

Frequently Asked Questions (FAQs) about the application process



UNIVERSITY OF
CALGARY

Application information for **graduate** programs in the
Department of Anthropology and Archaeology

Degrees offered:

- ◆ MA Anthropology
- ◆ MA Archaeology
- ◆ PhD Anthropology
- ◆ PhD Archaeology
- ◆ We offer an interdisciplinary specialization in Biological Anthropology which can be pursued as part of any of the above degree options.

Where can I find general application information and a listing of the required documents that must accompany my application?

Anthropology: <https://www.ucalgary.ca/pubs/calendar/grad/current/anthropology-anth.html>

Archaeology: <https://www.ucalgary.ca/pubs/calendar/grad/current/archaeology-arky.html>

Where can I review your faculty members and their area of expertise and research?

Click on our home page: <http://antharky.ucalgary.ca/>. From there, click the PEOPLE link on the yellow title bar. A listing of professors is provided, and you can click on the professor's name to get further details on their research interests.

How much does it cost to apply?

\$125 Canadian/Permanent Resident

\$145 International students

\$180 Readmission to the program

When can I apply for admission? When is the deadline to apply?

Application Opens:	November 1 st
Application Closes:	January 15 th
<ul style="list-style-type: none">• There is only one intake per year for classes starting in September. It is highly recommended you apply early. Application link can be found here when the application is open: http://antharky.ucalgary.ca/graduate/admissions	

What is the deadline date for transcripts and other required documents?

Official transcripts	January 15 th
Other required forms	January 15 th
Referee forms	January 15 th

- All other required documents must be uploaded to your Student Centre by the deadline date stated above. The earlier your application is complete the better, so don't postpone uploading required documents.

How do referees submit their reference form? When you fill out your on-line application form, list your two (2) references and their contact information. The system will automatically generate an email notification to them with instructions on how to fill out the reference form and submit it to us.

What if I'm still in process of completing my degree? If you are currently finishing your degree, upload all your transcripts including your most current transcripts for evaluation. It is possible to be offered tentative admission based on your current grades. It will be necessary for you to submit all complete and official transcripts and proof of being awarded your degree as soon as possible.

What does "official" mean? To be considered official, your transcripts MUST arrive in a sealed envelope sent directly to us from the universities/colleges you've attended. Any pre-opened or unsealed envelopes will be considered unofficial and will not be accepted. Please note that any transcripts uploaded, emailed or faxed are considered unofficial.

How many copies of my transcripts do I send? You must arrange to send one official transcript from each post-secondary attended. If coursework is still in progress, once done, you must send another transcript. Please note, it is not required that you send University of Calgary transcripts.

International Transcripts: 1 official set in the original language and 1 official set translated to English by a recognized and official translation office or in some cases, your government agency. **REMEMBER:** The translation office you choose must be recognized as an official translation office or in some cases the government. These translation documents must be received in a sealed envelope unopened by you or anyone else other than University of Calgary staff. If your degree is recorded as received on another document such as a degree certificate, that document must be submitted to us as well.

I'm finishing my undergraduate degree here at the University of Calgary, do I need to submit UofC transcripts? No. All University of Calgary transcripts are easily accessible by the Graduate Program Administrator. However, you must send any other transcripts.

Where do I send my official transcripts? All transcripts should be sent directly to:
Graduate Program Administrator
Department of Anthropology and Archaeology
Room 620, Earth Sciences Building
University of Calgary
2500 University Dr. NW
Calgary AB T2N 1N4 CANADA

What can I do to increase my chances of admission?

- Please review the application requirements in the program information link at the beginning of this form to ensure you have everything in order and ready to submit.
- Start the process of submitting your application for admission as early as possible as it requires time to complete and upload the required documents.
- You must have all the required documents uploaded by the deadline date; however, it's better to submit all required documentation as early as possible.
- You must have your reference names and contact information ready to enter into the application form. We will then contact those references to submit their information directly to us. **IMPORTANT:** The referees must submit their forms by January 15th, so it's important to apply early.
- Please note, your application will not be reviewed if any information is missing or the application fee is not paid.
- If you have not contacted the professor with whom you want to work, then do so immediately. They can help you navigate the application process by giving you advice on your letter of intent, etc.
- Please be sure and check that you want to apply for all scholarships and grants on your application form. You will not be considered for university-wide funding unless you check this box.

Is it a good idea to contact a professor in the department as a potential supervisor to ask them if they plan on accepting new students? Yes, absolutely.

Is it appropriate to discuss potential avenues of research with potential supervisors prior to applying? Yes, absolutely.

Do I need to take an English Language Proficiency (ELP) Test? Only those applicants whose primary language is English are exempt from this requirement. If English is your secondary language, and it is determined by this office that English is your secondary language, then you will be required to present ELP test results regardless of whether you have been attending any English speaking institution or living in an English speaking country. This is a mandatory and firm requirement. Our institution's codes: **University of Calgary Institution Code: 0813**

Archaeology Department Code: 11 Anthropology Department Code: 81

For more information about ELP testing:

<http://www.ucalgary.ca/pubs/calendar/grad/current/gs-a-1.html>

When will I hear about the outcome of my application for admission? It is likely that you will hear from us anywhere between March and May. It is even possible that you may hear later, if we have applicants who decline our offer and we go to our alternate list.

How do I get a Study Permit? For visas and permits please refer to this link:

<https://www.ucalgary.ca/iss/visas-permits/citizenship-and-immigration-canada-cic/study-permits>

I am an international student, I'm not sure about all that I need to come to Canada? Living Costs? Residency? Is there someone I can contact?

International Centre Information here: <http://www.ucalgary.ca/uci/>

Residence Information: <http://www.ucalgary.ca/residence/>

How much does it cost to attend a grad program at the University of Calgary?

Tuition Fee Information: <http://grad.ucalgary.ca/prospective/tuition>

What are the funding opportunities available?

Although financial support is provided to our graduate students, all students (Canadian and international) are responsible for checking and applying for available awards. You should also check with your home institution and/or government about awards and/or scholarships that will provide financial support for you to study abroad. Funding opportunities, awards/scholarship information can be found here: www.grad.ucalgary.ca/awards

What if I have other questions? Please do contact us:

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