

Graduate Studies FAQs

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In the FAQs you will find the most frequently asked questions regarding applications, the admissions process, the need for letters of reference, financial aid and scholarships, international student applications, registration and academic progression. All applicants and graduate students are encouraged to read through our FAQs prior to sending any enquiries or submitting applications.

FAQ: Application

Application Questions

Q: I have just applied and I have not yet received my student ID or an acknowledgement by email from Algoma University. When will I receive this?

An automated email will be sent once your application has been received and is in processing.

Q: Can my application fee be waived?

All application fees are required at the time the application is submitted. Please note that applications will not be processed or sent to the School of Graduate Studies unless payment is received by Algoma University.

Q: Can I send the School of Graduate Studies my documents to be pre-assessed for eligibility before I apply?

To be fair to all applicants and due to the high volume of applications we receive, we do not pre-assess documents for eligibility. Any document submissions without an official application will not be processed or assessed until a full application is received.

Q: Can I still apply after the deadline?

Depending on the seat availability, late applications may be considered, with the support and recommendation of the School of Graduate Studies. Applications received after the scholarship eligibility deadline are not considered for an entrance scholarship.

Q: Can I still apply if I don't meet one or all of the admission requirements?

Those who do not meet the minimum requirements will not be recommended for admission. We are encouraging all applicants to review minimum requirements for admission on our [website](#), as only those that qualify will be considered in the admission process. Please note that meeting the minimum requirements does not guarantee acceptance in the program as those offered admission are selected competitively based on the merits of the application.

Q: Can I still apply for a Master's program required for a four-year undergraduate degree, if I completed a three-year undergraduate degree and a graduate certificate?

Please note that college/graduate diploma certificates are not equivalent to a bachelor's degree or its components; therefore, they will not be counted toward admission to our master's degree programs.

Q: Can I apply for more than one program? If so, do I have to pay for each application?

Yes, applicants can apply to multiple graduate programs. An application fee is required for each submission, and you may apply to up to three programs per submission.

Q: Where do I upload my required documents?

Documents must be uploaded to the Algoma U application portal. Refer to your application acknowledgement email for instructions on submitting documents.

Q: Do I need to submit my official transcripts?

Yes, you need to submit an official transcript with your application. After completing all the application processes at the application portal, we require an Official Transcript to be sent by your University directly to the Graduate Admissions office by emailing graduateadmissions@algomau.ca, addressed to the attention of the Graduate Admissions and Support Specialist. A Transcript is considered official if it is sent directly from the school or a recognized Credential evaluation service (such as WES) to us. AU students must request an Official Transcript through their student portal and submit it to the Graduate Admissions office by emailing graduateadmissions@algomau.ca.

Q: Can I submit a WES Application?

Yes. Algoma University will accept documents verified by WES (World Education Services). Once received from WES, authenticated transcripts will be assessed by the Algoma University School of Graduate Studies for eligibility. We must receive the official document directly from WES. In some cases we do accept other evaluation services, however, it is advisable to check with us prior to submitting.

Q: How long do documents take to be added to my application?

Documents will be required to be submitted by the application deadline. Please do not email the School of Graduate Studies for request on document status or receipt of delivery. Due to the number of applicants, we may not be able to respond to individual requests.

Q: Can I get my transcripts back?

No. Once supporting documents are submitted, they become the property of Algoma University and cannot be returned.

Q: How do I check the status of my application?

Applicants can track the status of documents and their application through the Algoma University Website. It is the applicant's responsibility to monitor the status of all their documents to ensure all required documents and materials are received before the program deadline. You can review the required documents needed for your application under the academics tab on your account to see what documents we have received and which ones are still pending.

Q: I am an international student who is proficient in English. Do I still need to submit an English proficiency test?

Proficiency in the English language, both written and oral, is required for international students whose primary language of instruction was not English, and who wish to pursue graduate studies at Algoma University. It is required that applicants demonstrate an appropriate level of English proficiency, regardless of their citizenship status or country of origin. We must receive a test score to complete an application. Please find the English language requirements on our [website](#).

Q: I am an international student who has attended an English-speaking institution previously. Do I qualify for a waiver for the English proficiency test requirement?

Applications will be accessed on an individual basis depending on the education completed.

If exemption is considered, we may require a letter accompanying your official transcript sent directly from your university.

Q: I am a Permanent Resident; do I need to complete the English proficiency test?

The requirement to complete an English proficiency test will be decided on a case-by-case basis for applicants who are Permanent Residents. Please note that Algoma University reserves the right to request English language proficiency results from any applicant. If this is required, the School of Graduate Studies will notify the applicant accordingly.

FAQ: References (Thesis-based programs only)

Q: My referee has not received their link for my reference form. When will they get it?

Letters of recommendation from referees (referees are individuals who have had an academic or professional relationship with you and who are able to comment on your abilities, achievements, and potential for success in graduate studies) familiar with your work as a student or your life experience, sent directly to the Office of Registrar (graduateadmissions@algomau.ca; documents should be addressed to the attention of the Graduate Admissions and Support Specialist). It is the student's responsibility to give their referees the instructions for reference letters, including the due date and email address for submitting a reference letter.

Q: Can you remind my references about sending my reference form?

Reminder emails will not be sent by the School of Graduate Studies. It is the student's responsibility to monitor the submission of their reference forms on the application portal. References must be received by the application deadline to ensure that your application is complete.

FAQ: Admission

Q: My application is now marked as 'pending decision'. When will I find out if I am admitted?

The status of your application will change from 'applied' to 'pending decision' once the School of Graduate Studies confirms the application is complete. Complete applications are examined and evaluated for admission by the appropriate graduate programs. The timeline for this process varies by graduate program and is affected by the volume of applications received. All applicants will be officially notified by email of the action taken on their application.

*Please note that all admission decisions are final; there is no appeal of admission decisions.

Q: Do I have to pay a deposit upon acceptance?

A deposit is required to hold your space in a graduate program at Algoma University. Please refer to your letter of offer to confirm the deposit amount and due date.

This is a condition of admission. If a deposit is not paid, the School of Graduate Studies reserves the right to revoke the admission and offer the spot to another qualified applicant.

Q: Can I ask for a deferral on my offer of admission or change my intake date?

To be considered for a deferral, the applicant has not previously requested to defer. Deferrals may be granted on a case-by-case basis but are not guaranteed. Conditions may be required.

Q: How much is the tuition and fees for my program?

Applicants can find current tuition and fees for graduate programs on this [page](#).

FAQ: Financial Aid and Scholarships

Q: Where can I find information on scholarship opportunities at Algoma University?

Please visit our graduate [awards and scholarships page](#) for more information.

Q: As an international student, can I get a scholarship to cover all my tuition and living costs while attending Algoma University?

At Algoma University, the eligible graduate students in some thesis-based programs are offered competitive funding for support in their studies. Eligible graduate students in course-based programs may be eligible for limited scholarship funding. Please find more details [here](#).

Q. How do I apply for the Graduate Teaching Assistantship?

With regards to Graduate Teaching Assistantship positions, the number of available positions are identified at the beginning of each academic term. These positions are not guaranteed in some graduate programs, and it depends on the number of students enrolled in lower-level undergraduate courses. If any positions become available, they will be advertised at the start of the semester to students admitted to the program, along with the application form.

Q: Can I defer my Graduate Teaching Assistant position offer?

Graduate Teaching Assistantships are normally offered only in the fall and winter terms, although a limited number may be available for the spring/summer term. If you are unable to accept your Graduate Teaching Assistant position for the term it was offered in your admission letter, you must decline the position offer; you cannot defer the position.

Q: What happens to a financial credit on my student account?

Any outstanding credits will be applied against future tuition/fees.

FAQ: International Students

Q: I am an international student - where do I find information on study permits?

Information for international students can be found on the [International Students webpage](#). Regarding any inquiry about immigration, study permit or post-graduation work permit, we

recommend addressing related questions to the immigration team (immigration@algomau.ca) as they are licensed individuals who are best suited to answer those types of inquiries.

Q: What health insurance do I need as an international student?

International students who study at one of Ontario's post-secondary institutions are mandated by the government to be enrolled in the University Health Insurance Plan (UHIP). For information on UHIP coverage, please visit the [UHIP page](#). Here you will also find information about the supplemental Student VIP coverage.

Q: Am I able to opt out of UHIP coverage if I am not in Canada?

Graduate programs are offered in person, therefore UHIP fees are required. International Contact uhip@algomau.ca for further information.

FAQ: Registration and Academic Progress

Q: How can I become a student and register for classes?

After you accepted your offer, paid the required deposit and satisfied the visa requirement by the visa submission deadline (if needed), you can register for classes.

Q: Do I need to register myself online or is course registration done for me?

Students are recommended to reach out to their Academic Advisor or to regoffice@algomau.ca if the advisor is unknown for registration assistance. It is important to consult with your Academic Advisor the courses you take each semester for your program. Please view your course requirements each semester on [Graduate Programs](#) website.

Please follow the steps below on how to register for courses:

- Go to your student portal
- Select 'go to self service' and login
- Select Course catalog and view the available courses and sections that you wish to register for
- Click 'Add' to Add them to your Student Planning (backpack: WARNING: Adding courses to your student planning does not mean you have registered. Please follow further steps to confirm your registration.
- Click on Academics on the top left corner and go to Student Planning
- View your selected courses and sections on the timetable
- Click on 'Register' to confirm your registration

Q. How do I get my Confirmation of Enrollment?

You can download the Confirmation of Enrollment directly on your Student Portal by clicking on Academics > Documents.

Q. How can I apply for an access card for Brampton Campus?

All students require an access card to access Algoma University spaces at the Brampton campus. To sign up for an access card, please review the “Steps to Obtain an Access Card Guide”, which can be found [here](#).

Q. What is the passing grade in the graduate programs?

Students enrolled in graduate programs are required to achieve a minimum grade of 70% in each graduate course, as well as maintain a minimum cumulative average of 70% in any given academic term in order to progress to the next term.

Q. In a course-based graduate program, what happens if I receive grade(s) between 60-69% in course(s), that account(s) for no more than 6 credits or 20% of total course credits?

A grade in the range of 60–69% does not meet the minimum requirement of 70% for graduate-level coursework. Students are required to retake any course in which such a grade is earned, as it does not satisfy program requirements. Each course may be repeated only once, giving students one opportunity to attain a passing grade of 70% or higher. Course availability impacts timing of retake. Failure to meet the minimum academic standards after repeating the course(s) will result in academic dismissal from the graduate program.

If students receive grades between 60-69% in graduate course(s) that accounts for less than 20% of the total course credits, and the student's cumulative average is still above 70%, the student may be still on good academic standing. If the cumulative average drops below 70% because of these courses, the student would be placed on Academic Probation.

Q. In a course-based graduate program, what happens if I receive grades between 60-69% in courses, that account for more than 6 credits or 20% of total course credits?

According to the policy, grades between 60-69% in courses that account for more than 6 credits or 20% of the total program credits will result in students being placed on Academic Probation.

Q. In a course-based graduate program, what happens if I am placed on academic probation?

If on academic probation, students must repeat only the courses that caused the probation. No other courses can be attempted unless the student earns at least 70% in the repeated courses. The student has two terms to bring their cumulative average up to at least 70%.

A student on Academic Probation who fails to achieve a minimum cumulative grade of 70%, who

maintains a term cumulative average below 70% within the two-term period, or who receives grades between 60-69% in more than the allowed number of credits (6 credits or 20% of total course credits, whichever is higher) will be subject to academic dismissal. The notation will be clearly identified on the academic transcript.

Students on academic probation will not be qualified for certain funding, including the Graduate Teaching Assistantship, which requires students remaining on good academic standing.

Q. In a graduate program, what happens if I receive a grade below 59% in a course?

Students who receive an 'F' grade (1–59% or due to an academic integrity violation) will not be allowed to repeat the course or graduate from the program. An 'F' grade is a critical academic failure, and results in immediate ineligibility to continue in or graduate from the program, with no option to repeat the course under normal circumstances. The student would be academically dismissed from the graduate program. Based on this, the Office of the Registrar will notify the student who is placed on Academic Dismissal by email after the course grade is confirmed and released

A student who is dismissed for receiving an 'F', will be eligible for readmission only after a one-year absence. If readmitted, they will return on Academic Probation and must raise their academic standing within one term. The student must immediately repeat the failed course (if permitted in the reinstatement terms) and may not take any other courses until earning a 70% in the repeated course.

Important Contacts for Graduate Students

1. General Inquiries

The School of Graduate Studies: schoolofgraduatestudies@algomau.ca

2. Admissions Related Inquiries

Graduate Admissions Office: graduateadmissions@algomau.ca

3. Advising and Registration Related Inquiries (SSM): renee.poulin@algomau.ca

4. Advising and Registration Related Inquiries (Brampton): yogita.garg@algomau.ca

5. Inquiries Related to Course Work and Course Planning

Student success and wellbeing: studentsuccess@algomau.ca

6. Inquiries Related to Tuition or Payment

[Payment Deadlines](#) & [How to Make a Payment](#) and the [Tuition webpage](#)

The Student Account Teams: accounts@algomau.ca (Please allow for up to 5 business days for your email to be returned and be sure to include your student ID in your email.)

7. Inquiries Related to GTA, GRA, Funding or Financial aid

Financial Aid Office: awards@algonau.ca; [Click Here](#) to schedule an appointment