Master of Conservation Leadership Application Guide
- A step-by-step guide to make your life easier -

Admission Requirements

- 3 years working experience in the field of conservation post Bachelor's Degree
- A B (73%) average in the last completed degree
- Through the online application system you will be asked for two references to complete online assessments. Please make sure that one is an employer or someone who can speak specifically to your leadership potential. Please have this individual also email us a letter discussing your leadership potential. The second reference can be an academic or general reference, and no extra letter is required.
- A statement of interest from the applicant

Applicants with substantial related work experience, five years or more, but who do not meet the minimum admission requirements (i.e. a B or 73% average) may be considered by the Department for admission under the University's Alternate Admissions Criteria.

Offers of admission are contingent upon approval from the Ontario Universities Council on Quality Assurance.

Your OUAC application must be submitted by the deadline of January 12th, 2024. Support documents (transcripts, statement of interest etc.) must be submitted within 2 weeks, i.e. by January 26th. Please note that it is <u>highly encouraged</u> to submit your OUAC application well before January 12th so that we can assist you with the supporting documents.

Online Application Process

1. You will need to go to University of Guelph's website for [applying to Graduate studies](#). You should see an application **checklist** and the button to **Apply Now** on the right-hand side of the screen.

2. Click on the **Apply Now** to take you to the online system hosted by Ontario Universities Application Centre (OUAC). You'll then be prompted to either log in or create an account. If this is your first time

applying to an Ontario university, you will need to **create an account.** If you already have an OUAC account, you can use those credentials.

Log In to the OUAC

Do not use someone else's account.

Log in with the username and password you created for your OUAC Account. **Note**: If you have applied through the OUAC any time after August 2016, you should have an OUAC account.

COVID-19 Update: OUAC Operations
The OUAC continues to operate, processing applications with staff working remotely.

❋ Required field

❋ **OUAC Username** [?]

[   ] [!]

OUAC Username: Required field.

Recover your username

❋ **Password**

[   ]

Forgot your password?

Create Account

Is this your first time filling out an Ontario university application? Create an OUAC Account

Read the personal information practices set out in the OUAC Privacy Statement.

3. On the Create Account page, you will need to fill out the necessary information. It will look something like this:

Office of Graduate & Postdoctoral Studies

UNIVERSITY OF GUELPH

Create My OUAC Account

UNIVERSITY OF GUELPH 2021

You are not logged in.
Log in.

If this is your first time logging in, you need to create your OUAC Account. You will use your username and password to apply to all OUAC applications from now on.
Note: Do not create more than 1 account or take over an account created by someone else.
∗ Required field

MENU

Select Programs

∗ **First/Given Name**

Middle Name(s)

∗ **Last/Family Name**

∗ **Date of Birth (Format: yyyy-mm-dd)**

Enter Your Email Address

4. Once you've created an account you can log in with your username and password. Once logged in you will be brought to a **welcome page** – it will provide helpful tips, the terms of use, and on the right side of the screen you'll see a column of contents. These are the different sections of the application that will need to be completed.
   a. We recommend you read all the information on the welcome page before moving on.

Welcome

Here are some helpful tips to get you started:

- Use the "Application Links" menu to work through the application. You can complete the application in any order.
- Click "Review and Submit" at any time to review your information.
- After 20 minutes of inactivity, you will automatically be logged out of your application. Please be advised that your changes will not be saved.
- Use the HELP button at the top of each application section for a better understanding of what to do in that section. You can also click on the ? box within the application for further information.

Your Reference Number

You will be assigned a Reference Number once you submit your application. This number is application-specific and is not valid for any other current year or future application services.

Terms and Conditions

By continuing with this application you are accepting the following:

- Your application is stored on the OUAC site and is accessible to you, OUAC staff, Office of Graduate Studies staff, graduate admission committees and graduate faculty at the University of Guelph.
- If you submit an application from this account, your application is valid for the current application cycle only.
- If you have not submitted your application by October 3, 2021, and still wish to apply, you will need to start again. Your 2021 application will be deleted by the OUAC no later than the end of December 2021.

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Total Owing

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5. Click on the **Introduction** page. This gives you an overview of the application. Have a read through it. At the bottom, it will provide an option to go to the next section – **Program Choices.**

Introduction

Please complete all sections of the application using the right sidebar.

We understand that the application process may seem overwhelming. Here is a quick overview of what you will need to do to complete your application and what you can expect.

1. Fill out this application (see the following steps for specific section assistance). Correct any errors or warnings displayed at the end of the online application. Submit & Pay for this application (University of Guelph WILL NOT receive your application until you submit payment). You will see a confirmation screen confirming payment.

2. After you submit and pay for your application, you will receive a WebAdvisor Login (this may take up to 5 business days or longer during the Holiday break in December). Sign in to WebAdvisor and upload required documents. Please be sure to review the departmental website for all required documents prior to submitting your application. Once you upload all your requirement documents, you will receive an email confirming all documents have been received (this does not include required portfolios or GRE/GMAT scores).

When a decision has been made on your file you will receive an email to your University of Guelph email address (you will receive this along with your WebAdvisor login details).

Application Process
https://graduatestudies.uoguelph.ca/future/applying-guelph

Graduate Calendar
https://www.uoguelph.ca/registrar/calendars/graduate/current/

Graduate Studies Programs Website
https://graduatestudies.uoguelph.ca/programs/list/byprogram

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Ekeyser7
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6. In the **Program Choices** page you will see a list of all the graduate programs at University of Guelph. Scroll down until you see **Conservation Leadership** and click it.

Select Programs - The University of Guelph

Choose one of the Programs listed below to view the Graduate Study degree(s) offered:

Program Category
Accounting
Animal Biosciences
Art History & Visual Culture
Bioinformatics
Biomedical Sciences
Biophysics
Biotechnology
Business Administration
Capacity Development & Extension
Chemistry
Clinical Studies
Computational Science
Computer Science
Conservation Leadership

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7. Once you click on Conservation Leadership, you'll get a program information page and be required to complete a couple of questions.
   a. First, you will be asked if you **have spoken with a graduate faculty member**. This question is normally designed for conventional thesis and research based graduate programs. Speaking with a graduate faculty of the MCL prior to your application does not have an effect on your admission decision. You can select **Yes** or **No**, based on whether you decided to connect with a faculty member.
   b. Next, you will be asked to write a **Statement of Academic Intent.** Please use this space to provide a **brief summary of why you would like to participate in the MCL program and what you hope to achieve**. ***NOTE: You will need to submit a personal statement of interest letter on WebAdvisor after you complete the OUAC Application***

Program Details

Program Code

MCL.CL:L

Program Title

Conservation Leadership, Master of Conservation Leadership

Expected Date of Enrollment

2021 Spring (May)

Expected Course Enrollment

Full-Time

✱ **Have you communicated with a graduate faculty member?**
(Applicants must secure a faculty advisor before they apply to
certain programs. Please contact the department.)
○ Yes
○ No

Type of Program

Course work

Statement of Academic Intent (maximum 1000 characters)
Provide a brief statement about your research interests and goals.
Character Count: 0

8. After adding the Conservation Leadership as a Program Choice, you can go to and complete the **Personal Information** page.

Personal Information

▶ Help

Your name should appear as it does on your health card, passport or other official document.

- Use upper case and lower case letters for your names (e.g., Taylor rather than taylor or TAYLOR).
- Do not enter initials or your nickname.
- If you only have 1 name, enter it as both your first/given name and your last/family name.

If you are not able to change your name or date of birth, contact the OUAC for assistance.

⁎ Required field

Your Name and Other Personal Information

Title

[Choose ⬍]

⁎ **First/Given Name**

[Erich]

Middle Name(s)

[   ]

⁎ **Last/Family Name**

[Keyser]

Preferred Name [?]
The name you want to be called, if different from your legal given name. Do not include your last/family name.

Total Owing

You are logged in as:

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9. Once you complete and review your Personal Information, you will move on to complete the **Contact Information** section. You can review and change your email if desired, and then enter your home and mailing addresses, and phone.

Contact Information

▶ Help

Required: 1 home address, 1 mailing address and 1 phone number.

My Email	Status	Actions
████████@gmail███	Not Verified	▶ Change ▶ Re-send Verifi-cation Email

Address Type	My Addresses	Actions
Home	Required	▶ Add
Mailing	Required	▶ Add

Telephone Type	My Telephone Numbers	Actions
	Required – No Information Provided	▶ Add

- Proceed to Other Information if you are satisfied with this information

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10. Next, in the **Other Information** section you will be asked if you ever applied to University of Guelph in the past, or if you were ever a University of Guelph student in the past, to what extent (graduate, undergraduate, etc.), and in what year you applied. **If you previously applied or were a student, you will need to provide your previous student ID number.** **NOTE: If you do not remember your previous student ID, you can email IThelp@uoguelph.ca and gradapps@uoguelph.ca **

Other Information

> Help

Enter all applicable information.
∗ Required field

Other Information

∗ **Were you previously an applicant or a registered student in a University of Guelph program?**
　○ Yes
　○ No

Admission Type

[Choose ⬦]

Previous Year Applied

[Choose ⬦]

Student ID

[　　　　　]

[Save and Continue]

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~~Lkeyser~~
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11. The next section, **Academic Background,** you will be required to complete the information for previous and any current educational institutions you attended. **Please read the instructions in this section carefully.** This includes any and all educational enrolment at a post-secondary institution even for single courses and other non-degree programs.

    For example, if you received a Bachelor of Science degree at an undergraduate university, studied abroad during that time to achieve that degree, and then took a few courses after graduation at a different institution, you will be required to select each of the institutions. Your primary undergraduate university, the educational institution through which your study abroad experience was associated, and the school at which you took additional courses post-graduation.

Academic Background

▶ Help

Provide information on all University level institutions you have attended or are currently attending. All academic history must be reported up until you commence your program at the University of Guelph. This includes courses which were not part of a degree or diploma program and any courses you may complete after the submission of this application (Academic Misconduct, Withholding – It is an offence to withhold records, transcripts or other academic documents with the intent to mislead or gain unfair academic advantage). For more information visit the graduate calendar.

Notes:

- Please do not supply information on any previously attended Community Colleges.
- Information regarding degrees or courses taken through an applied degree at a college must be reported in this application.

▶ Add Institution

Institution Name	Start Date	To Date	Actions
No information available.			

You are logged in as:
Ekeyser7
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When you click to "Add Institution" you will be asked to fill in the specific information for that institution.

Academic Background - Add/Edit Details

▶ Help

Provide information about **all** institutions where you have registered in one or more postsecondary courses. Institutions include, but are not limited to, regular day schools, night schools, summer schools, online schools.

∗ Required field

Listed Institution

∗ **Institution Type**
- ○ **Postsecondary – Undergraduate**
- ○ **Postsecondary – Graduate**
- ○ **Postsecondary – Other**

∗ **Start Date (Format: yyyy–mm)**

∗ **To Date (Format: yyyy–mm)**

∗ **Institution Location**
In order to view the applicable list of institutions, you must enter the location first.

Choose ⬡

∗ **Institution Name** [?]
Choose the institution you attend/attended from the drop–down list, where possible. If you attend/attended an affiliate campus or alternative location, choose the main campus. If the institution you attend/attended is not in this list, choose "Not in List" and provide the full institution name (do not use an acronym) and address in the "Unlisted Institution" section.

--- Choose Institution --- ⬡

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12. In the **Scholarships & Finance** section you will be asked to select any scholarships or awards provided by the University of Guelph that you either applied for or have been awarded. <mark>Please note that you can scroll through the list of scholarships</mark>, so be sure to look through all of them to ensure that you did not miss any.

If you applied for or were awarded any external scholarships, you will list those here as well.

Additionally, if you want to be considered for a Graduate Teaching Assistantship or Research Assistantship you can also denote your preference. ***Note:*** *Unfortunately, these opportunities are not usually part of the packages offered to MCL students but you are still welcome to note these.*

Awards/External Funding are normally available only for applicants to full-time programs.

⁕ **Required field**

Scholarships and Finance

Awards/External Funding
Have you applied for, or been granted, 1 of the following scholarships for graduate studies?
This is collected for information only. You must have already applied or been granted an award to identify it here.

- [ ] **APPLIED:Autism Scholars Awards**
- [ ] **GRANTED:Autism Scholars Awards**
- [ ] **APPLIED:Canadian Institute of Health Research (CIHR)**
- [ ] **GRANTED:Canadian Institute of Health Research (CIHR)**
- [ ] **APPLIED:Commonwealth Scholarship**
- [ ] **GRANTED:Commonwealth Scholarship**
- [ ] **APPLIED:Consejo Nacional de Ciencia y Tecnologia (CONACyT)**
- [ ] **GRANTED:Consejo Nacional de Ciencia y Tecnologia (CONACyT)**
- [ ] **APPLIED:Mackenzie King Scholarship**
- [ ] **GRANTED:Mackenzie King Scholarship**

Other Awards
Please list any additional scholarship information in the space provided (including national scholarships whereby you may be fully funded). Make sure to clearly state if you applied for or were granted the award or scholarship.

[   ]

Full time students only, would you like to be considered for departmental financial support? ❓
- [ ] **Teaching Assistantship**
- [ ] **Research Assistantship**

13. The **Transcript Request** page is full of important details about how to submit your transcript and the difference between an unofficial and official transcript. **PLEASE read the whole page carefully.**

Transcript Requests

▶ Help

All Applicants:
Applications for admission must be accompanied by transcripts and graduation certificates (where applicable) of all previous undergraduate and graduate work these <u>do not</u> have to be official transcripts at the point of application. This includes transcripts for courses taken on Letter of Permission, for transfer credit, or on an exchange program. Transcripts must show all coursework completed and grades received. Evidence of degree completion is required for a definite offer of admission, which would be included on the transcript itself. Transcripts are considered official only if they are received in a sealed institutional envelope which is either signed on the flap or stamped with the university seal by the Registrar's Office.

Previous or Current University of Guelph Students:
Previous or current University of Guelph students are required to upload an unofficial transcript to their WebAdvisor checklist for admission purposes. If you are offered admission to Guelph, you will not be required to order and pay for a final official transcript (this does not include courses completed through the Office of Open Learning – a transcript is required for courses completed), but are required to submit all other transcripts.

Applicants who attended a Postsecondary Institution in Ontario:
Applicants who have attended or are attending an Ontario Postsecondary Institution may use the following form to order transcripts. If you satisfy this criteria, your request can only be completed if you have corresponding entries in the Academic Background section. Please note: Applicants must provide an up to date official transcript (normally printed within one year of our offer of admission) of any graduate degrees, courses or certificates taken. If you choose

Unofficial transcripts mean that you have opened and looked at them. When you upload your transcripts, they are deemed "unofficial", but are still acceptable for the application. If you receive an offer of admission, we will then require your **official** transcripts. These are sealed in an envelope or directly sent by your previous educational institution.

All transcript uploads will occur on **WebAdvisor** which you will receive access to upon submitting your completed OUAC application.

If you attended a postsecondary educational institution in Ontario and listed them in the Academic Background section, you have the option to pay OUAC to submit your transcripts on your behalf. The option to **Add a Transcript Request** will be at the bottom of the page.

> **Applicants who attended a Postsecondary Institution in Ontario:**
> Applicants who have attended or are attending an Ontario Postsecondary Institution may use the following form to order transcripts. If you satisfy this criteria, your request can only be completed if you have corresponding entries in the Academic Background section. Please note: Applicants must provide an up to date official transcript (normally printed within one year of our offer of admission) of any graduate degrees, courses or certificates taken. If you choose to order your Ontario transcript through this service, **DO NOT UPLOAD A COPY TO WEBADVISOR**. It will automatically be transferred to your application and satisfy the requirement.
>
> **Applicants who attended a Postsecondary Institution outside of Ontario:**
> Transcripts are considered official only if they are received in a sealed institutional envelope which is either signed on the flap or stamped with the university seal by the Registrar's Office. Applicants must not open the envelope. **PLEASE NOTE:** Your transcripts do not have to be official and final during the application phase. Transcripts should be issued in the official language of instruction of the issuing institution; if that language of instruction is not English or French, the transcript must be accompanied by a certified literal translation.
>
> For additional instructions, click the 'Help' at the top of this section for details and transcript request exceptions. Follow these instructions carefully.
>
> If you added a request for your Ontario postsecondary transcript you will not see the status of this request until your online application has been submitted.
>
> ▶ Add Transcript Request
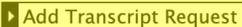
Additionally, if your transcripts are in another language other than English, you are required to submit them in the original language with a certified literal translation.

14. After the transcript page you will be prompted to submit any relevant **Test Scores.** We do not require GRE or GMAT exams so you can leave those blank. If English is your second language and we have not waived[+] your English language requirement, then you will be required to submit approved* English language exam scores.

    [+]If English is not your first language, but you completed your undergraduate education in English and have significant work experience in which the primarily language used was English, we may waive the requirement for the English language exam. If you have any questions about this or are uncertain, please contact us at mconslead@uoguelph.ca

    *The Office of Graduate and Postdoctoral Studies provides a list of accepted English language exams and the required minimum scores

Test Scores

English Language Proficiency Certification

Students must be proficient in the use of English, both written and oral, when they begin their studies. The university requires that certification of such proficiency be provided by applicants whose first language is not English. If you completed university–level courses in a country where the first language is English you may be exempt from the language requirement. **Please contact the department you are applying to for more information.**

Test results must be submitted to the University of Guelph directly from the original source if you are offered admission. You may submit a student copy or a scanned copy of the test results for evaluation purposes.

Note:

- Individual departments may require higher scores;
- Test scores are valid for 2 years from test date;
- Insert Score (Composite, Overall Band, Final, or Total Score);
- Your application may not be processed by the department until you submit your test scores.

▶ Add

English-Language Proficiency	Test Date	Score	Percentage	Actions
No information available.				

GRE or GMAT
Some departments/schools require additional test scores to provide more background to assess an applicant's suitability for entrance into a graduate program (see application requirements and the department/school website). Test

15. The next step is to complete your **Professional Background.** Click "ADD" to enter the general information of your previous relevant professional experience. You will need to add a new entry for each different employer or work experience.

Professional Background

▶ Help

Enter information for each relevant position -- teaching, industry or professional work.

▶ Add

Employer	Start Date	To Date	Actions
No information available.			

- Proceed to Referees if you are satisfied with this information

16. The final step before submitting is to add your **Referees**. You are required to enter two referees: **one needs to be an employer or professional referee who can comment specifically on your leadership qualities and abilities**; the second referee can be a general referee.

It is recommended that you confirm with your potential referees if they are willing and able to provide you a quality recommendation and assessment.

When you enter the information for a referee, they will then receive an email that will provide them with a link to complete an online referee assessment.

Your **professional referee will also be required to submit a letter of recommendation that discusses your leadership qualities and potential**. Please inform them that this requirement is in addition to the online assessment that they will need to complete. You can have them ==email us the letter of recommendation at mconslead@uoguelph.ca==.

Referees

We recommend applicants list individuals who are well acquainted with your education and abilities. **PLEASE NOTE that each referee will require their own email address as they will receive the assessment to their specific email address.**

Please do not use the same referee more than once, as there will be an issue with your application which could cause a delay in you completing your application.

The referees listed in this application will be sent an email within 5 business days with a link to our electronic referee assessment form. Please note this process can not be expedited by our office.

We strongly recommend that you ask your referees, if they are willing to provide an academic reference on your behalf, prior to them receiving this email.

For more information about References please visit:
https://www.uoguelph.ca/graduatestudies/future/apply/documents
Please note that you will not see the content of your referee's responses.

▶ Add Referee

Referee	Details	Actions
No information available.		

- Proceed to Review and Submit if you are satisfied with this information

Referees - Add/Edit Details

* Required field

Referee Contact Information

* **Referee Number** [?]

[Choose ⇅]

* **Title**

[Choose ⇅]

* **First/Given Name**

[   ]

* **Last/Family Name**

[   ]

* **Position**

[   ]

* **Department**

[   ]

* **Email Address**

[   ]

* **Confirm Email**

[   ]

* **Organization Name**

[   ]

Referee Address

* **Country**

[Choose ⇅]

Province or State

[Choose ⇅]

17. The final step is to **Review and Submit** your application. If you have any **errors** in your application, or if there are specific pieces that would prompt a **warning**, you will be given those messages as depicted below. Please make sure to review your application in its entirety before submitting.

Review and Submit

Please review your information:

- Correct any errors or warnings by returning to the appropriate section of your application. Please note: You can submit your application without correcting the warnings listed. Errors MUST be corrected before you can submit your application.
- Once satisfied that your information is accurate, read the "Applicant's Declaration".
- Click "I Verify and Agree" to proceed to payment.

Once you have successfully submitted your application, you will receive an OUAC Reference Number.
Note: You cannot make changes to your application after you select "I Verify and Agree".
Next Steps
You will receive a WebAdvisor Login from the University of Guelph (this may take up to 5 business days (or longer during the Holiday break in December)

- Sign in to WebAdvisor and upload required documents.
- Once you upload all your requirement documents, you will receive an email confirming all documents have been received (this does not include required portfolios or GRE/GMAT scores).
- When a decision has been made on your file you will receive an email.

Errors

- Please return to Other Information – You must answer some other information.
- Please return to Contact Information – You did not complete the contact

Warnings

- Please return to Academic Background – Although you selected your completed degree, please provide the exact name of the degree along with the English translation.
- In Academic Background you listed an Ontario university that has a transcript exception. If needed, please return to Transcript Requests to view the list of exceptions.

From	To
University of Toronto	University of Guelph

☐ **There is a transcript exception for the listed institution(s). I understand that I must order my transcripts directly from the department.**

- Please return to Scholarships & Finance –– Please advise of any external awards or apply to internal awards.
- Please return to Professional Background – You did not provide any professional background information.

Once you submit your application, you will get an OUAC reference number and receive an email from the University of Guelph with login information for WebAdvisor. It is on WebAdvisor that you will upload your final required documents – a list of which will be provided on WebAdvisor based on the information you provided in your OUAC application.

We also ask that you ==upload your required personal statement of interest letter to WebAdvisor as a "supplemental document"==. Please note that only one document can be uploaded as "supplemental" so if you have other documents that are not test scores or transcripts that you want to upload in addition to your statement of interest (such as a CV), they must be combined into one document for upload.

Additional information can be found on the Grad Studies "How to Apply" page under Step 5: Upload Documents.

We hope that this guide was helpful and, as always, if you have any addition questions, please feel free to contact us at mconslead@uoguelph.ca.

We look forward to your application!

Good luck!