Included are the steps for processing an application for the **MDMD** programs. Also included is a section on processing an application for the **MDPST** programs. Please note the steps for MDMD and MDPST differ significantly. For the in-depth job aid and online learning, consult **Medicine Admissions – Invitation to Trainee for PGME**.

Prior to this process it is **IMPERATIVE** the Search/Match process be completed prior to adding a new student.

Search/Match:
Student Admin Basic Search is the most restrictive search and is based on a defined set of rules. To use this search you need to know specific information about the student (full name and/or birthdate).
Student Admin Ad Hoc Search is less restrictive and can be used with limited information (first letter of a last name).

For the corresponding job aid consult Search Match, Create, Save and Delete lesson or the online learning on the Student and Enrolment Services website.

Create a New Student ID:

1. Click the **Student Admissions** link.

   Student Admissions

2. Click the **Application Entry** link.

   Application Entry

3. Click the **Add Application** link.

   Add Application

4. The Student ID field will be filled in if you carried the ID forward; otherwise, it will be set to **NEW** to create a new student. Click the **Look up Academic Career** button.

5. Click the **MED** link.

   MED
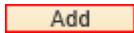
6.   Click the **Add** button.

7.   If you carried the Student ID forward and entered student information, it will display (e.g. Jane Doe). However, for this example we will demonstrate how a new Student ID is created.

8.   This is an example of a **NEW** student ID being created. When creating a new student ID, you will need to input Biographical Details, Citizenship and Visa Permit data. Click the **Application Program Data** tab.

9.   Click the **Look up Admit Term** button and click the desired term (e.g. 2197).

10. **MDMD Application Process:** Click the **Look up Academic Program** button and from the list; click the **MDMD Medicine Medical Doctor** link.

11. Click the **Look up Academic Plan** button. A list of Academic Plans display. To narrow the search results, enter the first letter of the plan (e.g. **m** for Medicine) and press **Look Up** or **Enter**.

12.   A list of Medicine related Academic Plans display; click the **MD-DEG** link.

13.   Click the **Application Data** tab.

Application Data

14. On Application Data, click the **Look up Application Center** button and click the **Med** link.

15. Click the **Look up Admit Type** button and click the **MED** link.

16.   Return to the **Application Program Data** tab.
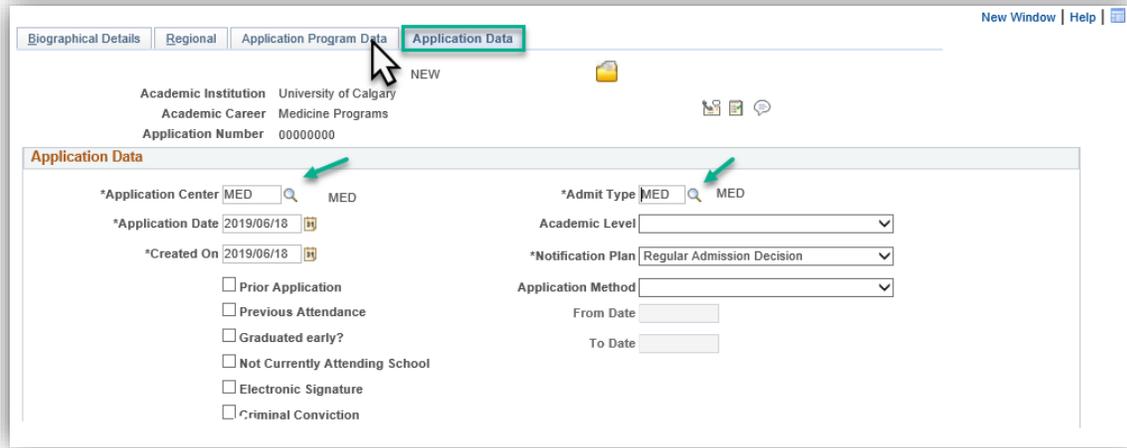
17.   Ensure Program Action is **APPL** (Application) and save the data. Click the **Save** button.

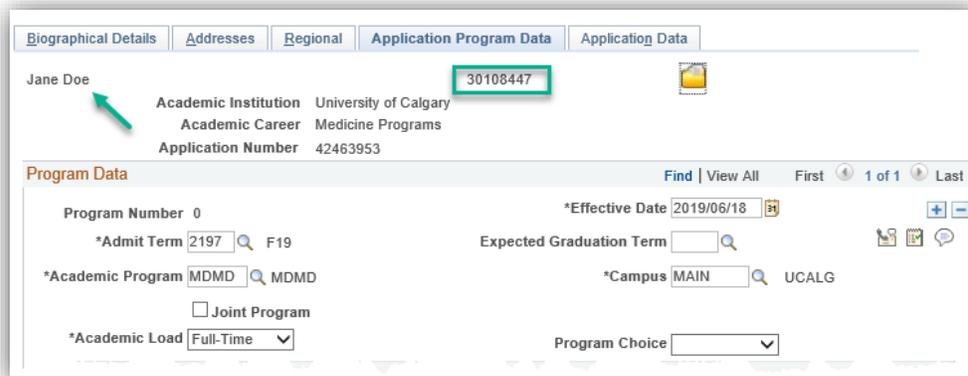18.   After pressing save the student ID will be created (e.g. 30108447) and any information displays
   (Biographical, etc.).

Medicine Admissions – MDPST:

Admissions to the MDPST programs are completed via a web application. Residents are sent a link that will activate their admission, after which the PGME office will admit and matriculate. The following are instructions on how to send a web application invitation. For the in-depth job aid and online learning, consult **Medicine Admissions – Invitation to Trainee for PGME**.

1.   Click on the **Student Admissions** link

Student Admissions

2.   Click on the **Processing Applications** link

Processing Applications

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

4.   Add "F" to the **Application Form** line, and the correct term to the **Admit Term** line, then click search.
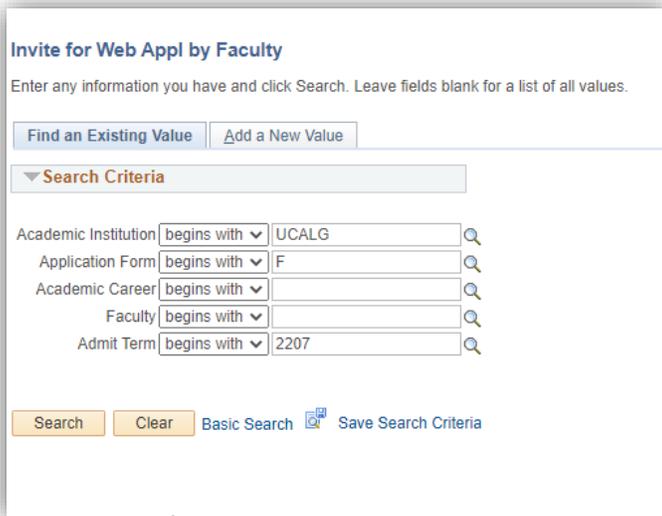
Invite for Web Appl by Faculty

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 ▼] F
Academic Career [begins with ▼]
Faculty [begins with ▼]
Admit Term [begins with ▼] 2207

[Search] [Clear]   Basic Search   Save Search Criteria

5.   Add as many rows as needed by clicking the Add button on left side. Alternatively, add multiple complete rows by adding a .CSV file. Complete the appropriate Program Reference code, email address of the incoming resident, first and last name, as well as the appropriate Academic Plan 1 and 2 (if applicable for subspecialties). Academic Program and Degree should be **MDPST** and **POST-DEG**, respectively.

6.   Once the relevant information is entered, check the **Select New** checkbox, and click **Send Invitation email.**

Admitting and Matriculating a Student:
To activate the student on the records side, prepare the applicant for term activation and registration, you will need to add additional Program Action rows of **ADMT (Admit)** and **MATR (Matriculation)** on the Application Program Data page.

1.   Click the **Student Admissions** link.

2.   Click the **Application Maintenance** link.

3.   Click the **Maintain Applications** link.

4.   Enter the student ID created in the first part of this job aid (e.g. 30108447) and press **Search** or **Enter**.

5.   Click the **Application Program Data** tab.

6. To activate the student on the records side of PeopleSoft Campus Solutions and prepare the applicant for term activation and registration, add a new Program Action row by Program Data. Click the **Add a new row** button.

7. A new row and effective date display. Enter the program action. Click the **Look up Program Action** button.

8.   A list of Program Actions display, click the **ADMT** link.

9.   Click the **Save** button.

    🖫 Save

10.   Add an additional row to Program Data to include the Program Status of matriculate. Click the **Add a new row** button.

    ➕

11.   Click the **Look up Program Action** button and click the **MATR** link.

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12. After entering both Program Actions, click the Create Program button. Note: Do **NOT** click the Save Button. Click the **Create Program** button.

Create Program
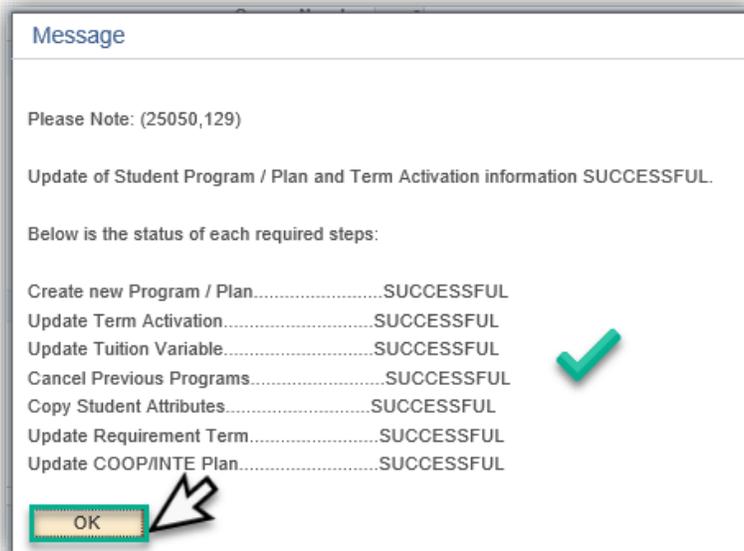
13.   The message confirms the success of the program activation. Adding additional Program Action rows of **ADMT (Admit)** and **MATR (Matriculation)** will activate the student on the records side and prepare the applicant for term activation and registration. Click the **OK** button.

Consult the online learning on the Student and Enrolment Services website for Medicine Admissions.
End of Procedure.