

# Step-by-Step Guide to Applying to McGill Online ([www.mcgill.ca/applying](http://www.mcgill.ca/applying))

This guide provides information to help you complete McGill's undergraduate online application. It includes values that are acceptable in certain fields, tips and reminders for entering information, and who you can contact for more help.

## Need help?

At any time during the online application process, you can contact Admissions by email ([admissions@mcgill.ca](mailto:admissions@mcgill.ca)) or by phone (514-398-7878) if you require assistance. An email link is available at the bottom of every page of the application.

You can also access the online help file from the top right corner of every page. It contains additional explanations about the fields on the application, such as accepted values and regional requirements.

The screenshot shows the 'Biographical Information' section of the McGill Admissions application form. It includes a 'Help' button circled in red. Below the header, there is a note: 'Fields marked with an asterisk (\*) are mandatory. Your name should be in upper and lower case as it appears on your birth certificate or passport. If you have a former legal name, both the last and first legal name are required.' The form fields are: 'Legal Name' (Prefix, First Name, Middle Name, Last Name (Family Name), Suffix (Jr., Sr.)), 'Preferred First Name (if different from above)', and 'Former Legal Name (if different from above)' (First Name, Last Name). Each field has a dropdown menu with a checkmark icon.

These symbols are used throughout the guide to help you notice tips and warnings.



**Tip** – additional information that might be helpful to completing the information



**Warning** – crucial information that you should read before proceeding

## Before applying

Ensure that you have read the admissions requirements and important information for your program before you complete your application. This information is available in this guide and at [www.mcgill.ca/applying](http://www.mcgill.ca/applying).

## Logging In

The steps below provide information on how to access and log into the online application system.

1. If you are applying to McGill University for the first time (i.e., you are not already a McGill student), go to [www.mcgill.ca/applying/how/online](http://www.mcgill.ca/applying/how/online) and click this icon:



If you are already a **McGill student**, you should apply through Minerva. Go to [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva), log on to Minerva and click **Applicant menu** for more details.



**McGill students** who have not graduated and wish to transfer into another undergraduate faculty (inter-faculty), change their program within their current undergraduate faculty (intra-faculty), or apply for readmission after a period of absence, should apply on Minerva under the Student menu. Please do not complete this web application. See [www.mcgill.ca/students/transfer-readmission](http://www.mcgill.ca/students/transfer-readmission) for more information.

2. Select **English** or **French**.

The screenshot shows the McGill Admissions website. On the left is a photo of a building with a red flag. The main content is split into two columns: 'Application for Admission' and 'Demande d'admission'. The English section includes: 'McGill, a world-renowned university in a dynamic city! Your application for admission starts here.', 'Apply now.', 'For information on general admission and documentation requirements, please consult [www.mcgill.ca/applying](http://www.mcgill.ca/applying).', 'In order to complete the application, you will need:', and a list of requirements: 'a valid email address' and 'a valid credit card (Visa, MasterCard or American Express)'. The French section includes: 'McGill, une université reconnue mondialement dans une ville dynamique ! Votre demande d'admission commence ici.', 'Transmettez votre demande dès maintenant.', 'Pour obtenir des renseignements sur les critères d'admission et les documents exigés, consultez le site [francais.mcgill.ca/applying](http://francais.mcgill.ca/applying).', 'Pour présenter une demande, vous devez avoir:', and a list of requirements: 'une adresse de courriel valide' and 'une carte de crédit valide (Visa, MasterCard ou American Express)'.

- Create or enter your Login ID:** If this is your first visit to McGill's online application, you will need to create a unique Login ID and personal identification number (PIN).

To do this, simply enter them in the appropriate fields and click **Continue**.



Your Login ID and PIN can contain any combination of letters, numbers, and selected punctuation. Your Login ID must be at least five characters long and include at least one alphabetic character. Your PIN must be six characters long and contain at least one numeric and one alphabetic character.

For security reasons, it's important to pick a PIN that is not easily identifiable.

The Login ID and PIN are only used for the application process. They are not used to access information once you have been assigned a McGill ID.



You need to use the same Login ID and PIN every time you log on, otherwise you will need to start a new application. If you've lost your password, you can call 514-398-7878 to reset your PIN.

### Logout and save your data

Once you have created your Login ID and PIN, and **selected your program**, you can log out at any time and your application data will be saved. To return to your application, simply re-enter your Login ID and PIN. For security reasons, you will be automatically logged out if data is not entered within 30 minutes.

### Completing the Application

This section provides instructions and tips for entering information into the main screens in the application.

- Enter your biographical information:** Enter your name and other personal information in the appropriate fields. Mandatory fields are marked with an asterisk (\*).



When entering your name, ensure that you add correct accents, and that you use upper and lower case spelling, so that your name matches your transcripts and other documents.

Your legal name is the name shown on one or more of the following documents:

- Birth or Baptismal Certificate
- Canadian Immigration Record of Landing (IMM1000)
- Canadian Immigration Student Authorization document
- Canadian or International Passport (a Canadian Citizenship card is also acceptable)
- Certificate of Acceptance of Quebec (CAQ)
- Court order approving a legal change
- Letter from Consulate or Attestation by a Commissioner of Oaths



You must provide your former legal name (for example, your family name before marriage) if it has appeared on previous academic records or other official documents.

- Apply for Admission:** Enter your application choices, using the information below as a guide. **Please fill out this section carefully as you cannot change it later on.** McGill's online application system automatically displays program choices based on the application type, term, level of education, and citizenship status that you select. If you make a mistake, you will not see the correct program choices, and you will have to complete a new application.

a) **Citizenship** – Indicate whether you are a Canadian citizen or a permanent resident of Canada.

b) **Educational Background** – Select the highest level of education you will have achieved **before** starting your program at McGill. Typically, this is high school or CEGEP. See the table below if you require more information on which level to choose.



If you are applying to McGill University while still completing high school, select High School Diploma. If you are applying during the second year of Quebec CEGEP, select CEGEP Diploma (DEC). **Do not select the level of education you plan to pursue at McGill.**



It is important to complete this section correctly. If incorrect, the review of your application may be delayed.

The following provides a description of each level of education to help you decide which one you should select.

Level of Education Last Completed	Description
Less than High School Diploma	Only select this level if you do not meet McGill's minimum requirements but you qualify as a mature student.
High School Diploma	Select this option if you have completed or will complete your high school diploma, an International Baccalaureate Diploma, or AS/A-Level prior to commencing studies at McGill.  Do not select "High School Diploma" if you have completed or will complete a French Baccalaureate, a CEGEP diploma, or at least one year of college or university study prior to commencing studies at McGill.
Technical/Vocational Diploma	Select this option if you have completed or will complete a technical or vocational diploma at the high school level prior to commencing studies at McGill.
French Baccalaureate	Select this option if you have completed or will complete a French Baccalaureate prior to commencing studies at McGill. This includes applicants from Collège Stanislas and Collège Marie de France in Montreal.
German Abitur	Select this option if you have completed or will complete a German Abitur prior to commencing studies at McGill.
CEGEP Diploma (DEC)	Select this option if you have completed or will complete a Quebec <i>diplôme d'études collégiales</i> (DEC) or a joint IB/DEC prior to commencing studies at McGill.

Level of Education Last Completed	Description
College (non-CEGEP) Studies	Select this option if you have completed or will complete at least one year of studies at a community college outside the province of Quebec prior to commencing studies at McGill.
University (at least one year)	Select this option if you have completed or will complete at least one year of studies at a university (including McGill) prior to commencing the program you are applying for.
Bachelor's Degree/Equivalent	Select this option if you have completed a bachelor's degree or equivalent prior to commencing studies at McGill.
Master's Degree	Select this option if you have completed a master's degree prior to commencing studies at McGill.
Doctorate	Select this option if you have completed a Ph.D. prior to commencing studies at McGill.

c) Depending on what you selected above, you might see additional choices about IB and AS/A-Levels. Unless you will have completed an IB diploma or certificate, or the AS/A-Levels, select **None of the Above**.

d) **Education Category** – Select the region where you received your highest level of education **before** coming to McGill. This list will change depending on your previous selections. Click on the help file for answers.



It is very important to select the correct education category and we highly recommend consulting the help file if you are not sure about your category.

e) **Application Type** – Select Undergraduate/Professional.



This document applies only to undergraduate/professional programs at McGill. For all other programs, please refer to the appropriate documentation for information.

f) **Term** – Select the term you wish to enter McGill. Typically, this is the next Fall semester.

3. **Mature Status** – You may be able to apply as a Mature student. Different faculties have different definitions for Mature student eligibility.

- Schulich School of Music – 21 years of age at time of registration.
- Other undergraduate programs – 23 years at time of registration and have not completed college or university level studies within the last five years that would constitute a basis for admission. You must also have completed a minimum number of appropriate courses (prerequisites) within the three-year period prior to admission.

4. **Program Choice** – Select at least one faculty, program, and major.



If your choices do not appear in the pull-down menus, it may be that the application deadlines have passed for the selected term, **the programs are not offered for the selected term**, or the application requirements have not been met.

- **Music Applicants** – Prospective students applying to some programs in the Schulich School of Music are required to complete a live audition. More information about auditions is available at [www.mcgill.ca/music/admissions/undergraduate](http://www.mcgill.ca/music/admissions/undergraduate).
- **Alternate Program Choice** – After you've made your first selection, you can also select an alternate program choice. In some cases, you may be **required** to select an alternate program.
- **Information messages** may appear with details on what you are required to do. Messages will differ depending on what you have selected.

If two program choices are selected, you will receive a response from each program separately. However, if you are accepted to both programs, you may only register in one.



You will not be able to change your faculty or program selections once you have pressed the Continue button. To change your program choice, you will need to create a new application. However, you can create a new application using the same Login ID and PIN.

5. **Address Information** – Enter your contact information. Address Line 1, City, and Country are required.

- Enter data using upper case and lower case letters. Do not use the pound sign (#) or the percent sign (%).
- To enter a state or province for an international address, include it in the City field.
- You must **enter a valid email address**, as the University will send important information related to your application to this account, including notifications on tracking the status of your application, missing documents, and the admission decision.



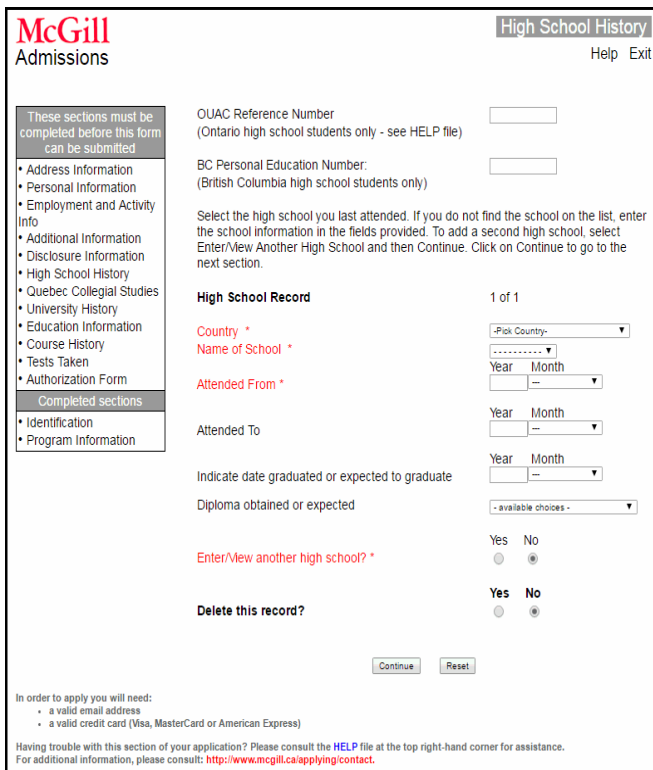
If your mailing or email address changes after you submit your application, it is important that you update it on Minerva so that McGill University correspondence can be sent to your correct address.

6. **Personal Information** – Enter your personal information.

- **Citizenship** – If you are **not** a Canadian citizen or permanent resident of Canada, you need permission from the provincial and federal governments to study at McGill. Immigration Quebec must issue a Certificate of Acceptance (CAQ) and Immigration Canada must grant a Study Permit. Please see the help file for more details.
- **Quebec Students: Permanent Code** – If you are a resident of the province of Quebec with a Permanent Code issued by the *Ministère de l'Éducation, du Loisir et du Sport du Québec* (MELS), you must enter it here. **This is not your Medicare card number**. The Permanent Code is found on Quebec high school and CEGEP transcripts, and on transcripts from some Quebec universities.
- **First Nations, Inuit, and Métis Applicants** – You may select the checkbox indicating that you are First Nations, Inuit, or Métis. Providing this information is optional. It will help us keep you informed of student services, and help us improve our service to students from First Nations, Inuit, and Métis communities.

7. **Employment and Non-Academic Activities** – If you have been out of school for more than three months, include details about your employment, volunteer work, or other activities.

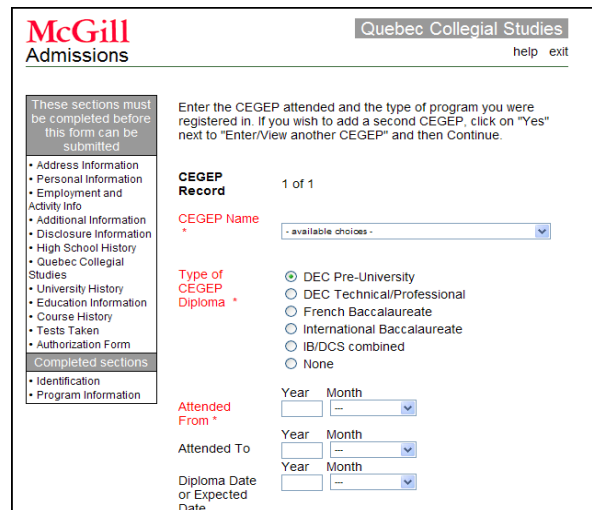
8. **High School History (for some applicants only)** – Enter your high school history information. You may not have all of the information when you submit your application.



- **OUAC Number (applicants from Ontario high schools) –** If you do not have your OUAC number when you submit your McGill University application, leave this field blank (do not enter an incorrect number). When you know the number, you can log on to Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) and enter it later. If you enter an incorrect number, you can contact Admissions ([admissions@mcgill.ca](mailto:admissions@mcgill.ca)) and request that it be changed.

- **High School Record –** Search through the pull-down menu of schools, depending on the country and province/state selected. Please do not manually enter your school name if it appears in the list.

9. **Quebec College History (applicants from CEGEPs and from Collège Stanislas and Collège international Marie de France in Montreal) –** If you attended a Quebec CEGEP, including Collège Marie de France and Collège Stanislas, enter details about the college or CEGEP and program type.



10. **Education Information –** In previous screens, you might have indicated that you attended more than one school. In the Education Level field, you must select the school that corresponds to the degree/diploma/certificate awarded. For example, if you attended two high schools, select the high school from which you received your diploma.



If the school you graduated from is not listed, you might have forgotten to add it. Navigate back to the High School, CEGEP, College, or University information page and add the school.

11. **IB Programs –** If you indicated that you were completing an IB diploma or certificate you will be prompted to enter your IB personal code and course details. Your IB personal code is three letters followed by three numbers.
12. **Course History –** If you have taken or are planning to take any night, distance, or summer courses that will not appear on your official transcripts, enter the course details here.
13. **Tests Taken –** If you have taken standardized testing, such as SAT, ACT, Advanced Placement (AP) examinations, or the Test of English as a Foreign Language (TOEFL), enter this information here.

If you have not taken any tests, you must scroll down and select the checkbox marked "I have no tests to report."

**TEST SECTION (all applicants)**

I have no tests to report

- **External Test Results** – Please note that McGill University receives TOEFL, IELTS, SAT, ACT, and AP test results electronically. Ensure that the personal information you provide to the examination board matches the information you provide to McGill. If there is a discrepancy in personal information, we will not be able to match your electronic results.

For further information or assistance, email [admissions@mcgill.ca](mailto:admissions@mcgill.ca). Please include your McGill ID number and indicate "Test Discrepancy" in the subject line of your email.

14. **Music Information Form/Music Audition Form:** Applicants to the Schulich School of Music must enter details about repertoire and studies concerning voice or their instrument of choice.

- Applicants are also asked to submit a Music Evaluation Form to their music teacher for completion. The form is available at [www.mcgill.ca/music](http://www.mcgill.ca/music).
- Applicants to the Bachelor of Music, Licentiate, and Artist Diploma programs also need to perform an entrance audition. See the Help file or visit [www.mcgill.ca/music](http://www.mcgill.ca/music) for more details on audition.

15. **Confirmation** – From this page, you can view your application summary and confirm that all the information is correct. This gives you a chance to correct anything before submitting it.

To change information, go back to the **Confirmation** page and use the links on the left side of the screen to navigate to the sections that you need to change.



You cannot change your program choice. If you selected the wrong program choice, you must start a new application. However, you can use the same Login ID and PIN to create a new application.

16. **Submitting Your Application** – Once you click Submit, you will be asked to enter payment information (i.e., a credit card number).



The credit card used to pay your application fee does not need to be in your name. For example, if you do not have your own credit card, a relative or guardian's card will be accepted.

McGill's highly secured e-payment service minimizes cardholder risk. Your credit card information is passed instantly to the Moneris payment gateway and is not stored at McGill. Moneris handles 80% of all credit card transactions processed in Canada.

### Credit card not accepted?

If your credit card is not accepted, click the **Try Again** button to go back to the payment page. Verify the information, correct it, or enter information from a different card.

### Successful Completion of your Application

1. **Confirmation Email** – Following successful payment of your application fee, you should receive an email acknowledgment confirming that your application has been received. Please note that an increasing number of email clients (Outlook, Gmail, Hotmail, etc.) are including spam blockers, which can affect delivery of email messages. This means that some of our email communications might not reach you. To ensure that you receive our emails and they are not filtered as junk mail, be sure to add the McGill domain (e.g., @mcgill.ca) to your safe senders list in your email programs.



If you do not receive this confirmation, you should contact Admissions by email ([admissions@mcgill.ca](mailto:admissions@mcgill.ca)) or phone (514-398-7878). Do not resubmit another application.

2. **Incorrect information on your application?** If you realize that there is a mistake on your application after you've submitted it, contact Admissions by email ([admissions@mcgill.ca](mailto:admissions@mcgill.ca)). We will make the necessary change – **please do not submit a new application.**
3. For the most up-to-date procedures for the submission of transcripts and supporting documents, please see [www.mcgill.ca/applying](http://www.mcgill.ca/applying). You can verify the documents we require to complete your file at [www.mcgill.ca/applying/nextsteps](http://www.mcgill.ca/applying/nextsteps).
4. It is important to verify your email on a regular basis as we will send important announcements regarding your application.
5. Please do not send any supporting documents prior to submitting an application. Most documents should be uploaded. For more information on submitting your supporting documents, please see [www.mcgill.ca/applying/nextsteps/documents](http://www.mcgill.ca/applying/nextsteps/documents).