



THE UNIVERSITY OF BRITISH COLUMBIA  
Faculty of Medicine



# **MD UNDERGRADUATE PROGRAM ADMISSIONS APPLICANT GUIDE 2023-2024**

# MD Undergraduate Program Admissions

## Applicant Guide 2023-2024

*June 2023*

### **Applicant Guide prepared by:**

MD Undergraduate Admissions  
Faculty of Medicine  
The University of British Columbia

### **Contact us:**

For questions or more information about this Applicant Guide, please contact us at:  
[admissions.md@ubc.ca](mailto:admissions.md@ubc.ca).

# Table of Contents

<b>Preface</b>	<b>5</b>
<b>Section 1: Create Your Account</b>	<b>6</b>
1.1 Technical Notes	6
1.2 Create Your Account	6
1.3 Pay the Account Fee	7
<b>Section 2: Fill Out Your Application</b>	<b>8</b>
2.1 Acknowledgements	8
2.2 Personal Information	8
2.3 Citizenship and Residency	8
2.3.1 <i>Citizenship</i>	8
2.3.2 <i>Indigenous Applicants</i>	9
2.3.3 <i>Black Applicants</i>	9
2.3.4 <i>BC Residency</i>	10
2.4 Emergency Contact	11
2.5 Other Information	11
2.5.1 <i>Post-Secondary Education Information</i>	11
2.5.2 <i>Applicants with Disabilities</i>	12
2.6 Secondary School	13
2.7 Transcripts	13
2.7.1 <i>Transcripts Requirements and Submission</i>	13
2.7.2 <i>Re-applicants from 2022-2023</i>	14
2.7.3 <i>English Prerequisite</i>	15
2.7.4 <i>Transcript Entry</i>	15
2.7.4.1 <i>Add School Year at Institution</i>	16
2.7.4.2 <i>Course Entry</i>	20
2.8 MCAT	24
2.9 Awards	25
2.10 Research Publications and Presentations	25
2.11 Verifiers	26
2.12 Non-Academic Activities	27
2.13 Employment History	32
2.14 Northern and Rural Training	33
2.15 Additional Information	37
<b>Section 3: Upload Your Documents</b>	<b>39</b>
3.1 Document List	39

3.2 Upload Your Documents	39
<b>Section 4: Submit Your Application</b>	<b>41</b>
4.1 Review Your Application	41
4.2 Pay the Application Fee	41
<b>Section 5: Post-submission Changes</b>	<b>42</b>
5.1 Update Personal Information	42
5.2 Update Verifier Contact Information	42
5.3 Request Other Changes	42
<b>Section 6: Check Your Application Status</b>	<b>43</b>
6.1 Understand Your Transcript Status	43
6.2 Understand Your Document Status	44
6.3 Understand Application Status	44
<b>Section 7: Communication</b>	<b>45</b>
7.1 Communicate Through Online Application System	45
7.2 Mailing Address	46
<b>Appendix: Documentation Checklist</b>	<b>47</b>

# Preface

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

**We strongly recommend you both read this Applicant Guide and visit the [MD Admissions website](#), particularly the [Admission Requirements page](#), before you open an account or pay the account fee.**

We intend this Applicant Guide to provide supplemental information to what is already posted on our website.

All application fees are non-refundable.

# Section 1: Create Your Account

## 1.1 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 application 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.

### Important Technical Notes for Re-applicants:

- 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.
- 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.
- Only applications from last year can be linked to your current application. If you did not apply in 2022/2023, please save a copy of your previous application before creating a new account for 2023/2024. You will not be able to access your previous application and previous application scores once you create a new account using the same email.

## 1.2 Create Your Account

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

FACULTY OF MEDICINE

LOG IN FORGOT PASSWORD NEW APPLICANT

Login Name

Password

Log In

Copyright 2013, Zap Solutions | Powered by emp

v 2013.5.6.363  
d 20111014

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.

**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

[Create Account](#) | [Back to Login](#)

Copyright 2013, Zap Solutions | Powered by [mPulse](#)

## 1.3 Pay the Account Fee

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

- The \$50 account fee charged to start an application, and
- 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.

Hide Menu

**Account Fee**

Acknowledgments

Personal Information

Citizenship

Emergency Contact

Other Information

Secondary School

Transcripts

MCAT

Awards

Research Publications and Presentations

Non-Academic Activities

### 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
- ✓ Northern and Rural Training
- ✓ Additional Information
- ✓ Submit Application
- ! Application Fee

[View Printable Version](#)



# Section 2: Fill Out Your Application

## 2.1 Acknowledgements

Please read and check all boxes.

We encourage all potential applicants to review our [Essential Skills and Abilities \(Technical Standards\)](#) before applying and ensure they meet the program's requirements for their own safety and the safety of the patients they encounter during their medical training.

If you have any concerns about your ability to meet the technical standards, please share the technical standards document with your personal care team and consult with them. Further questions after consultation can be directed to [md.studentaffairs@ubc.ca](mailto:md.studentaffairs@ubc.ca).

## 2.2 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.

Important Notes for Applicants with Name Change:

If you have had a name change, please indicate this by checking the appropriate checkbox and providing us with your full former name.

## 2.3 Citizenship and Residency

### 2.3.1 Citizenship

#### Your status in Canada

If you hold Canadian citizenship, please select “Canadian Citizen” even if you are also a citizen of another country.

#### Country of Citizenship

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 online application system. To send a message through online application system, please click on “Communication” tab. See the [Communication](#) section of this Applicant Guide for further instructions.

#### Primary Language

Choose the language you feel most comfortable speaking.

#### Secondary Languages

Indicate any languages (other than English) you speak well enough to provide basic care to patients.



### 2.3.2 Indigenous Applicants

We encourage people who self-identify as First Nations, Métis and Inuit to apply to the program. To apply through the Indigenous admissions pathway, you will be required to provide these additional documents at the time of application:

Proof of Ancestry (**one** of the following)

- A scanned copy of the front and back of your Indian Status Card or Tribal Enrolment Card, Métis Membership/Citizenship Card, Inuit or Inuvialuit Tribal Corporation Number or Inuit Registry.
- A letter from an official representative of your First Nations band, Treaty, Tribal, or Traditional Council, Inuit land/territory organization, Métis settlement or community organization, or a recognized Indigenous organization. This letter must be on organizational letterhead and sent directly to the Admissions office by mail or email to [indigenous.md@ubc.ca](mailto:indigenous.md@ubc.ca).
- If you are not sure if your proof of ancestry is accepted or you do not have proof of ancestry, please contact us and we can help you navigate what you need for the admissions process.

Indigenous Personal Essay

The essay should be approx. 750-1,000 words and should be written as a narrative or story in your own words. It should include:

- Your background and history, including your family, clan, Nation, etc.,
- Your involvement with and contribution to your Indigenous community,
- Why you want to be a doctor,
- Your hobbies, interests, activities, traditional and/or cultural practices you engage in
- Any other relevant information that you would like the Indigenous MD Admissions Subcommittee to be aware of.

**Please use the Documents tab to upload these required documents.**

Your complete application will be reviewed by the Indigenous MD Admissions Subcommittee, and you may be offered an interview with the Indigenous Interview Panel. Please contact Meghan MacGillivray, Indigenous Student Initiatives Manager, at [indigenous.md@ubc.ca](mailto:indigenous.md@ubc.ca) for additional information, questions, or support.

### 2.3.3 Black Applicants

We encourage individuals who self-identify as Black or multiracial, and identify with your Black ancestry, to apply to the program.

To apply to the program through the Black Student MD Admissions Pathway, you will be required to:

- Indicate that you self-identify as Black or multiracial with Black ancestry on your MD admissions application by using the appropriate checkbox
- Write a personal essay outlining why you have chosen to apply through the Black Student MD Admissions Pathway

Black Applicant Essay

The personal essay should be between 250 to 500 words and should highlight why you have chosen to apply through the Black Student MD Admissions Pathway. There are no particular criteria that you are required to address through your essay. Instead, as you write your essay, consider how your background, perspectives, accomplishments, and unique experiences have led you to apply through the Black MD Admissions Pathway. Consider including any relevant information that you would like the Black MD Admissions Subcommittee to be aware of as they review your essay and your application.

**Please use the Documents tab to upload this essay.**

**Assessment and evaluation of your pre-interview application will be conducted by the Black Student MD Admissions Subcommittee.** All applicants supported through the Black Student MD Admissions Pathway will be considered as in-province applicants. Please contact Donneil McNab, Black Student Initiatives Manager at [BlackPathway.MD@ubc.ca](mailto:BlackPathway.MD@ubc.ca) for additional information, questions, or support.

### 2.3.4 BC Residency

To be considered a BC resident, applicants must:

- Live in BC and hold a currently valid BC Services Card demonstrating their 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 applicable application deadline.
- Successfully upload to the Documents tab a scan or photo of the front and back sides of their 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:

**BC CareCards, Confirmation of Continued Coverage Letter and Interim Services Cards are not accepted as proof of BC residency.**

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, Black 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.

The BC Residency documents uploaded must be valid and current. The card must not be expired and you must have current and active coverage.

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.

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.

## 2.4 Emergency Contact

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

## 2.5 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, 2024).

### 2.5.1 Post-Secondary Education Information

#### 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, 2024. Please answer Yes to this question if your graduate degree is completed but not yet conferred.

#### Current or Former UBC Students

Please enter your first and last name as it appears on your UBC transcript.

**All UBC students must submit an official hard-copy or electronic UBC transcript to the MD Admissions Office. There is no longer an option to have the Admissions Office access your UBC transcript electronically.**

## MD/PhD Program

A supplemental application is required for this program. Please review the information posted on the [MD/PhD website](#) and complete the online 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. Please note that this question pertains to PhD (Doctor of Philosophy) degrees only, not to other doctoral degrees.

## PhD Completed

You must have completed all degree requirements for a PhD program by the application deadline to select “Yes.” Please answer yes only if you have completed a PhD (Doctor of Philosophy) degree. If you have completed a doctorate but not a PhD, please select no. If your PhD is still in progress, please select no.

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 [here](#).

**Applicants who have never attended a PhD program should select “No” to both “Conferred PhD” and “PhD Completed” questions.**

## Post-Secondary Institution(s) Outside of North America

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 16, 2023. Please review the [Transcript Requirements](#) section of our website for more information on the specific type of ICES/WES reports required.

## 2.5.2 Applicants with Disabilities

### Pre-Interview Disability Accommodation Application

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 apply for Disability Related Considerations, an applicant will need to complete the special consideration form linked to on the MD Admissions Application, prior to the September 15<sup>th</sup> deadline. Note: the applicant will be required to also submit:

- Documentation of disability (find guidelines for documentation on the [Centre for Accessibility website](#))
- A concise letter outlining the rationale for requesting disability-related consideration. Please address precisely what considerations are being requested, including relevant dates.
- A transcript highlighting the difference in grades when the applicant’s disability-related access needs were being addressed (if applying for GPA considerations).

## Post-Interview Disability Accommodation Application

If you receive an invitation to interview and need accommodations during the interview process, please submit your request to the Centre for Accessibility by January 4th, 2024, including:

- A request for a 30-minute appointment to discuss medical program admissions interview accommodations, and
- Documentation of disability (find guidelines for documentation on the [Centre for Accessibility website](#)).

## 2.6 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.

## 2.7 Transcripts

### 2.7.1 Transcript Requirements and Submission

**You must submit one set of official transcripts from the Registrar(s) of each and all post-secondary institutions attended by the application deadline**, including:

- Home institution(s), **including UBC**
- Transcripts from institutions outside of North America
- Institutions attended on a letter of permission or as a visiting student
- Exchange or study abroad institutions
- Online courses
- College/university courses taken during high school
- CEGEP institutions
- All other post-secondary institutions attended
- AP/IB/A Level/Cambridge Pre-U/CAPE transcripts if using for 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. **UBC students must submit AP/IB/A Level/Cambridge Pre-U/CAPE transcripts.**

If you attended an international institution(s) outside of North America for only one term, or 6 or fewer credits were taken in an academic year, you do not need a WES/ICES evaluation. If you attended the institution for more than one term, a WES/ICES evaluation is required. Please see the Transcript Requirements section of the Admission Requirements website page for more information.

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

All hard-copy transcripts and other postal mail must be sent to the address above. Hard-copy transcripts mistakenly sent to UBC general undergraduate admissions, or another UBC department, are not forwarded to our office. We are not responsible for mail addressed to our physical location, to other Faculty of Medicine offices, or other UBC departments. Please be sure your transcripts are directed to the correct address.

If your institution issues official electronic transcripts, we accept E-transcripts sent in the following manner:

- Sent directly by your Registrar's office to [admissions.md@ubc.ca](mailto:admissions.md@ubc.ca). E-transcripts forwarded by applicants are not accepted.
- Sent through a transcript ordering service (e.g. Parchment). On
  - Parchment: We are listed as "The University of British Columbia - MD Undergraduate Admissions"
  - MyCreds: We are listed as "UBC – Faculty of Medicine | MD Undergraduate Admissions."
  - National Student Clearinghouse: Please use Other Recipient and use our [admissions.md@ubc.ca](mailto:admissions.md@ubc.ca) address to send it; otherwise, these might get sent to Undergraduate Admissions, which is not affiliated with our office.

**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. We can only acknowledge transcripts on your "Application Status" tab after you have created an application account and entered the institution in the "Transcripts" section.

**Please order your transcripts as early as possible.** 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. **You can start sending in transcripts as soon as the application opens, although we can only acknowledge these transcripts on your "Application Status" tab after you have created an application account and entered the institution in the "Transcripts" section.**

### 2.7.2 Re-applicants from 2022-2023

If you would like us to transfer your transcripts to your new file, check the appropriate box.

#### Transcripts

Please read the Help Guide before starting this section.

☒ I applied in the previous application cycle and wish to have my transcripts transferred to my new file. I understand it is my responsibility to submit new transcripts if necessary.

#### Important Notes for Re-applicants from 2022-2023:

- **Only applicants who submitted an application and transcripts, and paid the application fee for the 2022/2023 application cycle can request that their transcripts be carried forward.** Individuals who created an account but did not submit an application during the 2022/2023 application cycle will not be able to carry forward transcripts.
- Transcript entries in the application cannot be carried forward. You need to re-enter all academic details in the Transcripts section.
- If you have taken any coursework since the last time you submitted the transcript during the 2022/2023 application cycle, you need to submit new transcripts.
- 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. Graduate students who have had their degree conferred since last cycle should submit a new transcript with degree conferral information.
- Please check the date stamps and make sure they align with the most updated transcripts you submitted.
- 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.
- We do not transfer any other documentation (BC residency, citizenship documents, name change, etc.). Please upload these on your Documents tab. We will contact you during file evaluation if we have any questions about the proof of BC residency you uploaded. Citizenship documents are not required until the interview stage.

### 2.7.3 English Prerequisite

All applicants must complete two English courses, the equivalent of 6 UBC credits, by April 30, 2024.

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. For planned English coursework, please enter the term(s) in which you plan to take them (e.g. ENGL 110, UBC, to be taken in Winter Term 1 2023/2024).

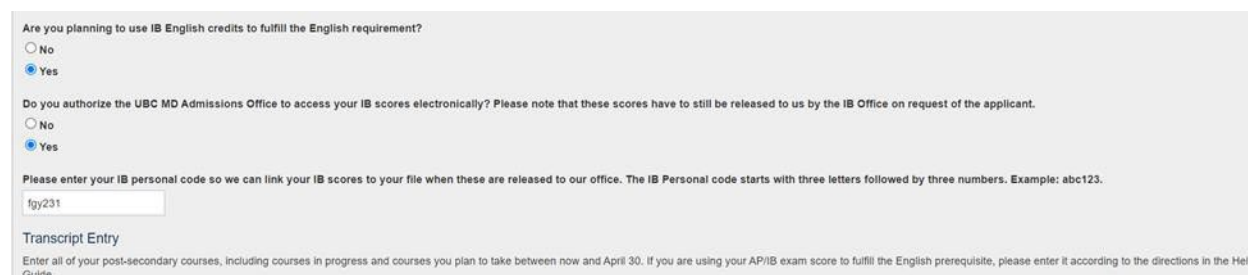
If you have correspondence from the Admissions Office approving an English course that is not on the English Courses Chart, please upload a Word doc/PDF of the email to your Documents tab and name the document "English Course Approval Correspondence".

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.

For AP transcripts (AP English grade of 4 or higher), please consult the [AP Score Reporting Services](#) page for instructions. Our AP code is #3939. Please make sure you are requesting physical AP score forms to be sent, we do not accept electronic AP scores.

For IB transcripts (IB HL English grade of 5 or higher), please consult the [IB website](#) for transcript request procedures. Our institution name is "University of British Columbia - Medicine." On the application, please enter your personal IB code. Please note that the personal code begins with 3 letters and ends with 3 numbers. You must still request the IB office to release these scores for us to be able to access them, even if you entered your IB code.



The screenshot shows a form titled "Are you planning to use IB English credits to fulfill the English requirement?". It has two radio buttons: "No" and "Yes", with "Yes" selected. Below this is another question: "Do you authorize the UBC MD Admissions Office to access your IB scores electronically? Please note that these scores have to still be released to us by the IB Office on request of the applicant." It also has "No" and "Yes" radio buttons, with "Yes" selected. Underneath is a text input field for the "IB Personal code" with the example "fgy231" and a note that the code starts with three letters followed by three numbers. The section is titled "Transcript Entry" and includes a small note about entering all post-secondary courses.

For Cambridge Pre-U English (final result of M3 or higher), please consult the Cambridge Assessment website for certifying statement of results request procedures. Please note that, as per the Cambridge Assessment website, a maximum of 28 business days is required to process the application prior to the mailing of your statement.

### 2.7.4 Transcript Entry

You must complete this section each time you apply. You must fill out this section even if you applied in the 2022/2023 cycle and all of your transcripts are up-to-date and requested to be carried forward to your new file.

In this section, enter all of the post-secondary courses you have taken, are taking, or plan to take before April 30, 2024. 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/Cambridge Pre-U 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 2023/2024 courses do not have to appear on the transcript you submit.

If your 2023/2024 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."

### 2.7.4.1 Add School Year at Institution

#### School Name

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.

#### Start & End Date

It is ok to estimate semester start and end dates (e.g., 9/1/2021 – 4/30/2022 or 8/31/2022).

#### Degree Obtained

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?  
☐

**+ Add**

## Important Notes for Institution Entry:

### Attending different institutions in the same academic year

If you took courses at more than one institution in the same academic year (e.g., online, exchange, summer course, etc.)

- Create separate entries for each institution
- Select the same academic year for both entries
- The start date/end date of the courses may be the same or different, depending on whether you took courses at the different institutions simultaneously or sequentially

2021-2022 Athabasca University

1/1/2022 - 6/1/2022 No degree, Arts

[Edit](#) [Del](#)

Course & Course No.	Completed	Grade	Credits	
↓ ENGL 255	Yes	A-	3.00	<a href="#">Del</a> <a href="#">Edit</a>
<input type="text"/>	<input type="checkbox"/>	<div>Select One</div>	<input type="text"/>	<a href="#">Add</a>

2021-2022 University of Northern British Columbia

9/1/2021 - 4/30/2022 Bachelor, Science

[Edit](#) [Del](#)

Course & Course No.	Completed	Grade	Credits	
↓ BIOL 203	Yes	A-	3.00	<a href="#">Del</a> <a href="#">Edit</a>
↓ BIOL 210	Yes	A	3.00	<a href="#">Del</a> <a href="#">Edit</a>
↓ HIST 191	Yes	A-	3.00	<a href="#">Del</a> <a href="#">Edit</a>
↓ HHSC 105	Yes	A+	3.00	<a href="#">Del</a> <a href="#">Edit</a>
↓ FNST 100	Yes	A	3.00	<a href="#">Del</a> <a href="#">Edit</a>
↓ PHYS 298	Yes	B+	3.00	<a href="#">Del</a> <a href="#">Edit</a>
↓ PSYC 101	Yes	A+	3.00	<a href="#">Del</a> <a href="#">Edit</a>
↓ ENGL 102	Yes	B	3.00	<a href="#">Del</a> <a href="#">Edit</a>
<input type="text"/>	<input type="checkbox"/>	<div>Select One</div>	<input type="text"/>	<a href="#">Add</a>

### Attending institution(s) with a different academic year setting

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 2022 – May 2022 and June 2022 – September 2022, the first semester would clearly fall in the year September 2021 – August 2022. The second semester isn't exact, but since three out of the four months fit within the year September 2021 – August 2022, it is appropriate to enter the second semester courses in that year as well, with an end date of August 31, 2022.

### Attending institution(s) outside of Canada or the United States

- If you attended the institution for only one term, or 6 or fewer credits were taken in an academic year, you do not need a WES/ICES evaluation. However, you still need to submit an official transcript directly from the exchange/study abroad institution by the application deadline. Please create **ONE** institution entry for each school year, at each foreign institution.
- If you attended the institution for more than one term, a WES/ICES evaluation is required. You will create at least **TWO** entries, one for the foreign institution and at least one for the WES/ICES evaluation.

- Create one entry for each year 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.
- Create a second entry for the foreign transcript. For the year, please select the last year you attended the foreign institution. Please do not enter any grades from the foreign transcript. The entry for the foreign institution is only for the MD Admissions team to mark whether your transcript is received.
- If you do not have access to the WES/ICES evaluation by the time you submit the application, please still make one entry for the foreign institution and an entry for each year for WES/ICES. Then, please enter the grades and credits from your foreign transcript under the WES/ICES entries. The Admissions team will make the necessary adjustments after receiving your WES/ICES evaluation.
- If a WES/ICES evaluation is not required, but you have a WES/ICES evaluation and intend to submit it for consideration, please enter your transcript and course information as if a WES/ICES evaluation were required.

Please see [Course\(s\) taken at institution\(s\) outside of Canada or the United States](#) for more information about course entry at institution(s) outside of Canada or the United State.

We require the Course-by-Course transcript from WES or the Comprehensive report from ICES if you attended an international institution for more than a term. Note that the original official transcript from the institution must also be submitted, in addition to the WES/ICES evaluation. Please see [Transcript Requirements](#) for more information about WES/ICES evaluations.

#### **AP/IB/A-Level/Cambridge Pre-U/CAPE English course(s)**

Only enter AP/IB/A Level/Cambridge Pre-U/CAPE exam results if you are using them to satisfy the English requirement. See sections above for information on how to submit your original official transcript from these institutions. Do not enter AP/IB/A Level/Cambridge Pre-U/CAPE courses other than English. Please follow these notes for Adding School Year at Institution:

- **School Year:** the year you took the AP/IB/A Level/Cambridge Pre-U/CAPE English exam.
- **Country:** **Canada, regardless of where you actually took the course.**
- **Province/State:** **BC, regardless of where you actually took the course.**
- **School Name:** select Advanced Placement or International Baccalaureate; for A Level, Cambridge Pre-U, or CAPE, select "Other."
- **Start & End Date:** please estimate the start & end date based on the school year.
- **Degree Level:** No Degree.
- **Program of Study:** Other.
- **Other Program Name:** type "English Prerequisite" for AP/IB; for A Level/Cambridge Pre-U/CAPE, type "A Level," "Cambridge Pre-U," or "CAPE."

**Add School Year at Institution**

**School Year**  
 September 2017 - August 2018 ▼

**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)**  
 09/01/2017

**End Date for courses taken at this school in this academic year (mm/dd/yyyy)**  
 06/30/2018

**Degree Level**  
 No degree ▼

**Program of Study**  
 Other ▼

**Other Program Name**  
 English Prerequisite

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

### Proof of PhD Program Completion

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 the BC residency requirement, please make an entry for “Proof of PhD Program Completion”:

1. Create an entry for the academic year in which you completed your PhD program. Most likely the year will be 2022/2023, as your degree has been completed, but not yet conferred.
2. Enter the Country, Province/State for your PhD institution.
3. 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.”
4. Enter the last academic year you were enrolled in the program, e.g. 09/01/2022-08/31/2023. It is OK for the dates to be approximate.
5. Select Ph.D. as the degree level.
6. Select the program of study.
7. Check off the “Degree Obtained” box and click “add.”

Add School Year at Institution

School Year  
September 2022 - August 2023 ▼

Country  
Canada ▼

Province/State  
British Columbia ▼

School Name  
Other.. ▼

Other School Name  
Proof of PhD Program Completion

Start Date for courses taken at this school in this academic year (mm/dd/yyyy)  
09/01/2022

End Date for courses taken at this school in this academic year (mm/dd/yyyy)  
6/30/2023

Degree Level  
Ph.D. ▼

Program of Study  
Science ▼

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

### 2.7.4.2 Course Entry

Once you add the institution information, you can enter the course information.

2020-2021 University of British Columbia - Okanagan

9/1/2020 - 4/30/2021 Bachelor, Science

Edit Del

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

#### Course & Course Number

Enter the course prefix and number as it appears on your transcript (e.g. BIOC 300, CHM151Y).

#### Completed

Check this box if you completed the course before this summer (meaning summer term(s) 2023) for in-person courses and online courses that are offered on a term schedule, or June 1, 2023 for online courses that can be started at any time. If you completed the course in a summer 2023 term or after June 1, 2023, please leave the "Completed" checkbox unchecked even if you have completed the course, and do not enter the grade.

## Grade

Enter your courses and grades as they appear on your transcript. DO NOT convert into UBC percentages. **If your transcript lists both letter grades and percentages, enter the percentages.**

- For 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.

## Credits

Enter your course credits as they appear on your transcript. DO NOT convert into UBC credits. For failed courses, please enter the number of credits attempted for the course. Do not enter 0 credits, even if you did not get credit for the course.

Once you fill out all the information for the course, click "Add" to add the course.

## Important Notes for Specific Types of Courses:

### Transfer credit

Do not enter transfer credits received. Instead, you will enter these courses when you input the institution/transcript where the courses were actually taken. Please remember that transcript(s) must be submitted for all institutions attended.

### Summer courses

The academic year runs from September to August in this section, so enter all summer courses in the applicable academic year, in the institution(s) where you have taken, are taking, or plan to take the courses. Please do not check the "Completed" checkbox for summer 2023 courses.

### Courses taken this summer

"This summer" means summer term(s) 2023, or after June 1, 2023 for online courses that can be started at any time. Please enter courses taken or completed this summer, but leave the "Completed" checkbox unchecked (even if you have completed the courses) and do not enter the grades. Courses completed this summer are not included in GPA calculations. Your summer 2023 courses do not need to appear on the transcript you submit.

### Courses from September 2023 to April 2024

Enter the courses you plan to take and leave the "Completed" checkbox unchecked. 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.

Your 2023/2024 courses do not need to appear on the transcript you submit.

\*If your 2023/2024 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."

### 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).

2020-2021 University of British Columbia - Okanagan  
9/1/2020 - 4/30/2021 Bachelor, Science  
[Edit](#) [Del](#)

Course & Course No.	Completed	Grade	Credits	
‡ MATH 103	Yes	44	3.00	<a href="#">Del</a> <a href="#">Edit</a>
‡ PHYS 112	Yes	86	3.00	<a href="#">Del</a> <a href="#">Edit</a>
‡ PSYC 111	Yes	92	3.00	<a href="#">Del</a> <a href="#">Edit</a>
‡ ENGL 150	Yes	76	3.00	<a href="#">Del</a> <a href="#">Edit</a>
‡ EESC 111	Yes	Withdrawal	3.00	<a href="#">Del</a> <a href="#">Edit</a>
<input type="text"/>	<input type="checkbox"/>	<div>Select One</div>	<input type="text"/>	<a href="#">Add</a>

### 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.

2020-2021 University of British Columbia - Okanagan  
9/1/2020 - 4/30/2021 Bachelor, Science  
[Edit](#) [Del](#)

Course & Course No.	Completed	Grade	Credits	
‡ MATH 103	Yes	44	3.00	<a href="#">Del</a> <a href="#">Edit</a>
‡ PHYS 112	Yes	86	3.00	<a href="#">Del</a> <a href="#">Edit</a>
‡ PSYC 111	Yes	92	3.00	<a href="#">Del</a> <a href="#">Edit</a>
‡ ENGL 150	Yes	76	3.00	<a href="#">Del</a> <a href="#">Edit</a>
‡ EESC 111	Yes	Withdrawal	0.00	<a href="#">Del</a> <a href="#">Edit</a>
<input type="text"/>	<input type="checkbox"/>	<div>Select One</div>	<input type="text"/>	<a href="#">Add</a>

### 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.



### AP/IB/A-Level/Cambridge Pre-U/CAPE English course(s)

Only enter AP/IB/A Level/Cambridge Pre-U/CAPE exam results if you are using them to satisfy the English requirement. Do not enter AP/IB/A Level/Cambridge Pre-U/CAPE courses other than English. Please follow these steps for adding course info:

1. Type AP English, IB English, or A Level/Cambridge Pre-U/CAPE for Course & Course No.
2. Check the completed box.
3. For grade, select the score you received on the exam.
4. Enter 6 credits.

2017-2018 Advanced Placement

9/1/2017 - 6/30/2018 No degree, English Prerequisite

[Edit](#) [Del](#)

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

### Course(s) taken at institution(s) outside of Canada or the United States

#### WES/ICES Evaluation NOT Required

If you attended the institution for only one term, or 6 or fewer credits were taken in an academic year, you do not need a WES/ICES evaluation. However, you still need to submit an official transcript directly from the exchange/study abroad institution by the application deadline. Please follow these notes to enter the course information:

- 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	<a href="#">Del</a> <a href="#">Edit</a>
ACC2002	Yes	A-	4.00	<a href="#">Del</a> <a href="#">Edit</a>
BSP2001	Yes	B+	4.00	<a href="#">Del</a> <a href="#">Edit</a>
FIN2004	Yes	A	4.00	<a href="#">Del</a> <a href="#">Edit</a>
<input type="text"/>	<input type="checkbox"/>	Select One	<input type="text"/>	<a href="#">Add</a>

If a WES/ICES evaluation is not required, but you intend to submit a WES/ICES evaluation for consideration, please follow the "WES/ICES Evaluation Required" instructions to enter your transcript and course information.

### WES/ICES Evaluation Required

If you attended the institution for more than one term, a WES/ICES evaluation is required. 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. Please follow these notes to enter the course information:

- Create one 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.
- Next, create a second entry for the foreign transcript. For the year please select the last year you attended the foreign institution. Please do not enter any grades from the foreign transcript. The entry for the foreign institution is for the MD Admissions team to mark whether your transcript is received.

2018-2019 University of Cambridge

10/2/2018 - 6/30/2019 Master, Science - Graduation Year

[Edit](#) [Del](#)

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

2018-2019 WES

10/2/2018 - 6/30/2019 Master, Science - Graduation Year

[Edit](#) [Del](#)

Course & Course No.	Completed	Grade	Credits	
↑ Critical Appraisal Paper	Yes	A	15.00	<a href="#">Del</a> <a href="#">Edit</a>
↑ Project Outline Paper	Yes	A-	15.00	<a href="#">Del</a> <a href="#">Edit</a>
↑ Thesis	Yes	A	6.00	<a href="#">Del</a> <a href="#">Edit</a>
<input type="text"/>	<input type="checkbox"/>	Select One	<input type="text"/>	Add

## 2.8 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 October 16, 2023 at 12:00 noon PDT. **Please note: UBC is not part of the AMCAS system. You must release your scores manually to UBC each year you apply.**

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 October 16th deadline (September 9, 2023 for Canadian MCAT sittings). MCAT statuses in the application system will be updated starting in July 2023.

## 2.9 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, 2023 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.

## 2.10 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 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, 2023 for this section.**

Do not include future submissions: everything you include must have been published on or before June 1, 2023. Presentations must have been presented on or before June 1, 2023 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.

## 2.11 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.

#### **Important Notes for Verifiers:**

- Unverifiable activities (no contact information 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. 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, not their name or job title (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.**

## **2.12 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 significantly affected the ability of most applicants to pursue scheduled volunteer commitments, extracurricular activities, and employment opportunities in 2020 and 2021. 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” premade 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 one 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, 2023 for this section.**

The system will not allow you to enter a start or end date later than June 1, 2023. 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, different age groups, diverse sexual orientations and gender identities, cultures different from one's own (immersion), socio-economic backgrounds other than one's own, individuals with physical, cognitive or developmental disabilities, 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, honor, 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, 2017.**

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, 2017. 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 honor.**

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 2016 – 2020, and for 3 weeks each July in 2016, 2017 and 2019”.

**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, 2023.

**Total Hours:**

Please estimate the total number of hours you have participated in this activity as of June 1, 2023.

**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 “[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.

Contact Email: <input type="text" value="verifier@accuracy.org"/>	with extra space at end
Contact Email: <input type="text" value="verifier@accuracy.org"/>	without extra space at end

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

<b>Activity Type:</b> <input type="text" value="Diversity of Experiences"/>	<b>Contact First:</b> <input type="text" value="Jamie"/>
<b>Title:</b> <input type="text" value="Varsity Athlete"/>	<b>Contact Last:</b> <input type="text" value="Smith"/>
<b>Description:</b> <div>I was the goalkeeper on my university's women's varsity soccer team for four years. We played in the University Athlete Association, Canada West League. In 2018, we won silver at the CIS Championships. Training included strength training, team practice, skill drills, and strategy meetings.</div> <div>Current Character Count: 290/350</div>	<b>Contact's Job Title:</b> <input type="text" value="Head Coach"/>
<b>Organization:</b> <input type="text" value="XYZ University Women's Varsity So"/>	<b>Contact Phone:</b> <input type="text" value="111-111-1111"/>
<b>Website:</b> <input type="text" value="xyzuniversity.ca/varsity/soccer"/>	<b>Contact Email:</b> <input type="text" value="j.smith@xyzuniversity.ca"/>
<b>Time Period:</b> <input type="text" value="Year-Round"/>	<b>Please clarify the dates/hours/frequency of this activity, if necessary:</b> <div>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.</div> <div>Current Character Count: 191/200</div>
<b>Start Date (mm/dd/yyyy):</b> <input type="text" value="08/01/2016"/>	
<b>End Date (mm/dd/yyyy):</b> <input type="text" value="03/15/2020"/>	
<b>Total Hours:</b> <input type="text" value="3500"/>	

Type: Diversity of Experiences  
Title: Varsity Athlete  
Description: I was the goalkeeper on my university's women's varsity soccer team for four years. We played in the University Athlete Association, Canada West League. In 2018, we won silver at the CIS Championships. Training included strength training, team practice, skill drills, and strategy meetings.  
Organization: XYZ University Women's Varsity Soccer  
  
Website: xyzuniversity.ca/varsity/soccer  
Time Period: Year-Round  
Start Date (mm/dd/yyyy): 8/1/2016  
End Date (mm/dd/yyyy): 3/15/2020  
Hours: 3500  
Course Credit Received:   
Co-op:   
Contact First Name: Jamie  
Contact Last Name: Smith  
Contact's Job Title: Head Coach  
Contact Phone: 111-111-1111  
Contact Email: j.smith@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.

## 2.13 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, 2023.**

The system will not allow you to enter a date later than June 1, 2023.

### **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, 2023.

### **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 2016 – 2019, and for 3 weeks each August in 2016, 2017 and 2019”.

### **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.

## 2.14 Northern and Rural Training

**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, and/or northern medicine should complete this optional section. This section captures information about your suitability for training in the Northern Medical Program as well as for the rural positions in the Southern Medical Program, Island Medical Program, and Vancouver Fraser Medical Program – Fraser Medical Cohort.

Applicants who complete this section will be considered for admission to the Northern Medical Program (all 40 seats) or the positions designated for rural, remote, or northern applicants at the Southern Medical Program (up to 14 seats), the Island Medical Program (up to 4 seats), and the Vancouver Fraser Medical Program – Fraser Medical Cohort (up to 4 seats). Applicants who complete this section are also considered for admission to non-rural positions.

Applicants who do not complete this section will not be considered for admission to the Northern Medical Program or rural positions at the Southern Medical Program, Island Medical Program, and Vancouver Fraser Medical Program – Fraser Medical Cohort. However, applicants who do not complete this section will still be considered for admission to the non-rural positions.

**Applicants with experience in rural, remote, northern, or Indigenous settings are encouraged to complete this section.**

**NOTE:**

The Northern and Rural 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 “[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, and future intentions for rural, remote, and/or northern medicine 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, 2023. Please include all the places you have lived in Canada for at least three months, even if the location was not rural, remote, and/or northern. Do not enter places you have lived in 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. that 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 only enter Canadian locations and experiences 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 online 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. First, select Age 0-4 (Birth to Pre-School) for your age category. Then, select Canada and enter the city and province where you were born. The start date for this Age 0-4 entry is your date of birth.
- If you were still living in the same location when you turned 5, the end date for your Age 0-4 entry is the day before your 5<sup>th</sup> birthday.
- If you moved to a new place before you turned 5, you will need more than one Age 0-4 entry. The end date for your first entry is the last day you lived in your place of birth. Then, you would create a second Age 0-4 entry for the new location. The start date of the second Age 0-4 entry is the day you moved to the new location, and the end date for this entry would be the day before you turned 5. (Unless you moved again – then the end date would be the last day you lived in your second location. Then, you would repeat the process for each new location you lived in before you turned 5).

Fill out the other age categories in a similar manner. When you start filling out Age 5-12 (Elementary School), the start date will be your 5th birthday. The end date for this age will be the day before your 13th 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, 2023 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 5th, 13th or 18th 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 5th, 13th, or 18th 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 each 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, 2023 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:

#### Example A:

Age	Location	Start Date	End Date
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	6/1/2023

#### Example B (born outside of Canada, spent some summers outside of Canada):

Age	Location	Start Date	End Date
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
	Valemount, 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	6/1/2023

### Example C:

Age	Location	Start Date	End Date
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	6/1/2023

### 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, remote, and/or northern areas through activities, and relationships, which further helps capture your suitability for training in one of our northern or rural positions. As a reminder, you should include activities, employment, and 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 and outside of Canada.

Note: 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 via the online application system 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, 2023 for this section. The system will not allow you to enter dates after June 1, 2023.



### **Relevant Activities**

10 entries allowed. We are looking for activities relevant to rural, remote, and/or northern living. These activities can include outdoor activities, leisure activities, 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 rural, remote and/or northern 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.

## **2.15 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 Applicant 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 2nd choice, 3rd choice, 4th choice, 5th 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.

## Section 3: Upload Your Documents

### 3.1 Document List

Please see the following table for a document list and examples of document names.

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

### 3.2 Upload Your Documents

Please follow these steps to upload your 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.

The following example shows you how to upload your BC Services Card to the Documents tab:

1. Select applicable document type and enter document name.
2. Choose File. Please note that accepted documents types are PDF, JPEG or Word doc. The file must not exceed 4 MB in size.
3. Click the Upload button.

**Documents**

Type:

Name:

Upload File:  BC Services Card.docx

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

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

**Documents**

File has been uploaded.

Type:

Name:

Upload File:  No file chosen

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

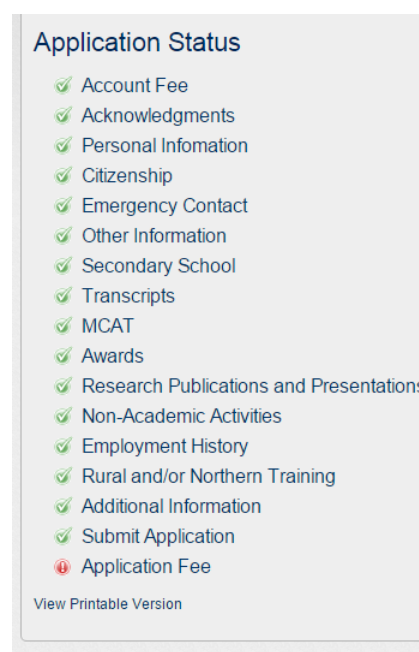
**Uploaded Documents**

Document	Type	Uploaded
BC Services Card	BC Services Card	6/23/2023 12:27:34 PM

# Section 4: Submit Your Application

## 4.1 Review Your 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.



The screenshot shows a sidebar titled "Application Status" with a list of application sections. Each item has a status icon to its left. The items are: 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, and Application Fee. The first 15 items have a green checkmark icon, while the "Application Fee" item has a red exclamation mark icon. At the bottom of the sidebar, there is a link that says "View Printable Version".

Please review every section of the application carefully. **You cannot make any changes once you submit**, except where otherwise stated.

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.

## 4.2 Pay the Application Fee

**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.**

The system automatically calculates your application fee and deducts the \$50 account opening fee. You can make sure your application fee has been received by checking the Application Status page. You will also receive a receipt via email.

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.

**All application fees are non-refundable.**

# Section 5: Post-submission Changes

## 5.1 Update Personal Information

Click the Profile tab to update your personal information. You are able to:

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

\*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.

## 5.2 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.

## 5.3 Request Other Changes

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.

# Section 6: Check Your Application Status

## 6.1 Understand 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:
  - In transit
  - Lost before arriving at our office
  - Waiting to be processed. Please note it can take up to 2 business days 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 Advanced Placement transcript submitted in August 2021 and the University of Northern British Columbia transcript submitted in August 2022, and have received the UBCO transcript submitted in July 2023. If a new University of Northern British Columbia transcript needs to be submitted in 2023, the August 2022 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, if there have been any grade changes or other changes to your transcript, or if your enrollment continued in a graduate program.** Please also submit an updated transcript if your graduate degree has been conferred since you last submitted the transcript.

Transcript Status		
School Name	Status	Received Date
WES	Not Received	
University of Cambridge	Not Received	
Athabasca University	Not Yet Required	
University of Northern British Columbia	Received	Aug 2022
University of British Columbia - Okanagan	Received	Jul 2023
Advanced Placement	Received	Aug 2021



## 6.2 Understand Your Document Status

As long as the correct type of document was uploaded before the required deadline, and 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 (e.g. BC Services Card) 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), TIF (.tif), or Word (.doc, .docx) files only. File cannot exceed 4mb in size.

#### Uploaded Documents

Document	Type	Uploaded
BC Services Card	BC Services Card	6/23/2023 12:27:34 PM
English Course Approval Correspondence	Other	6/23/2023 12:34:58 PM
Name Change Certificate	Name Change	6/23/2023 12:35:25 PM

## 6.3 Understand Your Application Status

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 has not been submitted.

#### Transcript Status

School Name	Status	Received Date
Advanced Placement	Not Received	
Thompson Rivers University Open Learning	Not Yet Required	
University of British Columbia - Vancouver	Received	Aug 2022
University of Toronto - Graduate	Received	Sep 2021

#### BC Residency Status

Document Type	Status
BC Services Card	Not Received

#### Application Fee Status

Fee	Amount	Status	Transaction Date	Transaction Number (CBM ID)
Application Fee	\$180.00	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.

# Section 7: Communication

## 7.1 Communicate Through the Online Application System

### Messaging

Please message us through the application system rather than using email. To message us, click on Communication, type your message, and hit Send.

PROFILE HOME APPLICATION APPLICATION STATUS **COMMUNICATION** DOCUMENTS

Hide Menu

Message Admissions Team

Communication History

### Message the Admissions Team

Subject:

Attachments(s):

Add Attachment

Message:

Send

Please respond to our emails through the application system rather than directly responding to our emails. 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.

PROFILE HOME APPLICATION APPLICATION STATUS **COMMUNICATION** DOCUMENTS

Hide Menu

Message Admissions Team

Communication History

### Communications

From	Description	Date	
Admissions Office	Re: English Course	6/8/2022 10:27:14 AM	<a href="#">View</a>
Me	English Course	6/8/2022 10:26:51 AM	<a href="#">View</a>

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

Please refer to our website for current phone hours. Please send us a message through the online application system if you have any questions.

## 7.2 Mailing Address

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

# Appendix: Documentation Checklist

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

**APPLICATION DEADLINE: September 15, 2023 (12:00 noon PDT)**

**MCAT, WES/ICES AND INTERNATIONAL TRANSCRIPT DEADLINE: October 16, 2023 (12:00 noon PDT)**

The following table provides specific deadlines for each document.

✓	Documents	Deadline	Details
<input type="checkbox"/>	<b>Official transcript(s) from <u>EACH</u> post-secondary institution attended within North America, including UBC</b>	September 15, 2023 (12:00 noon PDT)	<ul style="list-style-type: none"> <li>An official transcript from each institution is required even if the courses/grades appear on the transcript of your home institution. This includes AP/IB/A Level/Cambridge Pre-U/CAPE transcripts if you are using them towards the English requirement.</li> <li>Electronic official transcripts are accepted only if sent directly from the Registrar's office, or a recognized third-party transcript delivery service, e.g. Parchment, National Student Clearinghouse or MyCreds.</li> <li>Proof of PhD Program completion if applicable.</li> <li>As with all other institutions, hard-copy or electronic UBC transcripts must be submitted. UBC students must also submit AP/IB etc. transcripts.</li> <li>Please visit the <a href="#">Transcript</a> section in the Applicant Guide for more information on transcripts.</li> </ul>
<input type="checkbox"/>	<b>Valid BC Services Card for proof of BC Residency (if applicable)</b>	September 15, 2023 (12:00 noon PDT)	<ul style="list-style-type: none"> <li>BC CareCards, Confirmation of Continued Coverage Letters and Interim Services Cards are not accepted.</li> <li>Applicants who fail to upload valid and current BC Residency documents by this deadline will be considered out-of-province applicants.</li> </ul>
<input type="checkbox"/>	<b>Valid health care card from home territory (if applicable)</b>	September 15, 2023 (12:00 noon PDT)	<ul style="list-style-type: none"> <li>For Yukon, NW Territories, or Nunavut residents to prove BC Residency</li> </ul>
<input type="checkbox"/>	<b>Legal Name Change Documentation or Marriage Certificate (if applicable)</b>	September 15, 2023 (12:00 noon PDT)	

✓	Documents	Deadline	Details
<input type="checkbox"/>	<b>Disability-Based Pre-Interview Accommodation Request (if applicable)</b>	September 15, 2023 (12:00 noon PDT)	<ul style="list-style-type: none"> <li>Please review the <a href="#">Applicants with Disabilities</a> section in the Applicant Guide, fill out the form linked to in the Other Information section of the online application, and provide the required documentation to the UBC Centre for Accessibility.</li> </ul>
<input type="checkbox"/>	<b>Submit Application</b>	September 15, 2023 (12:00 noon PDT)	
<input type="checkbox"/>	<b>Application Fees</b>	September 15, 2023 (12:00 noon PDT)	<ul style="list-style-type: none"> <li>\$50 account fee and remaining application fee</li> <li>All application fees are non-refundable</li> </ul>
<input type="checkbox"/>	<b>MCAT</b>	October 16, 2023 (12:00 noon PDT)	<ul style="list-style-type: none"> <li>MCAT scores must be manually sent to UBC each year after the application cycle opens, via the MCAT Score Reporting System.</li> <li>Valid test dates April 17, 2015 - September 9, 2023 provided scores can be received by the MD Admissions Office on or before the October 16 deadline.</li> </ul>
<input type="checkbox"/>	<b>Official transcript(s) from EACH institution outside of North America (if applicable)</b>	October 16, 2023 (12:00 noon PDT)	<ul style="list-style-type: none"> <li>If you attended the institution for more than one term, a WES/ICES evaluation is required.</li> <li>The verified transcript submitted as part of the WES ICAP evaluation (if applicable) is not sufficient. You must also submit the official original international transcript.</li> </ul>
<input type="checkbox"/>	<b>WES/ICES Evaluation (if applicable)</b>	October 16, 2023 (12:00 noon PDT)	<ul style="list-style-type: none"> <li>A WES course-by-course evaluation or an ICES comprehensive report 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.</li> </ul>

## STAY CONNECTED WITH US

✉ [admissions.md@ubc.ca](mailto:admissions.md@ubc.ca)    🌐 [mdprogram.med.ubc.ca/admissions](http://mdprogram.med.ubc.ca/admissions)    ⓘ [admissionsblog.med.ubc.ca](http://admissionsblog.med.ubc.ca)    📘 [facebook.com/UBCmed](https://facebook.com/UBCmed)    🐦 [@UBCmedicine](https://twitter.com/UBCmedicine)



THE UNIVERSITY OF BRITISH COLUMBIA  
Faculty of Medicine



University  
of Victoria

**UNBC** UNIVERSITY OF  
NORTHERN BRITISH COLUMBIA