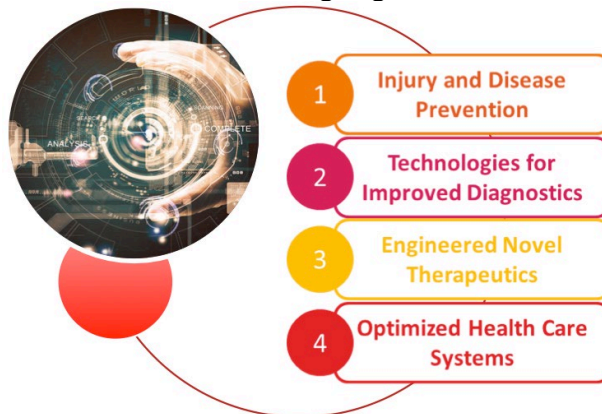




FAQS -ADMISSION TO BIOMEDICAL ENGINEERING GRADUATE PROGRAM

Thank you for your interest in biomedical engineering research here at the University of Calgary institution.

The [Engineering Solutions for Health: Biomedical Engineering Research Strategy](#) identifies four priority research themes that direct our research efforts to address complex, global health and wellness research challenges and opens the door for even broader collaboration. To learn more about where we're going, check out our [Research Strategy](#).



The BME Focus Areas represent clusters of multidisciplinary teams working together to solve challenging and relevant health and wellness problems that contribute to the [Engineering Solutions for Health: Biomedical Engineering Research Strategy](#).

ONLINE APPLICATION DEADLINES:

Year/Term you are applying for	DOMESTIC (Canadian/Perm Res of Canada) (Min. 3 months prior)	INTERNATIONAL (Including USA) (Min. of 6 months prior)
	<u>SUBMITTING ONLINE SYSTEM APPLICATION DEADLINES</u>	
Fall 2022	June 1 st , 2022	March 1 st , 2022
Winter 2022	October 1 st , 2022	July 1 st , 2022
Spring 2022	Feb 1 st , 2022	Nov 1 st , 2021

REQUIRED ADMISSION DOCUMENTS – OFFICIAL TRANSCRIPTS

ALL Official Documents / Transcripts **including ELP** (if applicable) are required in order for your application to be complete for evaluation and assessment. It is important for students to make every attempt to provide the university with all of your post-secondary transcripts by the above deadlines to allow for review and evaluation of your credentials.

Student can provide all required documents before and/or after the above online system deadlines. Student's application status will not change until documents have been received and properly access (evaluated) by our office.

Your application will be placed on hold until all required documents are received by the BME Graduate Program.

If you have any questions, please email bmegrad@ucalgary.ca
<https://www.ucalgary.ca/future-students/graduate/apply>

HOW TO APPLY: <https://Grad.Ucalgary.Ca/Future-Students/How-Apply>



IMPORTANT MESSAGE

STEP 1: Student must submit an online application and pay the application fee on or before the above online system deadlines. An automated email notification will be sent to our office once you submit your application.

STEP 2: After you have submitted your online application, students are expected to provide **all** Post-Secondary official transcripts, Official Proof of Degree Awarded, TOEFL/IELTS (if applicable). In addition, your two (2) academic references must be completed online. Any inconsistencies in supplying required documents may cause delays in the process and results of your application. Students are responsible to ensure you have read and followed the instructions outlined in this job aid. Students can send unofficial copies of ELP to bmegrad@ucalgary.ca so we can proceed to evaluate your application. As a follow up, students are required to have official ELP scores sent to the University of Calgary.

STEP 3:

1. Priority will go to those students who have a complete application and have identified a BME Faculty Supervisor who has agreed to supervise.
2. If you are unsuccessful in finding a suitable BME Faculty Supervisor, our office can defer your application for “up to 1 year” from the year/term you originally submitted your online application. Email bmegrad@ucalgary.ca and notify our office of your current status and we can make updates in the system.

BME GRADUATE PROGRAM DEGREES OFFERED

[BME MSc](#)

[BME MSc](#) with [Medical Imaging Specialization](#)

[BME PhD](#)

[BME PhD](#) with [Medical Imaging Specialization](#)

BME MEng – Not Currently Offered

NEW

[BME MSc](#) with [We-Trac Specialization](#)

[BME PhD](#) with [We-Trac Specialization](#)

[HBI Brain Create Research](#) <https://cumming.ucalgary.ca/braincreate/how-apply/graduate>

FAQ – Frequently Asked Question(s)

It will be imperative that students follow the instructions outlined in this job aid to ensure all admission requirements are met. Please read through this document and follow the instructions carefully!

What does “official” mean?

Ensure that your documents are **official**. This means that your transcripts **must arrive in a sealed envelope directly from the institution showing proof of authenticity**. Most institutions can send your transcripts directly to this institution in a sealed envelope. **ALERT!** Any opened envelopes or if students are sending unsealed copies will be considered “unofficial” and will not be acceptable for admission purposes.

Proof Of Degree? Were You Awarded?

There **must be official proof (documentation)** that you have **received and been awarded** your degree(s). In some countries, this is automatically included on your transcripts. If not, then, you will be required to produce further official documentation from your degree-granting institution that you were indeed awarded your degree and/or an official copy of your degree parchment.



Do I need to take my ELP Test?

Short Answer YES! English Language Proficiency – Firm Regulations Below:

- Only those applicants whose primary language is English are exempt.
- Obtaining a Permanent Residence of Canada **does not** exempt you from this requirement.
- If English is your secondary language and it is determined by this office that English is your secondary language then you will be required to complete the ELP testing; regardless of whether you have been attending any English speaking institution or living in an English speaking country.
- This is a mandatory and firm requirement. The English Language test cannot be more than two (2) years old at term/year of admission application; if so, you will be required to complete the ELP test again and provide new official results.

University of Calgary **Institution Code: 0813**
Biomedical Engineering **Dept Code: 69**

For more information about [ELP testing](#):

Please be advised that our BME graduate program do not accept GRE test scores as an acceptable ELP equivalent.
[Please refer to minimum ELP requirements here](#):

Can I send documents electronically?

With our online application, students can **upload** their “unofficial” transcripts electronically so that we can perform a tentative a GPA (Grade Point Average) calculation and properly evaluate your credentials.

How many copies of my transcripts do I send?

International Transcripts: Two (2) official set in the original language and **2** official set translated to English by a recognized and official translation office or in some cases, your government agency.

COVID19 UPDATE:

Students are responsible and are to make every effort in contacting all post-secondary institutions and request official sealed transcripts to be sent outlined above.

Contact bmegrad@ucalgary.ca if you have not received COVID19 Transcript Job Aid.

****Please refer to the complimentary Transcript Job Aid providing for further details.**

If your institution(s) is now able to send the physical documents (hard copy) of your final official transcript(s) indicating that you have completed your degree (s), you can ask them to send either mail and/or courier to the main Faculty of Graduate Studies Office (FGS), University of Calgary. They currently have a couple of staff members on campus receiving all incoming transcripts. FGS Office will scan into our EDMS Electronic filing system, followed by notifying the appropriate program. This applies to students who have been officially admitted and/or students who have an application submitted.

Mailing and office address
Faculty of Graduate Studies
Earth Sciences, 1010
2500 University Drive NW
Calgary, Alberta, Canada
T2N 1N4



Do I need a supervisor to be admitted?

YES! ALL applicants who apply to our BME GP programs require an **approved BME Faculty supervisor** who has agreed to take you as a new student for successful admission in addition to meeting our GPA admission criteria etc. Professors and Researchers who you have contacted and are not on this approved list, must apply to the BME Graduate Program Office, bmegrad@ucalgary.ca

Not all University of Calgary professors and researchers are eligible to supervise. If you have a potential supervisor who is not on this approved list, please have the professor contact our office directly. bmegrad@ucalgary.ca

All faculty supervisors must be **full time board appointed** members of the University of Calgary and approved by our BME Graduate Program executive.

Please visit our web site for admission requirements: <https://research.ucalgary.ca/bme/graduate>

SUBMIT APPLICATION OR FIND A SUPERVISOR FIRST?

Students have the option to connect with an approved BME Faculty Supervisor first before applying; **however, please be cognizant of our online application system deadlines stated at the beginning of this job aid.** We will be unable to re-open the system and you will be required to apply for the next available year/term. Keep in mind that we will offer a “deferral” of your application for “up to 1 year” of the original term/year you intended on your application without additional application fee costs.

How do I find a BME GP Supervisor?

Please refer to our list of [approved BME Graduate Program Faculty list](#)

Students will be required to communicate **directly** with potential BME Faculty/Supervisor either in person, by phone, email or via Skype/Zoom. You can follow up with them by sending unofficial copies of transcripts, CV, etc to discuss further opportunities in BME Research. Your supervisor must have funding in place to accept new students. We do not accept self-funded students.

ALERT! Students must be accepted and funded by one of our approved BME Faculty Supervisors, meet our BME Admission Requirements to be considered for admission into our BME MSc or BME PhD degree programs.

Connecting with a BME Faculty Member

After you have ensured all official documents are sent to the BME GP office for appropriate evaluation and processing; in the meantime, you can send via email, unofficial copies of your transcripts, CV (Resume), list of publications/awards etc. directly to the BME faculty member so they can have a quick overview of your credentials. If a BME Faculty member has shown great interest in you as a potential student, you should notify the BME GP office as soon as possible and provide the name of the faculty supervisor. The BME GP can start coordinating with that faculty member and expedite your official admission file.

ASK YOURSELF? [What Area Of Biomedical Engineering Research Do I Wish To Pursue?](#)

Review the individual profiles of our BME faculty members and their specific research area. Decide what area of [biomedical engineering research](#) you are most interested in and have the educational background/experience to support this area of research. Then contact each of the BME faculty you are interested in either by email, telephone, Skype/Zoom and/or in-person interviews to see if they are accepting new students.



<https://research.ucalgary.ca/bme/graduate/future-students/bme-supervisors>

- Introduce yourself, the fact you are applying to the MSc, or PhD graduate program and are looking for a supervisor.
- Identify supervisor's research that you find interesting.
- Briefly explain your research interests and how they fit with the faculty member's current research area
- Explain how your studies will contribute to your career goals.
- Provide them with your CV if applicable.
- Provide them an unofficial electronic copy of your transcripts to review your educational background as well as your grade average.

BIOMEDICAL ENGINEERING RESEARCHERS – ACROSS CAMPUS

BME Graduate Program is a multi-faculty program. BME Faculty Researchers can be located by visiting one of the 6 faculties/institutions that we are affiliated with.

1. Cumming School of Medicine (CSM) <https://cumming.ucalgary.ca/departments>
 1. Including CSM Research Institutions <https://cumming.ucalgary.ca/research/institutes>
 - a. McCaig Institute
 - b. HBI
 - c. Libin
2. Schulich School of Engineering (5 Engineering Depts) <https://schulich.ucalgary.ca/>
3. Kinesiology <https://kinesiology.ucalgary.ca/research/labs-and-centres>
 1. We-Trac (Wearable Technology)
 2. HPL
4. Science <https://science.ucalgary.ca/departments-programs/departments>
5. Vet Med <https://vet.ucalgary.ca/>
6. Nursing <https://nursing.ucalgary.ca/research/a-z>

IMPORTANT

University Of Calgary Members ***must meet BME And FGS Supervisory regulations*** if they are not currently on our BME Graduate Program Approved Faculty Supervisor list here: <https://research.ucalgary.ca/bme/graduate/future-students/bme-supervisors> Potential UofC Faculty supervisors can request to be considered for BME Supervisory privileges by emailing our office, bmegrad@ucalgary.ca All BME Faculty supervisors must have “in place” guaranteed funding to meet the current BME stipend regulations outlined in our BME Graduate Program handbook.

Currently, the guaranteed stipend funding are:

- \$21k Per Year Up To 2 Years (BME MSc Degree)
- \$21K Per Year Up To 4 years (BME PhD Degree)

How do I know what research area or BME Faculty to choose?

Biomedical Engineering (BME) is a very diverse area of research. You will have to review each of our BME Faculty members and their specific research area in BME and decide which research area you are interested in and would like to pursue. Once you have determined the research area, then you can contact and connect with those specific BME Faculty members to see if they are accepting new students.

SEARCH by BME RESEARCH AREA: <https://research.ucalgary.ca/bme/graduate/future-students/bme-supervisors>

What if I'm still finishing up my degree?

If you are **currently** finishing up your degree, you can upload into the new online system your **current** unofficial transcripts for evaluation. It is possible to be offered **tentative** admission based on your current grades; however, you will eventually need to **submit all final official transcripts and proof of being awarded** your degree at least one (1) month prior to program start and keep the same level of GPA average. This will be part of the terms of your admission letter; your final grades must continue to meet our BME GP Admission requirements.



When will my admission application be reviewed?

Applications will reviewed and evaluated once they are considered COMPLETE. Student can view their status by visiting your online [Student Centre](#).

Due to COVID19, there have been significant delays in receiving mail and/or courier.

Please allow a minimum of 4-6 weeks for any updates to occur.

We will make every attempt to update as quickly as possible.

I am not having any luck with finding a supervisor or response?

All online admission applications that are complete with all the required official documents and the student has not been successful in finding a suitable faculty supervisor, our office can defer your application for up to 1 year from the initial year/term you applied. Once a student has a potential supervisor, please email our office, bmegrad@ucalgary.ca and we will proceed to connect with your potential supervisor in finalizing your application. If you have any questions, please contact our office, bmegrad@ucalgary.ca

What type of Supporting Documents can I send?

If you wish to supply additional documentation to be included in your final admission application, you can send them via email to bmegrad@ucalgary.ca. We will include them in your application package for review. Additional documentation can assist BME Faculty supervisors to get a better perspective of who you are, your educational background and/or work experience etc.

In finding a supervisor, students are welcome to send all unofficial documents directly to the potential supervisor such as:

- a) CV (Resume)
- b) Statement of Intent
- c) List of Publications/Awards
- d) Unofficial copies of transcripts and degrees

My BSc or Msc degree was completed here at uofc, do I need to submit transcripts?

NO! All University of Calgary transcripts are easily accessible to ALL graduate student administrators. We can obtain an official and final copy of your University of Calgary transcripts.

<https://grad.ucalgary.ca/future-students/explore-programs/biomedical-engineering-msc-thesis>

<https://grad.ucalgary.ca/future-students/explore-programs/biomedical-engineering-phd>

Can my references send electronically?

WARNING! GMAIL, YAHOO or any other generic email are NOT accepted.

Please ensure you complete this section with correct email addresses before you submit your online application.

NEW online admission system, when you submit your online application listing your two (2) references, if the email address is correct (**professional email address**) the system will automatically generate an email notification to your referee with specific instructions.

Faculty References **will only have one time access** to submit their final reference online.

<https://grad.ucalgary.ca/future-students/how-apply>



Who can be my reference?

Two (2) academic references must be provided in support of an application. The purpose of academic references is to assess an applicant's academic performance and capabilities in support of an application for admission to a graduate-level academic program. [How to find good references](#)

How to find a good reference:

<https://grad.ucalgary.ca/sites/default/files/teams/3/How%20to%20Identify%20References%20Update.pdf>

ALERT! **References from teaching assistants, postdoctoral fellows, lab technicians are not admissible for this purpose.

What is accreditation?

Higher education accreditation is a type of quality assurance process under which services and operations of [post-secondary](#) educational institutions or programs are evaluated by University of Calgary Faculty of Graduate Studies Office to determine if applicable standards are met.

How do I know if you have received my documents I sent?

You will be able to check your admission status via your [Student Centre](#). Please be patient as we receive several applications and official documents on a daily basis and it takes a significant amount of administrative time to properly evaluate and review we have received the correct documentation prior to updating your online Student Centre.

For any system access or issues, please contact the main Tech Support here: [IT Orientation](#)

How do I know if my GPA requirement meets the requirement?

Evaluating any transcript and grades is a very complex formula. Your institutional grades are never be converted into University of Calgary grading system. Grades will be viewed in the same institutional grading system you earned your degree. Please keep in mind that the BME GP have higher admission GPA requirements

- [Minimum of B+ for MSc and](#)
- [Minimum of A- for PhD](#)

Can you evaluate my transcripts and see if I meet the requirements?

NO! Due to limited time and resources, and the number of requests we receive, we are unable to offer any **pre-evaluations** prior to applying and paying the admission application fee.

What other “how to apply” information do I need to know?

[Prospective Students](#), FGS general “How to Apply” <https://grad.ucalgary.ca/future-students/how-apply>

What about getting my VISA or Study Permit?

[Visas and Permits Information](#)

International Student Centre: <https://www.ucalgary.ca/student-services/iss>

Immigration: <https://www.ucalgary.ca/student-services/iss/immigration>



I AM AN INTERNATIONAL STUDENT – WHAT ARE THE COSTS?

I'm not sure about all that I need to come to Canada. Living Costs? Residency? Is there someone I can contact?

[Contact our UofC Main International Centre for more information](#)

- <https://www.ucalgary.ca/student-services/iss/resources>
- [International Centre Information](#)
- [Living in Calgary](#)
- [Costs](#)
- [Tuition Fees](#)
- <https://ucalgary.ca/student-services/iss>

You can also connect with fellow graduate students by contacting the [main Graduate Student Association](#) in regards to finding a place to live or any other questions you may have.

ADDITIONAL INFORMATION – STUDENT TIPS

Funding Opportunities:

It is very important for all students (domestic and international) to start checking for available awards and scholarships at least 6 months to one year **prior** to entering a program here at the University of Calgary. You should also check with your home institution and/or government about awards and/or scholarships that will provide financial support for you to study abroad. [Other funding opportunities, awards/scholarship information](#). We do not accept any self-funded students.

In addition, it is important to note that your potential BME Faculty supervisor, **must have funding in place before they can accept you for admissions** into our BME Graduate Program regardless whether you are successful with an internal or external award. If you believe you have an award that is an exception to this, (aka CONACYT (Mexico) and/or Chinese Scholarship Council-CSC), please connect with our bmegrad@ucalgary.ca

We wish you great success in your academic endeavors!
BME Graduate Program Office
[**bmegrad@ucalgary.ca**](mailto:bmegrad@ucalgary.ca)