



Memorial University

Application Guide 2023-2024

Admissions Office, Faculty of
Medicine

6/30/23

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General Information

This guide is divided into two sections, **Part One: Applicant Information** and **Part Two: Completing an Application**. Please review each section thoroughly to fully understand all of the requirements and components of submitting a complete application.

What is New?

1. *Start Early*

Completing your medical school application is time-intensive and detailed. For this reason, **it is strongly recommended that you start your application well in advance of the deadline, use and review this guide thoroughly, and allow adequate time to submit it in order to resolve any issues that could arise. Deadlines are firm.**

2. *Prepare in Advance*

A significant amount of your application is in the form of supplying additional documents, many of which are required in order for your application to be considered complete. Full details on the types of documents required is found starting on page 23 of this guide. All of these documents are accessible both within the application and on the [Apply Now](#) Admissions webpage.

3. *Applicant Code of Conduct*

Effective June 1, 2023, applicants to the Doctor of Medicine Degree are held to an [Applicant Code of Conduct](#), which is in effect from the date of application submission (or earlier if the applicant contacts the Admissions Office prior to the submission of their application) until they become a Phase 1 medical student at Memorial University. The Applicant Code of Conduct is in the appendix of this guide as well as the Admissions [webpage](#).

4. *MMTP Seats*

There are no seats available for Canadian citizens in the Canadian Armed Forces under the Medical Military Training Program (MMTP). Military applicants are still welcomed, however, and will compete with civilians in the geographic pool in which they qualify.

5. *Nunavut Seat*

The definition to qualify for this seat has changed from the previous cycle. The updated definition can be found [here](#).

6. References

Ensure [references](#), including [Letters of Support](#) for Indigenous applicants, adhere to the published criteria on the Admissions Office webpage.

The total application fee of \$255 is paid upon submission of your application; fee assistance is available for those that qualify and details on how to apply can be found on page 21 of this guide. **References can be submitted on your behalf any time between June 30, 2023 and August 30, 2023; they will appear on your application after you submit, your application does not need to be submitted in advance of references being received.**

Continuing Admissions Processes and Policies

Requests to modify applications after the deadline, including the addition of missing details on documents omitted by the applicant, are not granted. **It is the applicant's personal responsibility to ensure that all information they wish to present about themselves is included in their application at the time of submission. Applications missing any of the required information or documents are closed.**

As part of the quality control process, random audits are performed to ensure the information submitted by applicants is correct. It is your responsibility to confirm that contact information provided for named individuals who are able to verify your historical information is correct. If your application is selected for audit and the named contacts cannot be reached and/or are unable to verify your details, it will be assumed that the information you have provided on your application is incorrect, which could be grounds for closure. **Follow up with contacts to ensure they can verify your work and volunteering history.**

If you are a re-applicant, transcripts, MCAT scores, and references are **NOT** carried forward from year to year; each year is a new cycle and all of these documents must be submitted again. References must be new each year, including Letters of Support; references from previous applications cannot be carried forward. MCAT scores must be released to Memorial University **after** June 30, 2023; scores released for the 2023-2024 cycle before this date will not be retrieved. Details on how to release your MCAT score(s) can be found [here](#). Similarly, Casper scores must also be released by [published deadlines](#) directly from your Acuity Insights account.

The only documents permitted to be carried forward from a previous cycle are credential evaluations. If you have attended a university outside of Canada or the United States, and have submitted a credential evaluation with a previous application, **and** your academic record at that institution has not changed, you do not need to submit a new credential evaluation. In such instances, you need to contact the Admissions Office in writing (munmed@mun.ca), prior to the application deadline, and request that your credential evaluation be carried forward to your current application. If you require a credential evaluation from a previous application to be added to your current application but fail to submit a request for this action to occur, your application is incomplete and will be closed. See the "Education" section in this handbook in Part One on page 8 for further information on credential evaluations and if you need to obtain one.

Email is our preferred method of communication with all applicants; use an email account that you use and/or check regularly as well as adding munmed@mun.ca to your safe senders list. If there are questions regarding your application, you will be contacted by email and, if you are offered an interview, and subsequently accepted, you will receive all correspondence and notifications via email. Therefore, it is essential that you use an email account that you monitor regularly.

If you have any questions that are not answered in this guide, please contact the Admissions Office at munmed@mun.ca or 709-864-6328. Email and phone volume are very high in the week prior to the application deadline and response time can be two business days or longer. **Deadlines are firm; start your application early and submit it early to avoid last minute issues.**

Part One: Applicant Information

Residence History

If you are applying as an applicant of NL, PE, or Nvt, select the residence pool to which you [belong](#); if there are any questions concerning your residency, the Admissions Office will contact you for further documents to support your claim. Applications submitted by applicants who selected the wrong residency pool are not rejected; rather, you will be notified in writing that your residence pool is being changed.

Residency status *for the purposes of applying to medical school* is not the same as the physical location of where you currently live. For example, if you moved to Newfoundland & Labrador (NL) six months ago from Alberta, you would not be considered a resident of NL for the purposes of medical school admission because you do not satisfy the definition of a Newfoundland & Labrador resident. In such cases, your residency would be the last province in which you lived and maintained permanent long-term roots.

The definition of a Newfoundland & Labrador resident is **NOT** the same as the University's definition for general undergraduate admission. If you cannot clearly demonstrate that you can satisfy the criteria [herein](#) as a **bona fide** resident of Newfoundland and Labrador you will be removed from this pool. In such instances, you will be notified in writing.

If you are applying as a resident of Nunavut (Nvt) or Prince Edward Island (PE), please note that the individual governments or supporting groups in those provinces decide the terms of residency and make the final decisions on residency for their seats. If further information is required from applicants in either of these pools, the Admissions Office will contact you. All information collected from applicants is confidential and redacted prior to being sent to the respective governments.

If you are not applying as a resident of NL, Nvt, or PE you need to select Other Canada (OC). All applicants, regardless of competition pool, must be Canadian citizens or Permanent Residents. If you are not a born citizen of Canada, you must have permanent residence status with a federally issued PR card at the time of application; you cannot apply until permanent residence status has been officially granted federally.

Indigenous Application Program

If you are applying as an Indigenous applicant, you will need to complete the following additional section of the application:

1. Write a short essay about your experience as an Indigenous person that discusses what your Indigenous identity means to you - how do you expect it will influence you in your program of study?

You will also need to include:

2. Proof of Indigenous Ancestry (government-issued Indigenous membership) and;

3. A recent (within 12 months of the deadline date) Letter of Support, submitted by a Leader or Elder of your Indigenous community that includes how they have experience with you and/or knowledge of your connection to your heritage and contribution to your Indigenous community. This letter is confidential and must be submitted directly by your Indigenous community or organizational affiliation leader.

MCAT

Entering your AAMC ID into your application **DOES NOT** release your MCAT score(s) to Memorial University (MUN). You need to enter all writings of the MCAT within the last 5 years (between August 30, 2018 and August 30, 2023; all other writings are expired) into the application and **then** log into your AAMC account (the same account you created to register for the MCAT) and manually release your score(s) to Memorial University.

- If you wrote the exam between August 30, 2018 and July 29, 2023 your score is available by the application deadline and, will be retrieved by the Admissions Office on your behalf on August 31, **if you released them**. Your score(s) should be released prior to the submission of your application.



Many applicants have **closed applications** each year due to **failure to release their MCAT score**. Your score is considered **private information** and we can only obtain it if **you give permission** for it to be shared with us. As soon as you start your application, you are strongly advised to **log in to your AAMC account** and authorize MUN to receive your score.

- If you write the MCAT exam between August 3, 2023 and August 19, 2023, you can **designate** Memorial University to receive your score when it is available from AAMC. You **DO NOT** have to wait until your score is available from AAMC to release it to MUN, you can do this any time after you write the exam. **The deadline to release all MCAT scores to Memorial University is Friday, September 22, 2023.** Complete and specific directions to release your score are available [here](#).

Exceptions will not be made for applicants who fail to release their MCAT score by the published deadlines. You will not be contacted if your MCAT score(s) are not received by Friday, September 22, 2023. Submitted applications with missing or expired MCAT scores will be closed.

Casper

The Casper test is required in order to be eligible to apply to the Doctor of Medicine degree at Memorial University. Casper is a situational judgement test that measures the non-academic attributes required to be a successful physician. Detailed information about Casper, including the test theory and format, a practice test, and how to register for the exam, can be found at <https://takeCasper.com/>. The test dates

for Memorial University for the 2023-2024 cycle are [here](#); scores obtained outside of these dates are not accepted for this cycle. Your score is valid for only one year and the exam must be written each year that you apply to medical school.

Your Casper ID will be your 8-digit AAMC ID that is generated when you register for the MCAT. It is advised to copy and paste this ID directly to avoid incorrect digit entries. **Numerical errors made by the applicant, that result in incorrect reporting or missing Casper scores, will not be corrected by the Admissions Office; applications without Casper scores are incomplete and will be closed.**

Like the MCAT, you must authorize the release of your score from your Acuity Insights account to Memorial University in order for us to receive it.

Education

The interpretation of credits on your transcript will vary depending on your institution. For most applicants, a course can be loosely defined as ‘*a unit of work completed over a 3-4-month period*’, depending on the length of the semester. Most courses at Memorial University in undergraduate programs occur over a 14-week semester and are valued at 3 credit hours each. If you have courses that are completed over two semesters (September – April, for example), or a two-part course whereby credit was only given if both parts of the course were successfully completed, include them twice when calculating your yearly average. As well, depending on your program of study, all courses may not have a credit value of 3 hours. In such cases, count them as 1 course each if they were completed over 3-4 months, as described above. More details on how to report your grades are found in the Yearly Progress section of this guide.

If you will be starting a Master’s or Ph.D program after your application is submitted, **indicate such on your application**. In these instances, you would enter your anticipated end date of the program in the Academics section of the application. It is important for the Committees to see how you will be spending your time after your application is submitted (working full-time, graduate studies, etc.).

Credential Evaluations

You must enter all secondary (junior high and high school) and post-secondary institutions you have attended and list any degrees obtained at the post-secondary level. If you have completed university courses at a post-secondary program outside of Canada or the United States, you may need a credential evaluation as described in the chart below.

Do you need a Credential Evaluation with Course-by-Course Analysis?	
YES	NO
You have completed courses at an international post-secondary institution for two or more semesters .	You have completed courses at an international post-secondary institution for one semester only .

Credential evaluations can be obtained by many [different providers](#) in Canada. Credential evaluations must be sent by the provider directly to the Admissions Office and dated on or before the application deadline. If you require a credential evaluation, your application will not be considered without this document. Credential evaluations can take up to two months or longer; therefore, you are strongly advised to investigate the requirements well in advance of the application deadline.

Credential evaluations may be carried forward from a previous application cycle IF your academic history at that institution has not changed since the last application was submitted. In such instances, you need to contact the Admissions Office in writing (munmed@mun.ca) **and** request that your credential evaluation be carried forward to your current application. If you require a credential evaluation from a previous application to be added to your current application, but fail to submit a request for this action to occur, your application is incomplete and will be closed.

Non-University Programs

Non-degree post-secondary programs are not considered in the calculation of your overall average and will be removed from all GPA calculations. GPA calculations are calculated from courses taken at universities/colleges required to obtain a Bachelor's degree. If you are unsure of the acceptability of your credentials, please contact the Admissions Office for further information. Programs and courses not completed at a university or college but transferable to university for equivalent credit are accepted and the applicant is responsible for doing such in order to have these courses included for application evaluation. The Admissions Office does not evaluate non-degree programs or determine if non-university credits are eligible for transfer for university recognition.

Transfer & Exchange Courses

You must include an unofficial transcript for ALL post-secondary institutions you have attended, including transfer and/or exchange credits. For example, if you started your degree at Dalhousie University and finished it at Memorial University, you need to submit unofficial transcripts from both Dalhousie and Memorial. **Every academic institution entry on your application must have an accompanying unofficial transcript.** Applications that do not have unofficial transcripts from all post-secondary institutions attended are incomplete and will be closed.

Transcripts

All applicants, including current Memorial University students and graduates, must include a current unofficial transcript with their application for each institution attended. You can download these yourself through your student account at each institution, usually as a PDF, and upload it directly into your application on the "[Documents and Supplemental Items](#)" section. You will only need to submit an **official**

transcript if you are selected for an interview; directions on how to do this will be sent with your interview offer. The definitions of ‘official’ vs ‘unofficial’ can be found in the Appendix of this guide.

If you are unable to obtain an unofficial copy of your transcript through your student account or other means, contact the Admissions Office **at least three weeks** prior to the deadline date for further directions.



DO NOT send an official transcript to the Admissions Office instead of the unofficial as directed. Official transcripts will not be processed by the Admissions Office and added to your account. Do not send official transcripts until directed to do so by the Admissions Office.

Late transcripts are not accepted and will not be processed.

Grade Conversions

If you are not a student or graduate of Memorial University, you may need to convert your grades so that you can enter them correctly on the application. The **Grade Conversion Chart** for Memorial University in the Appendix at the end of this guide will show you how to do this.

MUN operates on a 4.0 GPA; if your school has a maximum GPA that is higher or lower than this, you may need to convert your grade point average into a value that corresponds with Memorial University’s grading system. One of the situations below may apply to you, depending on your institution’s Registrar:

1. Your transcript or university has a grade conversion factor

If your university provides a numerical conversion factor for letter grades, either on the Registrar’s webpage or on the official transcript, do not use Memorial’s grade conversion chart – use the values that are on your transcript. Transcripts from the University of Toronto and Dalhousie University are examples of this and there are many others.

Example from University of Toronto transcript, excerpt:

2012 FALL - HONOURS BACHELOR OF SCIENCE					
SESSIONAL GPA: 3.74 CUMULATIVE GPA: 3.74					
STATUS: NOT ASSESSED					
CRS CODE	TITLE	WGT	MRK	GRD	CRS AVG
BIOA01H3	Life on Earth: Unifying Principles	0.50	82	A-	C+
CHMA10H3	Introductory Chemistry I: Structure and Bonding	0.50	84	A-	C+
MATA30H3	Calculus I for Biological and Physical Sciences	0.50	77	B+	C
PHYA11H3	Introduction to Physics IB	0.50	85	A	C+
PSYA01H3	Introductory Psychology: Part I	0.50	87	A	B-
Credits earned: 2.50					

University of Toronto
Guide to Transcript

Effective September 1998

Grade Meanings	Undergraduate Grade Scale		Grade Point Value	Graduate Grade Scale	
	Refined Letter Grade Scale	Numerical Scale of Marks		Truncated Letter Grade Scale	Numerical Scale of Marks
Excellent	A+	90 – 100%	4.0	A+	90 – 100%
	A	85 – 89%	4.0	A	85 – 89%
	A-	80 – 84%	3.7	A-	80 – 84%
Good	B+	77 – 79%	3.3	B+	77 – 79%
	B	73 – 76%	3.0	B	73 – 76%
	B-	70 – 72%	2.7	B-	70 – 72%
Adequate	C+	67 – 69%	2.3		
	C	63 – 66%	2.0		
	C-	60 – 62%	1.7		
Marginal	D+	57 – 59%	1.3		
	D	53 – 56%	1.0		
	D-	50 – 52%	0.7		
Inadequate	F	0 – 49%	0.0	FZ	0 – 69%

An applicant from University of Toronto would use the numerical values 82, 84, 77, 85, and 87 in the calculation of their average in addition to the numerical grades in the 2013 Winter semester to get their yearly average (explained below in *Yearly Progress*). Applying the corresponding grades of A-, A-, B+, A, & A to Memorial's grade conversion chart gives 82, 82, 77, 87, & 87; this is not correct. **If there are numerical grades on your transcript, use them in calculations.**

Dalhousie University does not have such a guide on their printed transcript (there are only letter grades and GPA values), however, it is on the webpage of the [Registrar](#) and the same process used above would apply. If your university has a similar transcript presentation, use the grade conversion scale that accompanies your transcript. When converting grades from letters to numbers, use the middle of the range indicated i.e. A = 85-89 so you would use 87 as your grade.

- Your university issues grades in letter format and/or GPA only.

If your transcript only has letter grades and GPA values, you will need to apply Memorial University's grade conversion chart. Some examples of universities like this are Mount Allison University, York University, University of Manitoba, and University of New Brunswick (UNB) as well as many others.

Example from University of New Brunswick (UNB), excerpt:

2016/WI		BSC (Hon) MEDCH		Fredericton		GRADE	HRS	POINTS
CHEM3622	PHYSICAL CHEMISTRY III	A-	3.00	11.10				
CHEM4000	SENIOR RESEARCH PROJECTS	A+	9.00	38.70				
CHEM4422	ADVANCED ORGANIC CHEMISTRY	A-	2.00	7.40				
ENGL1000	INTRO TO MODERN LIT IN ENGLISH	A	6.00	24.00				
PSYC2703	FOUND'NS.OF BIOL.PSYC.	A+	3.00	12.90				
Program Credit Hours:		Attempted	146.00	Passed	146.00	Cumulative GPA...	3.8	
2015/16 Assessment Year		GPA...	3.9					

This assessment is based on letter grades, using a 4.3 GPA system. The conversion formula is as follows:

Letter Grade	Numerical Grade
A+	4.3
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
D	1
F	0

value on MUN's grade conversion factor. For the example above, A-, A+, A-, A, A+, translates into 82, 95, 82, 87, & 95 when MUN's conversion chart is applied.

Since UNB issues only letter grades and a corresponding GPA, you need to apply Memorial's grade conversion chart to equate your letter grades to numerical ones so both annual and overall averages can be calculated.

For such conversions, **do not use the GPA from your institution.** In this example from UNB, the maximum GPA value is 4.3 while at Memorial it is 4.0. Since the GPA scales are not equal, conversions using these values will not be correct. Use the letter grade received (A+, A-, B+, B, etc.) and the corresponding numerical

3. International degrees and credits

As mentioned in the *Credential Evaluation* section, if you have a degree outside of Canada or the United States, or completed more than one semester of internationally study, you will need a credential evaluation submitted in addition to your unofficial transcript on your application.

When entering grades into the application system, enter the grades that are on your credential evaluation. If there is a key on your transcript that provides guidance on the interpretation of the grading scale, include it with your transcript. Both the transcript and the credential evaluation will be used when your application is reviewed.

If you are unsure how to report your grades from universities outside of Canada or the United States, please contact the Admissions Office for further assistance at munmed@mun.ca or 709-864-6328 (country code: +1).

Yearly Progress

You need to enter your yearly progress at the post-secondary level, with the total number of courses taken and the average over that period. For a four-year degree, most applicants have a minimum of four entries (3 if you will be finishing your degree in the semesters after your application submission). For many applicants, an annual academic year runs from September to April (August if you are in studies over the summer).

We need to see your yearly performance during your entire time at university – if you will be finishing the second year of a two-year Master's degree after submitting this application, you need to complete 5 Years; if you have finished your Bachelor's degree and are a working professional, you will have 4 years. The system will accept up to 12 years of post-secondary schooling – if you have more than this, please contact the Admissions Office for steps on how to proceed.

For the purposes of completing this section, the Admissions Office defines a year of time as the period between September 1 of one year and August 31 of the following year.

Year 1

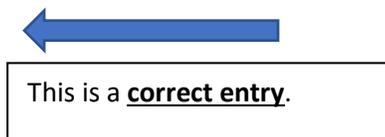
Institution Name

Course Start Date

Course End Date

Course Quantity

Average Grade



The applicant above attended the University of New Brunswick from September 2018 to April 2019, completing 10 courses and the average of all those courses together was 86.

Important Notes:

- The calendar function used here is fixed at date/month/year. You do not need to know the exact date that you began or finished courses, the month/year is sufficient. The system will require you to select a date (1st -31st); if you know the exact date, you can enter it, otherwise select the 1st of the month.
- If you have completed courses from September to August, your Course End Date would be the month of August.
- The Average Grade is the average of the time frame specified only, **not** your overall average.
- **DO NOT** enter your GPA in the Average Grade space, it must be an average grade from 0-100.
- The application system does not accept decimals; round up or down accordingly if your average produces a decimal number.

Why do you need to enter your grades as above?

Both the Interview and Admissions Committees evaluate your academic performance over time and it is important to be able to demonstrate that you can achieve reliable high grades or improve consistently. If you enter your overall average and total number of courses during all of your time spent at post-secondary learning, this may not be reflected.

For example,

Start Date	End Date	Number of Courses	Average Grade
September 2016	April 2017	9	65
September 2017	April 2018	10	75
September 2018	August 2019	12	82
September 2019	April 2020	9	85
Overall average			77.1

The applicant above improved significantly in their last two years of study and this is not reflected clearly in their overall average. Only when each year of their schooling is viewed separately can improvements be seen over time.

Year 1

Institution Name

University of New Brunswick

Course Start Date

9/3/2018

Course End Date

4/1/2021

Course Quantity

28

Average Grade

85



This is an incorrect entry.

The time frame spans 3 years of schooling and all courses the person completed during that period.

In addition to the example above, **the following entries are also incorrect:**

1. **Do not** enter GPA (4.0, 3.8, etc.) for Average Grade.
2. Do not enter averages *per semester* if they are at the same institution
 - o For example: Year 1: September 2020 – December 2020, 5 courses, avg: 82 McMaster University
Year 2: January 2021 – April 2021, 4 courses, avg: 80, McMaster University
This should be one entry from September 2020 – April 2021 with the total number of courses.
 - o Correct: Year 1: September 2020 – April 2021, 9 courses, avg: 81, McMaster University.

Enter all courses completed during the same semester at the same university as one yearly entry.

Winter 2020

Any numerical grades obtained in the Winter 2020 semester should be entered as you received them. If you have Pass/Fail or Credit/No Credit, do not include them in the total number of courses – your average is calculated only from those courses with numerical grades. For example, Jane was a student at University XYZ when the pandemic hit in March 2020. She was taking 5 courses at the time and at the end of the semester, received numerical grades in two, 83 & 81; the remaining three had final marks of “Credit”.

Jane completed 5 courses in the Fall 2019 semester, receiving grades 88, 86, 84, 79, 85; when the two grades from Winter 2020 are added, her average for the September 2019 – April 2020 year is calculated from 7 courses. Since “Credit” represents a pass, but has no specific numerical value, her Yearly Progress would be entered as below:

Year 1

Institution Name

University XYZ

Course Start Date

9/9/2019

Course End Date

4/24/2020

Course Quantity

7

Average Grade

84

If this situation applies to you for the 2019-2020 year, you are able to note in the *Additional Information* section of the application that you took a full course load (10 courses) but did not receive numerical grades for all of them.

If you received all 'Pass/Credit' for the Winter 2020 semester, note that the omission of one semester of numerical grades will not greatly impact your overall average, in either a negative or positive way, and will not be significant enough on its own to either remove or include you from interview consideration or acceptance.

If you were able to obtain grades for the Winter semester for either some or all courses, include any numerical grades in the calculation of your Average Grade from September 2019 to April 2020 (or August 2020).

Academic information entered by the applicant is validated. If there is any disagreement between the official transcript and entries made by the applicant, the former will prevail. Applicants, who anticipate a change in any final grades reported on their unofficial transcript after the application deadline, must contact the Admissions Office to advise of such. Interview offers to applicants whose official transcript does not match their unofficial transcript **exactly** are revoked.

Pending Courses

If you will be continuing with post-secondary studies after the application deadline, enter the courses that you plan on taking in the fall, winter, and summer (if applicable) semesters. The actual courses you end up taking are not as important as the intention behind the courses. Since course offerings are subject to change for many universities, applicants are not required to take the courses indicated on their application. For example, if you list Biology 4325 on your application for the winter semester of 2024 but due to scheduling conflicts (or other reasons) you are unable to take this course, and need to take Biology 4450 instead, that is ok. As long as the requirements of your degree are fulfilled by the time you would start class in August of 2024, the actual courses listed on your application are not as important, unless they are required courses. However, it is expected that students maintain the degree of difficulty in their courses as they progress through their degree, i.e. if you are in your 4th year of studies, your elective courses should be comparable in degree of difficulty not entry level courses.

If you:

- i. will be completing courses after the application deadline (including starting a Master's or Ph.D program and;
- ii. are offered an interview

you will need to forward an updated copy of your transcript after the Fall 2023 semester is complete.

Other

Scholarships & Awards

List any scholarships and/or awards given in sequential order in the space provided as well as a brief description with the monetary value of the award, if applicable. Common awards, like the Dean's List, do not require a description; anything unique to your post-secondary institution or community, particularly if you are an applicant who resides outside of Newfoundland and Labrador, which others may not recognize, should have a brief description of no more than two sentences.

If you received an award or scholarship but did not accept it, for example, an entrance scholarship to University XYZ but then decided to go to University ABC, you should list the award even though you did not accept it.

Employment¹

When completing employment, enter work-experience obtained starting at the post-secondary level. If you began working in a position or for a company/organization while in high school AND continued doing so while completing your post-secondary education, it is acceptable as a work experience entry. **Do not enter any work experiences that have not already occurred or are tentative into the future.** For example, if you will start a new position in September 2023 that you believe will continue into the future, do not enter it as projected work experience with a future end date and accumulated hours. **All work experience entered must be ongoing or have already occurred.**

If you are still employed at the same location at the time of application, enter the **Start Date** as indicated in MM/YYYY format and enter 'present' or 'ongoing' for **End Date**.

It is very important that your work experience can be verified by the Admissions Office. Ensure that all contact info for the listed verifiers is correct and up to date. You should advise the named individuals that they could be contacted at any time during the application cycle. When entering their contact info and professional relationship to you, follow the following structure:

Contact Person: The actual name of the individual, e.g. Mr. John Smart, Ms. Shira Khan, etc.

¹ This is found in the **Non-Academic Attributes** document that is required to be submitted with your application.

Contact Title: Their role in relation to you when you worked there, e.g. Manager, Supervisor, Volunteer Director, etc.

Contact Number: A number to reach them *now*; if they no longer work at the business that is fine, you just need to provide a phone number for the Admissions Office to reach them whereby they can answer any questions about your employment. Or if it is a large business and you have no contact info for the manager/supervisor and they no longer work there, another person at the organization can verify that you were once an employee and confirm the time frame in which you worked there.

Use the following definitions to guide you in categorizing your work experience descriptions:

- *Work Term* - if you have completed a work term, practicum, or placement that is required as part of your degree, Master's, or Ph.D. program, whether paid or unpaid, use Work Term. **Do not use Full-time during University.** If you completed a work term/placement that led to employment at the end of the work term, outside of the requirements for your post-secondary program, make two entries: one identified as Work Term and one as employment using the definitions below.
- *Part-time* – less than 30 hours per week at one position, either upon graduation of a post-secondary degree or in the summer (or equivalent) between post-secondary semesters. You are not in school during this time.
- *Full-time* – 30 or more hours per week at one position, either upon graduation of a post-secondary degree or in the summers (or equivalent) between post-secondary semesters. You are not in school during this time.
- *Part-time during University* - less than 30 hours per week at one position, while attending university on either a full-time or part-time basis.
- *Full-time during University* - 30 or more hours per week at 1 position, while attending university on either a full-time or part-time basis.

Extracurricular Activities¹

Extracurricular activities are an important part of the application and can encompass a wide range of undertakings; they are an opportunity to show the Committees how you spend your time outside of employment and/or academics. Acceptable extracurricular activities are those that you take part in or perform **regularly** and have a history of doing for a notable period over the past 5-7 years, not one-off events. The number of entries you can make is limited; therefore, **it is important that you select those activities that demonstrate long-standing commitment and/or involvement.**

General Guidelines

Don't include:

- research completed as part of an honours, Master's, or Ph.D. thesis; this is not voluntary if it was a requirement as part of your post-secondary education.
- unpaid work terms or placements that are part of your post-secondary education; again, these are requirements, not voluntary actions. It is appropriate to put these in the "Employment" section.
- regular daily activities i.e. childcare, cooking meals, leisure activities, hobbies, working out/ going to the gym, etc.
- activities that have yet to occur i.e. a new volunteer position whereby you anticipate involvement 2 hours per week into the future but currently have no or very limited hours. Only report activities that have already occurred.

Do's

- volunteer research not associated or required with the completion of your post-secondary education;
- consistent involvement with charities, non-profits, community groups or volunteer organizations that requires you to be directly involved with supporting, assisting, or helping individuals or groups of individuals.

Entry Assistance – Extracurricular Activities

It is important that you complete ALL FIELDS in the row for each entry that you make; failure to do this will result in them being removed from your application prior to Committee review. When filling in the entries, please note:

- 'Description' refers to what you did/ what your duties were. It is insufficient to be vague, like "Camp Counsellor", "Research Assistant" – state what you did specifically.
- If you are still volunteering with said organization enter 'present' for "End Date". Otherwise enter the end date in MM/YYYY format.
- Be sure the contact info of your named verifiers is correct; if verifiers are contacted and they are unable to confirm your entries, they will be considered fraudulent.

References

In order to have an official reference request sent to your referees, you must officially request them in your application prior to submission. Exact details on how to do this are in Part Two of this guide on page 28. **You do not need to have your application complete and submitted in order to request references; you are strongly encouraged to request references early and monitor your student account to ensure they have been submitted on your behalf.**

You must have two acceptable references, one of which must be from an academic referee. Please thoroughly review the appendix at the end of this guide ([Reference Criteria](#)) for comprehensive descriptions of acceptable referees.



References submitted on behalf of an applicant from referees that do not meet the acceptable criteria are not accepted and the application will be closed. If you have requested a reference from a referee that is not acceptable, you will not be contacted, either before or after the application deadline, to submit a new reference.

Be proactive on the Reference Criteria and contact the Admissions Office for advice if you are in doubt over the acceptability of a referee.

If a referee is not responding in a timely manner to your request, it is highly recommended that you select a new one to avoid the closure of your application. You are able to do this through your student account by cancelling the reference request that was sent on your behalf; the link to this referee will now be inactive. You must also inform the Admissions Office at munmed@mun.ca in case there is any issue with your new referee submitting the reference by the deadline. In such cases, include the name and full contact information for your new referee in your email to our office.

Mature Applicants

If you are a mature applicant, someone who has been away from post-secondary studies entirely for at least five years, an exception to requiring an academic reference may be considered. The preference is for all applicants to have an academic reference, however, for mature applicants, an academic reference may be out of date and/or no longer practical and valuable to either the Interview or Admissions Committee.

You may request an exception to an academic reference if **both** of the following apply:

- i. you must be graduated from an accredited university for five years or longer **and** have completed no courses at a university since the date of graduation and the date of application to medical school.
- ii. you are a working professional, for at least two years, in a field related to your post-secondary studies.

If **both** of the above criteria are not met, you are not eligible for an exemption.

All requests for an academic reference exception must:

- i. be formally made in writing to munmed@mun.ca with a detailed explanation for the request, including the name and contact information of the person you wish to name as your referee;

- ii. be submitted **at least 3 weeks** before the deadline;

If you are approved for an academic exception, you must submit a reference from a current or former supervisor/manager/employer (within the last 24 months), for whom you have worked with directly or have been supervised by, for at least one year continuously. **References from colleagues are not accepted.** The submission process for this will be the same as outlined on pages 28-29 of this guide; you will not be able to change the “Reference Type”, that is fixed as ‘academic’, but it will be noted in the Admissions Office that you have been given an exception and this will not impact your application.

Additional Information

This section is to include additional information about your application that does not have a designated space elsewhere in the application. **Do not use this section to provide additional autobiographical details.**

If there is any important information, excluding autobiographical information, that you feel is important for the Committees to know, that **does not fit in the other categories of the application**, you can add it in this section. Most applicants leave this section blank; it is an optional section and there is no need to add further information if it does not apply to you.

If you have a documented disability that is relevant to your application, please include it in this section, and upload the supporting documentation in the “[Documents and Supplemental Items](#)” section of the application.

Publications¹

List publications in this document as indicated. Do not upload full publications with your application; the information to verify the publication and you as 1st, 2nd, or another author is sufficient. You may enter a URL, if available, instead of bibliographic details. If you have more than the space provided, select the ones you feel are most beneficial to your application.

Attaching Documents

Do not supply more documents than required with your application. Your application is only evaluated with the requirements specified; additional documents (CV, resumes, certificates, etc.) are not requested and there is no place on the application for them. The only references considered are from those referees who are named in your application, unless you have had to change a referee. References supplied from referees not named on your application are not accepted and will be removed from your file.

Payment

The total cost of applying is \$255, which is payable in order to submit your application. If you require fee assistance, contact the Admissions Office at **least 3 weeks in advance of the deadline** at munmed@mun.ca to obtain more information. Requests submitted after this 3-week deadline will be considered as time and resources permit.

Submitting Your Application

After application submission, you will not be able to edit any information entered, with the exception of personal contact information. If you move or obtain a new phone number or preferred email, you must update it on your application, via your student account. Do not contact the Admissions Office to add additional details to your application that you forgot; such requests are not honoured.

If you are attending any post-secondary education after the application deadline, you will need to send an updated transcript to the Admissions Office with your grades, **ONLY if you are selected for an interview.**

Your student account should be monitored, both before and after the application deadline, to check the status of documents received. After you submit your application, you can monitor the status of your references by using the information below:

Status	Meaning
None	Reference request has not been initiated by the applicant.
Sent	Request for a reference has been sent to the referee, but has not yet been received.
Complete	Reference has been submitted by the referee and received by the Admissions Office.

A document is only considered received when the status of your student account is “Complete”, as above.

If you have any questions that are not answered in this guide, please contact the Admissions Office at munmed@mun.ca or 709-864-6328. Email and phone volume are very high in the weeks prior to the application deadline and response time can be two business days or longer. Most answers to applicant questions can be found in this guide; email priority will be given to respond to questions that are not. **Start your application early and submit it early to ensure you meet the deadline.**

Part Two: Completing an Application

The remainder of this guide is to assist you in completing your application, providing exact information on exactly how it needs to be completed to avoid mistakes and prevent submitting an incomplete application. **You are strongly advised to read and thoroughly understand the requirements. Exceptions will not be made for applicants who apply with missing components, the deadline date for all requirements is final.**

Getting Started

Do not initiate or complete your application on a cell phone; use a laptop or desktop computer.

To begin an application, go to this page: [Undergraduate Admissions Programs](#)

This will bring you to a new page, as below, to create an account for Memorial University. In order to access the application for Doctor of Medicine, you need to either log-in to an existing account or create an account.

Sign In

[Create Account](#)

Email

Password

[Forgot your password?](#)

Remember Me

Are you signed in from a public computer?

Sign In

If you are having issues signing into your account please review the FAQ above.

Memorial University / St. John's Campus / Grenfell Campus / Marine Institute

On this page, one of the following will apply to you:

- i. You are a **new applicant** to Memorial University and have never applied to any program at this university before.

- ii. You are a **reapplicant** and applied to Medicine in the 2022-2023 cycle or have applied to a different program at Memorial University in the past. If this applies to you, skip to [My Account](#) on page 24.

New Applicants

If you have not created an account at Memorial University to apply to a program in the past, you will need to do so now. Select the “Create Account” option, either from the ribbon on top of the page or the Create Account under the Sign In bar; both will bring you to the same place.

After your account is created, you can specifically apply to the undergraduate medicine degree.

This is a general account for the university and not specific to the Faculty of Medicine or the undergraduate medical program. The email address you enter here is the email that will be on your application, so it is important that you select an email that you check often, as all correspondence from the Admissions Office regarding your application will be sent to this address.

Entry Term *

Academic Level *

Academic Program *

Campus *

Country of Residence: For most applicants, the country of residence will be Canada; if you are a permanent resident in Canada, select “Canada” here; the country from which your passport was issued to come to Canada is your “**Citizenship Status**” as you are a citizen of that country. A Canadian Permanent Resident is someone who has been granted permanent resident status by immigrating to Canada. A permanent resident is not a Canadian citizen; rather, all permanent residents are citizens of other countries. If you have permanent residency status in Canada, you can indicate this specifically when you begin your application to the Doctor of Medicine Degree.

Entry Term: select ‘2024 Medicine’

Academic Level: select ‘Undergraduate’; then from the drop-down menu select *Medicine (undergraduate)*

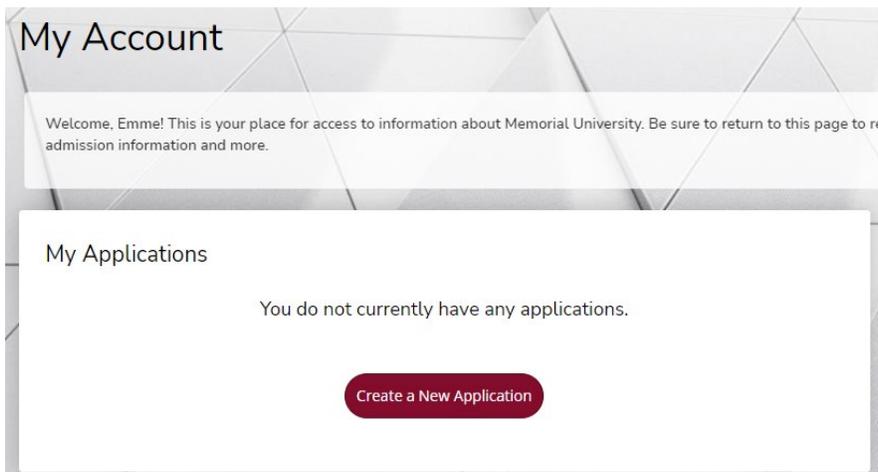
Area of Interest: select *Medicine (Undergraduate)*

Academic Program: there is only one option to select, *Doctor of Medicine*.

Campus: select 'St. John's' as Medicine is only available in St. John's.

My Account

Upon finishing your account creation, your screen will appear as below:



Clicking the **Create a New Application** button will allow you to begin your application to the Doctor of Medicine Degree.

The steps from here are straightforward until you get into the application, as shown below.

Once you click the blue tab above, you will be taken to the sections of the application that you must complete in order to submit successfully. Please take note of the following:

1. The “**Review**” tab contains the pertinent information about your academic history, personal details, autobiography, and additional details. **Sections marked with a * are mandatory** and you will not be able to submit your application if these fields are blank.



2. The “**Documents and Supplemental Items**” tab is where several required documents must be uploaded and submitted with your application. Documents marked with a * are mandatory, however, **the system will allow you to submit your application with no attachments uploaded.**

It is your responsibility to ensure that all required documents are submitted with your application at the time of submission. If you submit your application with missing documents, you will receive a notification via email that action is required; you will have until [Wednesday, August 30, 2023](#) to submit outstanding documents, including references.

Review [Documents & Supplemental Items](#)

ITEM	SUBMISSION STATUS	ATTACHMENTS
Credential Evaluation	Not Received	<input type="button" value="Choose File"/> No file chosen
Medical Documentation	Not Received	<input type="button" value="Choose File"/> No file chosen
* Non-Academic Attributes Information about fillable PDF. Includes Extracurricular Activities, Work Experience, Publications, and Pending Courses.	Not Received	<input type="button" value="Choose File"/> No file chosen
Pending Courses	Not Received	<input type="button" value="Choose File"/> No file chosen
Proof of Ancestry Proof of ancestry must be uploaded to the MUN application system with this application in PDF format prior to the application deadline.	Not Received	<input type="button" value="Choose File"/> No file chosen
Proof of Permanent Residence	Not Received	<input type="button" value="Choose File"/> No file chosen
* Residence History	Not Received	<input type="button" value="Choose File"/> No file chosen
* Unofficial Transcript 1	Not Received	<input type="button" value="Choose File"/> No file chosen
Unofficial Transcript 2	Not Received	<input type="button" value="Choose File"/> No file chosen
Unofficial Transcript 3	Not Received	<input type="button" value="Choose File"/> No file chosen
Unofficial Transcript 4	Not Received	<input type="button" value="Choose File"/> No file chosen
Unofficial Transcript 5	Not Received	<input type="button" value="Choose File"/> No file chosen

All of the above documents that are PDF fillable are available on our [webpage](#) on the Apply Now tab. You can also access them from this page.

Required and Supplementary Documents

The following documents are required by ALL applicants:

1. Non-Academic Attributes
2. Residence History
3. Unofficial Transcripts of ALL institutions attended

Important!

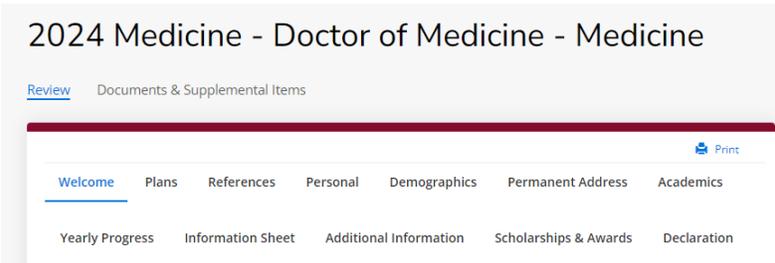
Documents that are PDF fillable must be downloaded from the Admissions office webpage to your computer before being completed with Adobe Acrobat 2017 or later. **Do not open them directly from the webpage and complete them.**

The documents below may be required, depending on your academic status, residency status, and/or application pool:

Document	Required if:	More Information on page:
Pending Courses	you will be in any post-secondary studies from September 2023 – August 2024.	15
Credential Evaluation	you have attended a university outside of Canada or the United States.	8
Medical Documentation	you have a documented learning, physical, or medical disability that has impacted your education and/or life or could impact medical studies.	20
Proof of Permanent Residence	you are applying as a permanent resident in Canada	6
Proof of Ancestry	you are applying for an Indigenous seat and are an Indigenous applicant.	6

Completing your Application

You must complete all of the sections below as part of your application. Many of these sections are straightforward; directions on how to complete the more detailed sections are on the following pages.



Welcome

You must be a Canadian citizen or permanent resident of Canada in order to apply AND you must also have a degree by the time you would begin medical studies in August 2024. If either of these conditions is false, you are ineligible at this time. If you answer “No” to this question, the system will allow you to continue, however, you will be required to pay the \$255 application fee to submit your application; it will not be reviewed and no refunds will be issued.

Plans

This section should be auto filled based on your previous entries when setting up your account. If you are a current or former student of Memorial University, enter your student number; otherwise, leave it blank. If you are not a student, either past or present, of MUN but applied to the Doctor of Medicine degree last year, a student number was issued to you with that application and is the same for this cycle. You should be able to find that within your student account.

References

Naming references on this page DOES NOT request them on your behalf. To begin an official request for a reference to be sent on your behalf, you must do so on the “[Documents and Supplemental Items](#)” tab. After you submit this request, your referee receives official notification of the reference request and instructions on how to submit it.

Reference 1 is the Academic Reference; Reference 2 is your second reference, either Academic or Non-academic. Complete all information for your referees, including how they know you/the nature of your relationship with them. There is a character limit for this field (250), so a sentence or two is sufficient. **Failure to submit two [acceptable references](#) will result in your application being closed.** Reference criteria is in the appendix of this guide.

After completing the reference information, go to the “[Documents and Supplemental Items](#)” section of the application; if you have saved your sections up to this point, you can return here after submitting your reference request and no information will be lost. The Indigenous Reference Request is only required if you are applying as an Indigenous applicant and want consideration for an Indigenous seat. If this does not apply to you, ignore this reference request.

Recommendation Requests			
REQUEST	RECOMMENDER	STATUS	STATUS DATE
* Reference Request 1		None	Start
* Reference Request 2		None	Start
Indigenous Reference Request		None	Start

Under the “**STATUS**” area you can monitor your references at any time after requesting them to see what has been received on your behalf. You can still work on your application after completing the above and **your application does not have to be submitted in order for your references to submit**, they can submit their recommendation at any time after you request it here and prior to the application deadline. When your application is submitted, the system will match your references and they will appear on your student account.

You must request the references in the order that they were entered in the References section – Reference 1 must be the academic referee. If you fail to be consistent here, the custom email that is sent to the referee will be addressed to the wrong person.

Recommendation Request

Recommender Name *

Recommender Email *

Submit Request

After submitting the official requests for references, your “**STATUS**” will look like below, indicating that your referees have been notified and asked to complete a recommendation on your behalf.

REQUEST	RECOMMENDER	STATUS	STATUS DATE	
* Reference Request 1	Dr. Sally Butler	Sent	6/3/2022	Cancel
* Reference Request 2	Gregory Jones	Sent	6/3/2022	Cancel
Indigenous Reference Request		None		Start

You can cancel either of the above referees at any time before submitting your application; doing so, will inactivate the link they were sent on your behalf.

When your references have been submitted by your referees, your “**STATUS**” will look like below:

REQUEST	RECOMMENDER	STATUS	STATUS DATE	
* Reference Request 1	Danielle Byrne	Completed	5/30/2022	
* Reference Request 2	Connie Power	Completed	5/30/2022	
Indigenous Reference Request		None		Start

You need to monitor your student account leading up to and immediately after the deadline to ensure your references have been received. **If your references are not submitted by the application deadline and you do not contact the Admissions Office immediately for instructions, no leeway will be given on late references and your application will be closed.**

If you are a mature applicant, you may qualify for an academic exception. Please see page 19 of this guide for specific details and instructions.

Personal

Most of the information in this section should be auto filled from your account creation. If you have a preferred name that is different than your given legal name, you can enter that here.

If your country of citizenship is not Canada, you must be a Permanent Resident and will be asked to enter your Client ID number on the application. You will also need to upload a copy of this card on the “[Documents and Supplemental Items](#)” in the “Proof of Permanent Residence” section with other required documents prior to submitting your application.

You will be asked if you are an Indigenous Canadian; if you would like consideration as an Indigenous applicant, you need to answer this question in the affirmative and submit a copy of your government-issued ID with your application. Indigenous seats are prioritized for residents of Newfoundland and Labrador, however, applications are welcomed and encouraged from Indigenous Canadians in all provinces.

Demographics

Apply to the “Competition Pool” to which you [qualify](#), according to the table below:

Competition Pool	Criteria
NL	Must be a bona fide resident of NL.
PE	Must be a resident of PE, as defined by the PE government.
Nvt	Must be a resident of Nvt, as defined by the Nvt government.
OC	Any other Canadian province, not including those above.

Permanent Address

Complete the fields as required. This is the address where you permanently live, independent of time spent elsewhere in university. For many applicants, this will be the address of their parent(s).

Academics

You need to include all high schools attended as well as any post-secondary institutions you attended thereafter. If you are applying as an NL resident, you need to include the junior high school you attended as part of the residency definition.

High School

You must provide your complete academic history, including all high schools attended. If your high school is not found, enter the full name and address of it.

University/College

The system will search for universities based on the key words you enter. Complete the fields and click

Search

. This will generate a list of schools from which to select; if yours is in the list, all other address information pertaining to it will load when you select it. If no school is found, you can enter it in the field for addition to the database.

Complete the remaining fields; if you completed course(s) only at a university and didn't obtain a degree there, indicate the area of focus and answer the question regarding degree completion in the negative. Using the [+ Add University/College](#) button, make a different entry for each post-secondary school you have attended. Exact completion dates are not crucial; if you know them, enter them. The calendar function requires an exact date but if you cannot remember, make a guess – only the month and year is important here.

You can enter a maximum of 7 different institutions here; if you have attended more than this, please contact the Admissions Office for direction at munmed@mun.ca or 709-864-6328.

MCAT & Casper Exams

You must enter your AAMC ID and the most recent test date for your MCAT exam; if you have written the exam more than once, all of your scores since 2015 will be retrieved by the Admissions Office **IF** you have released them to Memorial University. Exam scores in the old format of the exam (pre-2015) are expired and will not be retrieved by the Admissions Office. All valid scores must be within 5 years of the application deadline.

Entering your AAMC ID into the fields of the application **DOES NOT** release your MCAT score(s) to Memorial University. Complete instructions on [how to release your scores](#) can be found [here](#). If you are writing the MCAT anytime from August 3, 2023 – August 19, 2023, your scores will not be available through AAMC by the application deadline, however, as long as you release them to Memorial University, they will be received by the Admissions Office when they are available by the published deadline of Friday, September 22, 2023.

Your Casper score must also be released through your Acuity Insights account to Memorial University: more Casper information can be found [here](#). Like the MCAT, if your score is not available by Acuity Insights by the application deadline, as long as you designate Memorial University as a recipient of your scores when available prior to the September 22, 2023 deadline, they will be retrieved by the Admissions Office.



Failure to release both your MCAT and Casper scores by published deadlines will result in your application being closed. Exceptions will not be made for missed deadlines. You will not be contacted to provide your scores after published deadlines as detailed on [Important Dates](#).

Yearly Progress

Full details and examples of how to complete this section correctly are located in Part One of this guide, beginning on page 10. Review this thoroughly before completing it on your application.

Information Sheet

Answer the three questions noting that if you answer in the affirmative, an explanation must be provided. All accepted applicants must provide a Certificate of Criminal Conduct (Police Check) with Vulnerable Sector Check to the Faculty prior to the first day of first-year classes.

Additional Information

If you have additional information, **other than autobiographical details**, that does not fit anywhere else on this application, you may use this space to include it. This could include medical information that is relevant to your application or personal circumstances that impacted your grades in a negative way.

Scholarships and Awards

If you have any scholarships and awards, you may enter them here. You can enter a maximum of 12 entries; if you have more than this, be selective and include those that are the most recent and/or valuable. Unless it relates directly to your post-secondary studies, do not include any scholarships from the secondary level. For awards with no monetary value, enter \$0. If the name of the award is not self-explanatory, you can include a short description of it in the 'Name' field.

Declaration

Read the Declaration carefully – this is the last step of your application process, before you submit your application. If you agree to the Declaration and do not include a required document by the deadline, your application will be closed. This section serves as a final check that all components are included and you have completed any required actions external to the application to ensure it is complete.

You must select “Yes” on the portion below in order for the signature panel to appear. ***Do not do this until you have uploaded all of the required documents under the Documents & Supplemental Items section to prevent submission with missing documents.*** You should also preview your application before submission to ensure all sections are factually correct and include all required details.

Documents Uploaded *

I confirm that I have uploaded all required documentation in the “Required and Supplemental Documents” section of this application. I understand and agree that until I upload all required documents, I will not be able to submit this application.

Yes No

Signature Date *

6/6/2022

Documents and Supplemental Items

Use the checklist below to determine which documents you need to upload. All of these documents can be found on the [Admissions website](#).

Document (*required)	Type	Required by:	Uploaded?
*Residence History	PDF fillable	All applicants	
*Unofficial Transcripts	N/A	All applicants for EACH different post-secondary institution attended ² including: <ul style="list-style-type: none"> • original transcripts for transfer credits • credential evaluations AND the accompanying transcript from the international institution 	
*Non-Academic Attributes	PDF Fillable	All applicants	
Pending Courses	PDF Fillable	Applicants completing post-secondary studies anytime from September 2023 – August 2024.	
Credential Evaluation	N/A	Applicants who completed more than one semester at a university/college outside of Canada or the United States.	

² You may only upload 7 different transcripts to your application; if you have attended more than 7 different post-secondary institutions, please contact the Admissions Office for advice at munmed@mun.ca.

Permanent Residency	N/A	Any applicant with permanent residency status in Canada	
Indigenous Ancestry	N/A	Any Canadian Indigenous applicant applying for an Indigenous seat	
Medical Documentation	N/A	Any applicant for whom a medical, learning, or physical disability has impacted any component of their application.	

Residence History

You need to provide your residence history **from birth to present**, as they occurred with no gaps. Gaps in residency may result in the inability to confirm your competition pool.

Unofficial Transcripts

All details pertaining to the type of transcript(s) you must include can be found in Part One of this handbook in the *Education* section, starting on page 8.

1. Did you complete an exchange semester either in Canada or internationally?
 - If **YES** → you need an unofficial transcript from that institution, in addition to the transcript from the institution that will award your degree.
 - If **NO** → no action required.

2. Did you complete **more than one semester** at an international university, excluding the United States?
 - If **YES** → you need a credential evaluation of the credits taken internationally AND the unofficial transcript from that institution. There are many companies in Canada that provide this service, as indicated in Part One of this guide.
 - If **NO** → no action required.

3. Do you have transfer credits from another institution?
 - If **YES** → you need an unofficial transcript from that institution. The credits showing as transfers on your main institution are not sufficient as there are no grades with these, they are credit only.
 - If **NO** → no action required.

Non-Academic Attributes

This document is **REQUIRED** and consists of 3 sections:

1. Work Experience
2. Extracurricular Activities
3. Publications

If you have no publications, indicate such on the instruction page and leave the table blank.

Complete the Work Experience and Extracurricular Activities as described, including correct details for your entries to be verified. You are limited to 12 entries; if you have more than this for either category, select those that are most recent and/or valuable.

Uploading Documents

Ensure that your documents are both **attached** and **uploaded**. **You need to do both** in order for your documents to be submitted with your application.

These documents are attached only:

* Residence History	Not Received	<input type="button" value="Choose File"/> Residence H...arleston.pdf Upload
* Unofficial Transcript 1	Not Received	<input type="button" value="Choose File"/> Transcript - ...arleston.pdf Upload
Unofficial Transcript 2	Not Received	<input type="button" value="Choose File"/> UPEI Transc...harleston.pdf Upload

You can either use the [Upload All](#) button on the bottom of the page to upload all of your attachments at once or upload them individually using the [Upload](#) button under each attachment. Notice that the status is “Not Received”.

When you upload your attachments, your screen should look like below:

* Residence History	Received	 Residence History - Emme Charleston.pdf (REMOVE)
* Unofficial Transcript 1	Received	 Transcript - Emme Charleston.pdf (REMOVE)
Unofficial Transcript 2	Received	 UPEI Transcript - Emme Charleston.pdf (REMOVE)

Notice that your status has been changed to “Received”. You can and should click on each one of the attachments to check that the document you intended to upload is correct; if the document is wrong, you can remove it and upload the correct one. **Exceptions will not be made for applicants who make errors in attaching and uploading and fail to check their documents for submission are correct.**

Before submitting, ensure that your references have been requested officially, as described on pages 28-29. Your reference requests should look like below if they are requested correctly:

Recommendation Requests				
REQUEST	RECOMMENDER	STATUS	STATUS DATE	
* Reference Request 2	Gregory Jones	Sent	6/3/2022	Resend Cancel
* Reference Request 1	Dr. Sally Butler	Sent	6/3/2022	Resend Cancel
Indigenous Reference Request		None		Start

If you are applying as an Indigenous applicant, you should have an official request sent for a Letter of Support as well.

After submitting your application, your screen will look like below, IF you have pending action required on your application.

[Create a New Application](#)

My Applications

APPLICATION	STATUS	ACTION
> 2024 Medicine - Doctor of Medicine - Medicine	Action Required	Edit

“Action Required” could mean you have not submitted one or more documents or your references have not been received.

Selecting the “Action Required” button will bring you to the missing components. **The application deadline is August 30, 2023 at 11:59pm; you must have all required documents and references submitted by this date and time.** A confirmation message will be sent to your email to notify you for each document that has been received on your behalf. **Do not delete these emails;** retain them for future reference, in case they are needed.

The message above will also be seen if you have submitted your application in advance of your referees submitting their recommendation. This is ok, however, be mindful that you will need to follow up with referees to ensure they do not miss the deadline – their links to submit expire after the deadline date and become inactive. When both of your references have the status of “Complete” on your account, you will stop seeing the message above and have the status below:

My Applications

[Create a New Application](#)

APPLICATION	STATUS	ACTION
2024 Medicine - Doctor of Medicine - Medicine	Completed	View

Appendix

i. Official vs. Unofficial Transcripts



Definitions – Official vs. Unofficial

An **official** transcript is one that is sent on your behalf, either by mail or electronically, directly to a named recipient. Your institution's Registrar must send official transcripts directly to MUN (when and if requested). Official transcripts sent by post mail are in a sealed, signature-stamped envelope; those sent electronically are by a secure email from your Registrar or third-party provider with directions to the recipient for access. There is a fee associated with each official transcript you request sent to a named party on your behalf. You will only need to request an official transcript if you are offered an interview at Memorial University.

An **unofficial** transcript is one that you have in your possession and can direct to any named recipient yourself. Unofficial transcripts are accessed directly through your student account at your academic institution, and they are a current copy of your academic history at that institution as of the present date. It is often a PDF file that can be downloaded by you at any time and there is no fee associated with this access. Such transcripts are usually marked as 'unofficial' by stamp or watermark from your institution. These types of transcripts are sufficient to upload with your application submission.

Note: Official transcripts sent to the applicant by their institution and then uploaded by the applicant to their application are acceptable and are considered **unofficial**. If the transcript passes through the owner of the academic record in any way, between the transcript request to the institution and its delivery at the intended recipient, it is no longer considered official by Memorial.

ii. Grade Conversion Chart



Grade Conversion Chart

If you are not a student or graduate of Memorial University, use the grade conversion chart below to convert your institution’s grades to those at Memorial **ONLY** if you have letter grades or a GPA with no corresponding numerical grades.

If you have a ‘Pass/Fail’ grade, do not assign a numerical value to it; such grades cannot be incorporated into GPA calculations.

	Memorial University Grades													
	A	GPA		B	GPA		C	GPA		D	GPA		F	GPA
Grades from other institutions	100	4.00		79	3.50		64	2.00		54	1.00		49	0.00
	99	4.00		78	3.40		63	1.90		53	0.90		48	0.00
	98	4.00		77	3.30		62	1.80		52	0.80		47	0.00
	97	4.00		76	3.20		61	1.70		51	0.70		45	0.00
	96	4.00		75	3.10		60	1.60		50	0.50			
	95	4.00		74	3.00		59	1.50					↓	↓
	94	4.00		73	2.90		58	1.40						
	93	4.00		72	2.80		57	1.30						
	92	4.00		71	2.70		56	1.20						
	91	4.00		70	2.60		55	1.10						
	90	4.00		69	2.50									
	89	3.97		68	2.40									
	88	3.93		67	2.30									
	87	3.90		66	2.20									
	86	3.87		65	2.10									
	85	3.83												
	84	3.79												
	83	3.75												
	82	3.70												
	81	3.65												
80	3.61													

Memorial University has the letter grades of A, B, C, D, & F only and does not distinguish between A+, A- or A++; all of these grades are an ‘A’ grade at Memorial. If your institution issues sub-grades within these letters, for example, B+, or A-, use the chart below to convert your grade to a numerical value **IF** there is no accompanying numerical conversion on your transcript from your university. If there is

a numerical key provided on your transcript for the conversion of letter grades into numerical values, use that and not the table below.

A+	A	A-	B+	B	B-	C+	C	C-	D	F
95	87	82	77	72	67	63	60	57	52	<49

Memorial has a maximum GPA value of 4.0. If your institution has a maximum GPA value higher than 4.0 AND issues A+, B-, C+, etc. grades only with no corresponding numerical value, use the table below to convert your letter grades into numerical values for application purposes.

A+	A	A-	B+	B	B-	C+	C	C-	D	F
95	87	82	77	72	67	63	60	57	52	<49

iii. Reference Criteria



Memorial University of Newfoundland

Reference Criteria – Admissions, Undergraduate Medicine Program

General Criteria

1. You must choose two different referees to provide references; one **MUST** be an academic referee.
2. References must be completed in English.
3. Handwritten references are not accepted; references must be typed.
4. References must be submitted electronically via the MUN Online Application Service (OAS).
5. References submitted by PDF must be signed either electronically or by hand and include contact information for the referee.
6. Referees, both academic and non-academic, must have a direct supervisory and/or professional relationship with the applicant. ***References vouching for personal character only are not accepted and applications with such are closed.***
7. Referees must explain their professional and/or supervisory affiliation to the applicant.
8. **It is the applicant's responsibility to follow up with referees and ensure references are submitted by the published deadline.** Applicants are able to monitor the status of reference request via their student account. References **cannot** be submitted via the MUN OAS after the published deadline, the system will be closed. Applications that do not have two acceptable references received by the published deadline are incomplete and will be closed; refunds of application fees will not be issued.
9. If a referee is not responding in a timely manner, you are strongly advised to select a new referee; in these instances, you **must** notify the Admissions Office via email at munmed@mun.ca.
10. References submitted from family members, friends, colleagues, or acquaintances are not accepted under any circumstances. References must have a strictly professional relationship to the applicant. See the Application Guide for more details.

Acceptable References

1. An academic referee³ must be an individual who is part of your direct academic education ***who has graded your work***; references at the post-secondary level are strongly preferred. This includes:
 - a professor or course instructor;
 - a professor or instructor who has supervised and graded your work (via an honours program, thesis, or directed study course);
 - a graduate teaching assistant IF they had teaching and grading duties and supervised you as an undergraduate;
 - a co-op practicum supervisor IF they were directly related to your field of study, supervised, and graded your university course work;
 - references from high-school teachers and/or teaching administrators are accepted but are not advised.

This does not include:

- undergraduate students, teaching assistants, graduate, or Ph.D students who oversaw your work or worked alongside you but did not grade your work (i.e. lab assistant, research assistant);
 - a degree program administrator;
 - a research supervisor who oversaw your work in an ungraded voluntary or paid position would not be an acceptable academic reference; this would satisfy as a non-academic reference.
 - a co-op practicum or work term supervisor IF they were directly related to your field of study and supervised your performance but did not grade academic work. Such a supervisor is an acceptable non-academic reference.
2. A **non-academic referee** must be someone who has directly supervised you in a professional capacity in either an employment or volunteer capacity:
 - i. someone who has supervised or managed you in a post-high school voluntary position that involved service to a specific group, individual, organization, or the community, who can comment on your non-academic attributes;
 - ii. a professor who has not graded your work but who supervises voluntary research work;
 - iii. a direct employer, manager, or supervisor in a workplace or paid position after graduation from high school;
 - iv. a varsity coach from the applicant's university.

³ Exceptions to submitting an academic reference are permitted only when approved by the Admissions Office. The criteria to qualify for an academic exception can be found [here](#).

This does not include:

- family members, friends, colleagues, or acquaintances;
- peers, fellow volunteers, and/or colleagues in any setting;
- a high school coach;
- an instructor or colleague outside of a post-secondary institution, in a hobby or community group. (Examples: fellow Scouts leader, dance instructor, coach of a recreational community team, etc.)
- a family doctor, in the context of a patient-doctor relationship;
- clergy and/or fellow parishioners;
- a physician, or other professional, with whom the applicant has shadowed;
- peers at a student-led organization;
- a professional individual (pharmacist, doctor, politician, engineer, etc.) who has not worked directly with and/or evaluated the applicant in an official capacity and in a professional setting, either via employment, community involvement, or volunteering.

If a reference falls in multiple categories, both appropriate and not appropriate, the applicant should apply their initial relationship to the referee as their decision criteria. For example:

- after many years as their patient, you are now employed by this physician. Your initial relationship is as doctor-patient making this referee not acceptable.
- You work in a position whereby a close family friend or neighbour is your supervisor/manager/employer. Your initial relationship was not as employer-employee; this referee is not acceptable.

If you need further clarification on references, please contact munmed@mun.ca.

iv. Applicant Code of Conduct

Doctor of Medicine Degree

Applicant Code of Conduct

Undergraduate Medicine Admissions Office – Faculty of Medicine

Preface:

As professionals, physicians are committed to improving the health and well-being of individuals and society through ethical practice, profession-led regulation, and high personal standards of behaviour.⁴ The professional attributes of integrity, honesty, and high moral standards are essential qualities of future medical students. Claims of unprofessional conduct against a medical school Applicant will be taken very seriously and all claims will be reviewed by the Assistant Dean for Admissions and Committees, where appropriate.

Red Flags & Consequences:

Professionalism issues may be highlighted within the application and/or interview or by the Applicant's behaviour during the application cycle, all of which constitute potential Red Flags⁵. Applications are reviewed after submission to identify possible Red Flags and, aspirants may be contacted by Admissions Office staff to provide further information on any concerns highlighted in their application. The types of Red Flags may include but are not limited to:

i. Application Components

Applicants who provide falsified documents, forgeries, misleading or untruthful claims, withhold or conceal pertinent information, or participate in plagiarism will be excluded from the review process and their application closed. Such Applicants are ineligible to reapply for 7 years.

Applicants who engage in any of the above and have either received or accepted an offer of acceptance prior to discovery, may have the offer or acceptance rescinded or revoked, respectively, pending review by the Admissions Committee. If the Committee decides to rescind the offer or revoke the acceptance, the Applicant is ineligible to reapply to the Doctor of Medicine Degree at Memorial University of Newfoundland and Labrador at any time in the future.

ii. Self-declaration of Criminal Records

As part of the application process, all Applicants must report criminal record information and pending criminal charges. Declarations in the affirmative to the aforementioned will result in the Applicant being contacted by the Assistant Dean, Admissions, or designate, to determine if such

⁴ Royal College of Physicians and Surgeons of Canada, 2005

⁵ A Red Flag is defined as an action or behavior that is unbecoming of a medical student and a future physician.

charges or records are significant enough for review by the Interview and Admissions Committee.

iii. Internal Complaint

UGME Admissions Office may receive a concern or complaint regarding an Applicant from an individual associated with Memorial University. When this occurs, the Assistant Dean, Admissions, or designate, will review the complaint and contact the Internal Complainant to determine if the concerns expressed by the Internal Complainant are significant enough to proceed to review by the Interview and Admissions Committee.

The Internal Complainant must be willing to have their concern brought forward to the Applicant in order for a course of action to be considered on the complaint.

iv. External Complaint

UGME Admissions Office may receive a concern or complaint regarding an Applicant's behaviour from an individual outside of Memorial University. When this occurs, the Assistant Dean, Admissions, or designate, will review the complaint and may choose to contact the External Complainant for additional information to determine if the concerns expressed by the External Complainant are significant enough to proceed to review by the Interview and Admissions Committee.

The External Complainant must be willing to have their concern brought forward to the Applicant in order for the complaint to be considered.

v. Conduct & Behaviour

All Applicants are expected to communicate respectfully and professionally with Admissions Office staff both verbally and in writing throughout the application process. Incidences of unprofessional behavior will be reviewed by the Assistant Dean for Admissions, or designate, and if they deem further review is warranted, the Interview and/or Admission Committees will appraise the incident as part of the application review process. The Admissions Office reserves the right to retroactively assess or revoke an offer of admission to any Applicant who demonstrates unprofessional behavior during the admissions cycle.

Instances of inappropriate conduct or behavior that are reviewed by the Interview and/or Admissions Committee, will be retained on file and included with subsequent applications from candidates for a period of 5 years.

Process & Procedures

In situations i and ii, the Applicant will be contacted by Admissions Office staff by phone, which will be followed up by email in the same day to the address provided on the application. The Applicant has five (5) business days to provide the additional information requested. During this time, processing of their application is on hold. If no response is received by the Applicant, the concern is considered to be valid and the lack of response justification for closing the application.

In situations iii and iv, the Applicant has 7 business days to respond after being contacted by the Assistant Dean for Admissions, or designate.

i. **Application Components**

Any element of the application that appears questionable by Admissions Staff during processing will be noted and the Applicant contacted to provide more information. If the Applicant is unable to provide sufficient evidence to dispel the concern by Admissions Staff or does not respond to the request, the application will be closed, pending approval of the Assistant Dean for Admissions, or designate.

ii. **Self-Declaration of Criminal Records**

Applicants who report existing criminal records or pending criminal charges, will be contacted for further information by Admissions Office staff. The Assistant Dean for Admissions, or designate, will decide if the criminal record history is of sufficient concern to be reviewed by the Interview and/or Admissions Committee.

iii. **Internal Complaint**

If the Assistant Dean, or designate, determines the concerns expressed by the Complainant are warranted, the Applicant will be contacted for a response, which will be reviewed by the Interview and/or Admissions Committee as part of their application review.

If the Applicant has been offered an interview at the time of the complaint, the interview may be rescinded pending review and decision by the Interview Committee.

If the Applicant has been offered a seat in the Class at the time of the complaint, the offer may be revoked pending review and decision of the Admissions Committee.

iv. **External Complaint**

If the Assistant Dean, or designate, determines the concerns expressed by the Complainant are warranted, the Applicant will be contacted for a response, which will be reviewed by the Interview and/or Admissions Committee as part of their application review.

If the Applicant has been offered an interview at the time of the complaint, the interview may be rescinded pending review and decision by the Interview Committee.

If the Applicant has been offered a seat in the Class at the time of the complaint, the offer may be revoked pending review and decision of the Admissions Committee.

In all situations i – iv, the Applicant will be notified in writing of the final decision. The decision letter will advise the Applicant that they have a right to appeal the Admissions Committee decision to the Dean of Medicine if the Applicant does not accept the decision. Letters of Appeal must be sent directly to the Dean’s Office.

Effective June 1, 2023