participated in over the longer term.

**We are primarily interested in your particular role in an activity and the contribution you made to the activity or through the activity. Giving us a clear, specific description of the context, duties, and people involved in the activity will help us evaluate this section more accurately than a summary of what you learned from the activity. Please note each category is limited to a number of activities that you can list.**

Research publications and presentations, awards, and paid experiences (employment history) should not be included in your list of non-academic activities. Please describe these experiences in the appropriate areas of the application. You may include non-paid research/lab experience in the Non-Academic Activities section. **We will review your work history for evidence of the same qualities we seek in the Non-Academic Activities section, so please put paid employment in the Employment History section.** This includes any paid research work and research work that was grant funded as well as all paid co-op experiences. Please only enter paid experiences in the employment section of your application. Do not double list these experiences even if you feel they belong in more than category.

Please list each activity only once, even if you think it fits into more than one category. **It is up to you to decide which activities to include and under which categories to include them.** The Admissions Office will not provide advice or guidance about this. Please do not contact us. You will not be penalized for putting an activity in the ‘wrong’ category.

**There is a cutoff date of June 1, 2020 for this section.** The system will not allow you to enter a start or end date later than June 1, 2020. If you are participating in an activity that will continue beyond this date, please only include the appropriate details up until this cutoff.

**Note about physician shadowing:** In accordance with [the guidelines](#) put forward by the College of Physicians and Surgeons of BC, the MD Undergraduate Program discourages individuals not enrolled as students of health professions regulated by the *Health Professions Act* or *Emergency Health Services Act* from participating in physician shadowing. Such activities pose significant concerns to patient privacy and confidentiality, and will not result in an increased NAQ score or improved chances of admission.

## Activity Type Descriptions

### Leadership: 3 entries allowed

Leadership is defined as the capacity or ability to lead, a person who commands, guides or inspires others. Qualities include, but are not limited to, initiative, motivation of others, providing vision and implementation, personal and professional development, and decision making.

### Service Ethic: 3 entries allowed

These experiences exhibit involvement in activities that demonstrate participation for the benefit or welfare of others. Consideration is given not only to the length of time devoted to a particular activity, but also the overall continuity of commitment over time, level of involvement, types of roles and responsibilities held, whether activities are considered outside an applicant's "comfort zone", and demonstrated preparedness for a career in medicine.

When considering your entries for this section, please note that experiences demonstrating service ethic are not limited to those pursued as part of a formal volunteer organization. Applicants are encouraged to include experiences that occur within both recognized agencies/organizations and those that are done independently or in an unstructured environment. Applicants will need to ensure that they are able to provide verification for each of their listed activities.

### Capacity to Work with Others: 5 entries allowed

This category recognizes applicants' abilities to work with groups which take them beyond their peers, friends, school and co-workers. Consideration is given to an applicant's experience and knowledge gained from working with groups and individuals including, but not limited to, customer service teams, diverse age groups, cultures different from one's own (immersion), socio-economic backgrounds other than one's own, individuals with physical, cognitive or developmental disabilities, sexual orientations, etc.

### Diversity of Experiences: 10 entries allowed

Active participation in events or activities leads to the accumulation of knowledge and skills. These experiences can be attained through, but are not limited to: travel, sports, cultural events, music/theatre/arts, etc. We recognize that hours for activities that fall into this category can often be hard to calculate. For total hours, please use a conservative estimate of the time you spent on the activity over the period listed.

**Note:** In the "Description" box, indicate your level of involvement with this activity, your role, and what you have achieved. For travel experiences please do not include sleeping time. If you were performing a specific role (such as working or volunteering) while traveling please calculate your hours to include only those you were actively involved in the activity. If you combined travel for fun and work/service, please use the additional clarifications box to explain the calculation of your hours.

### High Performance in an Area of Human Endeavour: 3 entries allowed

Occasionally, applicants have been or are involved in one or more activities at a level that exceeds what can be expected of a typical applicant. These individuals receive recognition in a provincial, national or international arena by way of an award, honour, ranking etc. If you have attained a high level of performance in an activity or received an exceptional level of recognition, please provide the details. You can list up to 3 entries in this section.

**Note:** In order to ensure that your experiences in this category are properly assessed, please provide very specific information (i.e. date of highest level achieved) and avoid the use of acronyms for organization names, titles, awards, etc. Additionally, please ensure that web addresses are entered in their entirety, including http:// or https://.

**For the High Performance category only, please do not include any accomplishments that were achieved before June 1, 2014.** We are interested in hearing about relatively recent achievements that tell us about who you are today. The application system will not allow you to enter a date earlier than June 1, 2014. Please do not choose this date to represent another earlier date. **Chosen dates MUST accurately reflect the date of a major competition or awarding of an honour.**

The chart below provides a range of examples in regards to what you might include as part of your non-academic activities. One set is not more “right” or better than the other; instead, this list is intended to illuminate the wide range of activities that should be considered for inclusion. This list is not comprehensive and you may have a variety of other activities and experiences you wish to include on the application. As a reminder, the final decision about which category to use for an activity or experience is yours.

| Category                     | “Typical” Examples  | Less “Typical” Example   |
|------------------------------|---|--|
| Leadership                   | Club executive; coach of a sports team  | Parent; platoon leader   |
| Service Ethic                | Homeless shelter volunteer; hospital volunteer  | Unpaid work on the family farm   |
| Capacity to Work with Others | Volunteer at seniors care home; Special Olympics coach  | Involved care of an ill parent as primary care giver                     |
| Diversity of Experiences     | Travel; sports team member; musical instrument  | Overcoming adversity; major health concerns; woodworking or other trades |
| High Performance*            | High Performance activities typically involve some form of ranking by an official organization, so they are less likely to be unusual or unique |  |

**Time Period:** Please select the option that is most applicable. If you select “Other – Please explain in clarifications box”, **it is mandatory** that you provide an explanation in the box at the end of the entry. This option should be selected if the activity was performed on an irregular schedule. For example, if you were a volunteer camp counsellor for a few weeks at different points in the year, this should be specified. E.g. “I volunteered for 2 weeks every March from 2011 – 2015, and for 3 weeks each July in 2011, 2012 and 2014”.

**Start Date:** The calendar feature is optional; you can type the date and click outside of the box to set it instead.

**End Date:** If an activity is current or ongoing, enter an end date of June 1, 2020.

**Total Hours:** Please estimate the total number of hours you have participated in this activity as of June 1, 2020. **Do not put “0” hours for any activities.** Please provide an estimate even if it is difficult to determine. Generally the Admissions Office will consider the number of hours you participated in the activity in conjunction with the overall length of your involvement. This helps us to gauge your level of commitment to the activity. If the activity was performed on an irregular schedule or if there is something else you wish to clarify about your participation in this activity, please explain in the box provided. Note: this box is not an extra description box. It is for clarification only.



**Highest Level Achieved (only in High Performance category):** Please provide the highest level you achieved in this activity.

**Website:** Please enter a website that can provide some information about the activity you listed. This field is mandatory for the High Performance category, but optional for the rest of the categories. If no website is available for an entry in a category other than High Performance, enter “N/A.”

**Course Credit Received:** Please check this box if you received course credit for the activity. Do not check this box if the activity was part of an ungraded co-op program, even if you received credit toward a co-op degree.

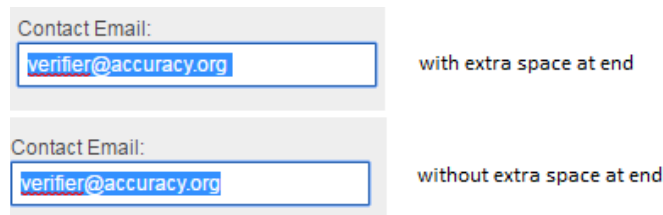
**Co-op:** Please check this box if the activity was part of an unpaid co-op experience. Paid co-op experiences should be listed in Employment History. Please note that a **practicum** does not count as a co-op experience. A practicum is considered an academic program requirement and is not a non-academic experience, even if it relates to health care.

**Contact Information:** Please ensure you have read the “About Verifiers” section above before proceeding. **Discrepancies between the details in your application and those confirmed by the verifier are noted and may have a serious negative impact on your application.**

**Contact First/Last** means first name/last name.

**Contact Job Title** refers to your contact’s job title as it relates to your activity. If your contact is no longer at the same position, please briefly explain in the clarifications box.

**Contact Phone and Email:** Both are required. Please enter your verifier’s current email and phone number. If your verifier does not use email, enter N/A in the email field. Please make sure there is no extra space at the end of the verifier’s email address. The verifier form will not work if there is an extra space.



Here is an example of the sort of information required when you enter your activities:

Activity Type:

Title:

Description:  
  
 Current Character Count: 339/350

Organization:

Website:

Time Period:

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Total Hours:

Course Credit Received

Contact First:

Contact Last:

Contact's Job Title:

Contact Phone:

Contact Email:

Please clarify the dates/hours/frequency of this activity, if necessary:  
  
 Current Character Count: 193/200

Type: Diversity of Experiences  
 Title: Varsity Athlete  
 Description: I was goalkeeper on my university's women's varsity soccer team for four years. We played in the university Athlete Association, Canada West League. In 2011 we won silver in the CIS championships. I played x games per season. Training included strength training, team practice, skill drills and strategy meetings. The team had 26 players.  
 Organization: XYZ University Women's Varsity Soccer Team  
 Website: https://xyzuniversityvarsity.ca/soccer/  
 Time Period: Year-Round  
 Start Date (mm/dd/yyyy): 8/3/2009  
 End Date (mm/dd/yyyy): 4/30/2013  
 Hours: 3500  
 Course Credit Received:   
 Co-op:   
 Contact First Name: Jamie  
 Contact Last Name: Doe  
 Contact's Job Title: Head Coach  
 Contact Phone: 111-111-1111  
 Contact Email: soccercoach@xyzuniversity.ca  
 Clarifications:  
 Hours are approximate. During the regular season I trained x days/week for x hours; during the off-season x days/week for x hours. The regular season was Aug. - Nov. Travel hours not included.

**Note: Activities must be added using the Add button (the Save and Continue button will not save or add the information typed in the text boxes).**

A minimum of one non-academic activity is required to submit the application. It can be in any category. It is not required to fill every entry available in each category.

## Employment History

*Please click the “Add” button when adding your entries. To save your entries, click the “Save and Continue” button at the bottom of the page.*

Please start with your most recent position. **This section has a cutoff date of June 1, 2020.** The system will not allow you to enter a date later than June 1, 2020.

**Institution:** The company, organization, or employer you worked for.

**End Date:** If an employment position is current or ongoing, please enter an end date of June 1, 2020.

**Time Period:** Select the appropriate description. If you select “Other – Please explain in clarifications box”, **it is mandatory** that you provide an explanation in the box at the end of the entry. This option should be selected if the activity was performed on an irregular schedule. For example if you were a camp counsellor for a few weeks at different points in the year, this should be specified. E.g. “I worked for 2 weeks every March from 2011 – 2015, and for 3 weeks each July in 2011, 2012 and 2014”.

**Hours per Week:**

- For the “Full time during summer(s), part time during school year” category, there are two hours fields to fill out: “Hours per Week Summer” and “Hours per Week Academic Year.” Put your May-August hours in the first field, and your September-April hours in the second field. If further clarifications are needed, put them in the clarification box provided.
- For all other categories, there is one “Hours per Week” field to fill out. If your hours varied, enter the number of hours per week you most frequently worked and explain your hours in the box provided.

**Description:** Describe your job duties and responsibilities.

**Course Credit Received:** Please check this box if you received course credit for your work.

**Co-op:** Please check this box if your employment was part of a co-op experience.

**Contact Information:** Please ensure you have read the “About Verifiers” section above before proceeding.

**Contact Job Title:** The contact’s job title at the time of your employment (e.g. Director, Supervisor, Manager, etc). If your verifier is no longer in the same position, please explain briefly in the clarifications box.

**Contact phone and email:** Both are required. Please use your verifier’s current email and phone number. If your verifier does not use email, enter N/A in the email field. Please make sure there is no extra space at the end of the verifier’s email address.

We may contact your employers for verification so please ensure these details are accurate. Check with your verifier to make sure you are entering the correct dates, title, description, hours per week, etc. **Discrepancies between the details in your application and those confirmed by the verifier are noted and may have a serious negative impact on your application.**

This section is not required to submit the application. You can save and continue without adding any entries.

## Northern and Rural Training (Optional)

*Please click “Save Essay” to save your essay. Click the “Add” button when adding your “Lived Experiences in Canada” and “Rural Capacities” entries. To save your entries, click the “Save and Continue” button at the bottom of the page.*

Applicants who have a genuine interest in rural, remote, or northern medicine should complete this optional section. Applicants who do not complete this section will not be considered for admission to the Northern Medical Program or

the positions designated for rural, remote, or northern applicants at other program sites: this includes up to 10 positions at the Southern Medical Program, and up to 2 positions at the Island Medical Program. However, applicants who do not complete this section will still be considered for admission to the non-rural positions. Applicants who do complete this section are also considered for admission to the non-rural positions.

This section captures information about your suitability for training in the Northern Medical Program (NMP) as well as for the rural positions in the Southern Medical Program (SMP) and Island Medical Program (IMP). **Applicants with experience in rural, remote, northern, or Indigenous settings are encouraged to complete this section.**

**NOTE:** The Rural and/or Northern Training section is evaluated separately from the rest of the application. **Please ensure you include any relevant non-academic experiences and employment history in this section that you may have already listed in other sections within your application.**

This section requires verifiers. Please ensure you have read the “About Verifiers” section above before proceeding. It is appropriate to use friends and family members as verifiers for some activities in this section, as described below. As a reminder, **discrepancies between the details in your application and those confirmed by the verifier are noted and may have a serious negative impact on your application.**

***\*Note: Some versions of Internet Explorer cause problems with this section of the application (information does not save properly). Please use a different browser to complete the application.***

### Rural Interest Statement

Please outline your suitability/experience/interest/future intentions for rural and/or northern training in the text box, then click “Save Essay”.

### Lived Experiences in Canada

In this section, you will list the Canadian locations you have lived from birth until June 1, 2020. Please include all the places you have lived in Canada, even if the location was not rural, remote, or northern. Do not enter places you have lived for less than three months.

Note: if you lived in a city or town but frequently traveled to a family cabin/relative’s house/etc... which was situated in a rural area, we do not consider this as a lived experience. Please do not mark this rural area as your place of residence unless you physically stayed there, uninterrupted, for three months at a time. You may make note of this experience in other parts of this section like rural ties or relevant activities.

Please enter Canadian experiences only when completing this section. When you start typing a location in the city and province/state box, locations starting with those same letters will appear. Please type slowly enough for your location to pop up. **If a location you need is missing, please message the Admissions Office through the application system so the location can be added to the list of locations.**

*If you were born in Canada:* start with the place you were born. Select Canada, and then enter the city and province where you were born. The start date for Age 0-4 is your date of birth.

- If you were still living in the same location when you turned 5, the end date is the day before your 5<sup>th</sup> birthday.
- If you moved to a new place one time before you turned 5, the end date is the last day you lived in your place of birth. Then you would create a new entry for the new location (age is still Age 0-4 (Pre-School)), with a start date of the day you moved to the new location. The end date for this entry would be the day before your 5<sup>th</sup> birthday.

Fill out the other ages in a similar manner. When you start filling out Age 5-12 (Elementary School), the start date will be your 5<sup>th</sup> birthday. The end date for this age will be the day before your 13<sup>th</sup> birthday. You might have more than one entry per age, depending on how many places you have lived. The end date of your last entry should be June 1, 2020 unless you are currently living abroad. If you are currently living abroad, then your last entry date should be the last date you were residing in Canada.

*If you were born outside of Canada:* Determine how old you were the day you started living in Canada and select the appropriate Age category. The start date will be the day you started living in Canada. Select Canada and enter the city and province where you first resided in Canada.

- if you were still living in the same place when you reached the next age category (when you turned 5, 13, or 18 years old), the end date is the day before your 5<sup>th</sup>, 13<sup>th</sup> or 18<sup>th</sup> birthday.
- if you moved to a new place before reaching the next age category, the end date is the day before you moved to the new location. Then you would create a new entry for the new location, keeping the same age category. The start date for the new entry is the day you started living in the new location. The end date is the day before your 5<sup>th</sup>, 13<sup>th</sup>, or 18<sup>th</sup> birthday as applicable. (Unless you moved again – then the end date would be the last day you lived in your old location and you would repeat the process, adding a new entry for the new location).

Fill out the other ages in a similar manner. You might have more than one entry per age, depending on how many places you have lived. The end date of your last entry should be June 1, 2020 unless you are currently living abroad. If you are currently living abroad, then your last entry date should be the last date you were residing in Canada

Please remember to fill out the ages according to the actual ages listed, not according to how old you were in pre-school, elementary school, etc. Use the first and last dates of the month if you are not sure about the exact date.

**Dates should be sequential – the system will not allow you to enter overlapping dates.**

Here are some examples:

| <b>Example A</b>              | <b>Location</b> | <b>Start Date</b> | <b>End Date</b> |
|-------------------------------|-----------------|-------------------|-----------------|
| Age 0-4 (Birth to Pre-School) | Nanoose, BC     | 6/1/1985          | 5/31/1990       |
| Age 5-12 (Elementary School)  | Nanoose, BC     | 6/1/1990          | 5/31/1998       |
| Age 13-17 (Secondary School)  | Nanoose, BC     | 6/1/1998          | 9/15/1998       |
|                               | Parksville, BC  | 9/16/1998         | 5/31/2003       |
| Age 18+ (Post-Secondary)      | Parksville, BC  | 6/1/2003          | 8/15/2003       |
|                               | Victoria, BC    | 9/16/2003         | 6/1/2020        |

| <b>Example B<br/>(born outside of Canada, spent<br/>some summers outside of Canada)</b> | <b>Location</b> | <b>Start Date</b> | <b>End Date</b> |
|---|-----------------|-------------------|-----------------|
| Age 5-12 (Elementary School)  | Vancouver, BC   | 7/16/1993         | 9/30/1995       |
| Age 13-17 (Secondary School)  | Vancouver, BC   | 10/1/1995         | 9/30/2000       |
| Age 18+ (Post-Secondary)  | Vancouver, BC   | 10/1/2000         | 4/30/2001       |
|   | Smithers, BC    | 5/1/2001          | 8/31/2001       |
|   | Vancouver, BC   | 9/1/2001          | 4/30/2002       |
|   | Valemont, BC    | 5/1/2002          | 8/31/2003       |
|   | Vancouver, BC   | 9/1/2003          | 4/30/2004       |
|   | Vancouver, BC   | 9/1/2004          | 6/30/2005       |
|   | Vancouver, BC   | 5/16/2009         | 6/1/2020        |

| <b>Example C</b>              | <b>Location</b>   | <b>Start Date</b> | <b>End Date</b> |
|-------------------------------|-------------------|-------------------|-----------------|
| Age 0-4 (Birth to Pre-School) | Bella Coola, BC   | 1/1/1987          | 12/31/1991      |
| Age 5-12 (Elementary School)  | Bella Coola, BC   | 1/1/1992          | 12/31/1999      |
| Age 13-17 (Secondary School)  | Bella Coola, BC   | 1/1/2001          | 8/31/2005       |
|                               | Prince George, BC | 9/1/2005          | 12/31/2005      |
| Age 18+ (Post-Secondary)      | Prince George, BC | 1/1/2006          | 4/30/2006       |
|                               | Bella Coola, BC   | 5/1/2006          | 8/31/2006       |
|                               | Prince George, BC | 9/1/2006          | 4/30/2007       |
|                               | Toronto, ON       | 5/1/2007          | 8/31/2007       |
|                               | Prince George, BC | 9/1/2007          | 4/30/2008       |
|                               | Winnipeg, MB      | 5/1/2008          | 8/31/2008       |
|                               | Prince George, BC | 9/1/2008          | 4/30/2009       |
|                               | Bella Coola, BC   | 5/1/2009          | 6/1/2020        |

## Verifiers

Family members are acceptable contacts from ages 0-17 and for post-secondary education. For post-secondary employment or other experiences, however, please list an employer or other person who can confirm your involvement in that activity.

## Rural Capacities (Relevant Activities, Ties, and Mentors)

This section allows you to demonstrate your connection to rural and/or northern areas through activities and relationships, which further helps capture your suitability for rural and/or northern training. As a reminder, you should include activities, employment, or other information that is already listed elsewhere on the application. For each entry in this section, please include a short description. Special instructions for each capacity type are listed below. You must provide the contact information of a person who can confirm the details you list for each entry. In this section, you are allowed to include activities, relationships and mentorship experiences that took place inside or outside of Canada.

Notes: You may enter both Canadian and non-Canadian locations for this section. Canadian locations will pop up after typing a few letters, but non-Canadian locations must be typed in full. **If a Canadian location you need does not appear, please message us so it can be added to the list of locations.** You will not be able to select the location until it has been added. There is a cutoff date of June 1, 2020 for this section. The system will not allow you to enter dates after June 1, 2020.

**Relevant Activities:** 10 entries allowed. We are looking for activities relevant to northern, rural, and/or remote living. These activities can include outdoor, leisure, hobbies, volunteer or community-based work, employment activities, etc. As with the non-academic activities section, you are welcome to include non-traditional activities such as farming or tree planting.

Please provide a description of the activities in the Description box and enter the number of hours you have spent participating in this activity in the Total Hours box. If the activity was performed on an irregular schedule or if there is something else you wish to clarify about your participation in this activity, please explain in the “Please clarify...” box provided. Note: this box is not an extra description box. It is for clarification only.

**Ties:** 3 entries allowed. Please type the name/title of a person (e.g. Mother, Father, Sibling, Cousin, Partner, Grandparent, Friend, etc.) through whom you have a tie to a rural, remote, and/or northern area in the Activity Name box. The start date should be the beginning of your relationship with the person. For the description, please explain a bit more about your relationship to the person, such as how often you visit them, how long you lived together if applicable, etc. If the person no longer lives in the rural community you indicated, please note when they moved in your description as well. In most cases, the verifier will be the person with whom you have the tie.

**Role of Mentor in Decision to Pursue Medicine:** 3 entries allowed. This section is about northern, rural, and/or remote mentors who have influenced your decision to pursue medicine. Enter the name/title of the mentor in the Activity Type box. The start date should be the date the person started to play a mentorship role in your life. For the description, please describe the relationship or connection you have with the person, and explain how the mentor influenced your decision to study medicine. Please enter where your mentor lived/lives. If your mentor no longer lives in the rural community, please note when they moved in your description. In most cases, the verifier will be your mentor.

## Additional Information

**Exceptional circumstances text box:** This is an optional opportunity to explain any challenging circumstances that have had an impact on your application. It is not a chance to write an autobiographical essay on your motivation for medicine, your background, etc. Please note that the information in this box is reviewed as part of the post-interview holistic file review. It is not used to adjust GPAs. Exceptional circumstances affecting your academics may be detailed in the box, but to request academic accommodations you must go through the Centre for Accessibility as explained in the [Applicants with Disabilities section](#) of this Help Guide.

**Clarify something about your application text box:** This box is a chance to provide additional information about an aspect of your application, if you need to. It is optional and as above, should not be used to describe your motivation for medicine, etc. If you are getting your degree completely online, please write a brief explanation about why you chose online course delivery vs in person (limited access to physical institutions, reason for needing a flexible schedule, etc.) No explanation is necessary if you are taking only some classes online.

**Site preference selection:** You must select one and only one first choice preference. You may choose 2<sup>nd</sup> choice, 3<sup>rd</sup> choice, 4<sup>th</sup> choice, or no interest to the remaining sites. This question is for informational purposes only. Your selections are not binding.

**Optional Questions:** These questions are for quality assurance and process evaluation purposes only and will not be provided to the Admissions Subcommittee or used to determine your suitability for the medical program.

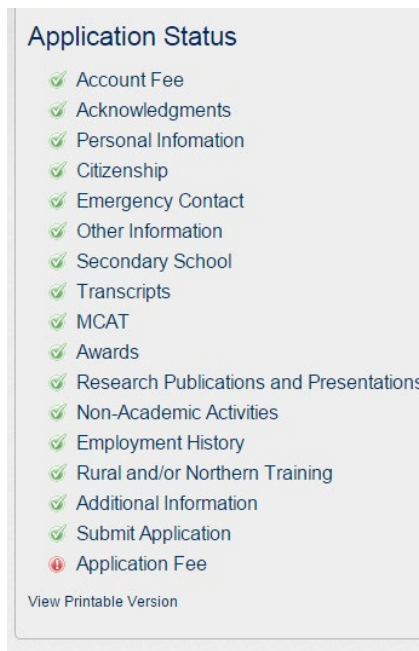
**Parental Education and Occupation:** Please select the educational level and occupational category of the parent/guardian who has had the most influence on your life first. This will be Parent/Guardian 1. You must enter at least one parent/guardian and may enter up to four. If you wish to enter more than one, please select the parent/guardian who had the second most influence on your life for Parent/Guardian 2, and continue in order for Parent/Guardian 3 and Parent/Guardian 4. This question is for information only and is not used for selection purposes.

**First in Immediate Family to Attend University:** Please answer no to this question if either of your parents or guardians attended university for more than two semesters. If your parent/guardian(s) attended college, an institute of technology, and/or other trade- or industry-related school but not university, you may answer yes. If the school of your parent(s) has changed from a college to university, answer the question based on which type of institution it was when your parent(s) attended. This question is for informational purposes only and is not used in admissions decisions.

**Government student loans:** If yes is selected, please enter your current total government student loan debt in Canadian dollars. This question is for information only and is not used in admissions decisions.

## Submit Application

There must be a green checkmark beside each section (except for Application Fee) before you can submit your application. If any section has a red exclamation mark beside it, go back to that page, review it and hit save and continue.



**Application Status**

- ✓ Account Fee
- ✓ Acknowledgments
- ✓ Personal Information
- ✓ Citizenship
- ✓ Emergency Contact
- ✓ Other Information
- ✓ Secondary School
- ✓ Transcripts
- ✓ MCAT
- ✓ Awards
- ✓ Research Publications and Presentations
- ✓ Non-Academic Activities
- ✓ Employment History
- ✓ Rural and/or Northern Training
- ✓ Additional Information
- ✓ Submit Application
- ⚠ Application Fee

[View Printable Version](#)

**Please review every section of the application carefully. You cannot make any changes once you submit.**



**IMPORTANT: You must pay the remaining application fee after submitting your application. If we do not receive the complete application fee by the deadline, your application will be ineligible.**

You will receive a confirmation email after your application is submitted. You are still required to pay the remaining application fee in order for your application to be considered complete.

## Application Fee

The system automatically calculates your application fee and deducts the \$50 account opening fee. **All application fees are non-refundable.** You can make sure your application fee has been received by checking the Application Status page.

Application fees will appear on your banking statement as UBC E-Payment. Please call 604-822-2008 with any questions or concerns about your transaction record.

## Application Status Tab

The Application Status tab is where you can check the status of your online application, transcripts, proof of BC residency, application fee, and MCAT scores. Other items are available on the Application Status tab later in the application cycle. As a reminder, your transcripts cannot be marked as received until you have started entering them on the Transcripts page. The month and date your transcripts were received is provided to help applicants carrying forward transcripts know if we have received the most updated version of the transcript.

**Application**  
Application submitted on 5/27/2020.

**Transcript Status**

| School Name                              | Status       | Received Date |
|--|--------------|---------------|
| Thompson Rivers University Open Learning | Not Received |               |
| Ryerson University                       | Received     | Jun 2020      |

**BC Residency Status**

| Document Type    | Status   |
|------------------|----------|
| BC Services Card | Received |

**Application Fee Status**

| Fee             | Amount   | Status       | Transaction Date | Transaction Number (CBM ID) |
|-----------------|----------|--------------|------------------|-----------------------------|
| Application Fee | \$112.00 | Not Received |                  |                             |

**MCAT Status**  
MCAT Scores before Jan 31 2015  
No MCAT scores could be found.

**MCAT Scores after Jan 31 2015**  
No MCAT scores could be found.

## Upload Documents

Please see the chart for examples of document names.

| Document Type                        | Document Name Examples  |
|--------------------------------------|---|
| BC Services Card                     | BC Services Card  |
| N.W.T./Nvt./Y.T.<br>Health Care Card | Health services plan card from NW Territories,<br>Nunavut or Yukon                                      |
| Proof of Citizenship/PR              | Passport; PR Card; Citizenship Card ( <i>Not required until interview stage</i> )                       |
| Proof of Enrollment                  | ENGL 252 ( <i>Not required until interview stage</i> )  |
| Course Syllabus                      | ENGL 485 ( <i>You do not need to upload course syllabi unless requested to do so</i> )                  |
| Name Change                          | Name Change Certificate; Marriage Certificate   |
| Other                                | Indigenous Autobiographical Essay; Proof of Indigenous Ancestry; English Course Approval Correspondence |

To upload documents:

1. Click on the Documents tab, then select the type of document from the dropdown menu and type the name of the document in the Name field.
2. Next, click the “Choose File” button and select the file from your computer.
3. When you have selected the file, click the “Upload” button. You will see a message that says “File has been uploaded.” In addition, the name of the document will appear under the Document column, the type of document will appear under the Type column, and the upload date and time will appear under the Uploaded column.

**If you do not see the document under the Uploaded Documents section, make sure you clicked the “Upload” button. If that doesn’t work please try uploading the document again.**

As long as the time stamp of the uploaded document shows it was uploaded before the deadline, we will consider it received on time even if the status for that document says “Not Received.” The status of your document will be changed manually by the Admissions Office.

### Documents

File has been uploaded.

Type:

Name:

Upload File:  No file chosen  
Please upload PDF (.pdf), JPEG (.jpeg, .jpg) or Word (.doc, .docx) files only. File cannot exceed 4mb in size.

#### Uploaded Documents

| Document                               | Type             | Uploaded            |
|--|------------------|---------------------|
| BC Services Card                       | BC Services Card | 6/4/2020 9:17:12 AM |
| Marriage Certificate                   | Name Change      | 6/4/2020 9:17:43 AM |
| English Course Approval Correspondence | Other            | 6/4/2020 9:18:08 AM |

## Update Personal Information

To update your personal information, click on the Profile tab, then on:

- Address Change to change your mailing address or email\*
- Change Password to change your password
- Emergency Contact to change your emergency contact information

**\*Note:** if you change your email address you will receive our emails at the new address, but you must still use the old address to log in.

## Update Verifier Contact Information

After you submit your application, you can return to the Non-Academic Activity, Employment History, and Rural and/or Northern Training pages in your application and update the phone number and email address of your verifiers. **You cannot change the verifier's name.** To make the changes, click on the appropriate page, find the entry, press edit, change the phone and/or email, and press update. Please make sure there is not an extra space at the end of the verifier's email address.

You do not need to inform the Admissions Office that you have updated your verifier contact information.

## Finding Mistakes

If you notice a mistake with the dates, hours, description, grades, or academic years in your application after it has been submitted, please send a message with the correct information through the application system. You do not need to contact us about minor typos. The MD Admissions Office will not be able to make changes to your application, but having a note that you are aware of the discrepancy is helpful as we evaluate your application.

## Contact Us

### Messaging

**Please message us through the application system rather than using email. Please respond to our emails through the application system rather than directly responding to our emails.**

- To message us, click on Communication, type your message, and hit Send.
- To reply to our emails, click on Communication, then Communication History. Click "View" next to the message you want to answer, type your reply, and hit Reply.
- To include an attachment with your message, click the Add Attachment button, select the file, and hit the Upload button. The document will not be attached unless you click Upload. Please note that most documents should be uploaded through the Documents tab rather than attached to a message.
- **It is your responsibility to check your email. If you are having problems with your email, our emails to you are stored in the application system as well. Log in and click on Communication, then Communication History.** We send emails to specific applicants in addition to general emails.

### Phone

In light of UBC's evolving COVID-19 response, our telephone inquiry line is closed until further notice. Please send us a message through the online application system if you have any questions.

## Mailing Address

Our mailing address is:

Faculty of Medicine, MD Admissions  
University of British Columbia  
C/O Campus Mail Office  
2329 West Mall  
Vancouver, BC, V6T 1Z4

**All hard-copy transcripts and other postal mail must be sent to this address.** We are not responsible for mail addressed to our physical location, to other Faculty of Medicine offices, or other UBC departments. **Hard-copy transcripts sent to the main undergraduate admissions office for UBC (in Enrolment Services) are not forwarded to our office.** Please be sure your transcripts are directed to the correct address.

**If your institution sends official electronic transcripts,** please refer to the [Transcripts](#) section for further information.

## Documentation Checklist (2020-2021 Application Cycle)

Required supporting documents are as follows:

**EARLY APPLICATION DEADLINE: September 1, 2020 (12:00 noon PDT)** – Applicants who submit all required items listed under “Regular Application Deadline” by the early application deadline and who are invited to interview will receive their interview invitation a day early and will be allowed to book their interview date and time a day before the general pool. Items due October 1 or later (e.g. WES/ICES evaluations and MCAT scores) do not have to be in by the early deadline. Meeting the early deadline does not affect your chances of admission.

**REGULAR APPLICATION DEADLINE: October 1, 2020 (12:00 noon PDT)**

- One official transcript from EACH post-secondary institution attended, including:**
  - Home institution
  - Foreign transcripts<sup>1,2,4</sup>
  - Institutions attended on a letter of permission or as a visiting student<sup>2</sup>
  - Online courses<sup>2</sup>
  - College/university courses taken during high school<sup>2</sup>
  - CEGEP transcript<sup>2</sup>
  - All other post-secondary institutions attended<sup>2</sup>
  - AP/IB transcripts if using for English requirement, except for UBC students<sup>3</sup>
- ***UBC transcripts:*** please mark the appropriate box on the application if you would like us to access your UBC transcript electronically. If you mark the box you do not need to submit a hard copy UBC transcript.
- ***Re-applicants from 2019-2020:*** please mark the appropriate box on the application if you would like your transcripts transferred forward. You must have submitted your application and paid the application fee in 2019-2020 cycle in order for the transcripts received to be carried forward.
  - If you have not taken any coursework since you submitted your transcript last year, you do not need to submit new transcripts. However, graduate students who continued enrollment without taking new coursework should still submit updated transcripts.
  - Please check the date stamps and make sure they align with the most-updated transcripts you submitted.
  - All other documentation (BC residency, name change, etc.) should be uploaded via the Documents tab. We only transfer transcripts and will not transfer other documents.
- **Electronic official transcripts are accepted only if sent directly from the Registrar’s office.** Please see the [Transcripts](#) section of the Help Guide for more information.
  
- WES/ICES Evaluation<sup>4</sup>** (if applicable)

- Valid BC Services Card** for proof of BC Residency. BC CareCards, Confirmation of Continued Coverage Letter and Interim Services Cards are not accepted. Applicants who fail to upload valid and current BC Residency documents by this deadline will be considered out-of-province applicants.
- Valid health care card from home province** (if applicable) for Yukon, NW Territories, or Nunavut to prove BC Residency.
- Legal Name Change Documentation or Marriage Certification** (if applicable)
- Online Application**
- Application Fees - \$50 account fee and remaining application fee**

**DISABILITY-BASED ACCOMMODATION REQUEST DEADLINES** (if applicable):

- Pre-interview deadline: October 1, 2020** – Please review the “Applicants with Disabilities” section in this Help Guide, and provide the required documentation to UBC Centre for Accessibility by this deadline.
- Interview accommodation request deadline: January 4, 2021** – Please submit required documentation to UBC Centre for Accessibility.

**Due by December 1 at 12:00 pm PDT, 2020**

- MCAT scores must be sent to UBC via the MCAT Score Reporting System.** Accepted test dates are: April 17, 2015 to the last possible test date of this year that ensures we will receive your MCAT score by December 1.
- Official transcripts from institutions outside of North America**

<sup>1</sup> If you attended a post-secondary institution (including on exchange or study abroad) outside of North America, and have difficulty sending in the official transcript from the international institution by the application deadline:

- If you attended the institution for only one term, or 6 or fewer credits were taken in an academic year, we will, as an interim measure, accept a certified copy from your home institution by the application deadline. We must still receive the official copy directly from your exchange institution by December 1, 2020. Late submission of either document will make your application ineligible.
- If you attended the institution for more than one term, WES/ICES evaluation is required. The WES/ICES evaluation is due by October 1, 2020 and the official transcript from the post-secondary institution is due by December 1, 2020. Late submission of either document will make your application ineligible.

<sup>2</sup> An official transcript from each institution is required even if the courses/grades appear on the transcript of your home institution. All transcripts are due by the application deadline, with exception of the international transcript outlined in note 1 above.

<sup>3</sup> For information about AP and IB transcripts please see the “AP, IB and A Levels” section on the [Admission Requirements](#) page on our website. UBC students do not need to submit AP/IB transcripts. Students from all other institutions must submit AP/IB transcripts if using AP/IB exam scores to satisfy the English requirement. Please submit your AP/IB transcript requests early. It can take up to 72 hours for the Admissions Office to receive notifications about electronic IB transcripts after IB has confirmed the transcript release to the applicant.

<sup>4</sup> A WES/ICES Evaluation is required for all applicants who studied for more than one semester at a post-secondary institution outside of the US or Canada unless 6 or fewer credits were taken. We require an original transcript from the foreign institution in addition to the evaluation. The verified transcript submitted as part of the WES ICAP evaluation is not sufficient; an original transcript must be submitted to the Admissions Office as well.

**Note: References are not accepted until applicants are invited for interview. Do not submit any letters of reference when you apply. Similarly, proof of Canadian citizenship or permanent residency and proof of enrollment are not required until the interview stage of the application process.**

**You can check the status of your documents by logging onto the online application system and clicking on the Application Status tab.**

**It is your responsibility to ensure all essential documents are received in the MD Admissions Office by the deadlines.**