Graduate Student Management Solution (GSMS) Admissions Application Details – CSD Department

There are a number of changes for the NEW GSMS Admissions Application. ALL students should read carefully the items listed below that have changed since last year.

- The application deadline will close at 12:00 midnight on January 31st because our department deadline date is February 1st. The application will be available until 11:59PM January 31st so students must get their applications complete **before** February 1st.

- The application must be submitted by the department closing deadline (Jan.31, 11:59PM) or within 21 days of initiating the application whichever comes first. When the department application closing deadline or the 21 days limit is reached the unsubmitted application **(ie. unpaid)** will be deleted.

- All in progress applications will be deleted after 21 days, 28 days *(can request an additional 7 days for a total of 28 days),* or the deadline date, whichever comes first.

- Payment of the $100 application fee is required before your application is officially submitted.

- Applicant Referees will be contacted via email once the application has been submitted.

- Applicants should record:
    o His/her email when creating a user account, as it will be the user login
    o His/her user login password

- Once an account has been created, a system generated email will be sent.

- When the application has been submitted, a 'confirmation of submission' email will be generated and sent to the applicant. This email is very important to keep. - it contains a link to the applicant portal where applicants can login and track the progress/status of their application.

- If applicants are experiencing problems with the online application or application fee payment, please contact grad.webadm@ualberta.ca, or phone (780) 492-3499 or 1-800-758-7136 (Canada or US only)

- To track the status of the application after submission the applicant can check the Applicant Portal (not Bear Tracks) using the following link:
    https://graduate-studies-apply.ualberta.ca/urd/sits.urd/run/siw_lgn

- Once the admission decision has been made a notification will be sent via the applicant portal

- If the application is successful in being admitted, the Official Admission letter from the Faculty of Graduate Studies and Research will be displayed via the applicant portal.