



UNIVERSITY OF  
**CALGARY**

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**PEOPLESOFT  
STUDENT ADMINISTRATION**

**TRAINING GUIDE**

**INCOMING EXCHANGE PROCESSING  
ONLINE WEB  
APPLICATIONS GUIDE**

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**Introduction**

The intention of this guide is to provide instruction to the Departments and Faculties (i.e. Registrar's Office, University of Calgary International (UCI), Schulich School of Engineering, Faculty of Law and Haskayne School of Business) and Faculties required to process online web applications for Incoming Exchange applicants. This guide includes the entire end to end process including generating an invitation to one or multiple applicants, how the student views items in their student centre and how they can upload supporting documents. Also included are instructions for staff to upload documents for an application and how to view them. There will be instructions on how to run three types of queries for viewing applications that are ready for Faculty processing and also a query to find applications that are missing information to be processed. Instructions will cover how to view the supporting documents uploaded by the applicant and how to enter a UCI/department decision based on their application assessment.

## Generating an Invitation to Single or Multiple Applicants

*These tasks are performed by University of Calgary International (UCI) and/or faculty offices*

The following outlines the process for generating an invitation to an Incoming Exchange applicant for one or more applicants. There are two ways to invite applicants to apply to the Incoming Exchange program.

1. Invite for Web Appl by Faculty – this will allow invitations for all faculties to be entered on a single screen.
2. Maintain Invite for Web Appl – this will allow invitations for a specific program reference code (OSEXG, LAEXG, ENEXG) to be entered on a single screen and eliminates the need to enter the Program Reference Code, Academic Program and Degree for each applicant.

### 1. Invite for Web Appl by Faculty:

Click the **Student Admissions** link.

 **Student Admissions**

Click the **Processing Applications** link.

 **Processing Applications**

Click the **Invite for Web Appl by Faculty** link.

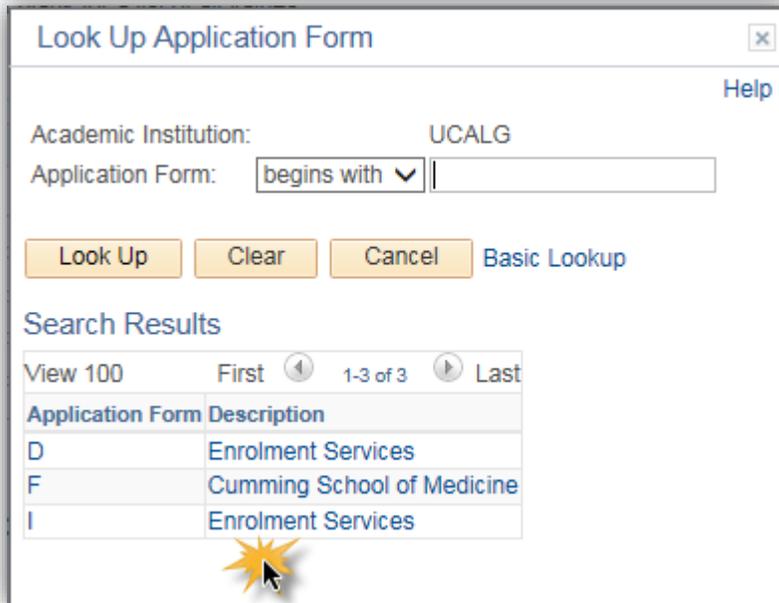
 **Invite for Web Appl by Faculty**

Click the **Look up Application Form** button.



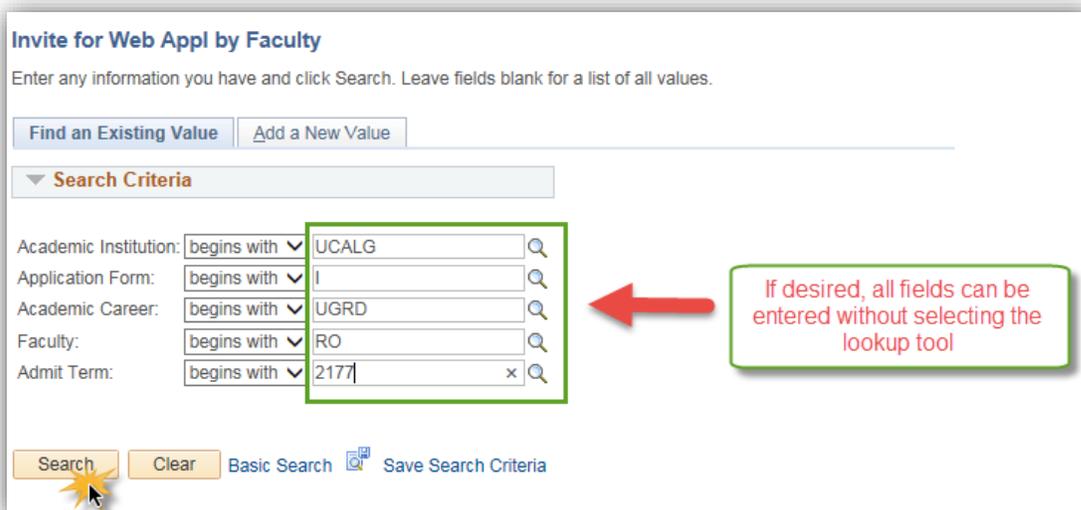
Three options will display, select I for Enrolment Services – Incoming Exchange.  
Click the **Enrolment Services** link.

[Enrolment Services](#)



Application Form	Description
D	Enrolment Services
F	Cumming School of Medicine
I	Enrolment Services

You will be taken to this screen:



Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Academic Institution: begins with UCALG

Application Form: begins with I

Academic Career: begins with UGRD

Faculty: begins with RO

Admit Term: begins with 2177

Search Clear Basic Search Save Search Criteria

If desired, all fields can be entered without selecting the lookup tool

Enter the **Academic Career**, Click the **Undergraduate Programs** link.

[Undergraduate Programs](#)

Click the **Look up Faculty** button.

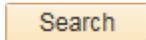


Click the **Enrolment Services** link.

[Enrolment Services](#)

Enter the applicable Admit Term (e.g. 2177 Fall 2017) and press Search or Enter. **Note:** All previous fields can be entered without selecting the lookup tool.

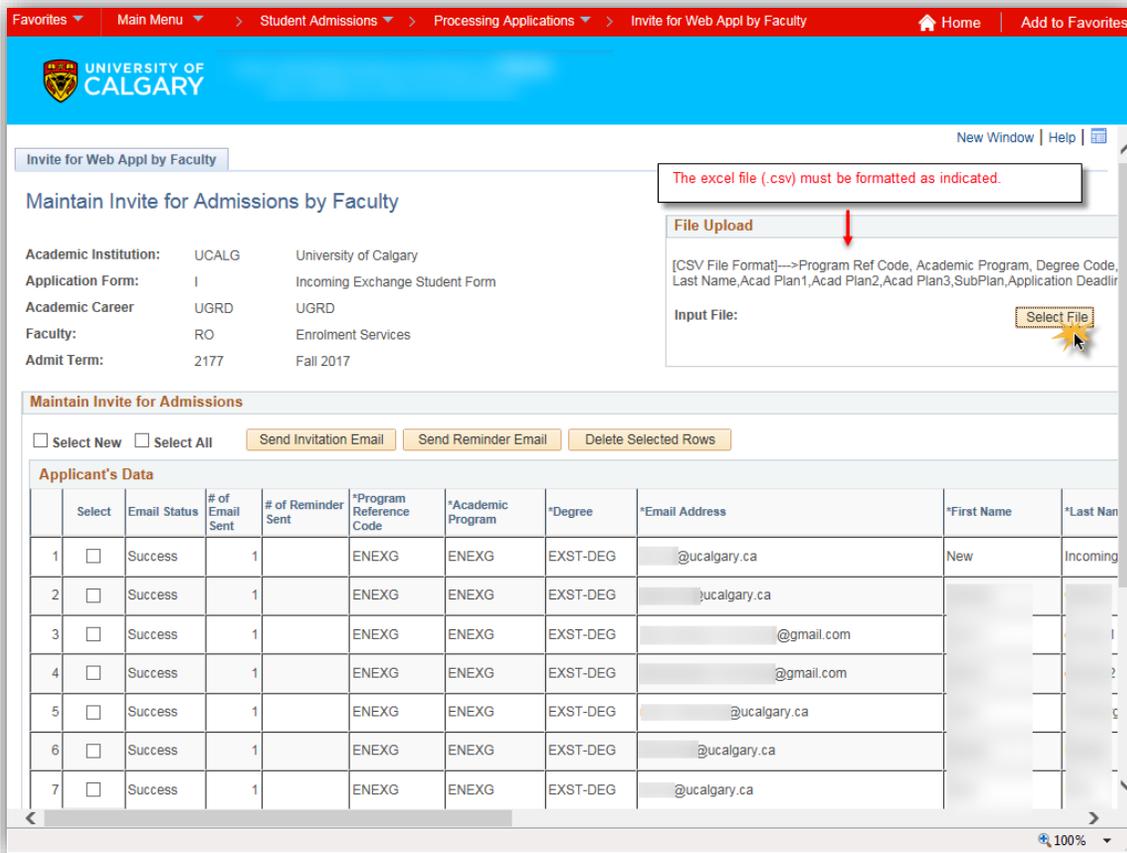
Click the **Search** button.



### To add multiple invitations at one time:

It is possible to upload the information for several applicants at one time by using the File Upload option. The file must be formatted as indicated (Program Reference Code, Academic Program, Degree Code, Email Address, First Name, Last Name, Acad Plan 1). There is no need to enter the remainder of the fields for this form. If invitations will be sent out after the beginning of a term, please contact the Business Analyst for instructions on using the Application Deadline field) as it will necessitate using placeholders in the input file.

Click the **Select File** button.

**File Upload**

The excel file (.csv) must be formatted as indicated.

[CSV File Format]-->Program Ref Code, Academic Program, Degree Code, Last Name,Acad Plan1,Acad Plan2,Acad Plan3,SubPlan,Application Deadlin

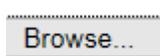
Input File: **Select File**

**Maintain Invite for Admissions**

Select New  Select All

	Select	Email Status	# of Email Sent	# of Reminder Sent	*Program Reference Code	*Academic Program	*Degree	*Email Address	*First Name	*Last Name
1	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG	@ucalgary.ca	New	Incoming
2	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG	@ucalgary.ca		
3	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG	@gmail.com		
4	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG	@gmail.com		
5	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG	@ucalgary.ca		
6	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG	@ucalgary.ca		
7	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG	@ucalgary.ca		

Click the **Browse** button.



Browse for the csv file and upload.  
Click the **Upload** button.

Upload

All Information in the file will be uploaded and be displayed on the invitation screen. If you do not intend to send the invitations immediately, use the Save button.

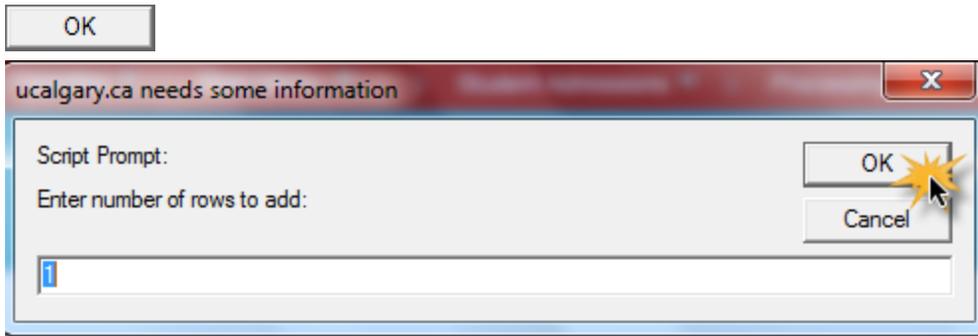
### To enter invitation rows individually:

Click the **Add multiple new rows** link at the end of any of the rows.

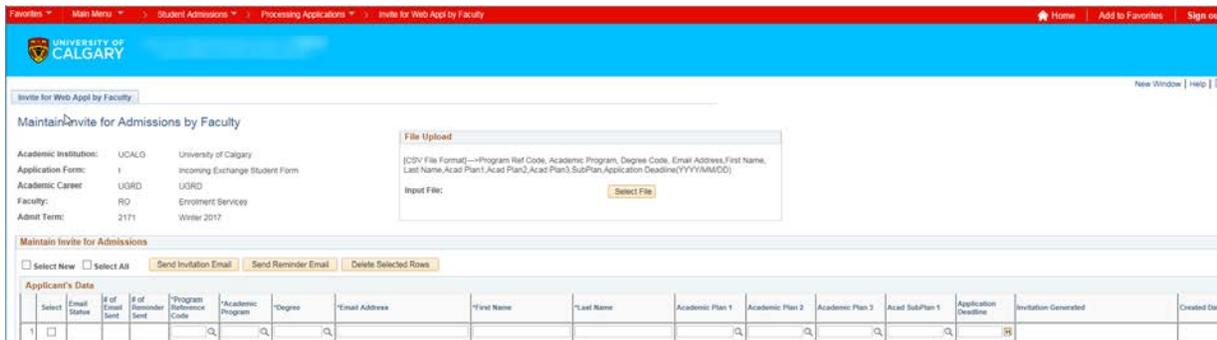


After clicking the Add button you will be prompted to enter one or more lines to obtain a blank row(s). For this example we will only add one row for an applicant.

Click the **OK** button.



### To give you a blank row:



Applicant's Data																
Select	Email Status	# of Email Sent	# of Reminder Sent	Program Statement Code	Academic Program	Degree	Email Address	First Name	Last Name	Academic Plan 1	Academic Plan 2	Academic Plan 3	Acad SubPlan 1	Application Deadline	Invitation Generated	Created Date
1	<input type="checkbox"/>															

On the newly added row, click the **Look up Program Reference Code** button.



[Favorites](#) > [Main Menu](#) > [Student Admissions](#) > [Processing Applications](#) > [Invite for Web Appl by Faculty](#)

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UNIVERSITY OF CALGARY

Invite for Web Appl by Faculty

Maintain Invite for Admissions by Faculty

Academic Institution: UCALG University of Calgary  
 Application Form: I Incoming Exchange Student Form  
 Academic Career: UGRD UGRD  
 Faculty: RO Enrollment Services  
 Admit Term: 2177 Fall 2017

**File Upload**

[CSV File Format] --> Program Ref Code, Academic Program, Degree Code, Email Address, First Name, Last Name, Acad Plan1, Acad Plan2, Acad Plan3, SubPlan, Application Deadline(YYYYMMDD)

Input File:

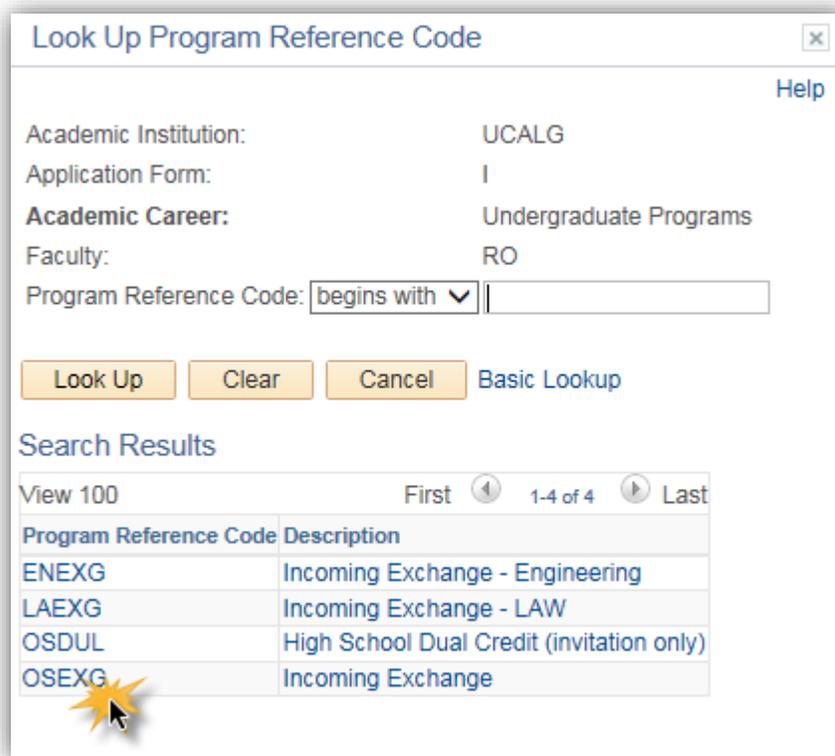
Maintain Invite for Admissions

Select New    Select All        

Applicant's Data														
Select	Email Status	# of Email Sent	# of Reminder Sent	Program Reference Code	Academic Program	Degree	Email Address	First Name	Last Name	Academic Plan 1	Academic Plan 2	Academic Plan 3	Acad SubPlan 1	Application Deadline
1	<input type="checkbox"/>			ENEXG <input type="button" value="Look up"/>	ENEXG <input type="button" value="Look up"/>	EXST-DEG <input type="button" value="Look up"/>		Test	Student	—U <input type="button" value="Look up"/>	<input type="button" value="Look up"/>			
<input type="checkbox"/>				<input type="button" value="Look up"/>	<input type="button" value="Look up"/>	<input type="button" value="Look up"/>				<input type="button" value="Look up"/>	<input type="button" value="Look up"/>	<input type="button" value="Look up"/>	<input type="button" value="Look up"/>	<input type="button" value="Look up"/>

A list of options displays, select OSEXG for Incoming Exchange applicants.  
Click the **OSEXG** link.

**OSEXG**



Look Up Program Reference Code

Help

Academic Institution: UCALG  
Application Form: I  
Academic Career: Undergraduate Programs  
Faculty: RO  
Program Reference Code: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Program Reference Code	Description
<a href="#">ENEXG</a>	Incoming Exchange - Engineering
<a href="#">LAEXG</a>	Incoming Exchange - LAW
<a href="#">OSDUL</a>	High School Dual Credit (invitation only)
<a href="#">OSEXG</a>	Incoming Exchange

Click the **Look up Academic Program** button.



Click the **OSEXG** link.

**OSEXG**

Click the **Look up Degree** button.



Click the **Undergrad Exchange Student** link.

**Undergrad Exchange Student**

Enter the applicant's email address (not displayed for FOIP reasons), first and last name. Then scroll to the right to complete the other fields.

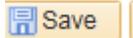
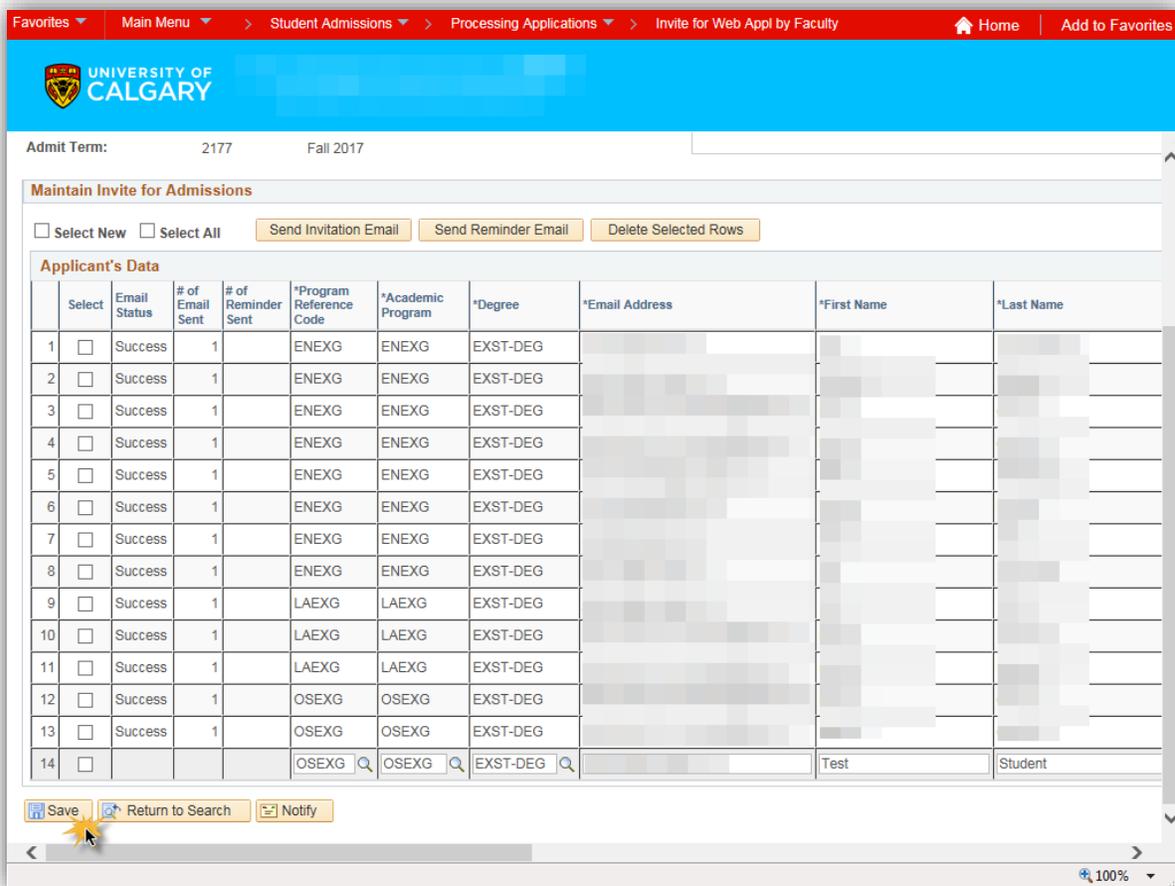
Click the **Look up Academic Plan 1** button.



Click the **Blank - for validation only** list item.

Blank - for validation only

For this example no other fields are required. When completed scroll left and press the **Save** button. **NOTE:** the save button is not needed if you will be immediately sending the invitations, the send button will automatically save the information on the screen. If you do not intend to send the invitations immediately, use the Save button.

Admit Term: 2177 Fall 2017

Maintain Invite for Admissions

Select New  Select All

	Select	Email Status	# of Email Sent	# of Reminder Sent	*Program Reference Code	*Academic Program	*Degree	*Email Address	*First Name	*Last Name
1	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG			
2	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG			
3	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG			
4	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG			
5	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG			
6	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG			
7	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG			
8	<input type="checkbox"/>	Success	1		ENEXG	ENEXG	EXST-DEG			
9	<input type="checkbox"/>	Success	1		LAEXG	LAEXG	EXST-DEG			
10	<input type="checkbox"/>	Success	1		LAEXG	LAEXG	EXST-DEG			
11	<input type="checkbox"/>	Success	1		LAEXG	LAEXG	EXST-DEG			
12	<input type="checkbox"/>	Success	1		OSEGX	OSEGX	EXST-DEG			
13	<input type="checkbox"/>	Success	1		OSEGX	OSEGX	EXST-DEG			
14	<input type="checkbox"/>				OSEGX	OSEGX	EXST-DEG		Test	Student

## 2. Maintain Invite for Web App:

Using this screen rather than the previous screen will allow invitations to be sent for a single specific Program Reference Code.

Click the **Student Admissions** link.

[Student Admissions](#)

Click the **Processing Applications** link.

[Processing Applications](#)

Click the **Maintain Invite for Web Appl** link.

[Maintain Invite for Web Appl](#)

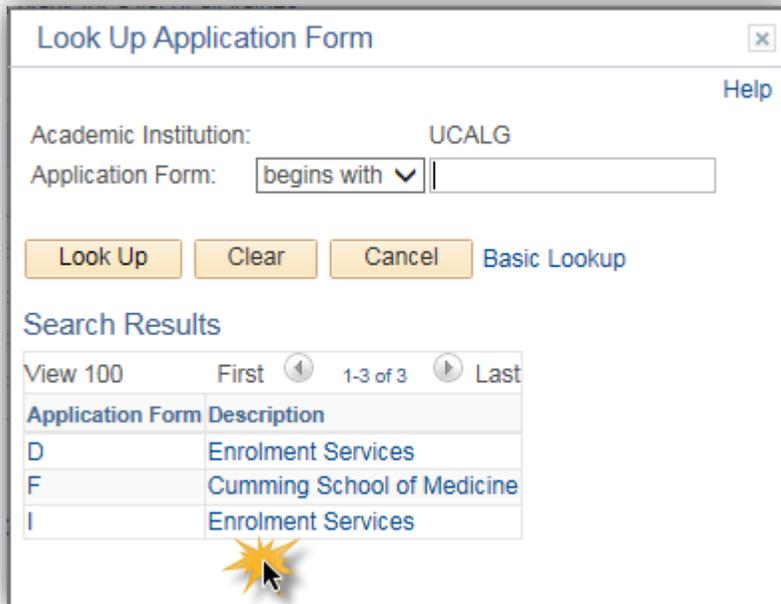
Click the **Look up Application Form** button.



Three options will display, select I for Enrolment Services – Incoming Exchange.

Click the **Enrolment Services** link.

[Enrolment Services](#)



Look Up Application Form

Academic Institution: UCALG

Application Form: begins with

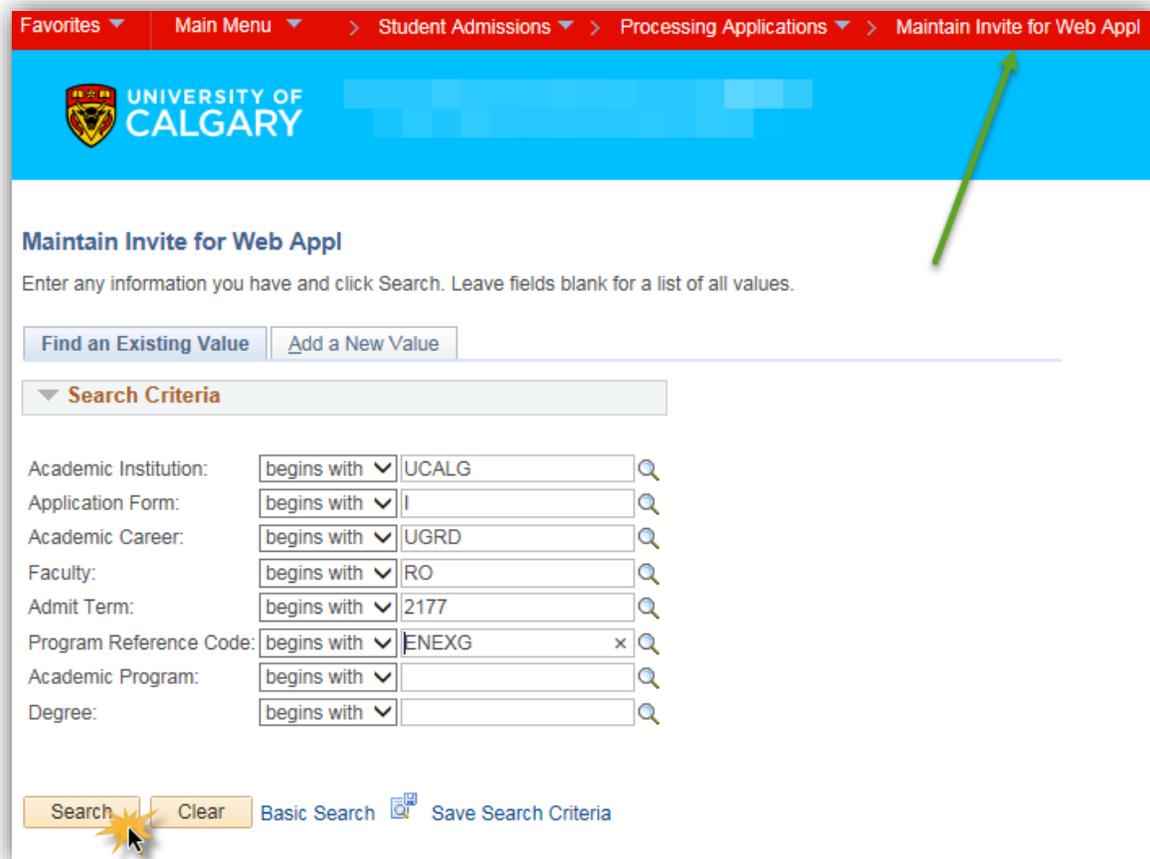
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Application Form	Description
D	Enrolment Services
F	Cumming School of Medicine
I	Enrolment Services

The following screen will be displayed:



The screenshot shows the 'Maintain Invite for Web Appl' page. At the top, there is a red navigation bar with 'Favorites', 'Main Menu', 'Student Admissions', 'Processing Applications', and 'Maintain Invite for Web Appl'. Below this is a blue header with the University of Calgary logo. The main content area has the title 'Maintain Invite for Web Appl' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' section with several fields, each with a 'begins with' dropdown and a search icon. The fields are: Academic Institution (UCALG), Application Form (I), Academic Career (UGRD), Faculty (RO), Admit Term (2177), Program Reference Code (ENEXG), Academic Program, and Degree. At the bottom, there are 'Search' and 'Clear' buttons, along with 'Basic Search' and 'Save Search Criteria' links.

Enter the **Academic Career**, Click the **Undergraduate Programs** link.

[Undergraduate Programs](#)

Click the **Look up Faculty** button 

Click the **Enrolment Services** link.

[Enrolment Services](#)

Enter the applicable Admit Term (e.g. 2177 Fall 2017), Program Reference Code (ENEXG – Incoming Exchange – Engineering, LAEXG – Incoming Exchange – Law or OSEXG – Incoming Exchange), Academic Program and Degree and press Search or Enter. **Note:** All previous fields can be entered without selecting the lookup tool. For this example Program Reference Code: ENEXG has been selected.

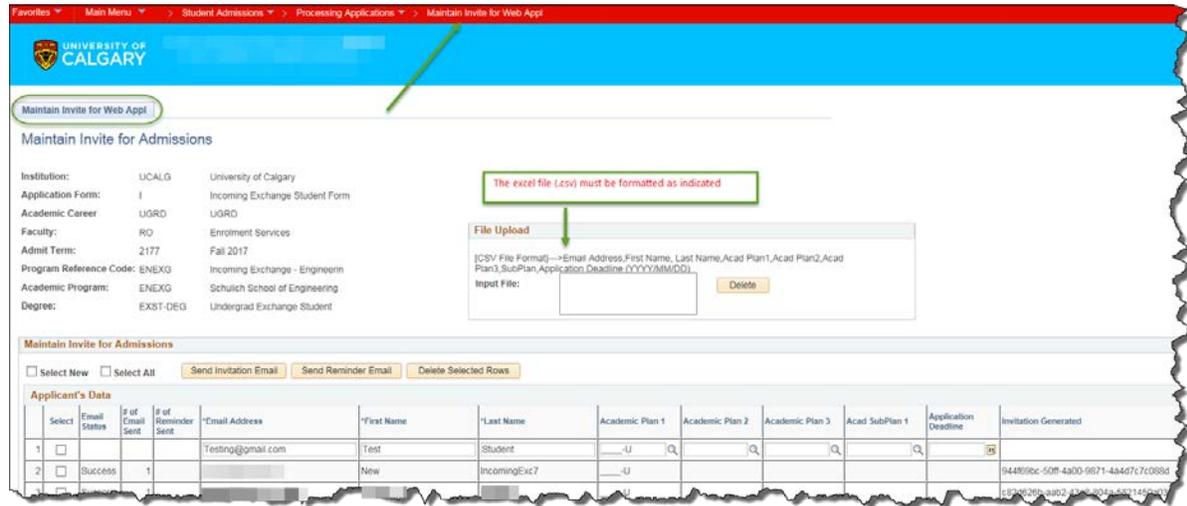
Click the **Search** button.

### To add multiple invitations at one time:

It is possible to upload several applicants by using the File Upload option. The file must be formatted as indicated (Email Address, First Name, Last Name, Acad Plan 1). There is no need to enter the remainder of the fields for this form. If invitations will be sent out after the beginning of a term, please contact the Business Analysts for instructions on using the Application Deadline field as it will necessitate using placeholders in the input file.

Click the **Select File** button.

Select File



Click the **Browse** button.

Browse...

Browse for the csv file and upload.

Click the **Upload** button.

Upload

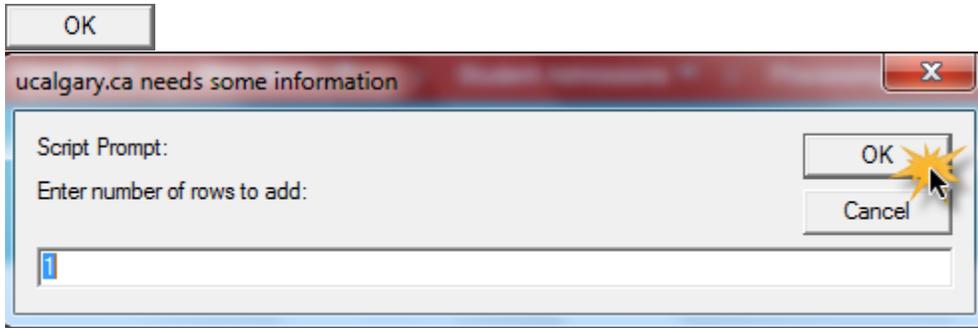
All Information in the file will be uploaded and will be displayed on the invitation screen. If you do not intend to send the invitations immediately, use the Save button.

### To enter invitation rows individually:

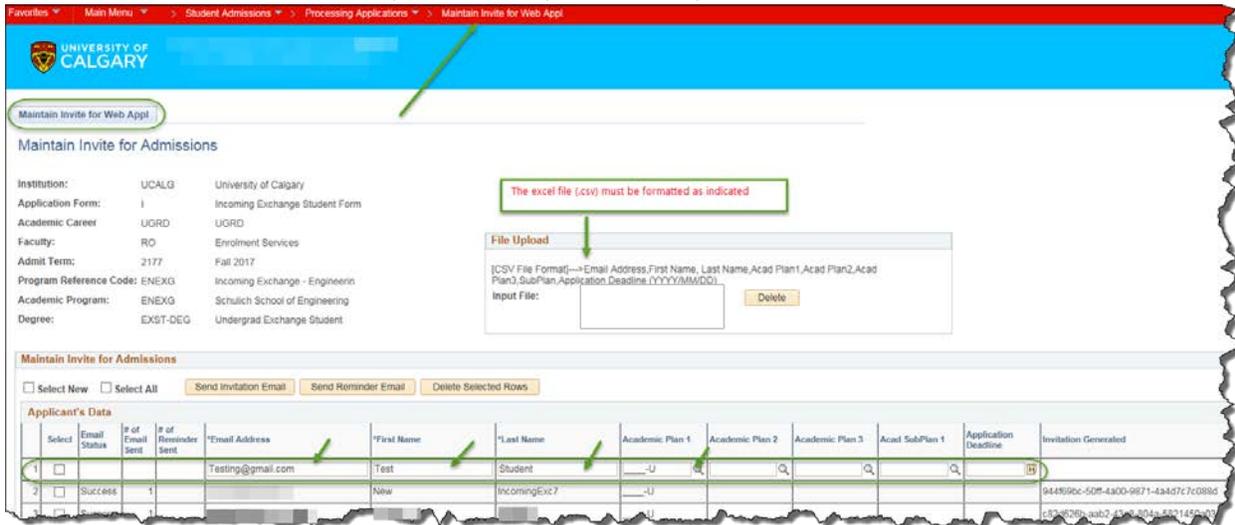
Click the **Add multiple rows** link at the end of any of the rows.



After clicking the Add button you will be prompted to enter one or more lines. For this example we will only add one row for applicant.  
Click the **OK** button.



Enter the fields: Email Address, First Name, Last Name, and Academic Plan 1.



When completed entering the applicant information click the **Save** button. NOTE: Sending the invitations will also save the rows.



### Sending the Invitations:

Invitations can be sent individually or in groups. To send the invitation to a specific applicant select the applicant row by checking the box in the Select column.  
Click the **Select** option.



**Select New** can be used to select all applicant rows that have been entered and have not had an invitation sent.

**Select All** can be used to select all applicant rows – this will send an invitation to everyone on the screen. If an invitation has already been sent, another will be sent with the same token (access) information as the first.

After the selections have been made Click the **Send Invitation Email** button to send the invitations emails to the applicants.

Using the same selection process to identify rows the **Send Reminder Email** button can be used to send a reminder email to the invitees (this email can be a different format than the original invitation email). **Delete Selected Rows** will remove rows from this screen if the invitation has not been sent, rows cannot be deleted if the invitation has been sent.

Send Invitation Email

Favorites ▾
Main Menu ▾
> Student Admissions ▾
> Processing Applications ▾
> Invite for Web Appl by Faculty
Home
Add to Favorites

**UNIVERSITY OF  
CALGARY**

Admit Term:      2177      Fall 2017

**Maintain Invite for Admissions**

Select New     Select All    Send Invitation Email    Send Reminder Email    Delete Selected Rows

**Applicant's Data**

Select	Email Status	# of Email Sent	# of Reminder Sent	*Program Reference Code	*Academic Program	*Degree	*Email Address	*First Name	*Last Name
1	<input type="checkbox"/>	Success	1	ENEXG	ENEXG	EXST-DEG			
2	<input type="checkbox"/>	Success	1	ENEXG	ENEXG	EXST-DEG			
3	<input type="checkbox"/>	Success	1	ENEXG	ENEXG	EXST-DEG			

# Incoming Exchange Web Applications Training Guide

## SA – Processing Online Web Application



When the invitations have been sent, each applicant will be assigned a unique invitation identifier (token) and this will be noted on the screen as well as the date and time it was created. The OPRID indicates the emplid for who has sent the invitation.

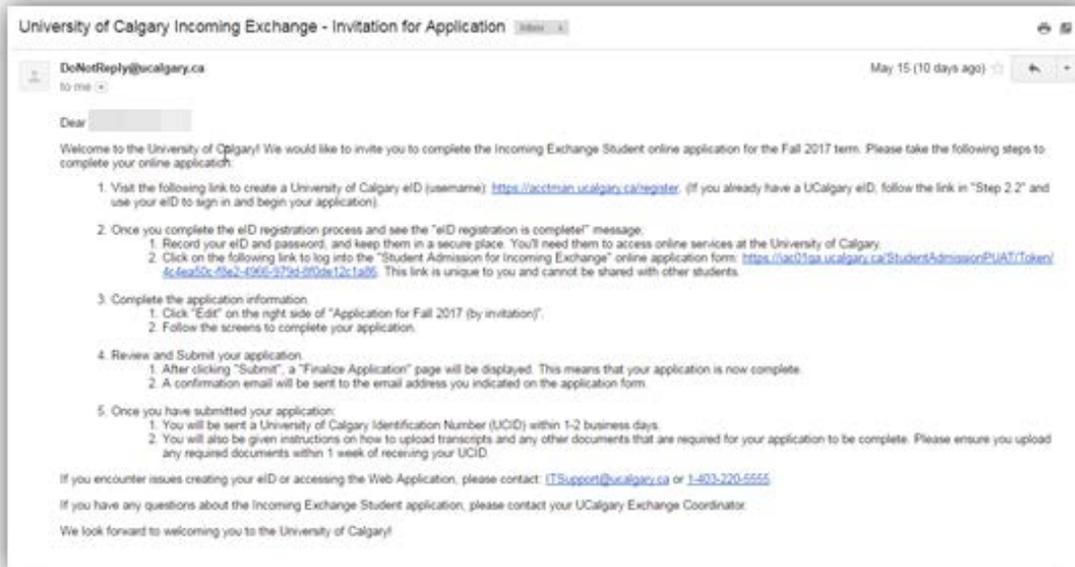
Navigation: Favorites | Main Menu | Student Admissions | Processing Applications | Invite for Web Appl by Faculty | Home | Add to Favorites

UNIVERSITY OF CALGARY

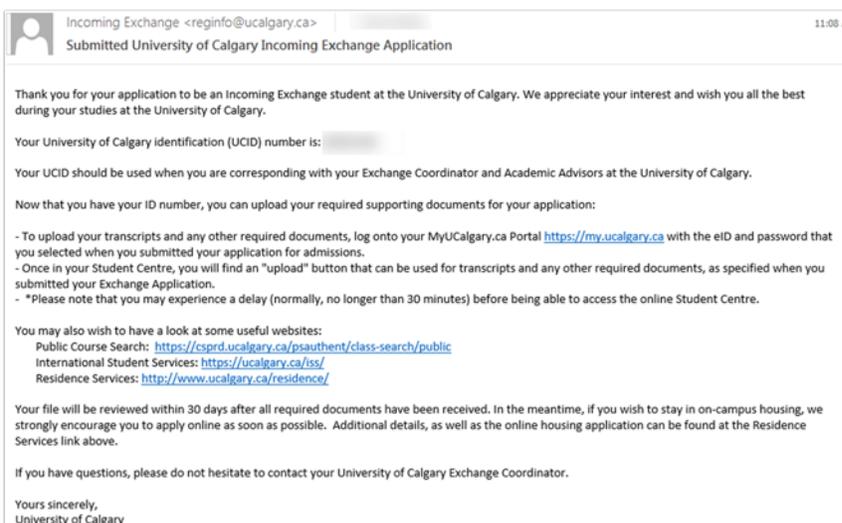
Academic Plan 2	Academic Plan 3	Acad SubPlan 1	Application Deadline	Invitation Generated	Created Date/Time	Create OPRID	Last Update Date/Time	Update OPRID	
				944f69bc-50ff-4a00-9871-4a4d7c7c088d	2017/04/03 10:39:24AM				+
				c82d626b-aab2-43a8-804a-5821450a03df	2017/03/29 1:28:42PM				+
				001a7c86-cffd-474c-ab4a-8968c5d0ff3f	2017/03/28 10:29:24AM				+
				8e6a8c5f-44e2-4c67-8412-c4a5b5b6634a	2017/03/28 11:54:50AM				+
				af8fe0ce-95c3-4066-952d-218a64108825	2017/03/29 1:28:41PM				+
				14fa21f2-5022-477d-91c4-6be338f646ba	2017/03/29 1:28:41PM				+
				0147f437-acba-46bb-a7df-47bc9c8a4c1f	2017/03/28 1:15:45PM				+
				a05b8973-efad-4be8-9921-11d5452ff1c2	2017/03/29 9:49:18AM				+
				e1c22e88-dffd-4238-b9f9-fd90923e9867	2017/03/29 3:17:51PM				+
				5c9261f5-e8c8-4041-a70d-043595ef94e4	2017/03/28 10:29:25AM				+
				5869f33e-285a-4e29-b2c5-bd024b5771d6	2017/03/28 11:54:50AM				+
				43f552e5-0d6b-4276-84b5-86cae13a0fcb	2017/03/28 10:29:25AM				+
				56196253-d11a-4046-8e45-8eff730e0876	2017/03/28 11:54:52AM				+

Buttons: Add | Update/Display | 100%

This is an example of the email that is sent to the applicant with the Send Invitation action. In the email is their unique identifier (token) enabling them to access the University of Calgary application system. The instructions indicate how to complete an eID and proceed with their application.



This is an example of the acknowledgement email that is sent to the applicant after they have submitted their application successfully. If their application has a search/match problem, it will sit in the holding tank until it is resolved. Once that is resolved, this email will be sent to the applicant. In the email is their UCID number enabling them to access the University of Calgary student centre.

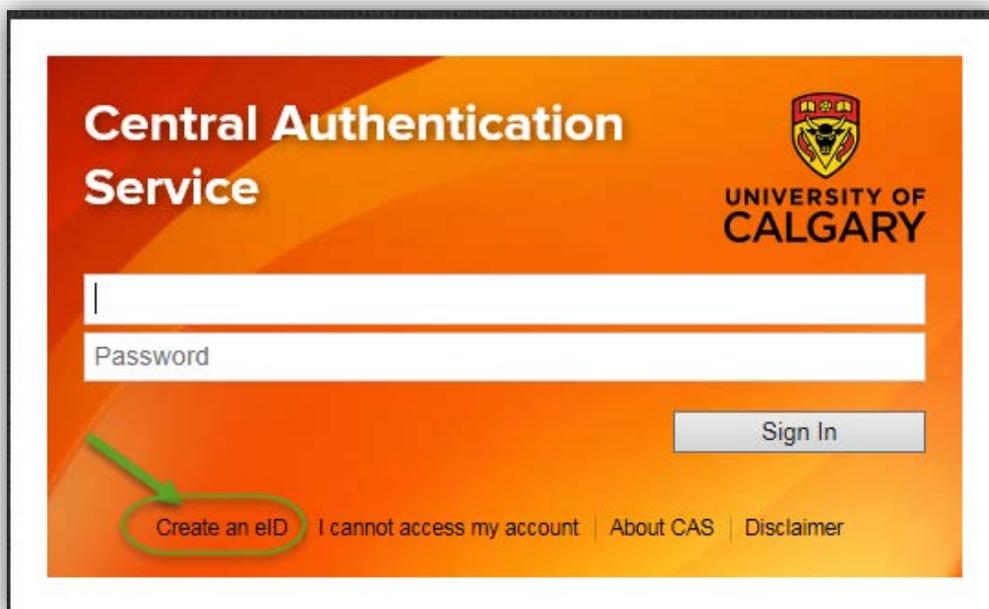


### Completing an Online Web Application: Student View

The following explains the steps the student must complete to submit an online web application.

After clicking on the unique identifier in the email they will be navigated to the Central Authentication Service (CAS) logon menu. If they have not already created an eID they must complete one by this link. Otherwise they can log in with their credentials. Click the **Create an eID** link.

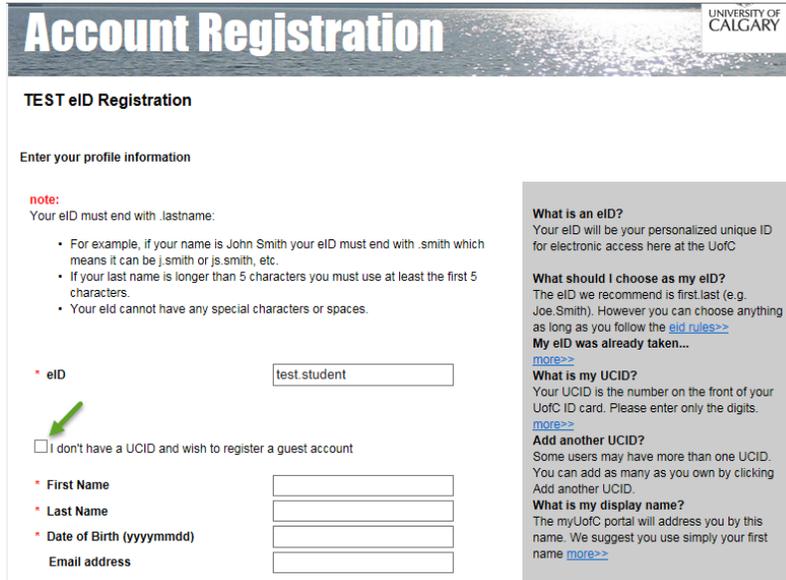
**Create an eID**



On Account Registration they must create an eid which is their first name followed by a period and their last name. For this example we will use test.student. Note: This is a test eID Account Registration site for training purposes. Enter the desired information into the **eID** field. Enter a valid value e.g. "**test.student**".



If the student/applicant has never received a UCID from the University of Calgary (never applied here before) they should indicate they do not have a UCID. Click the **I don't have a UCID...** option.



**Account Registration** UNIVERSITY OF CALGARY

**TEST eID Registration**

Enter your profile information

**note:**  
Your eID must end with .lastname:

- For example, if your name is John Smith your eID must end with .smith which means it can be j.smith or js.smith, etc.
- If your last name is longer than 5 characters you must use at least the first 5 characters.
- Your eID cannot have any special characters or spaces.

\* eID

I don't have a UCID and wish to register a guest account

\* First Name

\* Last Name

\* Date of Birth (yyyyymmdd)

Email address

**What is an eID?**  
Your eID will be your personalized unique ID for electronic access here at the UofC

**What should I choose as my eID?**  
The eID we recommend is first.last (e.g. Joe.Smith). However you can choose anything as long as you follow the [eID rules>>](#)

**My eID was already taken...**  
[more>>](#)

**What is my UCID?**  
Your UCID is the number on the front of your UofC ID card. Please enter only the digits.  
[more>>](#)

**Add another UCID?**  
Some users may have more than one UCID. You can add as many as you own by clicking Add another UCID.

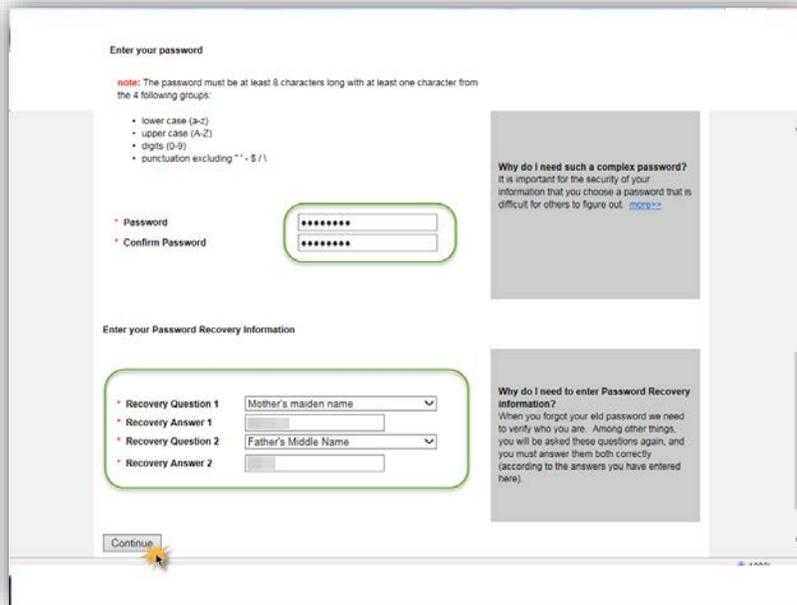
**What is my display name?**  
The myUofC portal will address you by this name. We suggest you use simply your first name [more>>](#)

Complete the required fields for First Name, Last Name and date of birth.

The applicant will be required to create a password. They must follow the necessary criteria to create a password. Also complete the Password Recovery Questions. Once the Account Registration page is completed they can continue to the next page.

Click the **Continue** button.

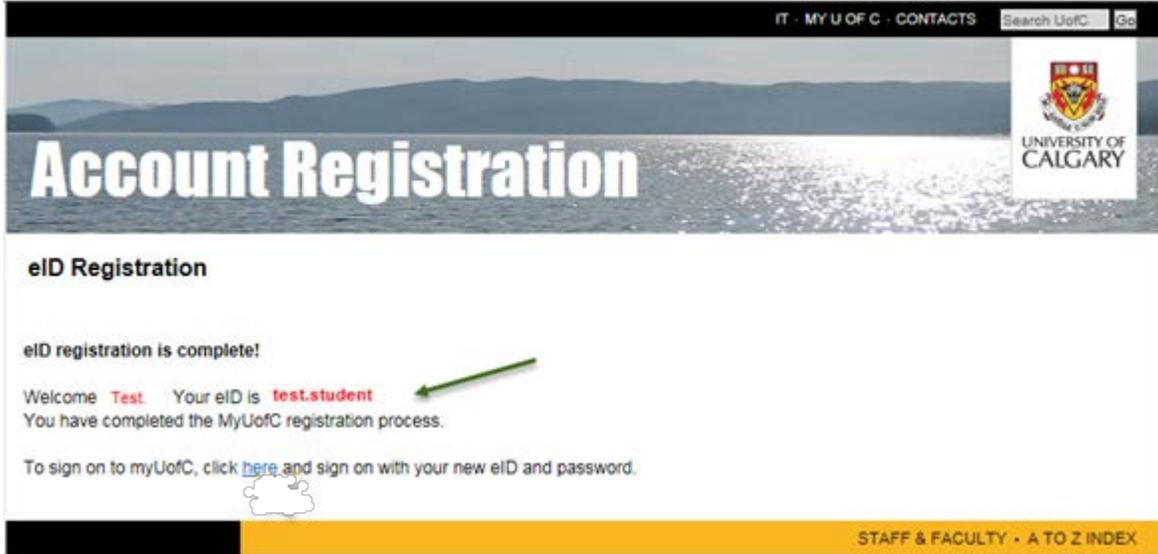
Continue



The screenshot shows a web form for creating a password and setting recovery questions. The form is titled "Enter your password" and includes a note about password requirements: "The password must be at least 8 characters long with at least one character from the 4 following groups: lower case (a-z), upper case (A-Z), digits (0-9), and punctuation excluding ' ' - \$ /". There are two input fields for "Password" and "Confirm Password", both containing asterisks. Below this is the "Enter your Password Recovery Information" section, which has two questions: "Recovery Question 1" with a dropdown menu set to "Mother's maiden name" and an empty answer field, and "Recovery Question 2" with a dropdown menu set to "Father's Middle Name" and an empty answer field. To the right of the form are two informational boxes. The first, titled "Why do I need such a complex password?", explains that it's important for security and provides a "more" link. The second, titled "Why do I need to enter Password Recovery information?", explains that this information is used to verify identity if the password is forgotten. At the bottom left of the form is a "Continue" button with a mouse cursor hovering over it.

After Account Registration is successful, the confirmation menu displays their eID and their registration information is confirmed (e.g. the eID is test.student). The student/applicant is ready to begin the application for admission.

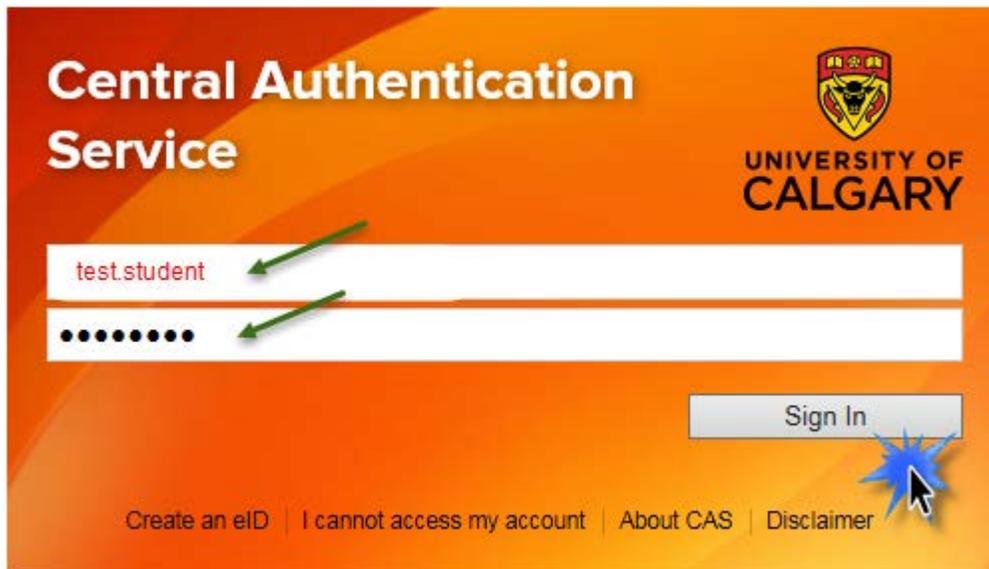
**Note:** It is not advisable for the student to sign on using the “here” button, they should continue to follow the instructions in the email invitation. However, this screen indicates the eID has been created.



The screenshot shows the 'Account Registration' confirmation page on the University of Calgary website. The page features a header with navigation links (IT, MY U OF C, CONTACTS), a search bar, and the university logo. The main content area is titled 'Account Registration' and 'eID Registration'. A message states: 'eID registration is complete! Welcome Test. Your eID is test.student. You have completed the MyUofC registration process.' A green arrow points to the eID 'test.student'. Below the message, it says 'To sign on to myUofC, click here and sign on with your new eID and password.' The footer contains 'STAFF & FACULTY - A TO Z INDEX'.

As per the instructions in the email invitation the student/applicant can navigate to the Central Authentication Service (CAS) logon window where they can log on with their newly created eID and password.

Click the **Sign In** button.



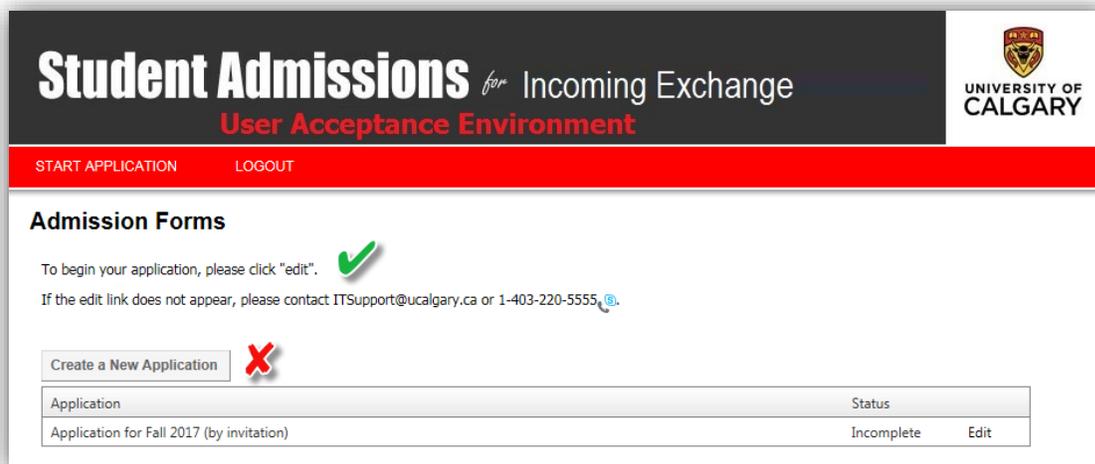
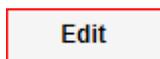
This prompt confirms the successful logon to the CAS (Central Authentication Service) and can be closed. Click the **Close** button.

The Student Admissions application for Incoming Exchange displays (note this is a testing environment). All Incoming Exchange applicants must click Edit to begin an application rather than Create a New Application.

Click the **Edit** link.



Click the **Edit** button.

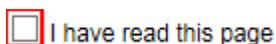


The screenshot shows the "Student Admissions for Incoming Exchange User Acceptance Environment" interface. At the top, there is a dark header with the University of Calgary logo and the text "Student Admissions for Incoming Exchange User Acceptance Environment". Below the header is a red navigation bar with "START APPLICATION" and "LOGOUT" buttons. The main content area is titled "Admission Forms" and contains the following text: "To begin your application, please click 'edit'." followed by a green checkmark icon. Below this is a link: "If the edit link does not appear, please contact [ITSupport@ucalgary.ca](mailto:ITSupport@ucalgary.ca) or 1-403-220-5555." There is a "Create a New Application" button with a red 'X' icon next to it. Below the button is a table with the following content:

Application	Status
Application for Fall 2017 (by invitation)	Incomplete Edit

The student/applicant can begin completing the application for admission. The left panel displays the steps required. Each step will prompt for required information. Follow all the steps on the application and press Save & Continue or Back as they process through the application.

Click the **I have read this page** option.



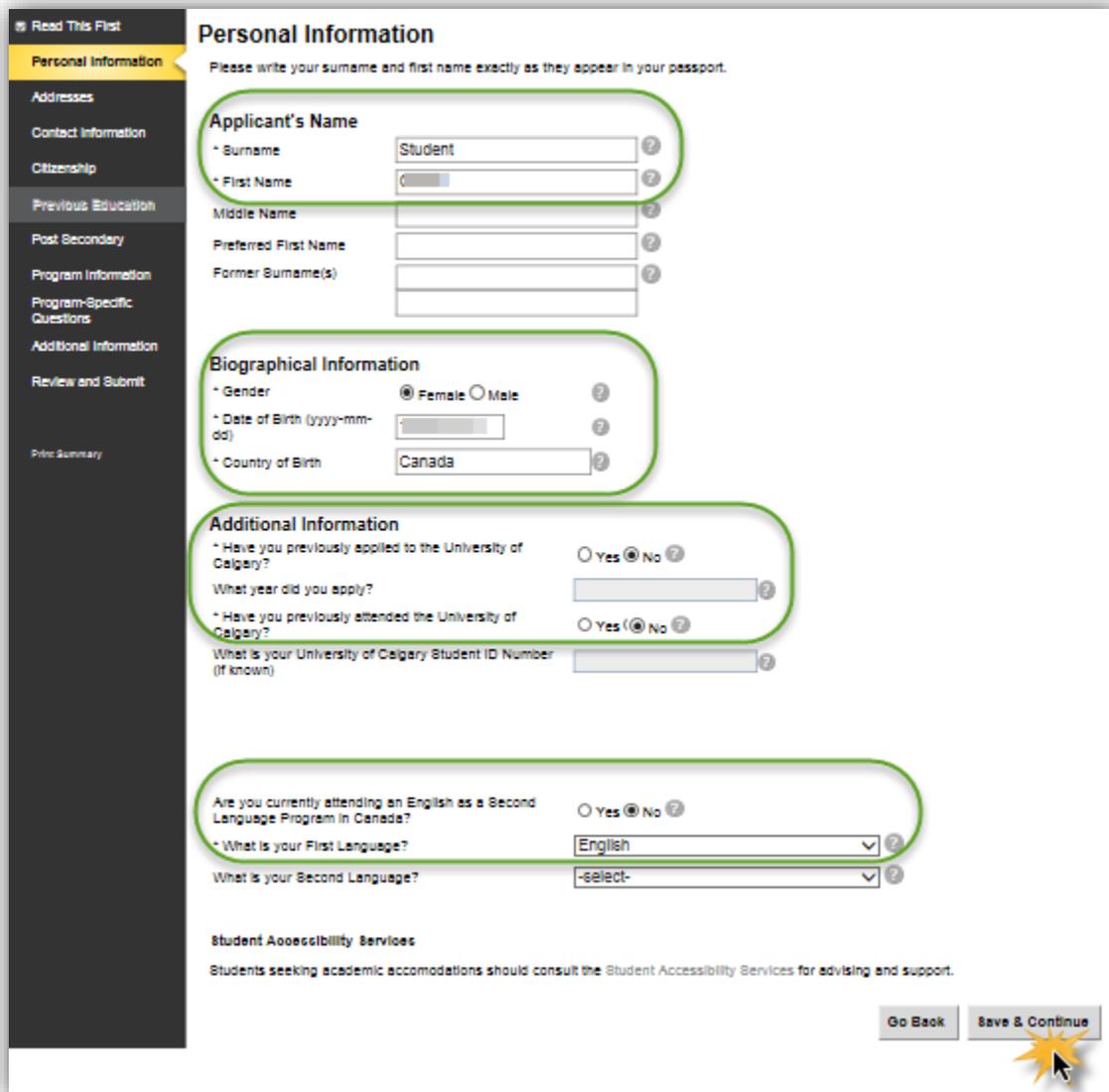
Click the **Save & Continue** button.



Complete all the required field information for Personal Information then press Save & Continue.

Click the **Save & Continue** button.

Save & Continue



**Personal Information**

Please write your surname and first name exactly as they appear in your passport.

**Applicant's Name**

\* Surname  ?

\* First Name  ?

Middle Name  ?

Preferred First Name  ?

Former Surname(s)  ?

**Biographical Information**

\* Gender  Female  Male ?

\* Date of Birth (yyyy-mm-dd)  ?

\* Country of Birth  ?

**Additional Information**

\* Have you previously applied to the University of Calgary?  Yes  No ?

What year did you apply?  ?

\* Have you previously attended the University of Calgary?  Yes  No ?

What is your University of Calgary Student ID Number (if known)  ?

Are you currently attending an English as a Second Language Program in Canada?  Yes  No ?

\* What is your First Language?  ?

What is your Second Language?  ?

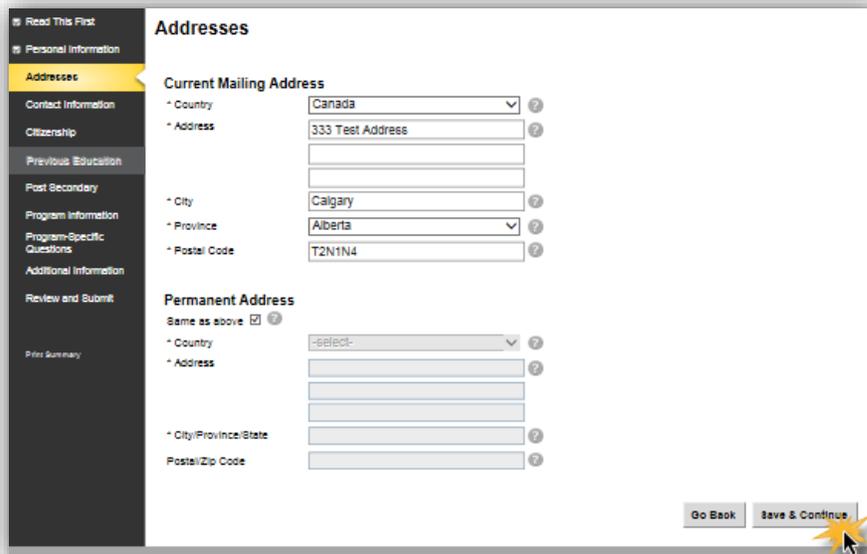
**Student Accessibility Services**

Students seeking academic accommodations should consult the Student Accessibility Services for advising and support.

Enter the Current Mailing Address and if necessary Permanent Address or select same as above.

Click the **Save & Continue** button.

**Save & Continue**



**Addresses**

**Current Mailing Address**

\* Country  ?

\* Address  ?

\* City  ?

\* Province  ?

\* Postal Code  ?

**Permanent Address**

Same as above  ?

\* Country  ?

\* Address  ?

\* City/Province/State  ?

Postal/Zip Code  ?

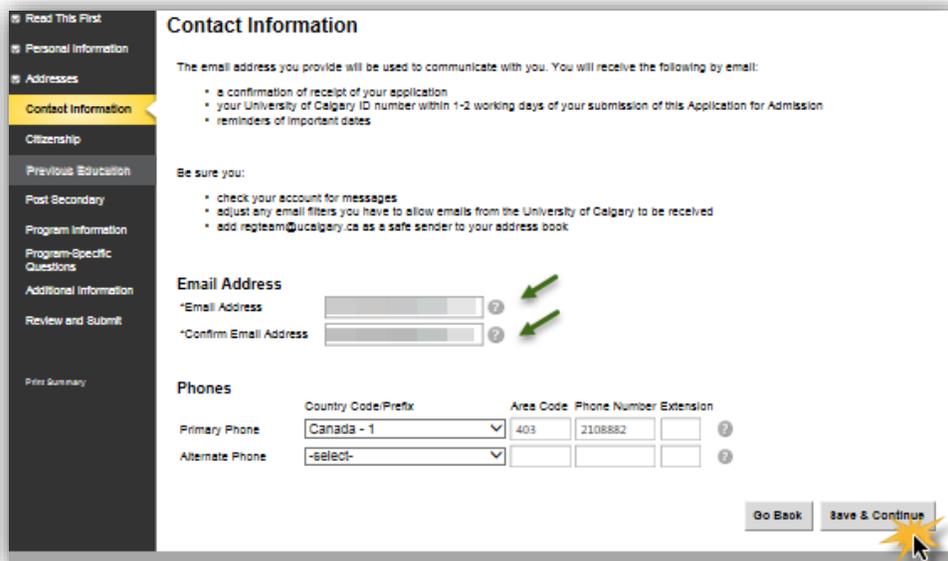
Go Back Save & Continue

Confirm all the contact information in the required fields including confirming your email address as this is the email that subsequent information will be emailed including:

- Confirmation of Application receipt
- their University of Calgary ucid #
- Additional Reminders of important dates

Click the **Save & Continue** button.

**Save & Continue**



**Contact Information**

The email address you provide will be used to communicate with you. You will receive the following by email:

- a confirmation of receipt of your application
- your University of Calgary ID number within 1-2 working days of your submission of this Application for Admission
- reminders of important dates

Be sure you:

- check your account for messages.
- adjust any email filters you have to allow emails from the University of Calgary to be received
- add regteam@ucalgary.ca as a safe sender to your address book

**Email Address**

\*Email Address

\*Confirm Email Address

**Phones**

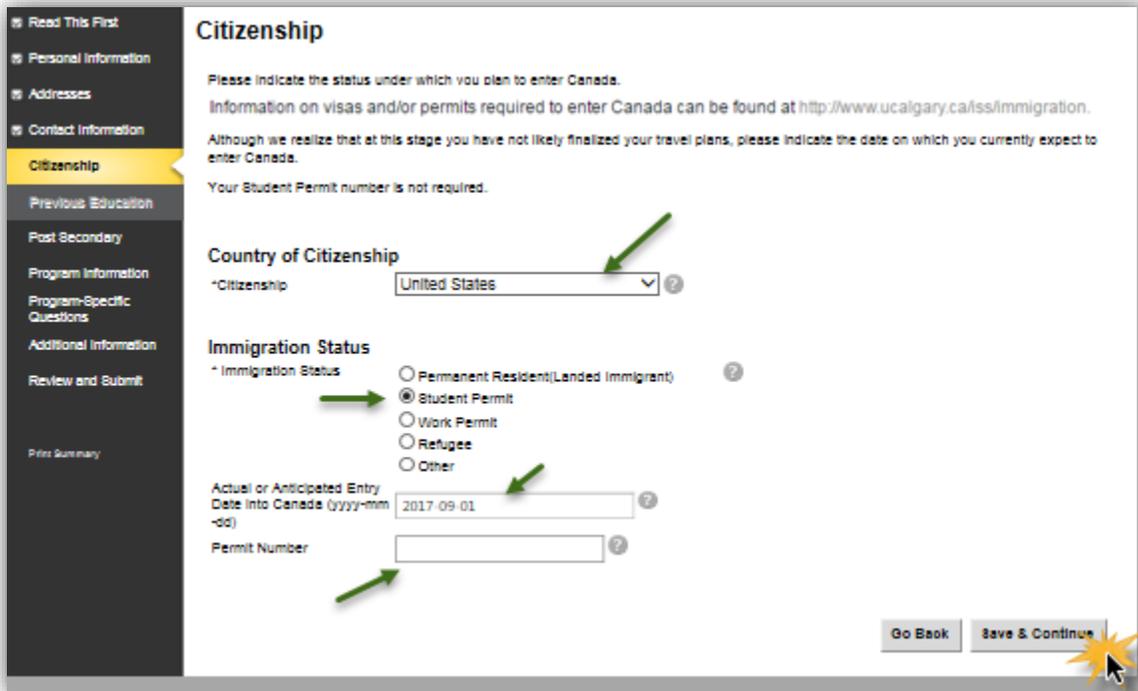
	Country Code/Prefix	Area Code	Phone Number	Extension
Primary Phone	Canada - 1	403	2108882	
Alternate Phone	-select-			

Go Back Save & Continue

When selecting Country of Citizenship the options change. For example when selecting Canada the option for Canadian Aboriginal declaration displays including the Registration Number option.

If the Country of Citizenship is other than Canada (e.g. United States) the options for Immigration Status will display including the Actual or Anticipated arrival to Canada. Once the status is selected (e.g. Student Permit) the Permit Number may be included. Click the **Save & Continue** button.

Save & Continue



**Citizenship**

Please indicate the status under which you plan to enter Canada.  
Information on visas and/or permits required to enter Canada can be found at <http://www.ucalgary.ca/iss/immigration>.  
Although we realize that at this stage you have not likely finalized your travel plans, please indicate the date on which you currently expect to enter Canada.  
Your Student Permit number is not required.

**Country of Citizenship**

\*Citizenship

**Immigration Status**

\* Immigration Status

Permanent Resident(Landed Immigrant)

Student Permit

Work Permit

Refugee

Other

Actual or Anticipated Entry Date into Canada (yyyy-mm-dd)

Permit Number

Go Back Save & Continue

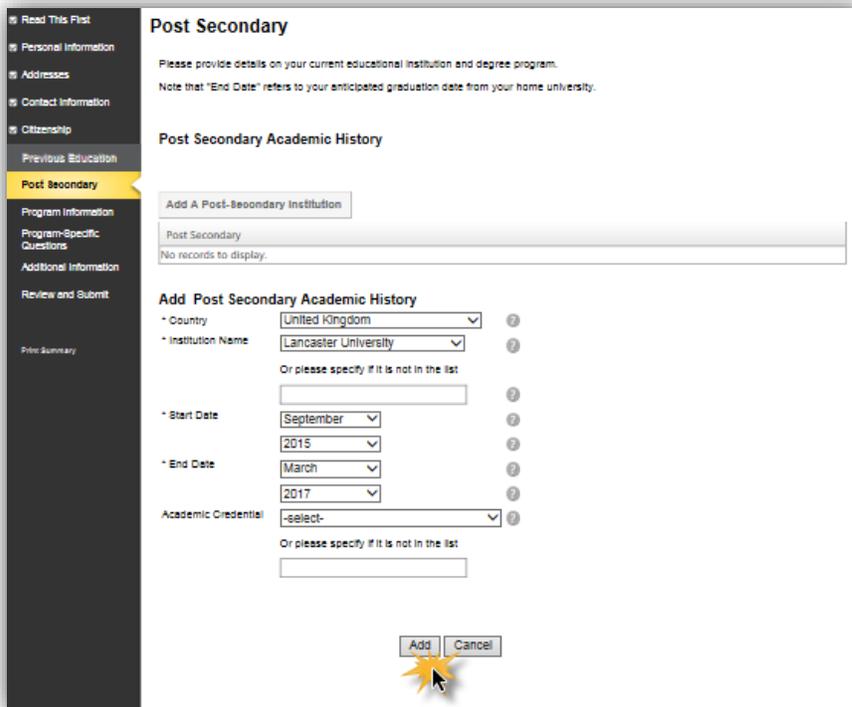
Make a selection on the Post Secondary school page.

Click the **Add A Post-Secondary Institution** link.

Add A Post-Secondary Institution

Complete all the required fields for the post-secondary institution (e.g. United Kingdom, etc).  
Note: The drop down list of Institution Names will only contain Exchange schools.

Click the **Add** button.



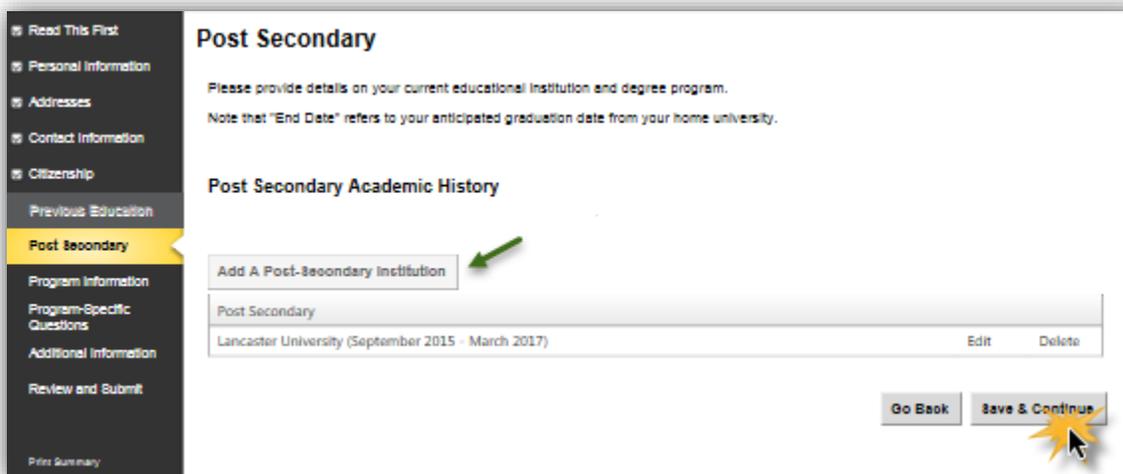
The screenshot shows a web application interface for 'Post Secondary' information. On the left is a dark sidebar with navigation links: 'Read This First', 'Personal Information', 'Addresses', 'Contact Information', 'Citizenship', 'Previous Education', 'Post Secondary' (highlighted), 'Program Information', 'Program-Specific Questions', 'Additional Information', 'Review and Submit', and 'Print Summary'. The main content area is titled 'Post Secondary' and contains the following elements:

- A header section: 'Post Secondary' with instructions: 'Please provide details on your current educational institution and degree program. Note that "End Date" refers to your anticipated graduation date from your home university.'
- A section titled 'Post Secondary Academic History' with a sub-header 'Add A Post-Secondary Institution' and a table with one row: 'Post Secondary' and 'No records to display.'
- A form titled 'Add Post Secondary Academic History' with the following fields:
  - \* Country: dropdown menu with 'United Kingdom' selected.
  - \* Institution Name: dropdown menu with 'Lancaster University' selected.
  - Text input: 'Or please specify if it is not in the list:'
  - \* Start Date: dropdown menu with 'September' selected.
  - Year dropdown: '2015' selected.
  - \* End Date: dropdown menu with 'March' selected.
  - Year dropdown: '2017' selected.
  - Academic Credential: dropdown menu with '-select-' selected.
  - Text input: 'Or please specify if it is not in the list:'
- Buttons: 'Add' and 'Cancel' at the bottom, with a yellow starburst icon over the 'Add' button.

**Note:** You can add more than one post-secondary institution if necessary by repeating the steps.

Click the **Save & Continue** button.

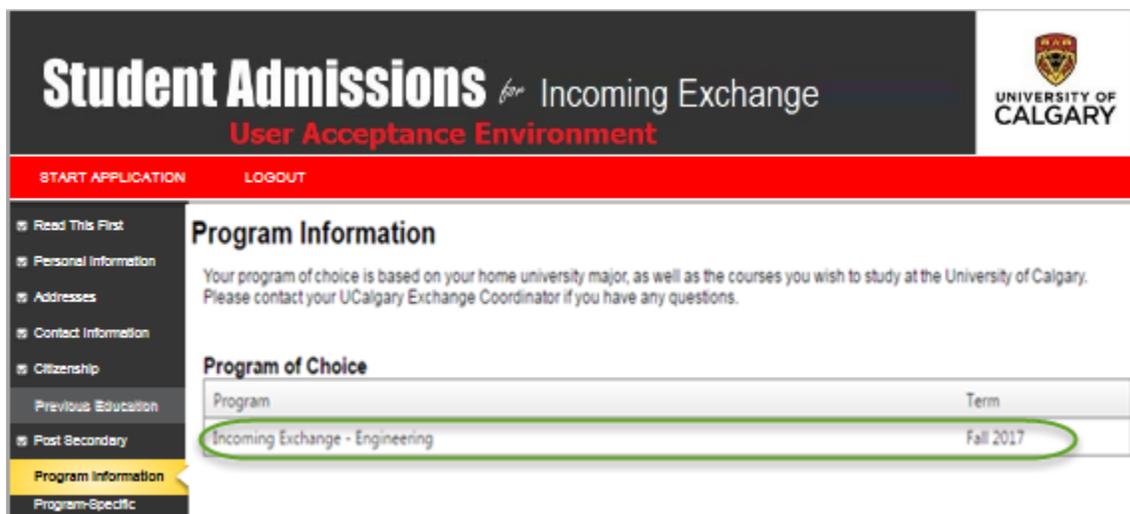
**Save & Continue**



Confirm the Program of Choice and the correct Term (Incoming Exchange Fall 2017). No option is required.

Click the **Save & Continue** button.

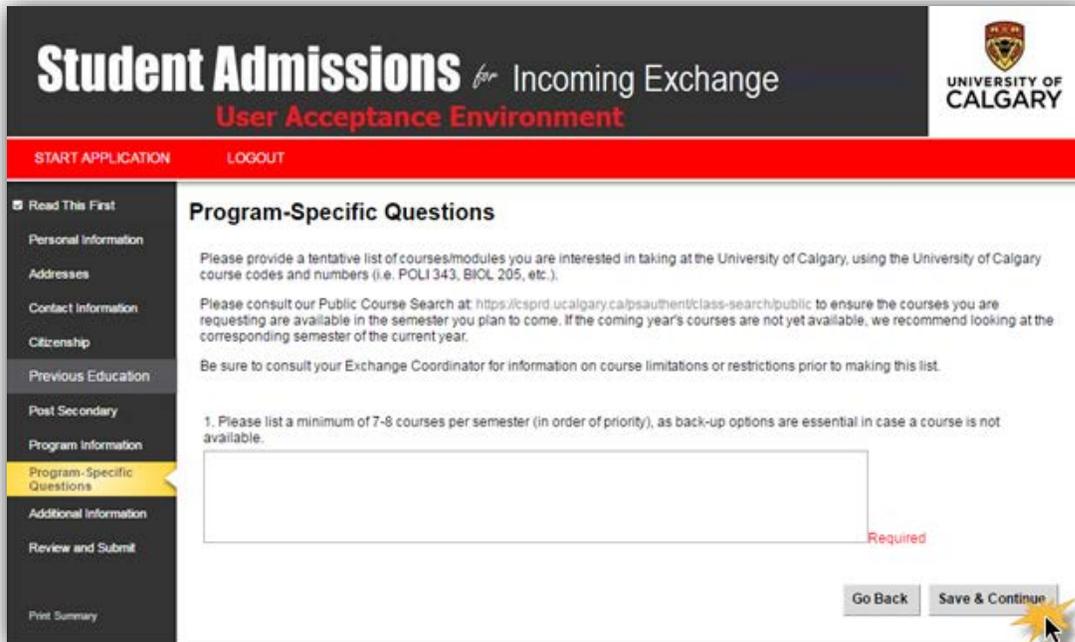
**Save & Continue**



Enter the applicable information for the program specific questions required for Incoming Exchange. For example list a minimum of 7-8 courses per semester as back-up options.

Click the **Save & Continue** button.

**Save & Continue**



**Student Admissions** *for* Incoming Exchange  
**User Acceptance Environment**

UNIVERSITY OF CALGARY

START APPLICATION    LOGOUT

**Read This First**

- Personal Information
- Addresses
- Contact Information
- Citizenship
- Previous Education
- Post Secondary
- Program Information
- Program-Specific Questions**
- Additional Information
- Review and Submit

**Program-Specific Questions**

Please provide a tentative list of courses/modules you are interested in taking at the University of Calgary, using the University of Calgary course codes and numbers (i.e. POLI 343, BIOL 205, etc.).

Please consult our Public Course Search at: <https://itsprd.ucalgary.ca/psauthentic/class-search/public> to ensure the courses you are requesting are available in the semester you plan to come. If the coming year's courses are not yet available, we recommend looking at the corresponding semester of the current year.

Be sure to consult your Exchange Coordinator for information on course limitations or restrictions prior to making this list.

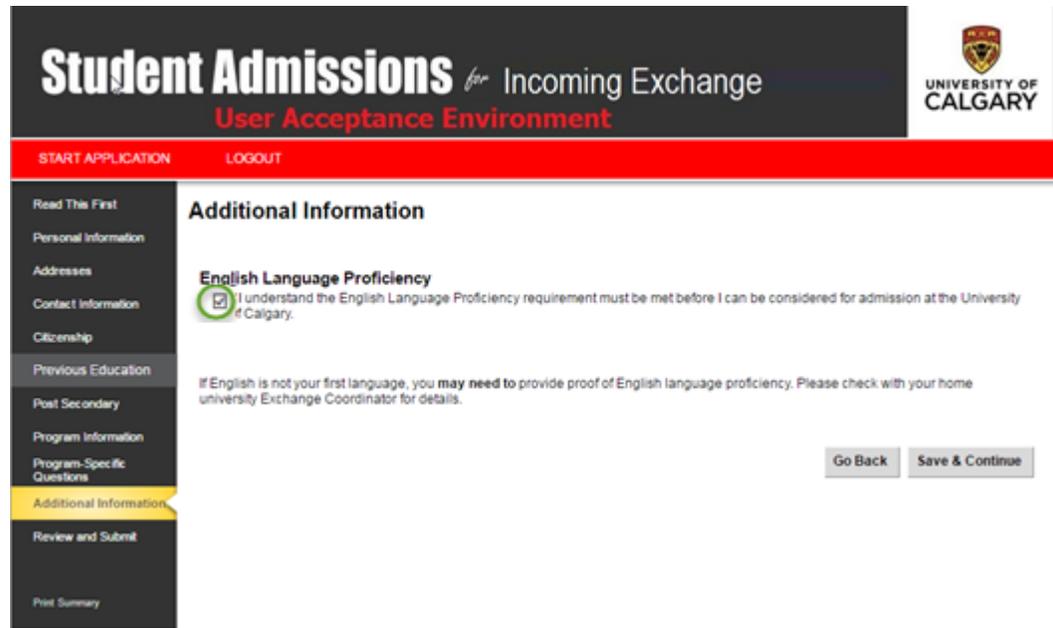
1. Please list a minimum of 7-8 courses per semester (in order of priority), as back-up options are essential in case a course is not available.

Required

Go Back    Save & Continue

Enter the checkbox for the required field regarding English Language Proficiency.  
Click the **Save & Continue** button.

Save & Continue



**Student Admissions** *for* Incoming Exchange  
User Acceptance Environment

[START APPLICATION](#)   [LOGOUT](#)

- Read This First
- Personal Information
- Addresses
- Contact Information
- Citizenship
- Previous Education
- Post Secondary
- Program Information
- Program-Specific Questions
- Additional Information
- Review and Submit
- Print Summary

### Additional Information

**English Language Proficiency**

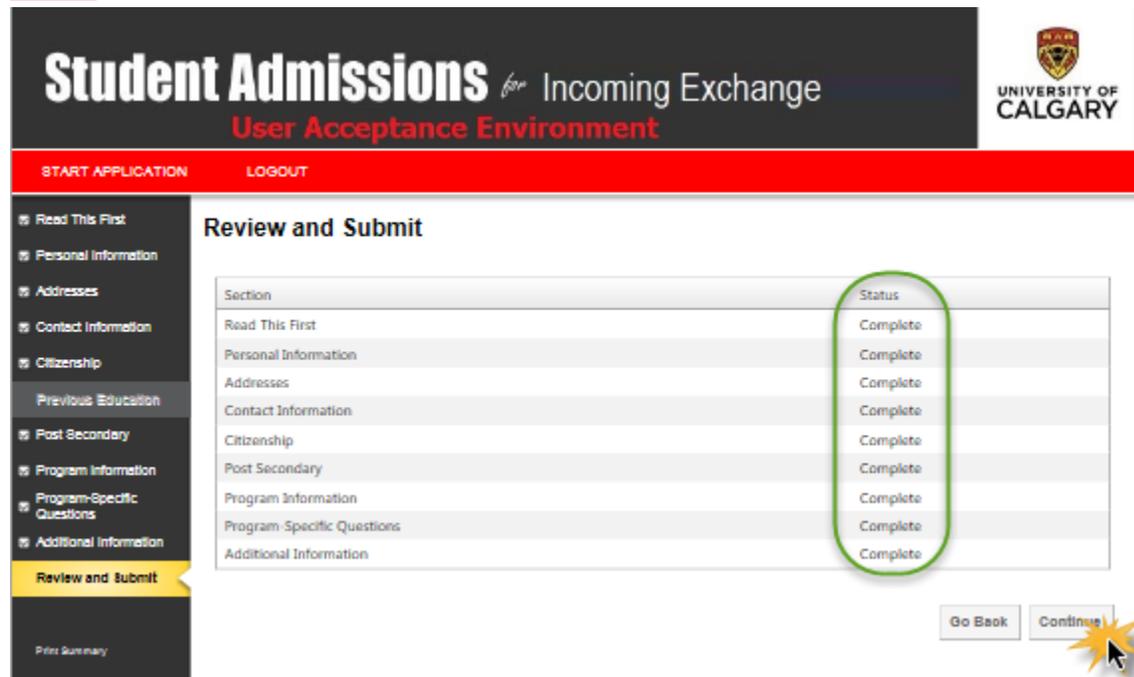
I understand the English Language Proficiency requirement must be met before I can be considered for admission at the University of Calgary.

If English is not your first language, you **may need** to provide proof of English language proficiency. Please check with your home university Exchange Coordinator for details.

[Go Back](#)   [Save & Continue](#)

The Review and Submit table indicates what has been completed or, not completed allowing the applicant to return to the specific section for completion.  
Click the **Continue** link.

Continue



**Student Admissions** *for* Incoming Exchange  
User Acceptance Environment

[START APPLICATION](#)   [LOGOUT](#)

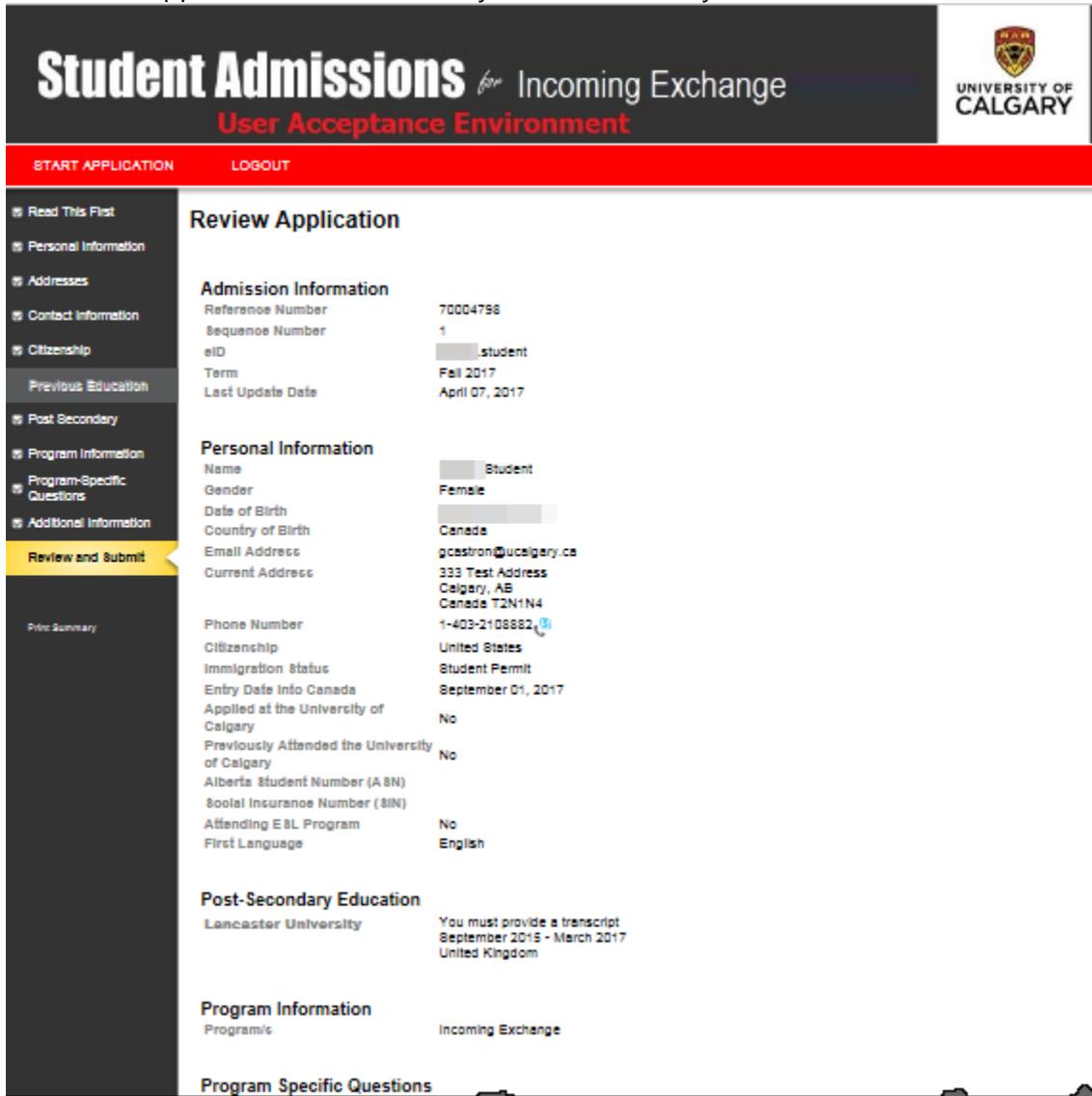
- Read This First
- Personal Information
- Addresses
- Contact Information
- Citizenship
- Previous Education
- Post Secondary
- Program Information
- Program-Specific Questions
- Additional Information
- Review and Submit
- Print Summary

### Review and Submit

Section	Status
Read This First	Complete
Personal Information	Complete
Addresses	Complete
Contact Information	Complete
Citizenship	Complete
Post Secondary	Complete
Program Information	Complete
Program-Specific Questions	Complete
Additional Information	Complete

[Go Back](#)   [Continue](#)

Review the application and if necessary return to edit any information.



**Student Admissions** for Incoming Exchange  
**User Acceptance Environment**

START APPLICATION    LOGOUT

**Review Application**

**Admission Information**

Reference Number	70004758
Sequence Number	1
eID	...student
Term	Fall 2017
Last Update Date	April 07, 2017

**Personal Information**

Name	... Student
Gender	Female
Date of Birth	...
Country of Birth	Canada
Email Address	gcastron@ucalgary.ca
Current Address	333 Test Address Calgary, AB Canada T2N1N4
Phone Number	1-403-2108882
Citizenship	United States
Immigration Status	Student Permit
Entry Date Into Canada	September 01, 2017
Applied at the University of Calgary	No
Previously Attended the University of Calgary	No
Alberta Student Number (ASN)	
Social Insurance Number (SIN)	
Attending ESL Program	No
First Language	English

**Post-Secondary Education**

Lancaster University	You must provide a transcript September 2015 - March 2017 United Kingdom
----------------------	--

**Program Information**

Program/s	Incoming Exchange
-----------	-------------------

**Program Specific Questions**

**Navigation:** Read This First, Personal Information, Addresses, Contact Information, Citizenship, Previous Education, Post Secondary, Program Information, Program-Specific Questions, Additional Information, Review and Submit, Print Summary

Confirm the additional information on the lower portion of the Review and Submit. If anything requires changes use the Go Back option. The applicant can also print the summary page. When all information is confirmed press the continue button.  
Click the **Continue** button.

[Continue](#)

**Print Summary**

**Current Address**  
Canada T2N1N4

**Phone Number** 1-403-2108882, (3)

**Citizenship** United States

**Immigration Status** Student Permit

**Entry Date into Canada** September 01, 2017

**Applied at the University of Calgary** No

**Previously Attended the University of Calgary** No

**Alberta Student Number (ASN)**

**Social Insurance Number (SIN)**

**Attending ESL Program** No

**First Language** English

**Post-Secondary Education**  
Lancaster University You must provide a transcript  
September 2015 - March 2017  
United Kingdom

**Program Information**  
Program/s Incoming Exchange

**Program Specific Questions**  
Incoming Exchange,  
1. Please list a minimum of 7-8 courses per semester (in order of priority), as back-up options are essential in case a course is not available.  
AMAT 307 or AMAT 419

**Program Specific Documentation Requirement**  
Incoming Exchange,  
1. Please upload a copy of your transcript from your home institution

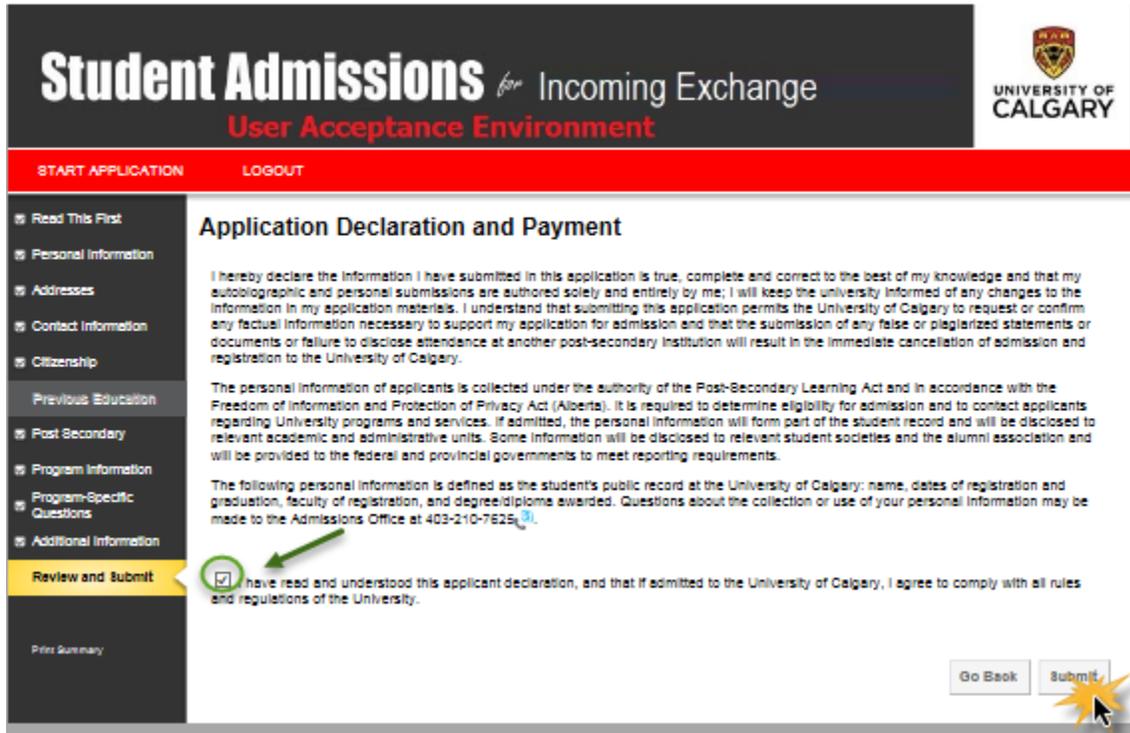
**Additional Information**  
\* I understand the English Language Proficiency requirement must be met before I can be considered for admission at the University of Calgary.  
Yes

[Go Back](#) [Print Summary](#) [Continue](#)

The applicant must indicate that they understand the application declaration and payment requirements by checking the box. When completed press Submit.

Click the **Submit** link.

Submit



**Student Admissions** for Incoming Exchange  
**User Acceptance Environment**

UNIVERSITY OF CALGARY

START APPLICATION LOGOUT

- Read This First
- Personal Information
- Addresses
- Contact Information
- Citizenship
- Previous Education
- Post Secondary
- Program Information
- Program-Specific Questions
- Additional Information
- Review and Submit**
- Print Summary

### Application Declaration and Payment

I hereby declare the information I have submitted in this application is true, complete and correct to the best of my knowledge and that my autobiographic and personal submissions are authored solely and entirely by me; I will keep the university informed of any changes to the information in my application materials. I understand that submitting this application permits the University of Calgary to request or confirm any factual information necessary to support my application for admission and that the submission of any false or plagiarized statements or documents or failure to disclose attendance at another post-secondary institution will result in the immediate cancellation of admission and registration to the University of Calgary.

The personal information of applicants is collected under the authority of the Post-Secondary Learning Act and in accordance with the Freedom of Information and Protection of Privacy Act (Alberta). It is required to determine eligibility for admission and to contact applicants regarding University programs and services. If admitted, the personal information will form part of the student record and will be disclosed to relevant academic and administrative units. Some information will be disclosed to relevant student societies and the alumni association and will be provided to the federal and provincial governments to meet reporting requirements.

The following personal information is defined as the student's public record at the University of Calgary: name, dates of registration and graduation, faculty of registration, and degree/diploma awarded. Questions about the collection or use of your personal information may be made to the Admissions Office at 403-210-7625, [31](#).

I have read and understood this applicant declaration, and that if admitted to the University of Calgary, I agree to comply with all rules and regulations of the University.

Go Back Submit

Once the application is complete the Finalize Application instructions indicate the next steps the student/applicant must complete in order to satisfy their application requirements. Please note that there may be different requirements for different types of exchange applications.

Review and Submit

Print Summary

## Finalize Application

### Next steps

- Within 1 - 2 business days of submitting your application, you will receive an email containing your University of Calgary Identification number (UCID).
- Once you have received your UCID through email, please log into the myUofC portal (<https://my.ucalgary.ca>) to access your Student Centre.
- In the Student Centre, you can view your Checklist, which will indicate which supporting documents (i.e. your transcript) are required before your application will be complete.
- In order to finalize your application, you must submit a scanned copy of your official transcript from your home university. This can be done through your online Student Centre as soon as you have received your University of Calgary Identification Number (UCID). Please upload a scanned copy of your official transcript (and any other required supporting documents) to your Student Centre within one week of receiving your UCID.
- Once all your supporting documents have been received, please allow 30 business days for processing of your application.
- Correspondence from the University of Calgary will be sent to your email account. Please ensure you check your email account regularly for messages.

### Transcripts and Documentation Deadlines

You must provide transcripts from the following Post Secondary Institutes:

- Karolinska Institutet

You must provide the following supporting documentation

- Please upload a copy of your transcript from your home institution.

Please submit your transcripts and other supporting documents within one week of receiving your UCID.

Exit

### Student Centre: Student View

Once a prospective student has submitted an application for admission there are checklist items that are system generated that appear as To Do List items in the Student's Centre. Often these items require the student to upload supporting documents required to support their application for admission. These documents can include unofficial transcripts, letters of recommendation, record of work experience, etc. The following steps display how a prospective student uploads a document in their student centre.

After navigating to MyUofC Portal at: [my.ucalgary.ca](http://my.ucalgary.ca) they will see a login screen where they can enter their user name and the password they created at the time of application submission.

Click the **Sign In** button.



Tip: They can minimize "-" or close "x" the Central Authentication Service window.  
Click the **Minimize** button.



After logging into the MyUofC Portal with their eid and password, they will see the Student Centre and their information will appear including their emplid number/student id number (e.g. 30051894). There is additional navigation under Quick Links that should be noted.



The screenshot displays the MyUofC portal interface. At the top, a blue header contains the University of Calgary logo, a welcome message "Hello Student's Name Displays Welcome to myUofC", and a search bar. Below the header, a navigation bar includes "Dashboard", "All about me", "Academic", and "Around campus". The main content area is divided into sections: "Announcements" (with a message "No articles currently available" and a link to "VIEW ALL ANNOUNCEMENTS"), "Quick Links" (a list of links including "My T4/T4A Consent", "View my T4/T4A", "Download T2202A", "My Student Donation Receipt", "Desire2Learn", "Office 365 Student Email", "Webmail (archived)", "Degree Navigator", "Student Success Centre", "My grades", "My class schedule", "Calculate GPA", and "Register for courses"), and "Student Centre" (with a "Student ID # 30051894 Help" link). Below the "Student Centre" section, there is an "Academics" section with a "SCHEDULE BUILDER" button, a "SEARCH FOR CLASSES" button, and a message "You are not enrolled in classes." with an "enrollment shopping cart" link. A red arrow points to the "Student ID # 30051894" link, and another red arrow points to the "Quick Links" section, which is labeled "Valuable Quick Links".

Scrolling down in the Student Centre displays additional information. Of particular note is the item on the "To Do List". These are action items the student must complete to satisfy their application for admission. For example, Unofficial Transcript is requested. The To Do list for applicants is often directly related to the items displayed in the Admissions section. This is where students can upload supporting documents (e.g. Unofficial Transcripts).



The screenshot shows the Student Centre interface with several sections:

- Academics:** Includes links for Search, Enroll, My Academics, and an enrollment shopping cart. A message states "You are not enrolled in classes." There is a "SCHEDULE BUILDER" and "SEARCH FOR CLASSES" button.
- Finances:** Includes links for My Account, Account Inquiry, Financial Aid, View/Accept/Decline Awards, Apply for Awards, and Submit Banking Information. A message states "You have no outstanding charges at this time." An Account Summary table shows "Past Due: 0.00". A table below shows financial details for a term.
- Personal Information:** Includes links for Emergency Contact, Names, and Privacy Settings. A Contact Information section shows Home (Mailing) address and Current Home Phone.
- Admissions:** Includes links for Change of Program and Accept/Decline. A "See Status" section prompts to "Select 'Status' link for details". A "My Applications" table shows an application for "Open Studies" in "Fall 2017" with a status of "Open" and an "Upload" button.
- Other Sections:** Includes Holds (No Holds), To Do List (highlighted with a green circle, containing "Unofficial Transcript"), Enrollment Dates (Open Enrollment Dates), Enrolment Services Links (Print Enrolment Verification, Registration information, Know your dates and deadlines), Student Fees and Finances (Pay your tuition & fees, Student loan information, Awards at UCalgary), and Other Links (Enrolment Services, Faculty of Graduate Studies, UofC Calendar).

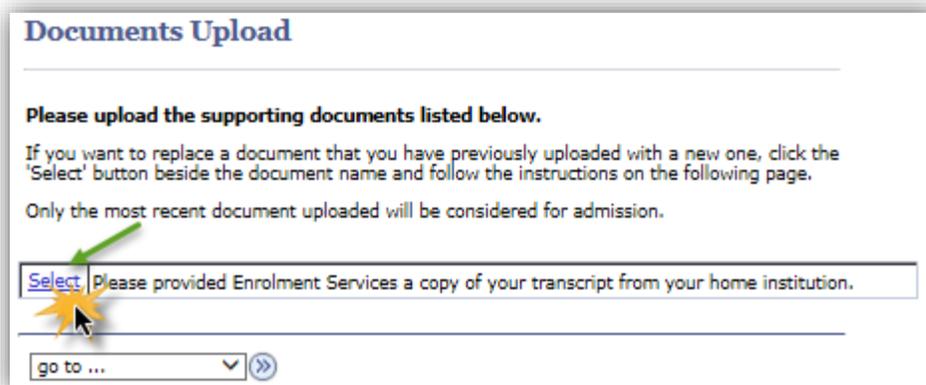
The following steps display how a student can upload required supporting documents.  
Click the **Upload** link.

**Upload**

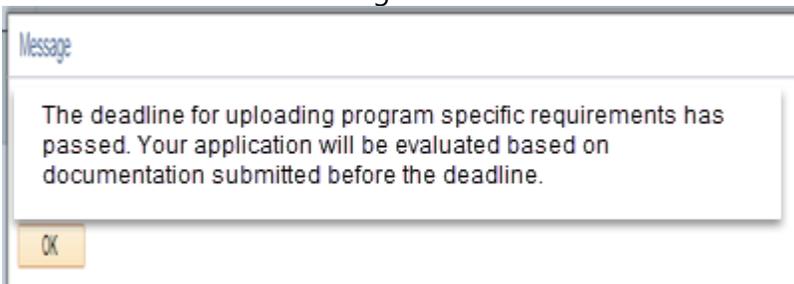


For this example the student is being requested to upload an unofficial transcript.  
Click the **Select** link.

**Select**



If the student attempts to upload a document after the application deadline has passed they will received this error message.

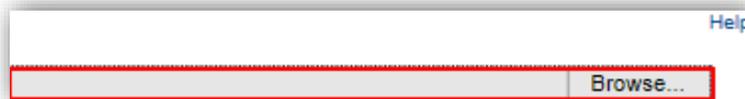


Click the **Upload** button.

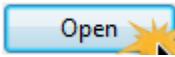
Upload



The student can attach a file after browsing for it.  
Click in the **Browse** field.



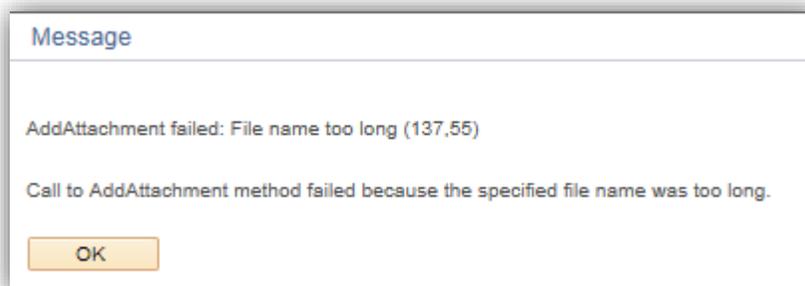
Select the file (e.g. unofficial transcript).  
Click the **Open** button.



After locating the file they wish to upload they can click the Upload button.  
Click the **Upload** button.

Upload

If the file name is too long (greater than 30 characters) the following error message displays.  
They can rename the document if necessary and attempt to upload again.



When the file has been successfully uploaded press the save button. If any updates are required they will overwrite the previous document. Once the document has been loaded the 'upload' button is replaced by an 'update' button. Using the update functionality will allow applicants to replace the previously uploaded document with a revised version if necessary. Click the **Save** button.



### Upload Document

Please provide Enrolment Services a copy of your transcript from your home institution.

You may upload a new document to replace your previous document by selecting the 'Update' button.

Only the most recent document uploaded will be considered for admission. Upon returning to this screen, only the latest document will appear.

**Attachments**

Document Name	Uploaded Date	Description	Status	View
Unofficial Transcript.docx	2017/04/26	Unofficial Transcript.docx		<a href="#">View</a> 

**Update**

[Go back to list of documents](#)

**Save**



# Incoming Exchange Web Applications Training Guide

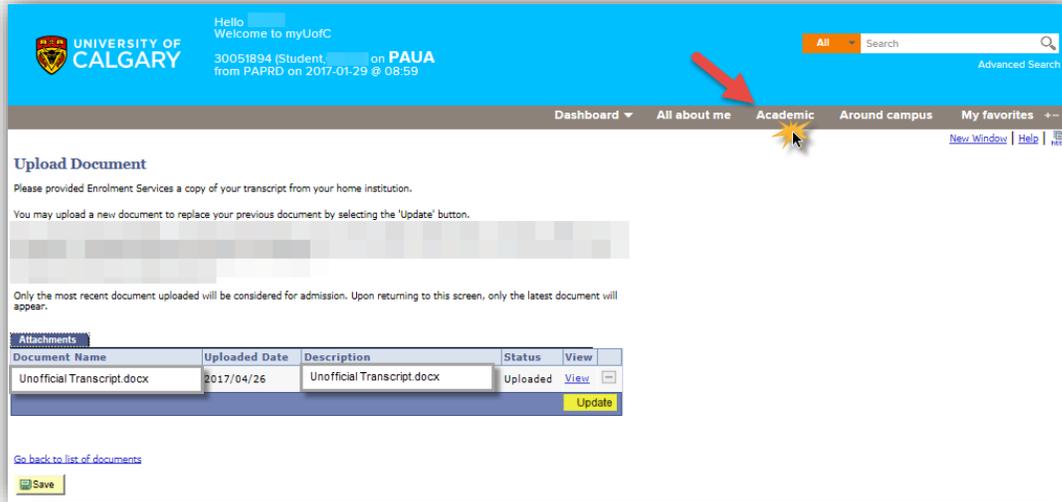
## SA – Processing Online Web Application



To return to the Student Centre click the Academic Link.

Click the **Academic** link.

**Academic**



Click the **Student Centre** link.

**Student Centre**



## Uploading and Viewing Supporting Documents

The following steps demonstrate how to navigate to a UofC Web Electronic Document page in order to upload an unofficial transcript. Also included is how to view the uploaded document. Electronic Documents for Incoming Exchange are unofficial transcripts or any checklist requirements as requested by the Faculty and/or Department.

**Note:** The task of uploading supporting documents is completed by Enrolment Services. The task of viewing the supporting documents is completed by UCI and the faculties.



**IMPORTANT: The name of any file(s) CANNOT be longer than 30 characters, including spaces or symbols.**

**Navigation: Student Admissions > Application Evaluation > UofC Web Electronic Documents > Web Electronic Documents > Enter Student ID number > Search/Enter**

Click the [Student Admissions](#) link.

▶ [Student Admissions](#)

Click the [Application Evaluation](#) link.

[Application Evaluation](#)

Click the [UofC Web Electronic Documents](#) link.

[UofC Web Electronic Documents](#)

Click the [Web Electronic Documents](#) link.

[Web Electronic Documents](#)

Enter the **Student's EMPLID** associated with the document to upload, **UCALG** in the Academic Institution field and enter the applicable term (e.g. 2177 Fall 2017) and press **Search**.

### Web Electronic Documents

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

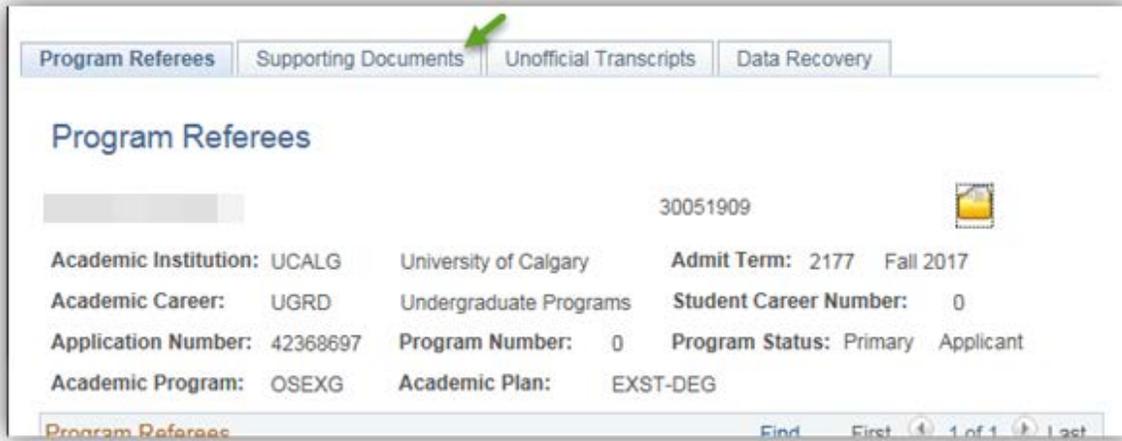
Application Nbr:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
ID:	begins with ▼	<input type="text" value="30051909"/>	<input type="button" value="🔍"/>
Academic Institution:	= ▼	<input type="text" value="UCALG"/>	<input type="button" value="🔍"/>
Academic Career:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Application Program Nbr:	= ▼	<input type="text"/>	<input type="button" value="🔍"/>
Academic Program:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Admit Term:	begins with ▼	<input type="text" value="2177"/>	<input type="button" value="🔍"/>
Application Center:	begins with ▼	<input type="text"/>	<input type="button" value="🔍"/>
Campus ID:	begins with ▼	<input type="text"/>	
National ID:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	

Include History    Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

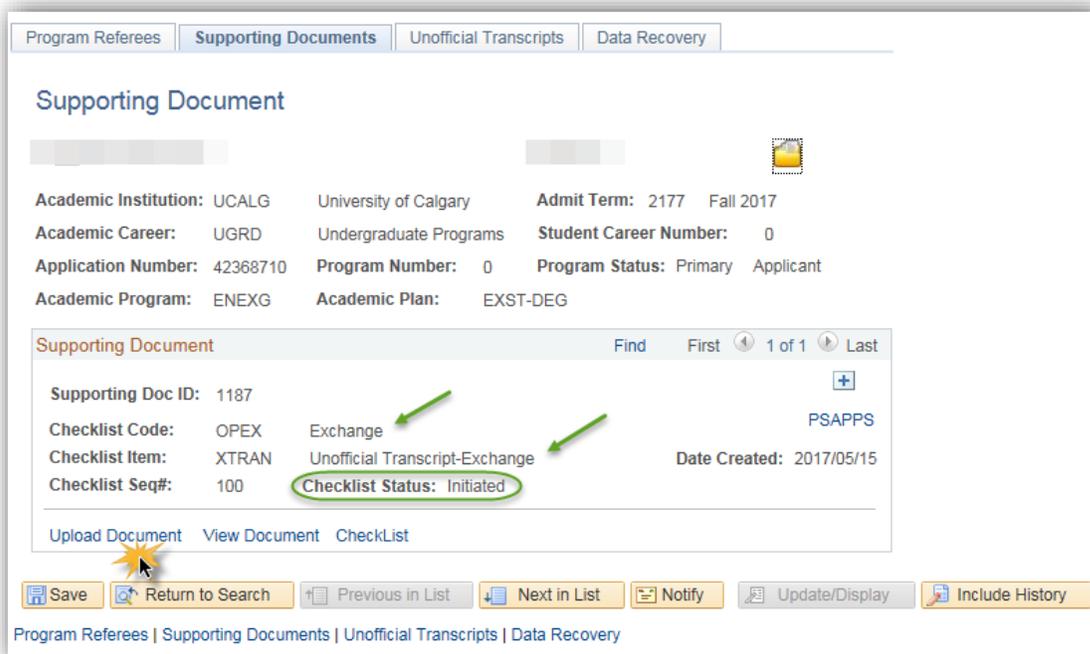
This will display the student's supporting document page  
Click the **Supporting Documents** tab.

**Supporting Documents**



On Supporting Documents the Supporting Document required is indicated by the Checklist Code: OPEX and the Checklist Item: XTRAN Unofficial Transcript-Exchange. Note that the Checklist Status: Initiated. This indicates the unofficial transcript has not been uploaded at this point. The student will see a "To Do" item in Student Centre. Click the **Upload Document** link.

[Upload Document](#)



To upload an unofficial transcript click on the Upload button. Click the **Upload** button.

Upload

At this point it is assumed the unofficial transcript has been saved on the user's computer and can be uploaded.

Click the **Browse** link.

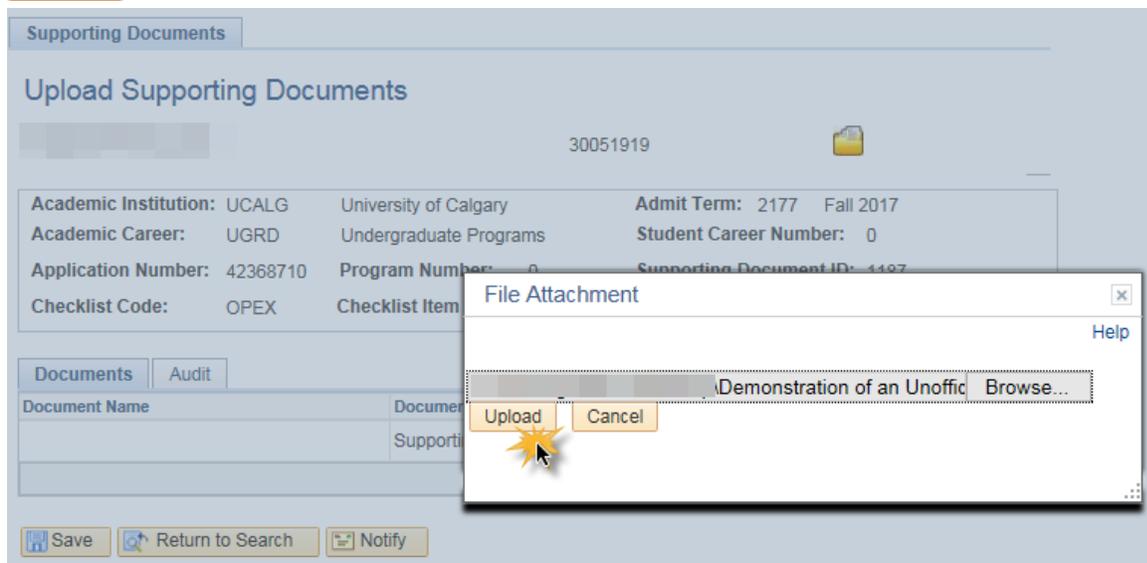
Browse to the location of the unofficial transcript, select the file and click open.

Click the **Open** button.

Open

Click the **Upload** button.

Upload



Note that Update displays enabling additional unofficial transcripts to be uploaded using the update button if necessary. Click the **Save** button.

Save

Supporting Documents

### Upload Supporting Documents

[Redacted]      30051919      

<b>Academic Institution:</b> UCALG	University of Calgary	<b>Admit Term:</b> 2177	Fall 2017
<b>Academic Career:</b> UGRD	Undergraduate Programs	<b>Student Career Number:</b> 0	
<b>Application Number:</b> 42368710	<b>Program Number:</b> 0	<b>Supporting Document ID:</b> 1187	
<b>Checklist Code:</b> OPEX	<b>Checklist Item Code:</b> XTRAN	<b>Checklist Sequence:</b> 100	

Documents    Audit

Document Name	Uploaded Date	Description	Document Type	Status	View
Demonstration_of_an_Unofficial_Transcript.pdf	2017/05/18	Demonstration_of_an_Unofficial_Transcript.pdf	Supporting Document		View 

Update

 Save
 Return to Search
 Notify

Note the Supporting Document indicates the Checklist Status: Completed. This indicates an unofficial transcript has been uploaded. To view the checklist click on Checklist  
Click the [Checklist](#) link.

Program Referees    Supporting Documents    Unofficial Transcripts    Data Recovery

### Supporting Document

[Redacted]      30051919      

<b>Academic Institution:</b> UCALG	University of Calgary	<b>Admit Term:</b> 2177	Fall 2017
<b>Academic Career:</b> UGRD	Undergraduate Programs	<b>Student Career Number:</b> 0	
<b>Application Number:</b> 42368710	<b>Program Number:</b> 0	<b>Program Status:</b> Primary Applicant	
<b>Academic Program:</b> ENEXG	<b>Academic Plan:</b> EXST-DEG		

Supporting Document      Find    First  1 of 1  Last

<b>Supporting Doc ID:</b> 1187			
<b>Checklist Code:</b> OPEX	Exchange		<a href="#">PSAPPS</a>
<b>Checklist Item:</b> XTRAN	Unofficial Transcript-Exchange		<b>Date Created:</b> 2017/05/15
<b>Checklist Seq#:</b> 100	<b>Checklist Status:</b> Completed		

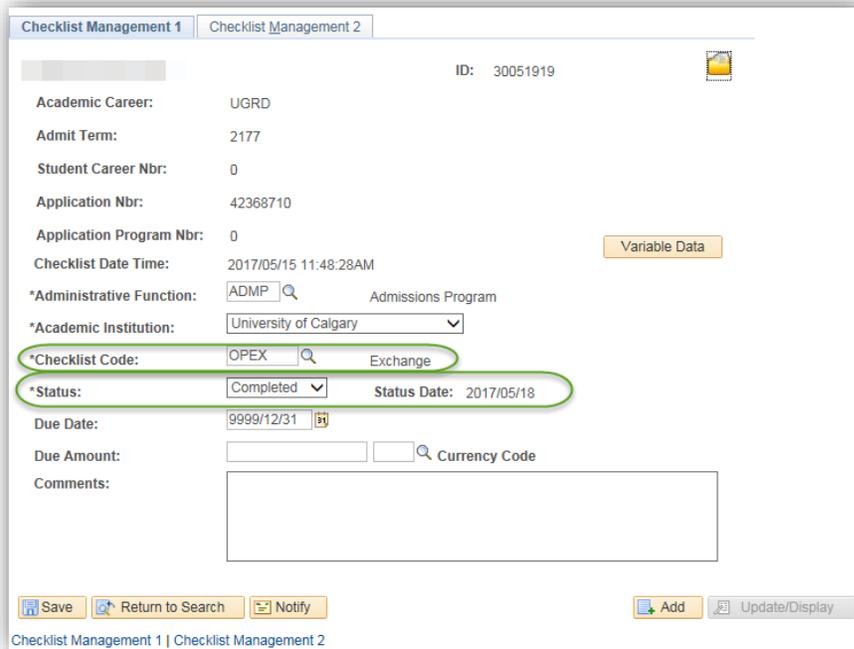
Upload Document
View Document
[CheckList](#)

 Save
 Return to Search
 Notify
 Update/Display
 Include History

[Program Referees](#) | [Supporting Documents](#) | [Unofficial Transcripts](#) | [Data Recovery](#)

Checklist Management 1 displays the Checklist Code: OPEX and the Status: Completed as well as the date the Checklist was completed.

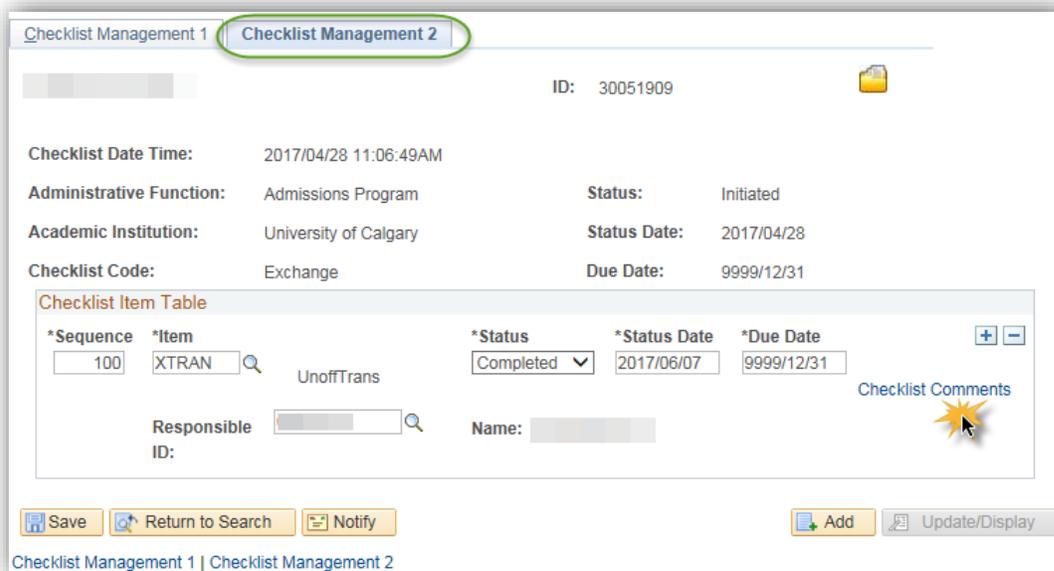
Click **Checklist Management 2**.



The screenshot shows the 'Checklist Management 1' form. The 'Checklist Code' field is set to 'OPEX' and the 'Status' is 'Completed'. The 'Status Date' is '2017/05/18'. The 'Due Date' is '9999/12/31'. The 'Administrative Function' is 'ADMP' and the 'Academic Institution' is 'University of Calgary'. The 'Checklist Date Time' is '2017/05/15 11:48:28AM'. The 'Application Nbr' is '42368710'. The 'Academic Career' is 'UGRD' and the 'Admit Term' is '2177'. The 'Student Career Nbr' is '0' and the 'Application Program Nbr' is '0'. The 'Variable Data' button is visible. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Click the **Checklist Comments** link.

**Checklist Comments**



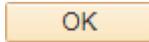
The screenshot shows the 'Checklist Management 2' form. The 'Checklist Code' is 'Exchange' and the 'Status' is 'Initiated'. The 'Status Date' is '2017/04/28'. The 'Due Date' is '9999/12/31'. The 'Checklist Date Time' is '2017/04/28 11:06:49AM'. The 'Administrative Function' is 'Admissions Program' and the 'Academic Institution' is 'University of Calgary'. The 'Checklist Item Table' is visible with the following data:

*Sequence	*Item	*Status	*Status Date	*Due Date
100	XTRAN	Completed	2017/06/07	9999/12/31

The 'Checklist Comments' link is highlighted with a mouse cursor. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Checklist item comments are what the student would see in the Student Centre on their To Do list.

Click the **OK** button.



### Checklist Item Comments

Checklist Item: XTRAN      Unofficial Transcript-Exchange

Responsible ID: [ ] [ ]

Checklist Item Comment:  
Please provide a transcript from your home institution that you listed on your exchange application.

These comments appear in the Student Centre To Do List

Student Specific Comment:

[ ]

OK      Cancel

When completed viewing the checklist you can close the window.

Click the **Close Tab** button.



### View Supporting Documents:

*This section is used by University of Calgary International (UCI) and faculties*

The next part of this lesson demonstrates how you can view the uploaded document. **Note:** You can also view uploaded documents from Student Admissions > Application Evaluation > Dept Application Evaluation.

Click the **Student Admissions** link.

[Student Admissions](#)

Click the [Application Evaluation](#) link.

[Application Evaluation](#)

Click the [UofC Web Electronic Documents](#) link.

[UofC Web Electronic Documents](#)

Click the [Web Electronic Documents](#) link.

[Web Electronic Documents](#)

You can enter the student ID or search for the grid of information again if desired.

Click the [Search](#) button.

[Search](#)

Click the [Supporting Documents](#) tab.

[Supporting Documents](#)

To view any uploaded supporting documents click on the View Document link. Note the Checklist Status: Completed. This indicates an unofficial transcript has been uploaded it can also be viewed to verify the correct document has been uploaded.

Click the [View Document](#) link.

[View Document](#)

Program Referees | **Supporting Documents** | Unofficial Transcripts | Data Recovery

### Supporting Document

30051919 

**Academic Institution:** UCALG University of Calgary **Admit Term:** 2177 Fall 2017  
**Academic Career:** UGRD Undergraduate Programs **Student Career Number:** 0  
**Application Number:** 42368710 **Program Number:** 0 **Program Status:** Primary Applicant  
**Academic Program:** ENEXG **Academic Plan:** EXST-DEG

Supporting Document Find First 1 of 1 Last

**Supporting Doc ID:** 1187 [+](#)

**Checklist Code:** OPEX Exchange [PSAPPS](#)

**Checklist Item:** XTRAN Unofficial Transcript-Exchange **Date Created:** 2017/05/15

**Checklist Seq#:** 100 **Checklist Status:** Completed

[Upload Document](#) [View Document](#) [CheckList](#)

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#)

[Program Referees](#) | [Supporting Documents](#) | [Unofficial Transcripts](#) | [Data Recovery](#)

At this point, the unofficial transcript would display (not shown for FOIP reasons).

An unofficial transcript would display. For FOIP reasons there is not one available.

Demonstration of an Unofficial Transcript



### Query: UCAD\_READY\_FOR\_EVAL\_EXCHANGE:

*This section will be used by Enrolment Services*

The following steps are required to run a query to view applications where all supporting documentation has been received and the file is ready for review.

### Navigation: Reporting Tools > Query > Query Viewer

Click the **Reporting Tools** link.

**Reporting Tools**

Click the **Query** link.

**Query**

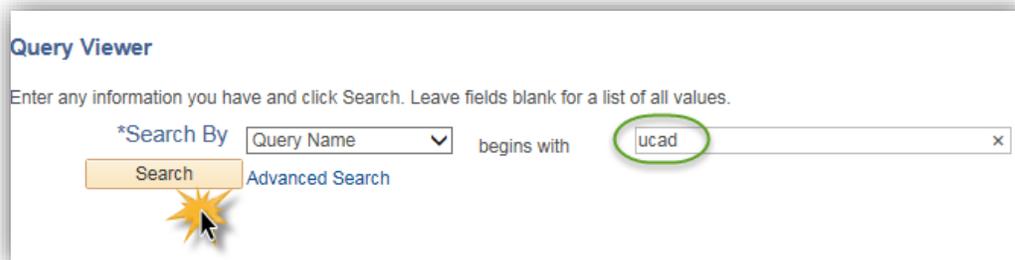
Click the **Query Viewer** link.

**Query Viewer**

In order to view queries relative to admissions, enter "ucad" in the "Search By begins" with text box and press Enter or Search.

Click the **Search** button.

**Search**



Query Viewer

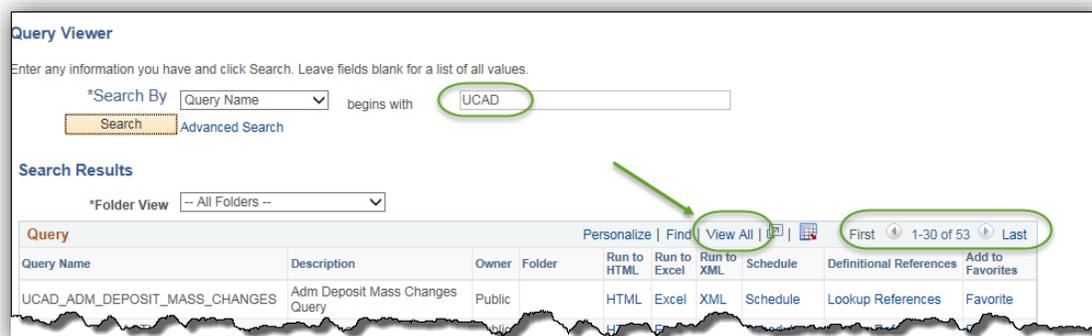
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

**Search** Advanced Search

Click the **View All** link.

**View All**



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

**Search** Advanced Search

Search Results

\*Folder View

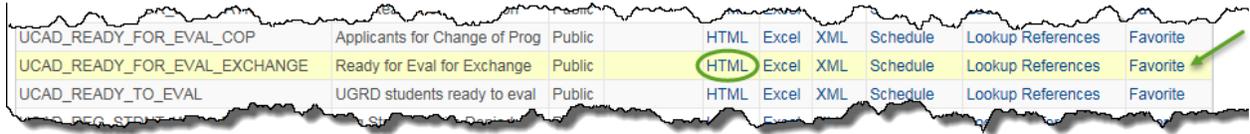
Query	Personalize	Find	View All	First	1-30 of 53	Last
UCAD_ADM_DEPOSIT_MASS_CHANGES	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
Adm Deposit Mass Changes Query	HTML	Excel	XML	Schedule	Lookup References	Favorite

Scroll down to view the query **UCAD\_READY\_FOR\_EVAL\_EXCHANGE**

**Tip:** Click Favorite to include this query as a favorite.

Click the **HTML** link.

**HTML**



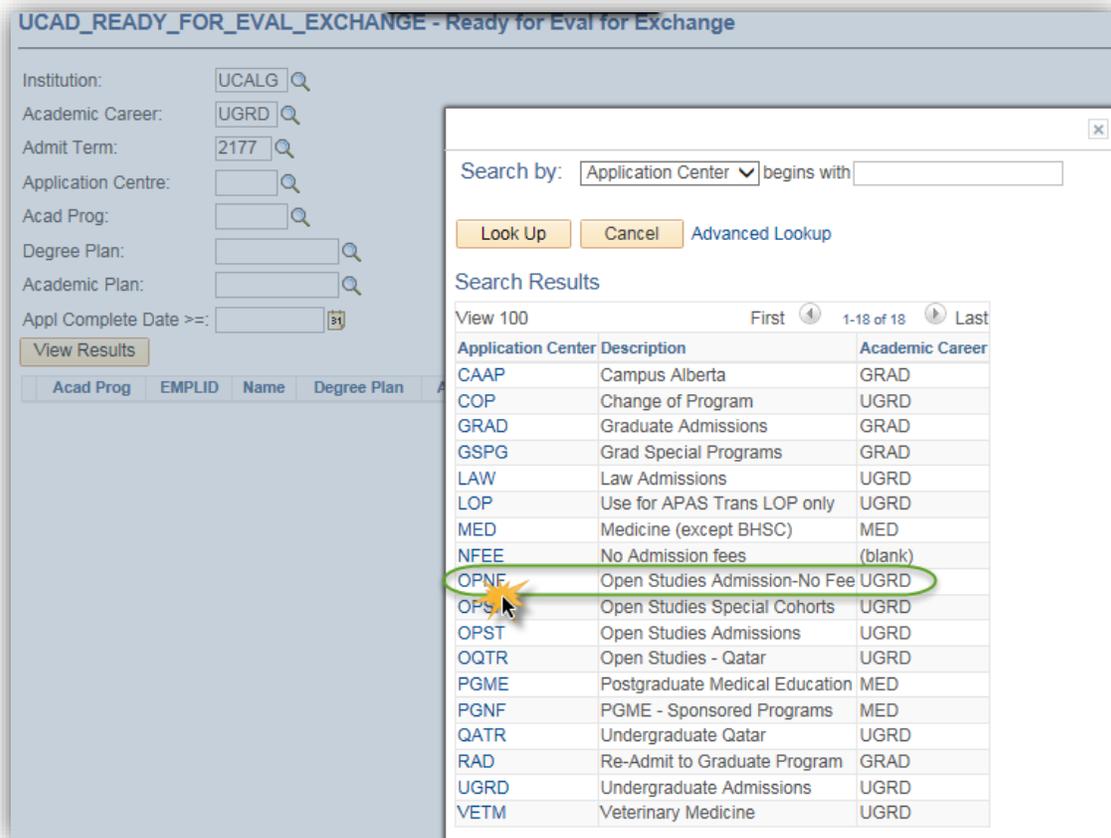
UCAD_READY_FOR_EVAL_COP	Applicants for Change of Prog	Public	HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCAD_READY_FOR_EVAL_EXCHANGE	Ready for Eval for Exchange	Public	HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCAD_READY_TO_EVAL	UGRD students ready to eval	Public	HTML	Excel	XML	Schedule	Lookup	References	Favorite

Enter the Institution (UCALG), the Career (UGRD) and the Term (e.g. 2177).

Click the **Look up Application Centre** button.



A list of Application Centres display. Select OPNF Open Studies Admission-No Fee which is the application centre for Exchange applications. Click the **OPNF** link.



**UCAD\_READY\_FOR\_EVAL\_EXCHANGE - Ready for Eval for Exchange**

Institution:

Academic Career:

Admit Term:

Application Centre:

Acad Prog:

Degree Plan:

Academic Plan:

Appl Complete Date >=:

Search by:  begins with

**Search Results**

View 100      First  1-18 of 18  Last

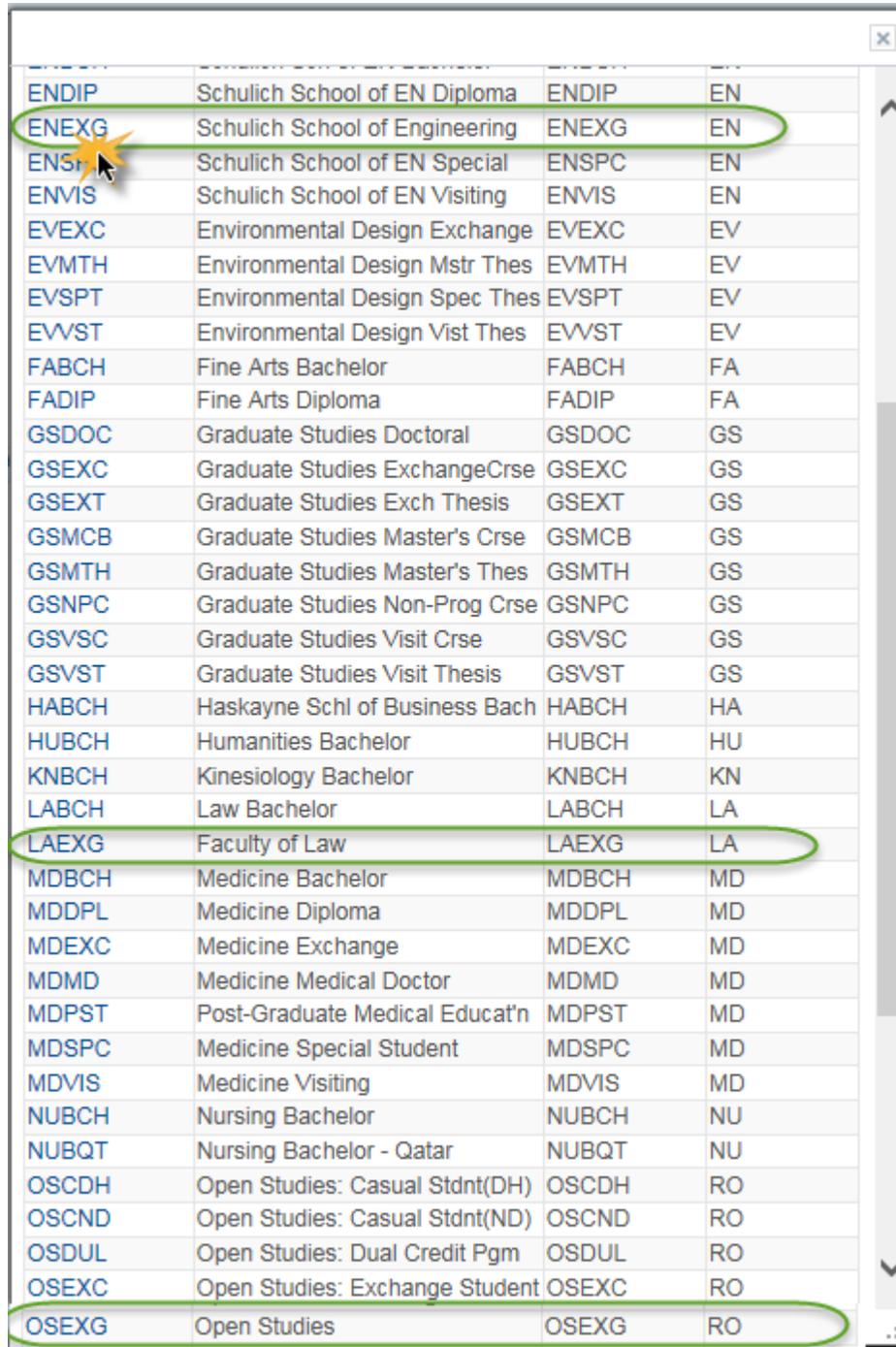
Application Center	Description	Academic Career
CAAP	Campus Alberta	GRAD
COP	Change of Program	UGRD
GRAD	Graduate Admissions	GRAD
GSPG	Grad Special Programs	GRAD
LAW	Law Admissions	UGRD
LOP	Use for APAS Trans LOP only	UGRD
MED	Medicine (except BHSC)	MED
NFEE	No Admission fees	(blank)
OPNF	Open Studies Admission-No Fee	UGRD
OPS	Open Studies Special Cohorts	UGRD
OPST	Open Studies Admissions	UGRD
OQTR	Open Studies - Qatar	UGRD
PGME	Postgraduate Medical Education	MED
PGNF	PGME - Sponsored Programs	MED
QATR	Undergraduate Qatar	UGRD
RAD	Re-Admit to Graduate Program	GRAD
UGRD	Undergraduate Admissions	UGRD
VETM	Veterinary Medicine	UGRD

Click the **Look up Acad Prog** button.



A list of Academic Program displays. For this example select ENEXG for Schulich School of Engineering. Other acceptable programs are: LAEXG Faculty of Law and OSEXG Open Studies.

Click the **ENEXG** link.



ENDIP	Schulich School of EN Diploma	ENDIP	EN
<b>ENEXG</b>	Schulich School of Engineering	ENEXG	EN
ENSP	Schulich School of EN Special	ENSPC	EN
ENVIS	Schulich School of EN Visiting	ENVIS	EN
EVEXC	Environmental Design Exchange	EVEXC	EV
EVMTH	Environmental Design Mstr Thes	EVMTH	EV
EVSPT	Environmental Design Spec Thes	EVSPT	EV
EVVST	Environmental Design Vist Thes	EVVST	EV
FABCH	Fine Arts Bachelor	FABCH	FA
FADIP	Fine Arts Diploma	FADIP	FA
GSDOC	Graduate Studies Doctoral	GSDOC	GS
GSEXC	Graduate Studies Exchange Crse	GSEXC	GS
GSEXT	Graduate Studies Exch Thesis	GSEXT	GS
GSMCB	Graduate Studies Master's Crse	GSMCB	GS
GSMTH	Graduate Studies Master's Thes	GSMTH	GS
GSNPC	Graduate Studies Non-Prog Crse	GSNPC	GS
GSVSC	Graduate Studies Visit Crse	GSVSC	GS
GSVST	Graduate Studies Visit Thesis	GSVST	GS
HABCH	Haskayne Schl of Business Bach	HABCH	HA
HUBCH	Humanities Bachelor	HUBCH	HU
KNBCH	Kinesiology Bachelor	KNBCH	KN
LABCH	Law Bachelor	LABCH	LA
<b>LAEXG</b>	Faculty of Law	LAEXG	LA
MDBCH	Medicine Bachelor	MDBCH	MD
MDDPL	Medicine Diploma	MDDPL	MD
MDEXC	Medicine Exchange	MDEXC	MD
MDMD	Medicine Medical Doctor	MDMD	MD
MDPST	Post-Graduate Medical Educat'n	MDPST	MD
MDSPC	Medicine Special Student	MDSPC	MD
MDVIS	Medicine Visiting	MDVIS	MD
NUBCH	Nursing Bachelor	NUBCH	NU
NUBQT	Nursing Bachelor - Qatar	NUBQT	NU
OSCDH	Open Studies: Casual Stdnt(DH)	OSCDH	RO
OSCND	Open Studies: Casual Stdnt(ND)	OSCND	RO
OSDUL	Open Studies: Dual Credit Pgm	OSDUL	RO
OSEXC	Open Studies: Exchange Student	OSEXC	RO
<b>OSEXG</b>	Open Studies	OSEXG	RO

Click the **Choose a date** button and enter the Application Complete Date by selecting it from the Calendar or enter it directly. This date is the date that the file is complete. You can specify which completion date you want to start to review files from (e.g. May 1, 2017).

Click the **View Results** button.

[View Results](#)

The results will display:

- Academic Program
- Student ID (EMPLID)
- Name
- Degree (Degree Plan)
- Academic Plan
- Application Number
- Program Number
- Admit Term
- Application Center (OPNF)
- Admit Type
- Appl Complete Date (date file was complete)

**NOTE:** When entering Degree Plan as “EXST-DEG” and leaving Acad Prog blank you will get all the Incoming Exchange programs

**UCAD\_READY\_FOR\_EVAL\_EXCHANGE - Ready for Eval for Exchange**

Institution:

Academic Career:

Admit Term:

Application Centre:

Acad Prog:

Degree Plan:

Academic Plan:

Appl Complete Date >=:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

Acad Prog	EMPLID	Name	Degree Plan	Acad Plan	Appl Nbr	Prog Nbr	Admit Term	Appl Ctr	Admit Type	Appl Complete Date	Fee Type
1 ENEXG	30051890		EXST-DEG		42368672	0	2177	OPNF	OSN	2017/05/18	STN

### **Sending file to Department/Faculty for review**

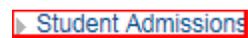
*This section will be used by Enrolment Services*

Use the following steps to notify a Department/Faculty that a file is ready for them to review.

Enrolment Services reviews students returned on the 'Ready for Eval – Exchange query (previous query) and sets the **File Status** field.

**Navigation: Student Admissions > Application Evaluation > Application Evaluation > Enter Student ID number > Search/Enter**

Click the **Student Admissions** link.



Click the **Application Evaluation** link.

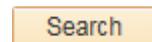


Click the **Application Evaluation** link.



Enter the applicable student ID number or academic program and, if desired, term. Press Enter or Search.

Click the **Search** button.



Select student from the list by clicking on the appropriate row under 'Search Results'

### Application Evaluation

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Application Nbr:	begins with ▼	<input type="text"/>	
ID:	begins with ▼	30051909	
Academic Institution:	= ▼	UCALG	
Academic Career:	begins with ▼	<input type="text"/>	
Application Program Nbr:	= ▼	<input type="text"/>	
Academic Program:	begins with ▼	<input type="text"/>	
Admit Term:	begins with ▼	<input type="text"/>	
Application Center:	begins with ▼	<input type="text"/>	
Campus ID:	begins with ▼	<input type="text"/>	
National ID:	begins with ▼	<input type="text"/>	
Last Name:	begins with ▼	<input type="text"/>	
First Name:	begins with ▼	<input type="text"/>	

Include History  
  Correct History  
  Case Sensitive

Search
Clear
Basic Search 
Save Search Criteria

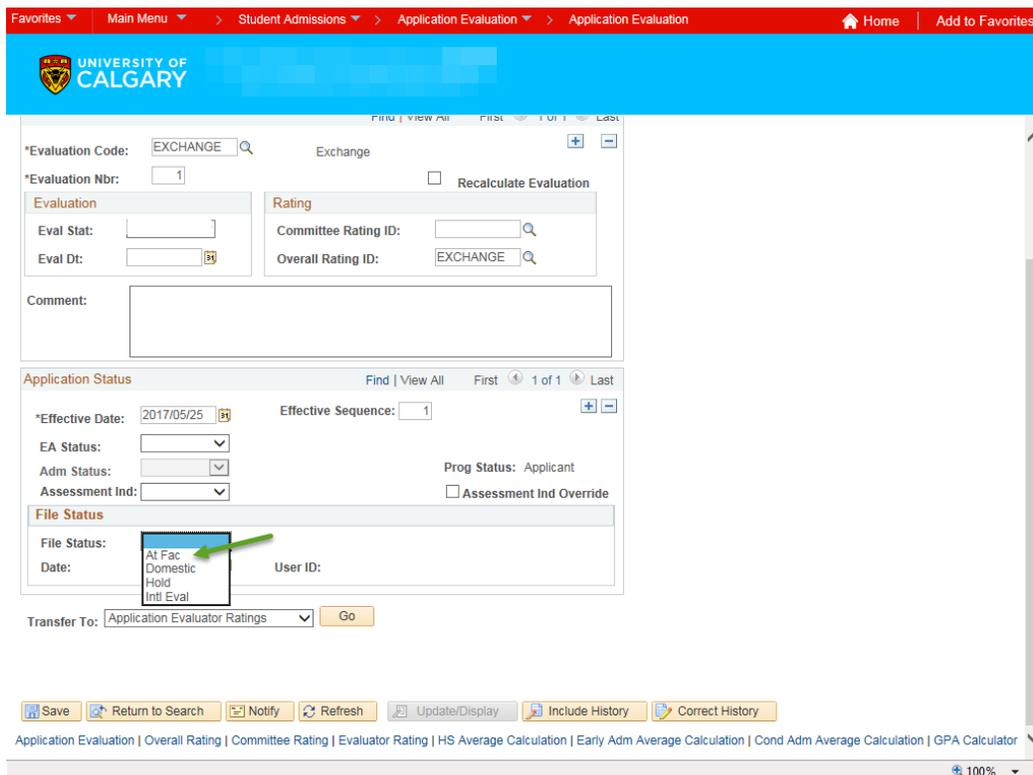
### Search Results

View All

Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term
42368697	30051909	UCALG	UGRD	0	OSEXG	2177

## Sending File to Faculty for Review

When an applicant completes the on-line Exchange Application, the system will add the evaluation code of 'Exchange' on the 'Application Evaluation' to the student's file. Note: If you are dealing with a paper application, the 'Exchange' evaluation code can be added manually on the same page. The 'Exchange' evaluation code stores the evaluation (Eval Stat) and file (File Status) statuses set during the process as the file is transferred between Enrolment Services and the University of Calgary International (UCI).



The screenshot shows the 'Application Evaluation' form in the University of Calgary system. The form includes fields for 'Evaluation Code' (set to EXCHANGE), 'Evaluation Nbr' (1), 'Eval Stat', 'Eval Dt', 'Rating', 'Committee Rating ID', and 'Overall Rating ID' (EXCHANGE). A 'File Status' dropdown menu is open, showing options: 'At Fac', 'Domestic', 'Hold', and 'Int'l Eval'. A green arrow points to 'At Fac'. Below the form are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. The 'Transfer To' dropdown is set to 'Application Evaluator Ratings'.

Select **At Fac** from the **File Status** list.

Press 

**Query: UCAD\_FILE\_AT\_FACULTY:**

This section will be used by University of Calgary International (UCI) and faculties

Use the following query for viewing applications that have been sent to University of Calgary International (UCI) and/or Departments for faculty processing for Incoming Exchange applicants.

**Navigation: Reporting Tools > Query > Query Viewer**

Click the **Reporting Tools** link.

[Reporting Tools](#)

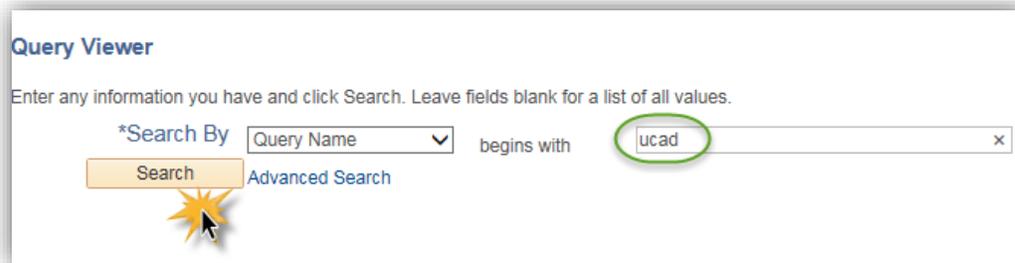
Click the **Query Viewer** link.

[Query Viewer](#)

To search for queries specific to admissions, enter "ucad" in the "Search by begins with" text box and press Enter or Search.

Click the **Search** button.

[Search](#)



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

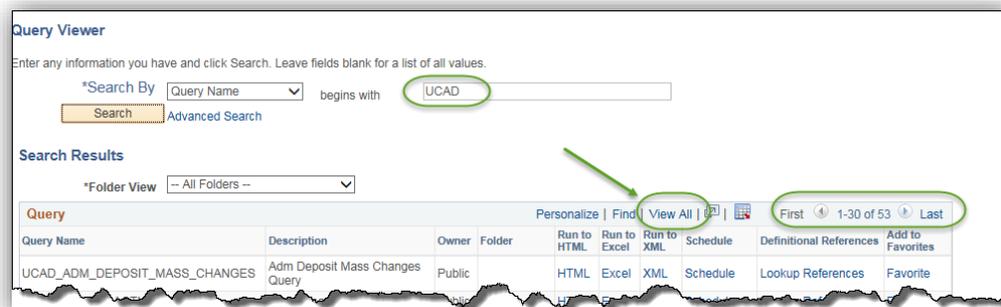
\*Search By  begins with

[Search](#) [Advanced Search](#)

A reduced list of queries displays, click View All to view the entire list of queries for admissions.

Click the **View All** link.

[View All](#)



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Search](#) [Advanced Search](#)

Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCAD_ADM_DEPOSIT_MASS_CHANGES	Adm Deposit Mass Changes Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

[View All](#) | [First](#) | [1-30 of 53](#) | [Last](#)

Scroll down to the query **UCAD\_FILE\_AT\_FACULTY**. Tip: Click Favorite to add this to your favorites.

Click the **HTML** link.

**HTML**

UCAD_ELIGIBLE_FOR_EA_STANDARD	Student EA/STNRD	Public	HTML	Excel	XML	Schedule	Lookup	References	es
UCAD_FILE_AT_FACULTY	File at Faculty	Public	HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCAD_FILE_BACK_FROM_FACULTY	File Back From Faculty	Public	HTML	Excel	XML	Schedule	Lookup	References	Favorite
UCAD_FILE_RANKING_FINAL	Student Ranking-Final	Public	HTML	Excel	XML	Schedule	Lookup	References	Favorite

Enter the Institution (UCALG), Career (UGRD) and the applicable Term (e.g. 2177 Fall 2017). Click the **Look up Program** button.



A list of Academic Programs display including 3 for Incoming Exchange; ENEXG Schulich School of Engineering; LAEXG Faculty of Law and OSEXG Open Studies. Note: OSEXC should no longer be used. For this example select ENEXG. Click the **ENEXG** link.

**ENEXG**

ARBCH	Arts Bachelor
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
EDBCH	Education Bachelor
EDDIP	Education Diploma
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich School of EN Diploma
ENEXG	Schulich School of Engineering
ENSPC	Schulich School of EN Special
ENVIS	Schulich School of EN Visiting
FABCH	Fine Arts Bachelor
FADIP	Fine Arts Diploma
HABCH	Haskayne Schl of Business Bach
HUBCH	Humanities Bachelor
KNBCH	Kinesiology Bachelor
LABCH	Law Bachelor
LAEXG	Faculty of Law
MDBCH	Medicine Bachelor
MDDPL	Medicine Diploma
NUBCH	Nursing Bachelor
NUBQT	Nursing Bachelor - Qatar
OSCDH	Open Studies: Casual Stdnt(DH)
OSOND	Open Studies: Casual Stdnt(ND)
OSDUL	Open Studies: Dual Credit Pgm
OSEXG	Open Studies: Exchange Student
OSEXG	Open Studies
OSQTR	Open Studies: Transition Qatar
OSVIS	Open Studies: Visiting Student
QABCH	Nursing Bachelor - Qatar
QADIP	Diploma of Nursing - Qatar
SCBCH	Science Bachelor
SCVIS	Faculty of Science: Visiting
SSBCH	Social Sciences Bachelor
SWBCH	Social Work Bachelor
VMDVM	Doctor of Veterinary Medicine
^P	AA - Graduation Program

Click the **View Results** button.

[View Results](#)

The results display the student ID number, name, Academic Program, File Status (File), Date that the file was sent to the Faculty.

**UCAD\_FILE\_AT\_FACULTY - File at Faculty**

Institution:

Career:

Term:

Program:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1160 kb\)](#)

View All First 1-100

ID	Name	Program Choice	Acad Prog	Degree Plan	Plan	Joint Program	Acad Level	Admit Type	File Status	Date	Eval Stat	Status	Action Rsn	Prog Actn	Action Date	Acad Load	EA Adm Stat	Eval Code	HS Average	GPA
1	30009901								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	
2	10174687								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	
3	30029104								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	
4	30027859								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	
5	10136090								FILE	2016/10/03	AP		APPL	2016/10/03	N				0.0000	

Scrolling to the right displays additional information such as the individual who is responsible for the file in Enrolment Services in the Updated by column.

First 1-100 of 2557

File Status	Date	Eval Stat	Status	Action Rsn	Prog Actn	Action Date	Acad Load	EA Adm Stat	Eval Code	HS Average	GPA	Units	Updated By
E	2016/10/03		AP		APPL	2016/10/03	N			0.0000			30009901
E	2016/10/03		AP		APPL	2016/10/03	N			0.0000			00315675
E	2016/10/03		AP		APPL	2016/10/03	N			0.0000			30029104

## Application Assessment and Department Decision

Use the following steps to complete an evaluation of an Incoming Exchange applicant.

-Using the UCAD\_FILE\_AT\_FACULTY query results to select students (previous step)  
Department/Faculty reviews the application and enters an Evaluation Status

**Navigation: Student Admissions > Application Evaluation > Application Evaluation > Enter Student ID number > Search/Enter**

Click the **Student Admissions** link.

[Student Admissions](#)

Click the **Application Evaluation** link.

[Application Evaluation](#)

Click the **Application Evaluation** link.

[Application Evaluation](#)

Enter the applicable student ID number or academic program and, if desired, term. Press Enter or Search.

Click the **Search** button.

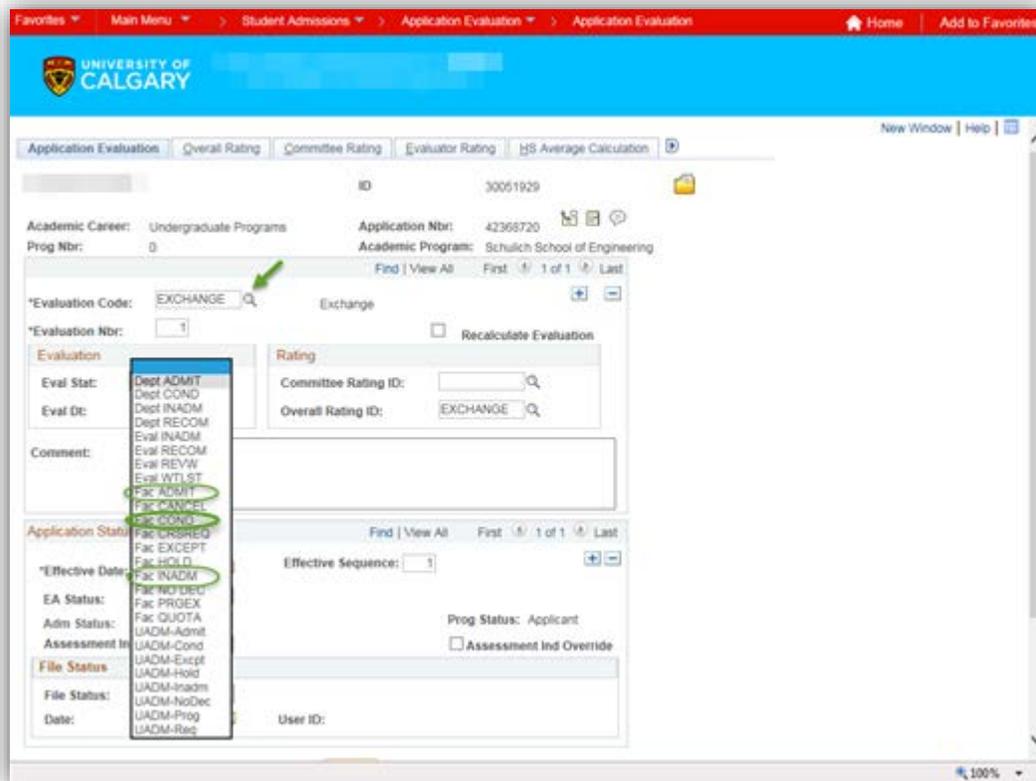
Click the **Eval Stat** list.

Eval Stat:

'Eval Status' – applicable values for Exchange Applicants are: Fac Adm (admit), Fac Inadm (inadmissible). For this example select Fac ADMIT.

Click the **Fac ADMIT** list item and press Save.

Fac ADMIT



The screenshot shows the 'Application Evaluation' web application interface. The 'Evaluation' section is active, displaying a dropdown menu for 'Eval Stat:' with 'Fac ADMIT' selected. A green arrow points to the search field for 'EXCHANGE' in the 'Evaluation Code' field. Other fields include 'Application Nbr: 42368720', 'Academic Program: Schulich School of Engineering', and 'Overall Rating ID: EXCHANGE'.

**QUERY: UCAD\_FILE\_BACK\_FROM\_FACULTY:**

This section will be used by enrolment services

This query is used to display any applications that have been processed and evaluated by the University of Calgary International (UCI) or faculty/department.

**Navigation: Reporting Tools > Query > Query Viewer**

Click the **Reporting Tools** link.

[Reporting Tools](#)

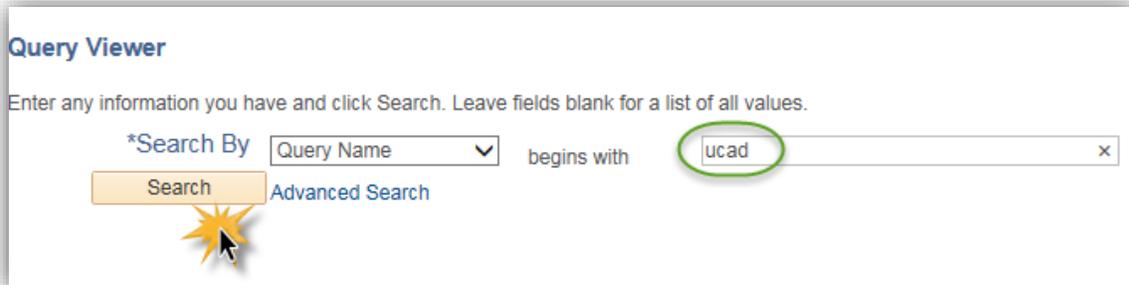
Click the **Query Viewer** link.

[Query Viewer](#)

In order to view queries relative to admissions, enter "ucad" in the "Search By begins with" text box and press Enter or Search.

Click the **Search** button.

[Search](#)



Query Viewer

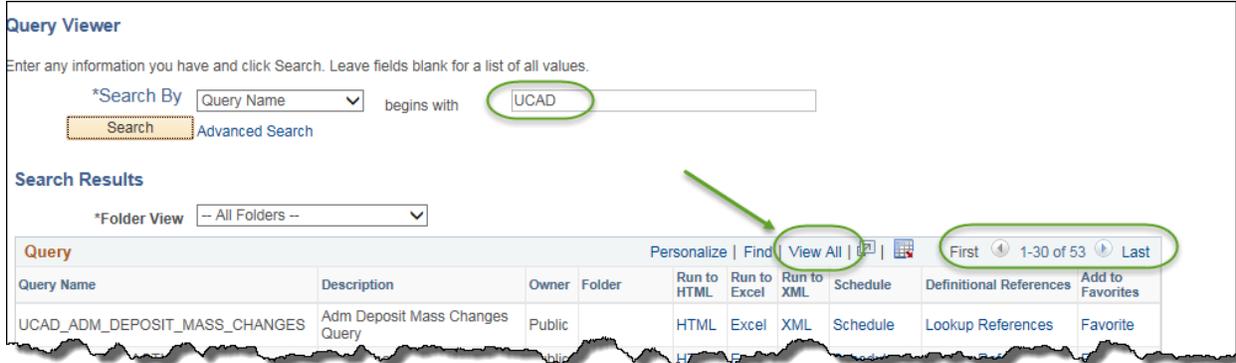
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Search](#) [Advanced Search](#)

A reduced list of queries will display. To view the entire list of queries, click View All.  
Click the **View All** link.

**View All**



**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with

[Advanced Search](#)

**Search Results**

\*Folder View -- All Folders --

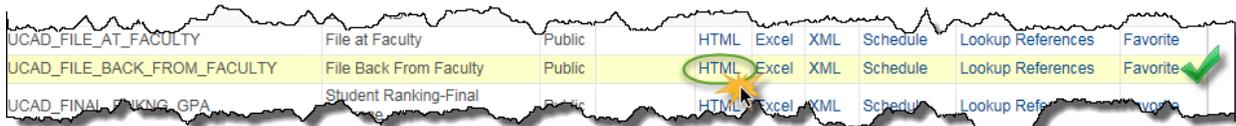
Personalize | Find | **View All** |  |

First 1-30 of 53 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCAD_ADM_DEPOSIT_MASS_CHANGES	Adm Deposit Mass Changes Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Scroll down to view the query **UCAD\_FILE\_BACK\_FROM\_FACULTY**. Tip: Click Favorite to include this query as a favorite.  
Click the **HTML** link.

**HTML**



UCAD_FILE_AT_FACULTY	File at Faculty	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_FILE_BACK_FROM_FACULTY	File Back From Faculty	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_FINAL_RANKING_GPA	Student Ranking-Final	Public		HTML	Excel	XML	Schedule	Lookup Refe	Favorite

Enter the Institution (UCALG) and the Career (UGRD) and enter the Term (e.g. 2177 Fall 2017).  
Click the **Look up Program** button.



A list of Academic Program displays. Scroll down to view the entire list.

UCAD\_FILE\_BACK\_FROM\_FACULTY - File Back From Faculty

Institution: UCALG  
Career: UGRD  
Term: 2177  
Program:   
User:   
View Results

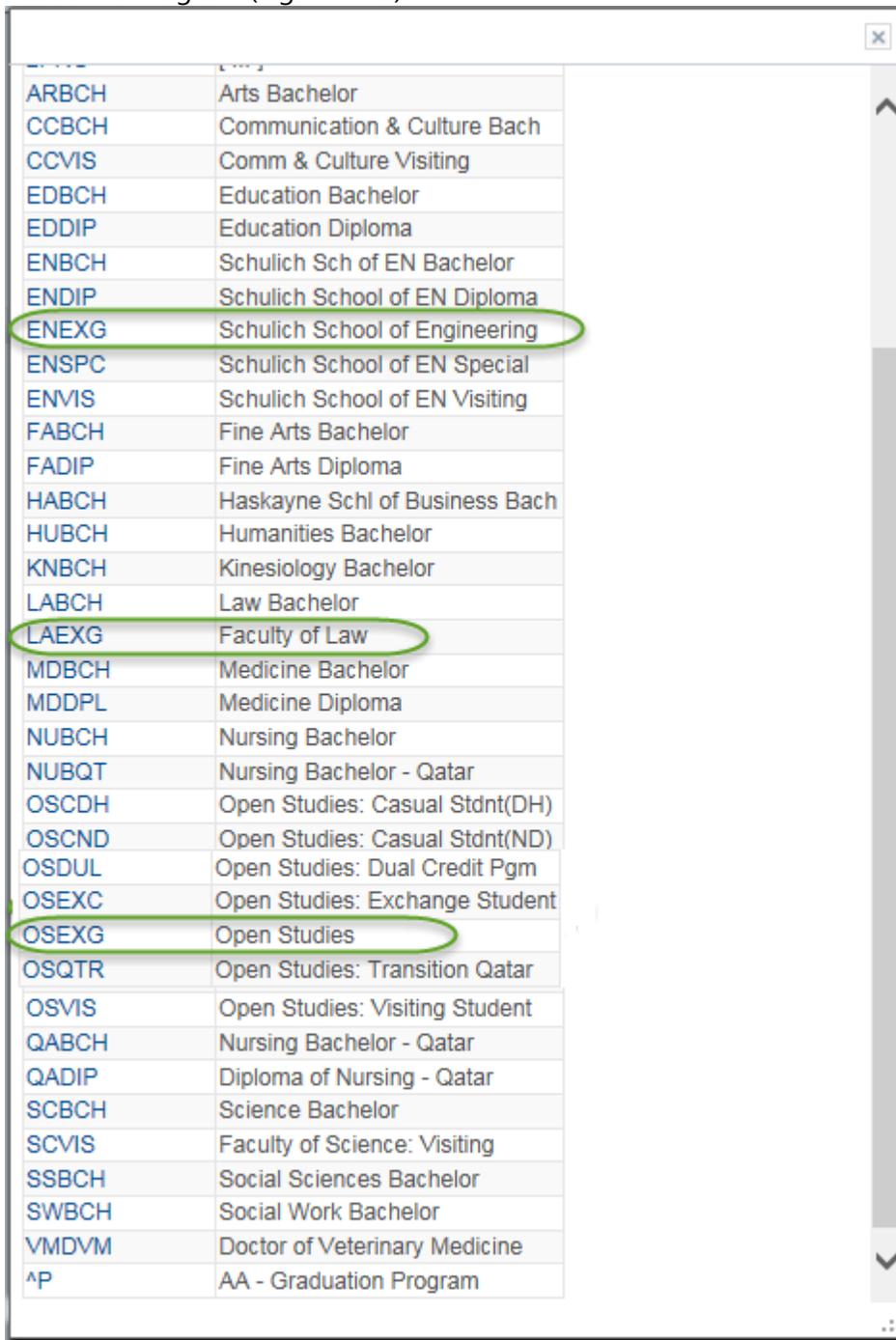
Search by: Academic Program begins with   
Look Up Cancel Advanced Lookup

Search Results  
View 100 First 1-37 of 37 Last

Academic Program	Description
2PRG	[ ... ]
ARBCH	Arts Bachelor
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
EDBCH	Education Bachelor
EDDIP	Education Diploma
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich School of EN Diploma
ENEXG	Schulich School of Engineering
ENSPC	Schulich School of EN Special



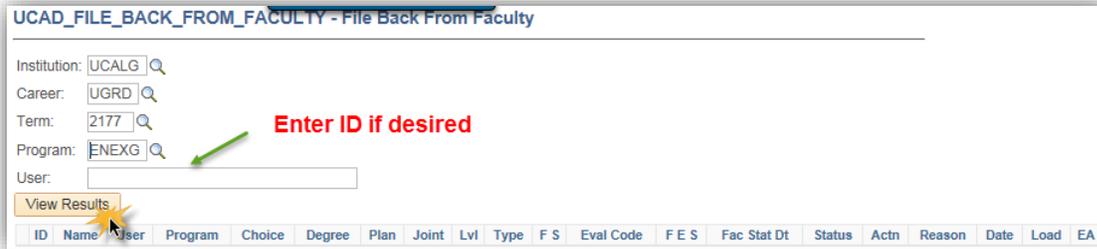
Note the 3 current Academic Programs for Schulich School of Engineering ENEXG, Faculty of Law LAEXG and Open Studies OSEXG. Note: OSEXC should no longer be used. Select the applicable Academic Program (e.g. ENEXG).



ARBCH	Arts Bachelor
CCBCH	Communication & Culture Bach
CCVIS	Comm & Culture Visiting
EDBCH	Education Bachelor
EDDIP	Education Diploma
ENBCH	Schulich Sch of EN Bachelor
ENDIP	Schulich School of EN Diploma
ENEXG	Schulich School of Engineering
ENSPC	Schulich School of EN Special
ENVIS	Schulich School of EN Visiting
FABCH	Fine Arts Bachelor
FADIP	Fine Arts Diploma
HABCH	Haskayne Schl of Business Bach
HUBCH	Humanities Bachelor
KNBCH	Kinesiology Bachelor
LABCH	Law Bachelor
LAEXG	Faculty of Law
MDBCH	Medicine Bachelor
MDDPL	Medicine Diploma
NUBCH	Nursing Bachelor
NUBQT	Nursing Bachelor - Qatar
OSCDH	Open Studies: Casual Stdnt(DH)
OSCDN	Open Studies: Casual Stdnt(ND)
OSDUL	Open Studies: Dual Credit Pgm
OSEXC	Open Studies: Exchange Student
OSEXG	Open Studies
OSQTR	Open Studies: Transition Qatar
OSVIS	Open Studies: Visiting Student
QABCH	Nursing Bachelor - Qatar
QADIP	Diploma of Nursing - Qatar
SCBCH	Science Bachelor
SCVIS	Faculty of Science: Visiting
SSBCH	Social Sciences Bachelor
SWBCH	Social Work Bachelor
VMDVM	Doctor of Veterinary Medicine
^P	AA - Graduation Program

Enter the Institution (UCALG), Career (UGRD) and applicable Term (e.g. 2177). You can enter your EMPLID in the User field and press Enter or Search. This will generate a list of applicants that you originally sent to the Faculty. Otherwise click View Results to view a list of all applications that have been reviewed and sent back from the Faculty.  
Click the **View Results** button.

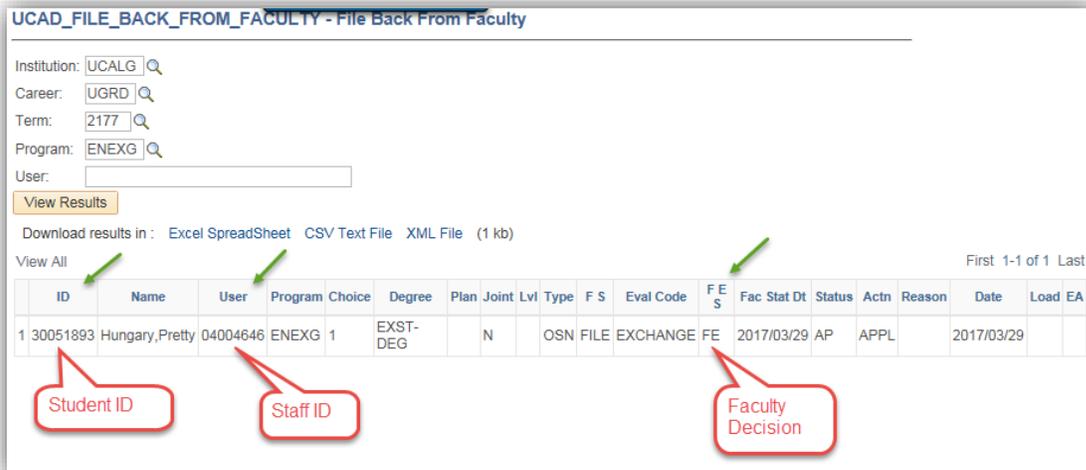
**View Results**



The results will display the student ID, name, the emplid of the individual in Enrolment Services who sent the file to the faculty, program information, evaluation code, faculty decision (FES)\*, faculty decision date, program status and program status date.

**\*Note:** Valid FES values for Exchange student are:

- FA - Faculty Admissible
- FC - Faculty Conditional Admit
- FI - Faculty Inadmissible



ID	Name	User	Program	Choice	Degree	Plan	Joint	Lvl	Type	F S	Eval Code	F E S	Fac Stat Dt	Status	Actn	Reason	Date	Load	EA
1 30051893	Hungary,Pretty	04004646	ENEXG	1	EXST-DEG		N		OSN	FILE EXCHANGE	FE	2017/03/29	AP	APPL			2017/03/29		

## Admitting or Denying Offer of Admission

*This task is performed by Enrolment Services*

Using the results from the UCAD\_FILE\_BACK\_FROM FACULTY query (previous step), Enrolment Services will update the applicants program status.

### Navigation: Student Admissions > Application Maintenance > Maintain Application > Enter Student ID number > Search/Enter

Click the **Student Admissions** link.

[Student Admissions](#)

Click the **Application Maintenance** link.

[Application Evaluation](#)

Click the **Maintain Application** link.

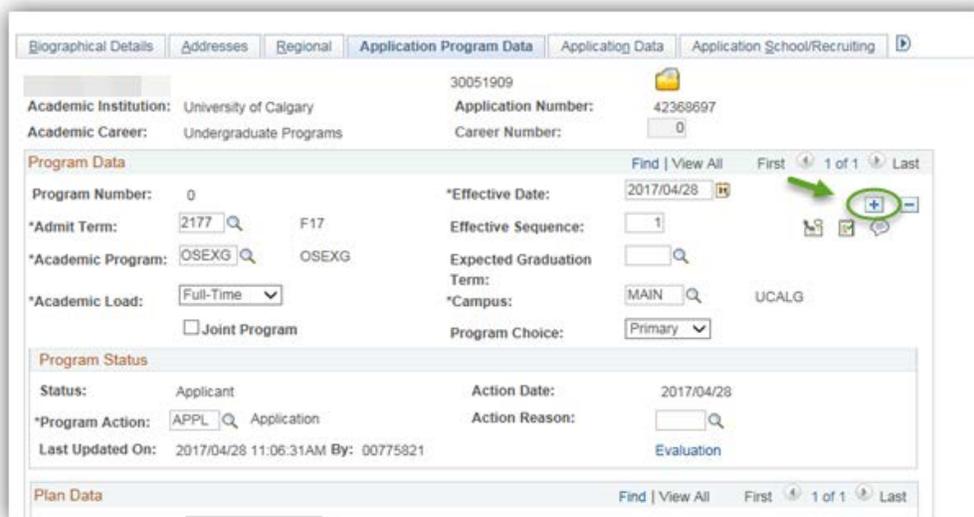
[Application Evaluation](#)

Enter the applicable student ID number or academic program and, if desired, term. Press Enter or Search.

Click the **Search** button.

Search

Select the **Application Program Data** tab and click on the plus “+” sign to add a new row. This enables you to update the status.



Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application School/Recruiting

30051909  
Academic Institution: University of Calgary  
Academic Career: Undergraduate Programs  
Application Number: 42368697  
Career Number: 0

**Program Data** Find | View All First 1 of 2 Last

\*Program Number: 0 \*Effective Date: 2017/05/25  
\*Admit Term: 2177 F17 Effective Sequence: 1  
\*Academic Program: OSEXG OSEXG Expected Graduation Term:  
\*Academic Load: Full-Time \*Campus: MAIN UCALG  
 Joint Program Program Choice: Primary

**Program Status**

Status: Active Action Date: 2017/05/25  
**Program Action: MATR Matriculation** Action Reason:  
Last Updated On: 2017/04/28 11:06:31AM By: 00775821  
Create Program Evaluation  
Calculate Deposit Fees

**Plan Data** Find | View All First 1 of 1 Last

\*Academic Plan: EXST-DEG Undergrad Exchange Student DEG  
\*Plan Sequence: 1

**Sub-Plan Data** Find | View All First 1 of 1 Last

\*Sub-Plan:

Transfer To: Education Go

Save Return to Search Notify Refresh Update/Display Include History Correct History

Biographical Details | Addresses | Regional | Application Program Data | Application Data | Application School/Recruiting | Application Student Response

**QUERY: UCAD\_INCOMPLETE\_APPLICATIONS:**

*This query can be performed by Enrolment Services or by the faculties*

The following steps are used to complete a query for incomplete applications related to Incoming Exchange. Incomplete applications refer to essential requirements missing from an application therefore it cannot be processed.

**Navigation: Reporting Tools > Query > Query Viewer**

Click the **Reporting Tools** link.

**Reporting Tools**

Click the **Query** link.

**Query**

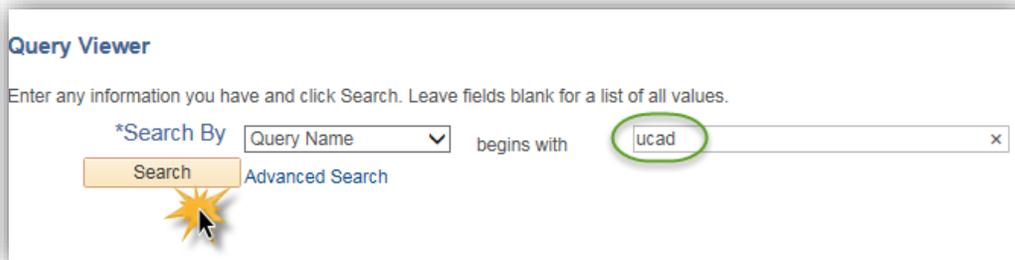
Click the **Query Viewer** link.

**Query Viewer**

In order to view queries relative to admissions, enter "ucad" in the "Search By begins with" text box and press Enter or Search.

Click the **Search** button.

**Search**



Query Viewer

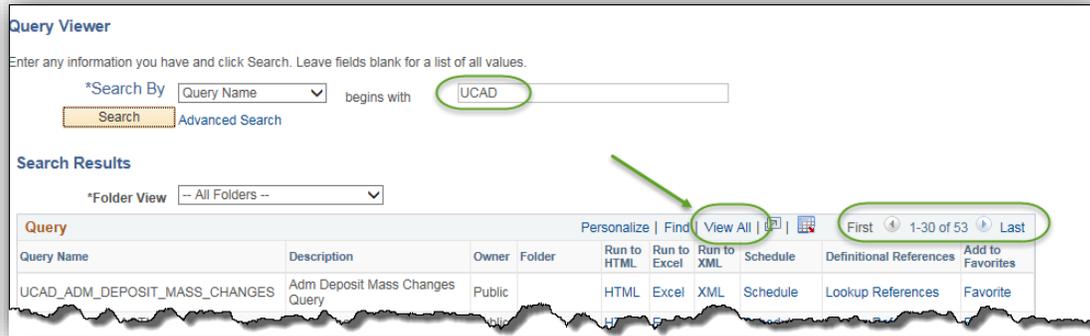
Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

**Search** [Advanced Search](#)

A reduced list of queries will display. To view the entire list of queries, click View All. Click the **View All** link.

**View All**



Scroll down to view the query **UCAD\_INCOMPLETE\_APPLICATIONS**. Tip: Click Favorite to include this query as a favorite.  
Click the **HTML** link.

**HTML**

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCAD_ADM_DEPOSIT_MASS_CHANGES	Adm Deposit Mass Changes Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_GRAD_ADM_LTR_VW	On-line Admission Letters	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_INCOMPLETE_APPLICATIONS	Incomplete Applications	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_INTL_READY_TO_EVAL	Intl. UGRD stdnts rdy to eval	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UCAD_LAW_LSAC	Law LSAC query by Admit Term	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
	Law LSAT scores by Admit Term	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Enter the Institution (UCALG) and the applicable Admit Term (e.g. 2177 Fall 2017).  
Click the **Look up Program** button.



A list of Academic Programs display. Scroll down to view the entire list. Note the 3 current Academic Programs for Schulich School of Engineering ENEXG, Faculty of Law LAEXG and Open Studies OSEXG. Select the applicable Academic Program (e.g. ENEXG).  
Select the applicable Academic Program (e.g. ENEXG).  
Click the **ENEXG** link.

**ENEXG**

**UCAD\_INCOMPLETE\_APPLICATIONS - Incomplete Applications**

Institution:

Admit Term:

Program:

Program Choice:

Plan:

Institution	Application Term	Program
ENEXG	Schulich School of Engineering	ENEXG EN
ENSPC	Schulich School of EN Special	ENSPC EN
ENVIS	Schulich School of EN Visiting	ENVIS EN
EVEXC	Environmental Design Exchange	EVEXC EV
EVMTH	Environmental Design Mstr Thes	EVMTH EV
EVSPT	Environmental Design Spec Thes	EVSPT EV
EVVST	Environmental Design Vist Thes	EVVST EV
FABCH	Fine Arts Bachelor	FABCH FA
FADIP	Fine Arts Diploma	FADIP FA
GSDOC	Graduate Studies Doctoral	GSDOC GS
GSEXC	Graduate Studies Exchange Crse	GSEXC GS
GSEXT	Graduate Studies Exch Thesis	GSEXT GS
GSMCB	Graduate Studies Master's Crse	GSMCB GS
GSMTH	Graduate Studies Master's Thes	GSMTH GS
GSNPC	Graduate Studies Non-Prog Crse	GSNPC GS
GSVSC	Graduate Studies Visit Crse	GSVSC GS
GSVST	Graduate Studies Visit Thesis	GSVST GS
HABCH	Haskayne Schl of Business Bach	HABCH HA
HUBCH	Humanities Bachelor	HUBCH HU
KNBCH	Kinesiology Bachelor	KNBCH KN
LABCH	Law Bachelor	LABCH LA
LAEXG	Faculty of Law	LAEXG LA
MDBCH	Medicine Bachelor	MDBCH MD
MDDPL	Medicine Diploma	MDDPL MD
MDEXC	Medicine Exchange	MDEXC MD
MDMD	Medicine Medical Doctor	MDMD MD
MDPST	Post-Graduate Medical Educat'n	MDPST MD
MDSPC	Medicine Special Student	MDSPC MD
MDVIS	Medicine Visiting	MDVIS MD
NUBCH	Nursing Bachelor	NUBCH NU
NUBQT	Nursing Bachelor - Qatar	NUBQT NU
OSCDH	Open Studies: Casual Stdnt(DH)	OSCDH RO
OSCND	Open Studies: Casual Stdnt(ND)	OSCND RO
OSDUL	Open Studies: Dual Credit Pgm	OSDUL RO
OSEXC	Open Studies: Exchange Student	OSEXC RO
OSEXG	Open Studies	OSEXG RO

Click the **Program Choice** list.

Program Choice:

Four program choice options display, select Primary.

Click the **Primary** list item.

**UCAD\_INCOMPLETE\_APPLICATIONS - Incomplete Applications**

Institution:  

Admit Term:  

Program:  

Program Choice: 

Plan:

Institution	Application Term	Program	Program Choice	ID	Name
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Click the **View Results** button.

The query results include the ID of the student (ID), the name of the student (removed for FOIP reasons); the application number and the Checklist (OPEX Open Studies Exchange). As well as the date the checklist was due (not displayed).

**UCAD\_INCOMPLETE\_APPLICATIONS - Incomplete Applications**

Institution:  

Admit Term:  

Program:  

Program Choice:

Plan:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#)

View All First 1-4 of 4 Last

Institution	Application Term	Program	Program Choice	ID	Name	Application Nbr	Program Nbr	Checklist	Checklist Due Date
1	UCALG	2177	ENEXG	1	30051892	42368674	0	OPEX	9999/12/31
2	UCALG	2177	ENEXG	1	30051899	42368685	0	OPEX	9999/12/31
3	UCALG	2177	ENEXG	1	30051918	42368709	0	OPEX	9999/12/31
4	UCALG	2177	ENEXG	1	30051919	42368710	0	OPEX	9999/12/31