

# **Office of Graduate Studies**

## **Ontario Graduate Scholarship (OGS) Application Tips & FAQs**

# Application Process

**All students, who have MC1 credentials and can access Carleton Central should be using the online application available through Carleton Central. If you do not have MC1 credentials, please complete the pdf application documents on our website.**

- Carleton Central → Awards and Financial Assistance → Graduate Online Application Forms
  - Click Award Search
  - Select the term. You should be selecting the term of application (Ex. Applying in 2025 competition, select Fall 2025). **Do not** enter any other search fields, this could impact your search results
  - Click Search. OGS should be listed under Available Awards
  - Click Start Application under Action Column

# Application Tips

- **Carefully review all eligibility requirements and application instructions.**
- **Start Early!!!** There is a lot of information and preparation to consider. Don't wait until the last minute!
- **Review all components of your application before submitting.** Incomplete applications will not be considered and will be deemed ineligible.
- **Be careful of file size when uploading.** If you experience issues during upload, please reach out. Do not wait until the last minute.
- **Verify you have correctly submitted your application.** Application status can be viewed in Carleton Central.
- **If you're unsure, ASK!** We're here to help. Connect with your department, supervisor/advisor or reach out to Graduate Awards, [Graduate.Awards@carleton.ca](mailto:Graduate.Awards@carleton.ca).

# Application Tips

- When beginning your application, ensure you are selecting the correct Faculty and Department. This information ensures your application is reviewed by the correct selection committees. The Faculty/Department you select should be for the program you will be registered in at the time you take up the award and for which you are requesting funding.
- Citizenship status should be your status at time of application. Status at time of application determines if your application will be considered towards the domestic or international competition.
- Proposed program of study is the program you will be registered in at the time you take up the award and for which you are requesting funding. If your current program and level will be the same, simply enter “Same” as the response to these questions.
- Official program time limit can be found on your audit. You can consult with your department if you are unsure.
- The Awards and Prizes section is where you can list any scholarships, fellowships, prizes, and any other academic or professional awards you have received that you feel best supports your application. This can include any scholarships or funding like RA/TA that you may have received on admission if you wish.

# Application Tips

## Referees

- Reach out to your references early! Provide them with a timeline. You may wish to discuss setting an earlier deadline with your referees to ensure they are received prior to the December 1 deadline.
- You may wish to provide additional background information like your CV, copy of research statement, etc.
- Your references need to be able to speak to your Academic Excellence, Research Potential, and Skills (Communication skills, Interpersonal skills, Leadership Ability, Community Engagement).
- Consider your current supervisor(s), previous supervisor(s), other faculty members you may have worked with, and/or professors/instructors for courses where you excelled.
- Applicants are responsible for ensuring references have been submitted by the deadline.
  - You can verify in your application. Go to Graduate Online Application Forms in Carleton Central. Under the Current Award Applications Summary, click “View/Cancel Application” under the Action Column for your current OGS application. You can see date submitted beside each referee if they have submitted. If no date is listed, they have not submitted.
  - If you are unsure, ask!

# Application Tips

## Research/Program Statement

- Must remain within the 3950 character limit, this includes any references/citations which should be used sparingly. You want to focus on your contributions and ideas in your proposal.
- Demonstrate your potential, highlight accomplishments.
- Engage your audience.
- Write clearly, demonstrate you know your field.
- Check for spelling and grammatical errors.
- Be specific and avoid jargon. Your application may be evaluated by someone not familiar with your particular field of research.
- Ask friends, fellow students, your supervisor/advisor, and/or referees if they would be willing to review your statement and provide feedback.

# Application Tips

## Research/Program Statement continued

- Things to think about when preparing your statement:
  - What's been done? Provide background information.
  - What can be done? How will you do it? Outline the approach, methods, procedures.
  - Why are you doing it? State significance of proposed research to a field. Ask yourself 'So what?' and explain why this work is important.
  - Why are you a strong candidate? Demonstrate your relevant experience and/or research potential.
  - Applicants in course based programs may wish to highlight relevant work experience, what they plan to study and why, how their previous studies provide the academic background to pursue the program, and/or how it fits with their career plans.
  - Applicants may also wish to touch base with the department they are applying to at Carleton for further recommendations that may be more directly related to their specific program.

# Application Tips

## Transcripts

- You must include up-to-date transcripts for all undergraduate and graduate studies completed. This includes your current program, even if you just started your program in the fall, as it will demonstrate your current status in your program. Up-to-date transcripts are defined as official transcripts **dated or issued in the fall session of the year of application (if currently registered) or after the last term completed (if not currently registered)**.
- If your transcripts include transfer credits from another institution, you must provide the original transcript from that institution with grades shown.
- Opening an official transcript to scan does not render it unofficial for external award application purposes. Transcripts will need to be combined into one PDF and uploaded to your application. Make sure they are clear and legible.
- Please provide a copy of the legend for each transcript. This is often found on the back of your transcript. If you cannot find a legend, please reach out to the institution directly.



# Frequently Asked Questions

- 1. If I am currently enrolled at Carleton where do I apply?** You apply to the institution you plan to attend. Please check the website for OGS information at each specific institution you are interested in attending.
- 2. If I have graduated or completed my program at an Ontario university in the past year, where do I apply?** You apply to the institution you plan to attend. Please check the website for OGS information at each specific institution you are interested in attending.
- 3. If I graduated from a university outside of Ontario or if I graduated from an Ontario university more than a year ago, where do I apply?** Apply to the institution you plan to attend graduate school. Please check the specific institution website for information about their OGS process. If you plan to attend Carleton, please send your application to the Graduate Administrator in the department you have applied to at Carleton.
- 4. What is the numerical equivalent of an A-?** [80-84%](#)
- 5. I have questions about my GPA eligibility, who should I contact?** Please reach out to your department Graduate Administrator. They will consult with the Office of Graduate Studies when required on a case-by case basis.
- 6. Can I list publications submitted/under review?** Yes, but you must include a note that it has been submitted/is under review.

# Frequently Asked Questions

**7. Do I have to ask a faculty member from the university I am attending to write my academic assessment (reference) or can I ask a faculty member from another university?** You may ask any faculty member, regardless of the university. If you are applying to a professional program, one of the two referees may be a professional. However, they should speak to your academic ability.

**8. Do the Academic Assessments from the referees have to be submitted by mail in a sealed envelope?** No. If completing your application online through Carleton Central, the referees you have indicated in your application will receive a system-generated email once you have officially submitted your application. The email will provide details on how to complete the online assessment form. Make sure the email addresses you provide are correct. For external applicants completing a PDF application, the Academic Assessment forms should be sent directly by the referee to the Departmental Graduate Administrator either from an official email address or by mail. A copy of the form is included below in the documents. Applicants are responsible for monitoring the status of the assessments to ensure they are submitted prior to the deadline. Referees have until **December 1** to submit their assessments.

**9. My referee indicated they have not received a request, what should I do?** Please email Graduate Awards [Graduate.Awards@carleton.ca](mailto:Graduate.Awards@carleton.ca) to request the link be re-sent. Please provide your name, Carleton ID#, name of referee, and email address of referee to ensure the one provided in the application is correct.

**10. Do I have to submit an official transcript?** Yes. Note: opening an official transcript for scanning to your application does not render it unofficial for OGS application purposes.