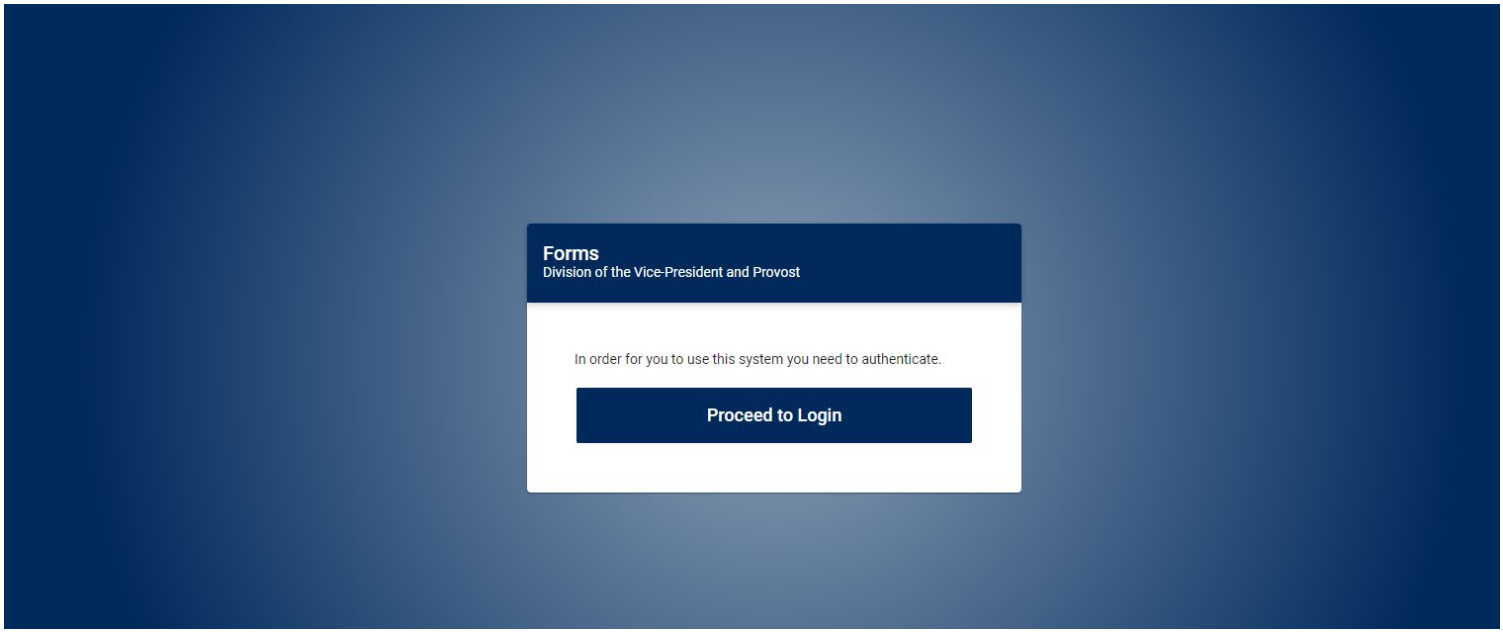
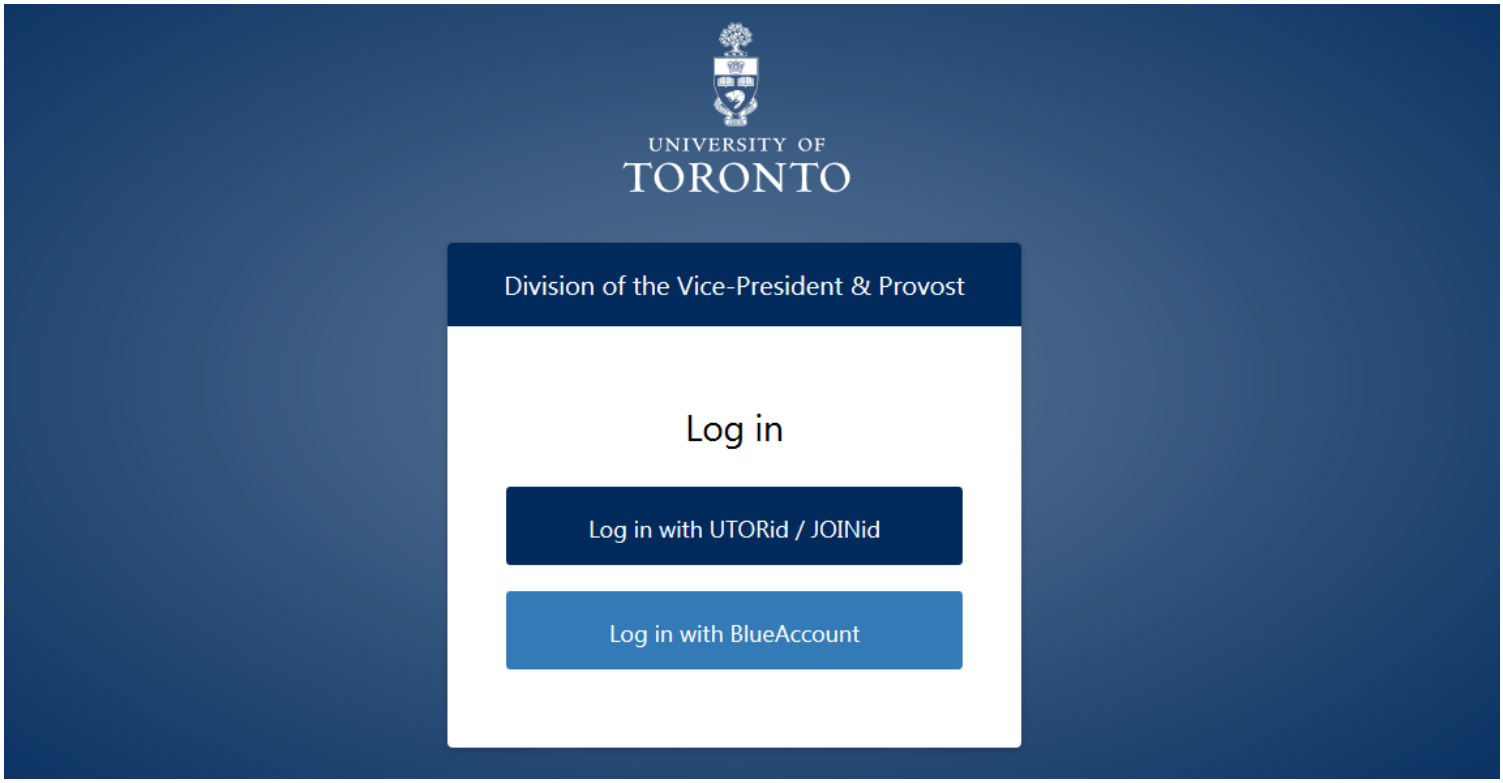
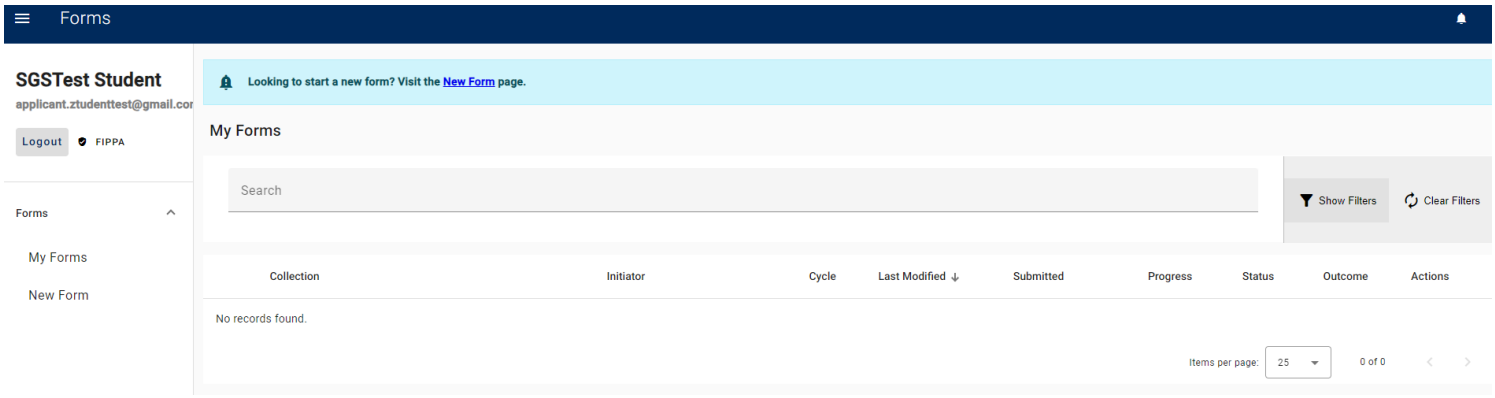
2024-2025 University of Toronto OGS Application Screenshots

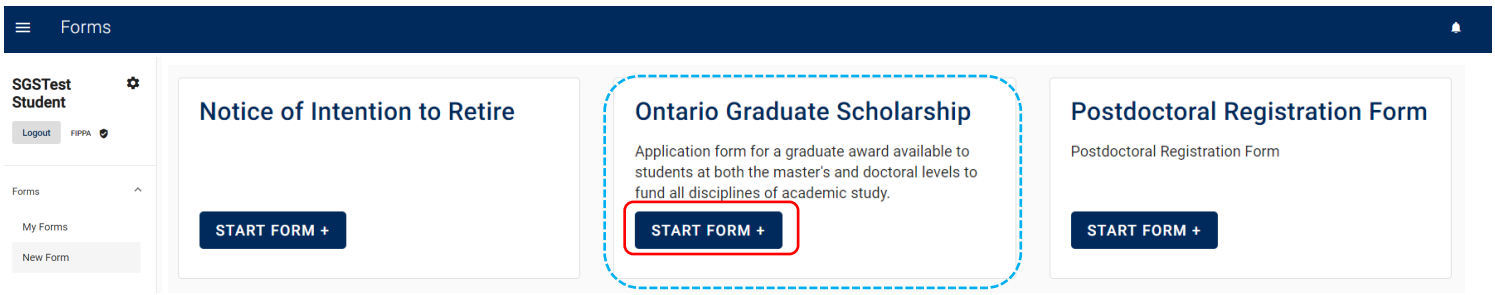




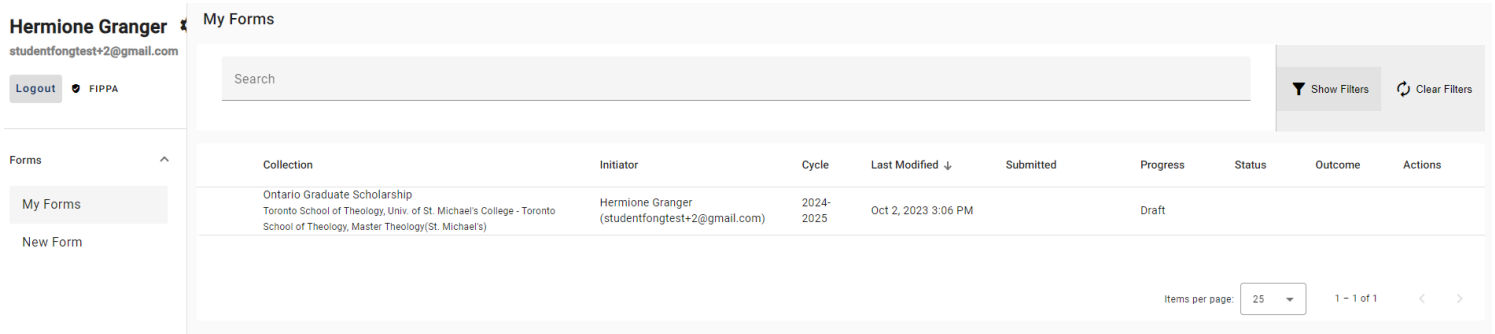
Landing Page “My Forms”:



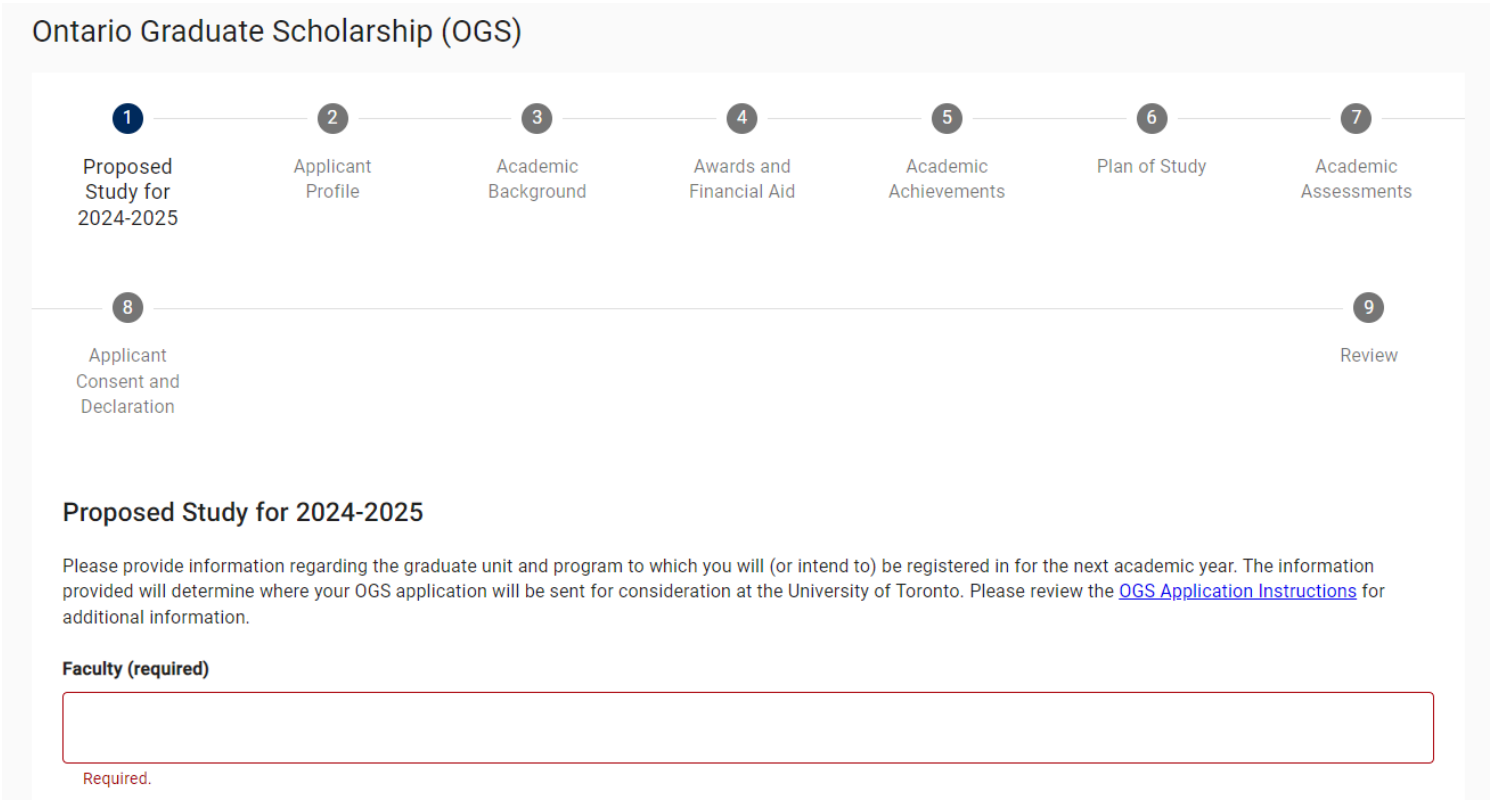
“New Form” Page:



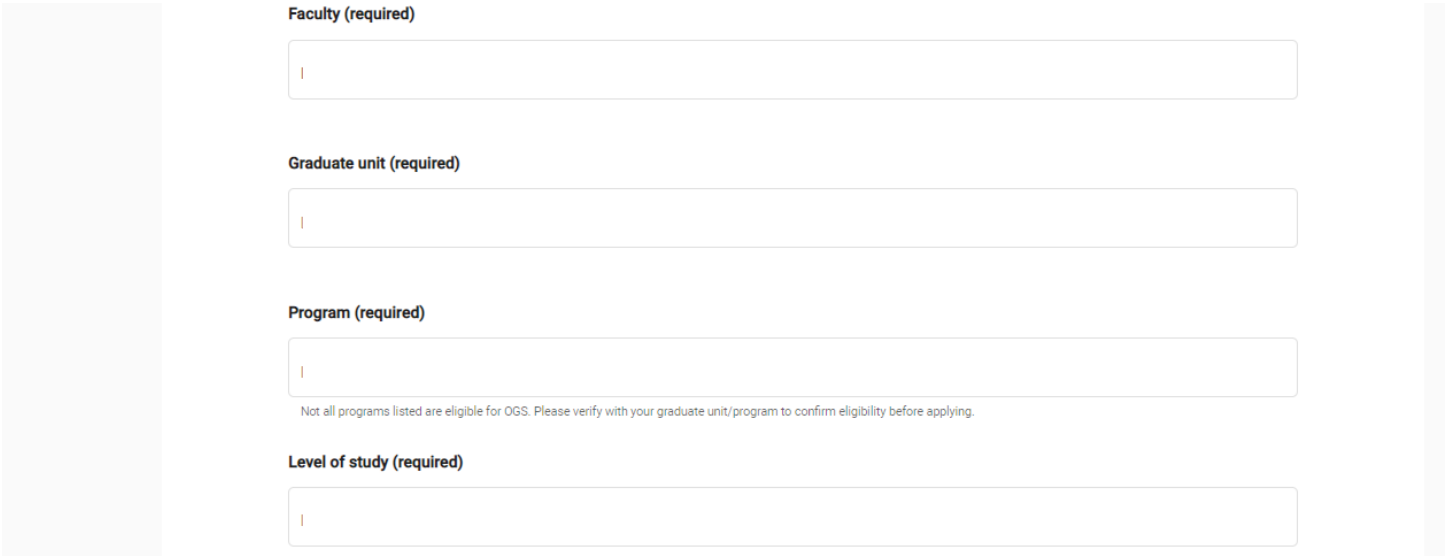
“My Forms” page when an application has been started:



Application: Page 1 – Proposed Study for 2024-2025



Note: Once the Faculty is selected, Graduate Unit, Program and Level of Study fields will appear in order on the form.



Research discipline (required)

For statistical purposes only.

Year of study (required)

Example: If you are currently in your first year, enter '2'. Incoming students applying for admission should enter '1'.

Award start session (required)

- ◯ May 2024
- ◯ September 2024
- ◯ January 2025

Date of completion of degree requirements (required)

The date cannot be prior to December 31, 2024. Minimum Date: 2024-12-31.

Previous | Save | Next

Application: Page 2 – Applicant Profile

Ontario Graduate Scholarship: Applicant Form

Ontario Graduate Scholarship (OGS)

1 Proposed Study for 2023-2024 | 2 Applicant Profile | 3 Academic Background | 4 Awards and Financial Aid | 5 Academic Achievements | 6 Plan of Study | 7 Academic Assessments | 8 Applicant Consent and Declaration | 9 Review

Applicant Profile

Personal Information

U of T Student Number (optional)

If you do not have a U of T Student Number, leave it empty.

First name

SGSTest

Last name

Student

If your name displayed above is incorrect, please visit https://my.auth.utoronto.ca/ to change your "Display" name. Then create a new OGS application in order for the corrected name to be reflected. If you do not wish to change your Display Name, enter your preferred name below.

Preferred Name (optional)

Enter your preferred name if it does not match the prepopulated name above

Date of birth (required)

Minimum Date: 1900-01-01T00:00:00-05:00.

Email address

applicant.ztudenttest@gmail.com

Phone number (required)

e.g. 14161112222

Include your country and area code. Do not include spaces or dashes, only digits.

Mailing Address

Address line 1 (required)

Street address, rural route, P.O. box, c/o

Address line 2 (optional)

Apartment, suite, unit, building, floor, etc.

City (required)

City, town, or post office.

Province/State/Region (required)

Postal/Zip code (required)

Country (required)

Status

Current citizenship status (required)

Note: If an option other than “Canadian Citizen” or “No status at time of application (ineligible for OGS/QEII-GSST)” is selected for “Current citizenship status”, an additional question field “Residency status received date” will appear

Residency status received date (required)

Required.

Do you identify as an Indigenous* person from Turtle Island/North America? For example, First Nations (status or non-status), Inuk (Inuit), Métis, Alaska Native, Native American, Native Hawaiian or Native Mexican? (required)

- ◯ Yes
- ◯ No
- ◯ Prefer not to answer

By providing this information you may be considered for awards available for Indigenous students (Status or Non-Status).

Do you self-identify as a Black student? (required)

- ◯ Yes
- ◯ No
- ◯ Prefer not to answer

By providing this information you may be considered for awards available for Black students.

Note: If the answer “Yes” is selected for “Do you self-identify as an Indigenous Person”, an additional question field “Please specify the Indigenous group that you self-identify with (required)” will appear

Please specify the Indigenous group that you self-identify with (required)

- ◯ Alaska Native
- ◯ First Nations (non-status, non-treaty, and non-registered)
- ◯ First Nations (status, treaty, or registered)
- ◯ Inuit
- ◯ Métis
- ◯ Native American
- ◯ Native Hawaiian
- ◯ Native Mexican
- ◯ Other

Note: If the answer “Other” is selected, a text box will appear

Please specify the Indigenous group that you self-identify with (required)

- ○ Alaska Native
- ○ First Nations (non-status, non-treaty, and non-registered)
- ○ First Nations (status, treaty, or registered)
- ○ Inuit
- ○ Métis
- ○ Native American
- ○ Native Hawaiian
- ○ Native Mexican
- ◉ Other

Please specify (required)

Please specify (required)

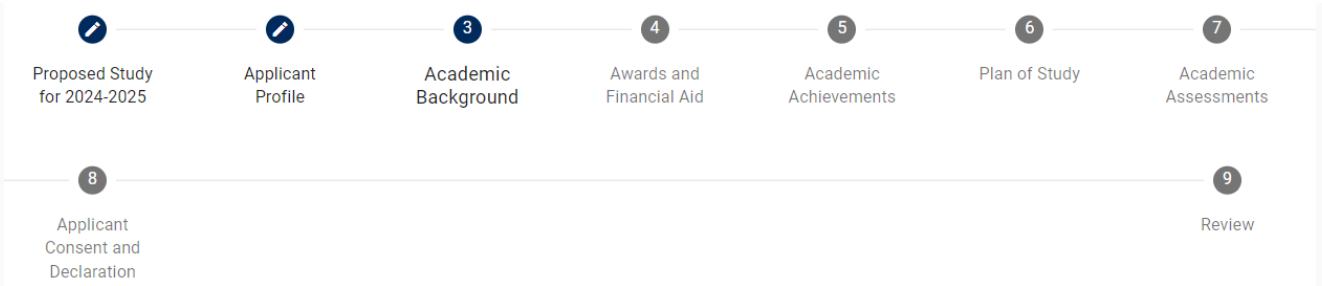
Do you self-identify as a Black student? (required)

- ○ Yes
- ○ No
- ○ Prefer not to answer

By providing this information you may be considered for awards available for Black students.

Previous Save Next

Application: Page 3 – Academic Background



Academic Background

Please provide information on your current and previous postsecondary studies. Start with your most recent studies first. Include both studies in Canada as well as outside Canada.

Current and Previous Studies

Minimum: 1

Level of study (required)

Program/Discipline (required)

Start date (required)

Did you complete the degree? (required)

- ◯ Yes
- ◯ No

Institution (required)

Institution country (required)

Add

Transcript Upload

Please attach a copy of all postsecondary studies transcripts as a single PDF document (unofficial, student issued, or web copies are permitted). Official transcripts (outside of U of T) must be available in your graduate unit admission file to accept and hold the award.

- The file size cannot exceed **10 MB**.
- It must include one copy of the legend (grading scale) located on the reverse of each transcript or on the institutional website; do not scan the legend multiple times.
- Transcripts text orientation should be upright (if possible) and must be readable on a computer monitor without any adjustment by the viewer.
- **Do not** upload digitally signed/certified/encrypted transcripts. You may use freely available PDF software such as Adobe Acrobat Reader or your internet browser (e.g. Chrome) to "print to PDF" in order to create an unencrypted "copy" of the file to upload.

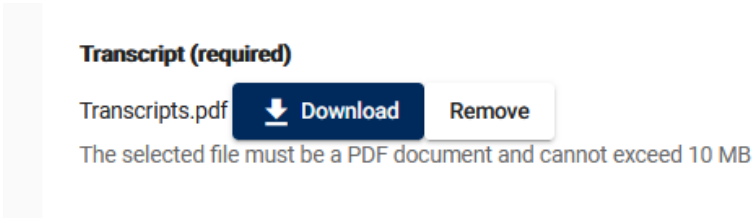
Transcript (required)

Upload

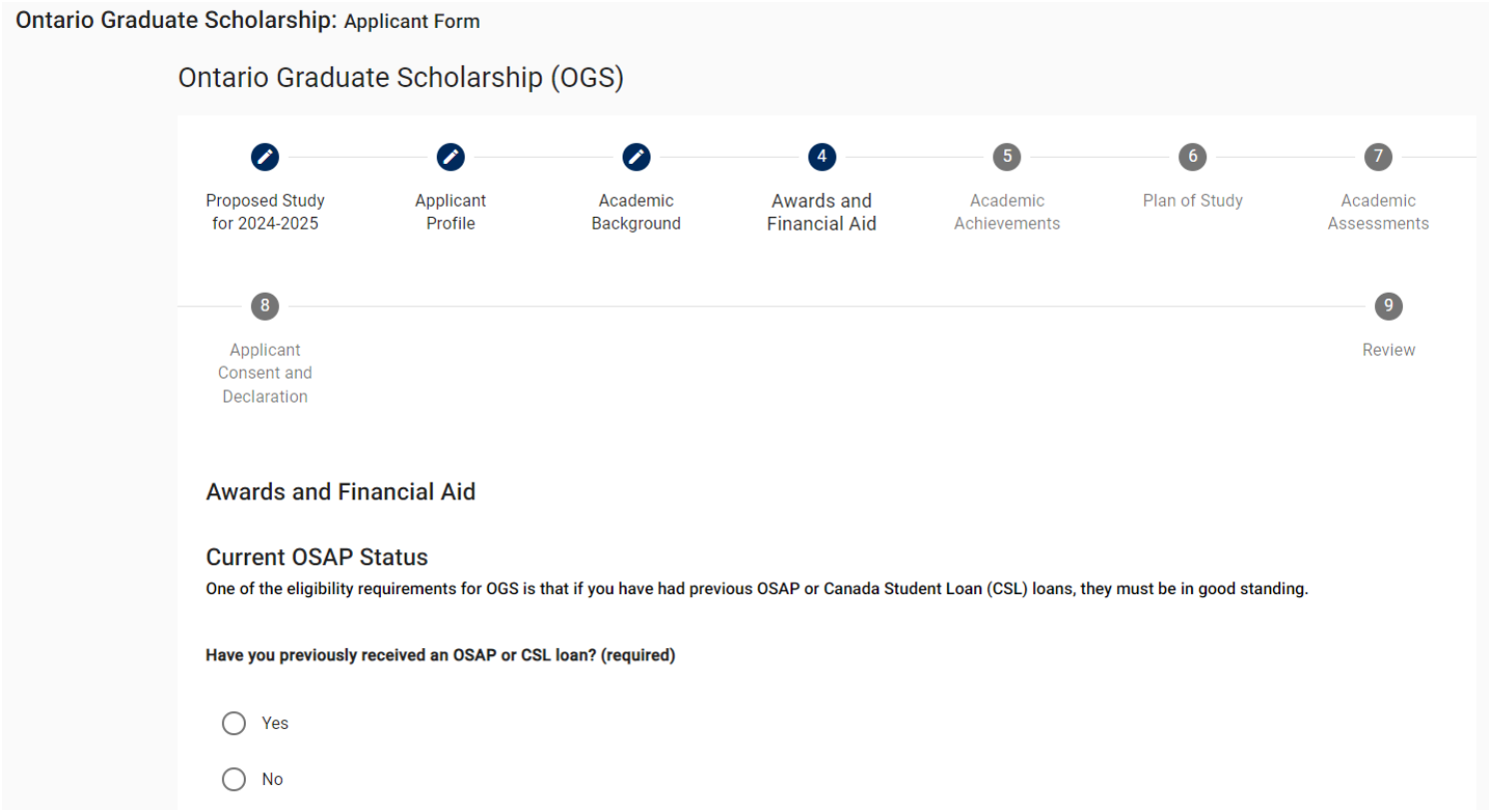
The selected file must be a PDF document and cannot exceed 10 MB

Previous Save Next

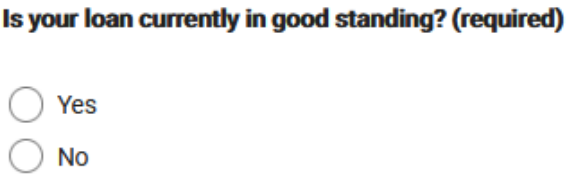
Once a transcript file has been uploaded, the file name and the options to “Download” or “Remove” will appear



Application: Page 4 – Awards and Financial Aid



Note: If the answer “Yes” is selected for “Have you previously received an OSAP or CSL loan?”, an additional question field “Is your loan currently in good standing?” will appear



If the answer “No” is selected for “Is your loan currently in good standing?”, two additional question fields “Reason for restriction” and “Expected end date of restriction” will appear

Reason for restriction (required)

Expected end date of restriction (required)

Previous Government Awards (Required)

One of the eligibility requirements for OGS is that you must not have exceeded the lifetime maximum of 6 years of government-funded student awards. Please indicate if you have ever been the recipient of any of the following awards at the graduate level by specifying the number of years each was awarded if applicable. Do not include awards you declined. Enter “0” for any awards you have not received.

Vanier Canada Graduate Scholarship (Vanier CGS) (required)

Required.

Social Sciences and Humanities Research Council of Canada (SSHRC) (required)

Required.

Natural Sciences and Engineering Research Council of Canada (NSERC) (required)

Required.

Canadian Institute of Health Research (CIHR) (required)

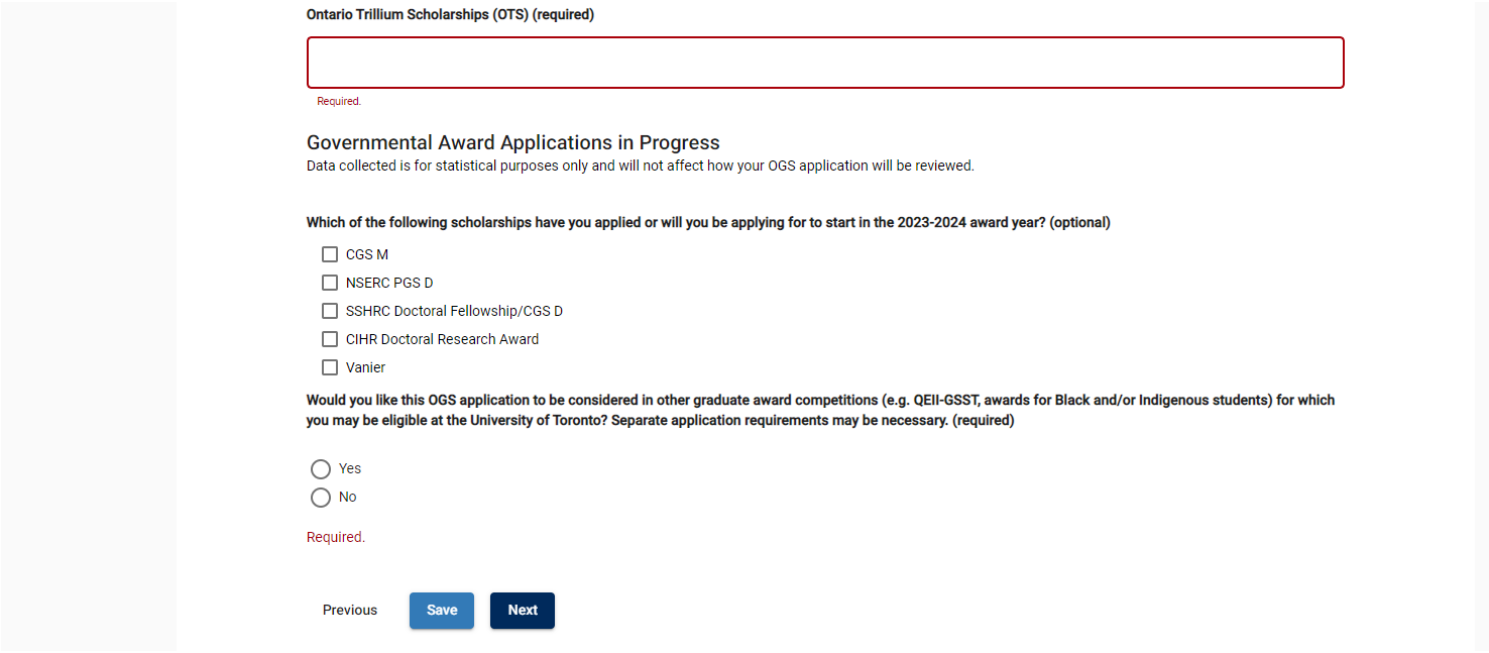
Required.

Ontario Graduate Scholarship (OGS) (required)

Required.

Queen Elizabeth II (formerly Ontario) Graduate Scholarship in Science and Technology (QEIIGSST/OGSST) (required)

Required.



Note: If the answer “Yes” is selected for “Would you like this OGS application to be considered in other graduate award competitions (e.g., QEII-GSST, awards for Black and/or Indigenous students) for which you may be eligible at the University of Toronto? Separate application requirements may be necessary. (required)?”, an additional question field “Has the particular award competition(s) to which you are applying requested specific documents to be uploaded to this form? (required)” will appear.

Furthermore, if “Yes” is selected for this question, you would be prompted to Upload the required documentation

Application: Page 5 – Academic Achievements

Ontario Graduate Scholarship: Applicant Form

Ontario Graduate Scholarship (OGS)

1. Proposed Study for 2024-2025
2. Applicant Profile
3. Academic Background
4. Awards and Financial Aid
5. Academic Achievemen...
6. Plan of Study
7. Academic Assessments
8. Applicant Consent and Declaration
9. Review

Academic Achievements

List scholarships, fellowships, prizes, and other academic awards you have received and think would be most pertinent to the adjudication of your application (most recent first). Include those indicated in the 'Previous Government Awards' section.

Scholarships and Awards

Add

Research Contributions, Relevant Experience and Activities

Please attach a copy of your Research Contributions, Relevant Experience and Activities as a single PDF document. It must meet the following requirements provided below.

General presentation:

- Body text in a minimum 12pt Arial (or similar) font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

File requirements:

- File size cannot exceed 1 MB.
- 8 ½" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 2 pages (All information exceeding this limit will be omitted.)

For Research Contribution content requirements review the OGS Application Instructions.

(required)

Upload

The selected file must be a PDF document and cannot exceed 1 MB

Leaves of Absence and/or Special Circumstances

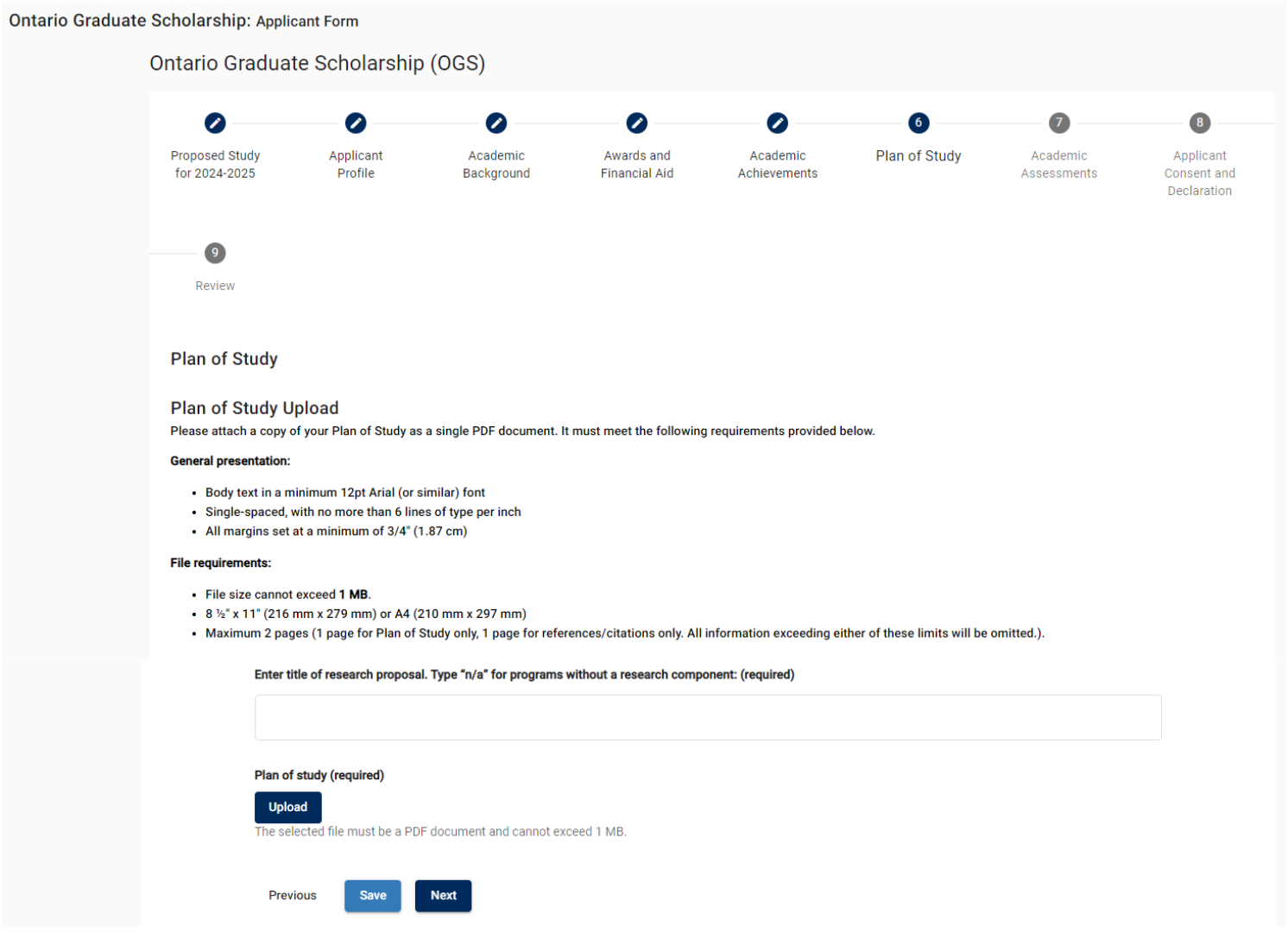
OGS adjudication committees take into consideration special circumstances that may have interrupted or delayed the completion of your current or a previous degree. If applicable, explain briefly any interruptions or delays to the completion of a degree or degrees. Specify the dates of the delay or interruption. **Maximum 1/2 page (1975 characters including spaces).**

(optional)

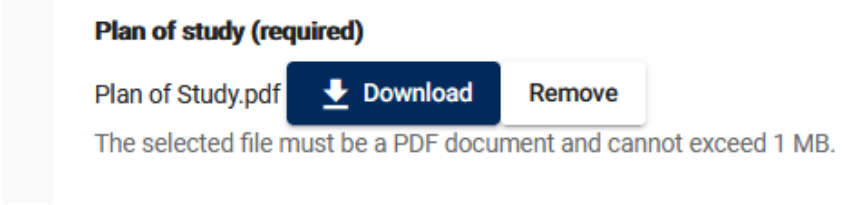
Previous Save Next

Once a Research Contributions file has been uploaded, the file name and the options to “Download” or “Remove” will appear

Application: Page 6 – Plan of Study



Once a Plan of Study file has been uploaded, the file name and the options to “Download” or “Remove” will appear



Application: Page 7 – Academic Assessments

Ontario Graduate Scholarship: Applicant Form

Ontario Graduate Scholarship (OGS)

1 Proposed Study for 2024-2025 | 2 Applicant Profile | 3 Academic Background | 4 Awards and Financial Aid | 5 Academic Achievements | 6 Plan of Study | 7 Academic Assessments | 8 Applicant Consent and Declaration | 9 Review

Academic Assessments

Provide information on the two (2) Academic Referees who will each complete an Academic Assessment Report by:

1. Entering the deadline for your referees to complete their Academic Assessment in the Requested completion date (required) field.
2. Reference fields will then appear. Enter your referee information. Referees must be individuals who have had sufficient opportunity to assess your potential.
3. Upon clicking Next, a reference request will be sent immediately to your referees at the provided email address.

Both Academic Assessments must be complete and submitted to the system before you can submit your application.

It is your responsibility to ensure that your referees complete the Academic Assessment Report by monitoring the reference submission status on the My Forms page.

Resending an Academic Assessment: To resend a pending Academic Assessment, return to your My Forms page and click anywhere on your form's row to display the application components. Find the row for the referee whose Academic Assessment you would like to resend and click the Resend button in the actions column for that row.

Deleting an Academic Assessment: To delete a completed or pending reference, click the Delete button located above the referee's name that you wish to delete on this page, and click Save. Then enter the referee information and click Next to send a new email invitation.

Modifying a Submitted Academic Assessment:

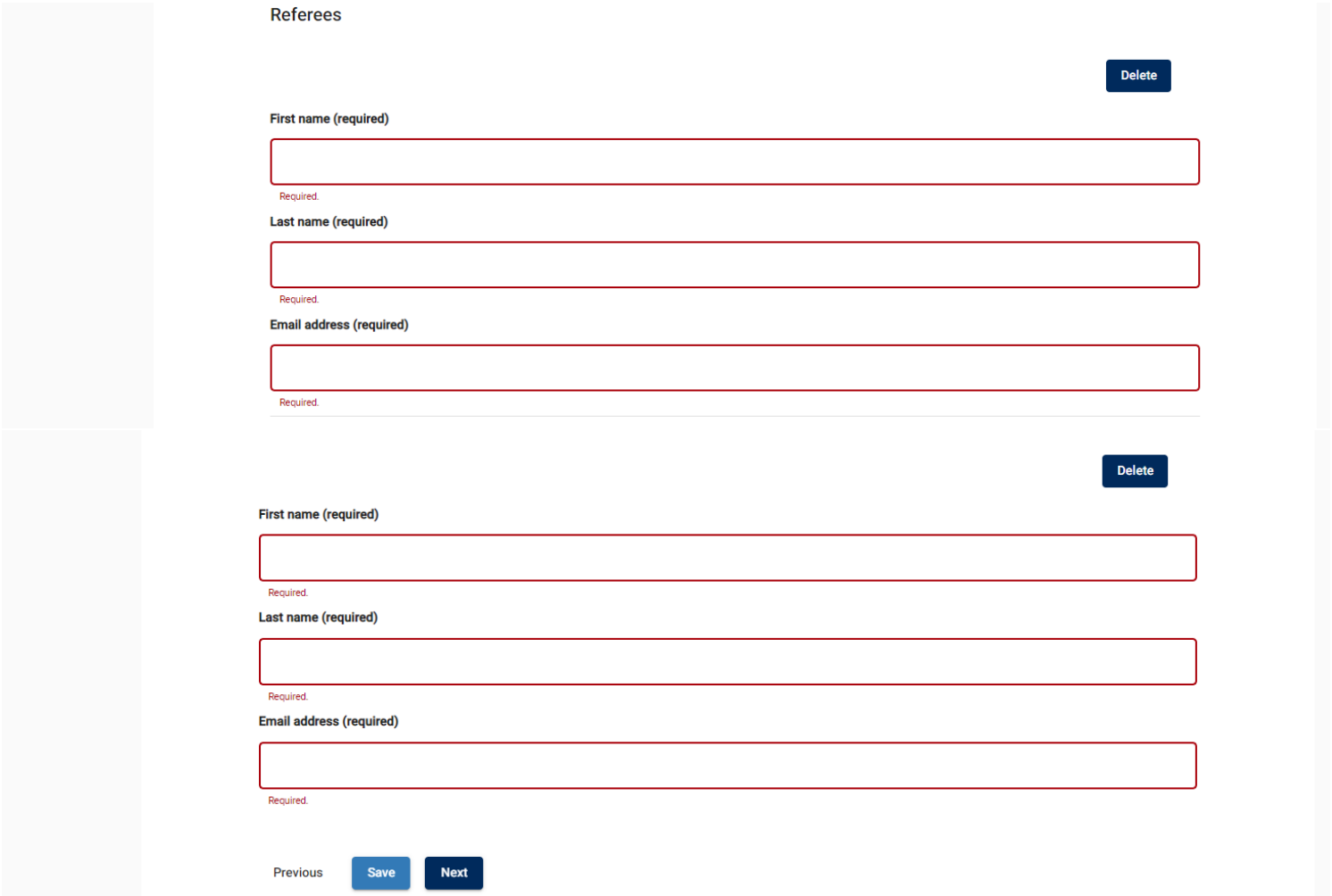
If your referee would like to make a change to their submitted form, you may unsubmit it. Return to your My Forms page and click anywhere on your form's row to display the application components. Find the row for referee whose Academic Assessment you would like to unsubmit, and select the Unsubmit button in the actions column for that row.

Requested completion date (required)

Required.

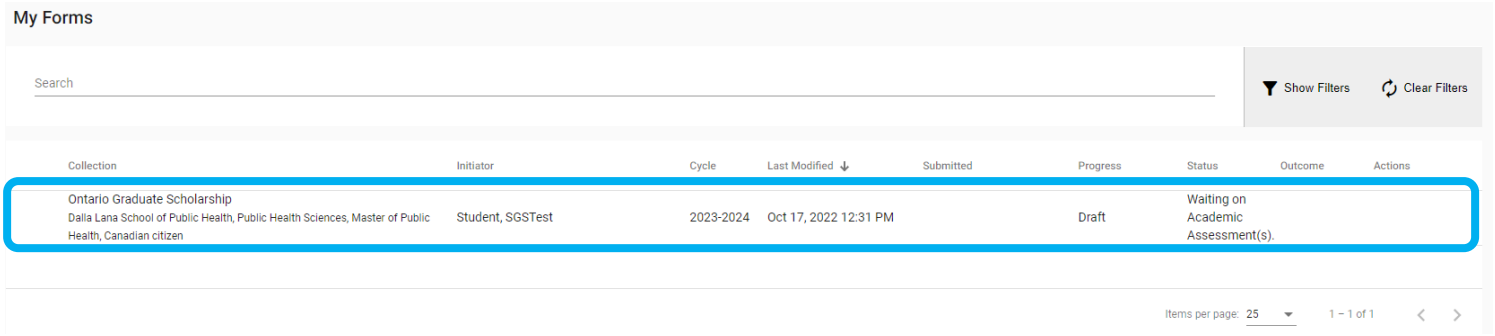
Previous | Save | Next

Note: Once the date is entered in the “Requested completion date (required)”, the referees’ contact fields will appear



Note: How to check the status of/resend an invitation/delete an Academic Assessments on the “My Forms” page:

If you click anywhere on a **form’s row**, to display that particular form’s application components.

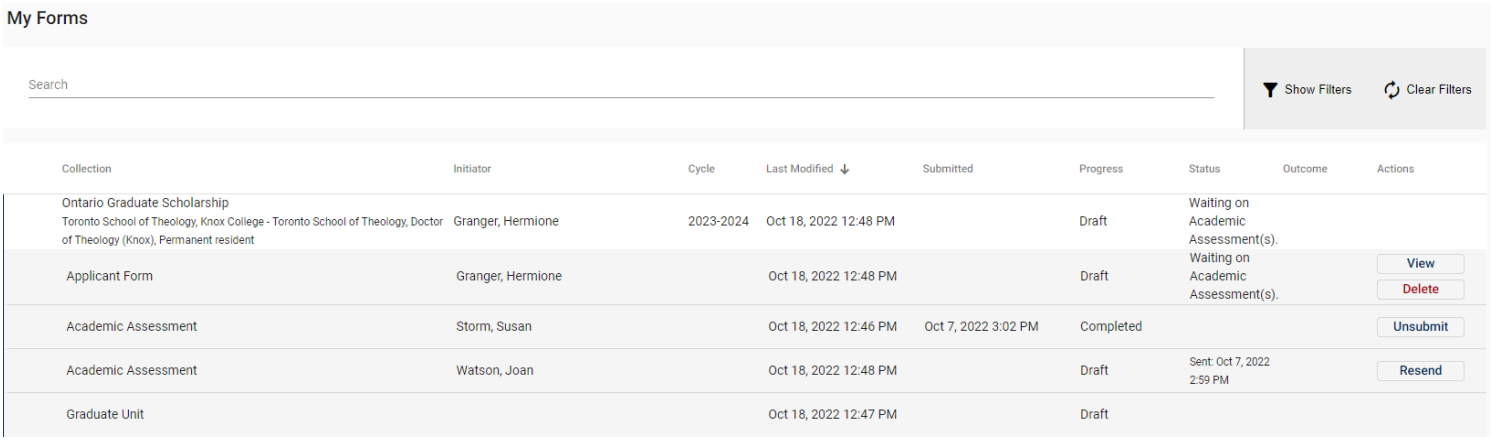


Once the application components have been displayed, full details related to the application are available.

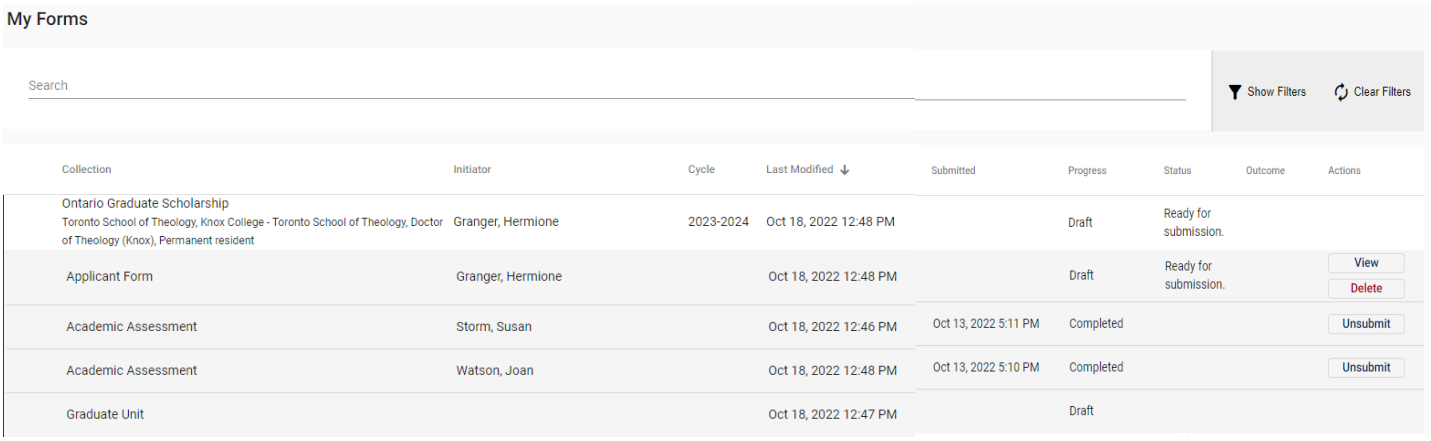
If an Academic Assessment is pending, the Progress column will display “Draft”, the Status column will display date the invitation was sent and the Actions column will have the option to Resend the invitation.

If an Academic Assessment is complete, the Progress column will display “Completed”, the Status column will be blank, and the Actions column will have the option to Unsubmit the Academic Assessment (if changes are required). Additionally, the Submitted column will have the date and time the Academic Assessment was submitted.

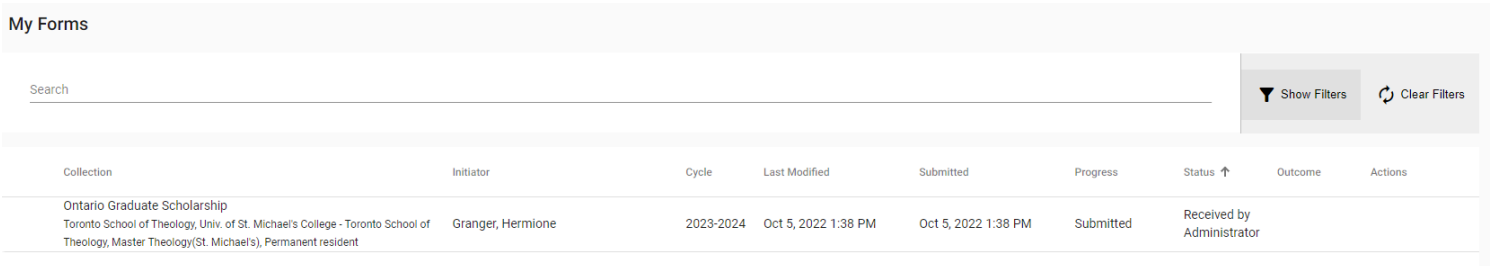
Note: Academic Assessments will only appear once they have been initiated on the “Academic Assessments” page of the applicant.



When both Academic Assessments have been submitted, the Progress column should display “Complete” for each Academic Assessment and the Status column of the Applicant Form has been updated to “Ready for Submission”.



When the application has been submitted, the Progress column for the form will be showing as “Submitted” and the Status column for the form will be showing as “Received by Administrator”



Application: Page 8 – Application consent and declaration

Ontario Graduate Scholarship: Applicant Form

Ontario Graduate Scholarship (OGS)

Proposed Study for 2024-2025 | Applicant Profile | Academic Background | Awards and Financial Aid | Academic Achievements | Plan of Study | Academic Assessments | 8 Applicant Consent and Declaration | 9 Review

Applicant Consent and Declaration

Applicant's Consent to the Indirect and Disclosure of Personal Information

Your personal information provided on this application form, in the required documentation, and in all other communications related to your application and award of an Ontario Graduate Scholarship (OGS), including previous applications and awards of OGS, will be used by the University of Toronto to administer and finance the program.

Administration includes: determining your eligibility for an OGS; verifying your application; verifying your OGS award; considering any requests for review; maintaining and auditing your file; collecting overpayments and repayments; public reporting on the administration and financing of the OGS program; planning, delivering, evaluating and monitoring the OGS program for quality and improvements in both content and delivery; conducting risk management; error management; audit and quality assessment activities; conducting inspections or investigations; and conducting policy analysis; evaluation, and research related to all aspects of the OGS program. Financing includes: planning, arranging or providing funding of the OGS program.

Freedom of Information and Protection of Privacy Act:
https://www.acorn.utoronto.ca/acorn/fippa/

The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities (MCU) as a condition of its receipt of operating grant funding. The MCU collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.

Applicant's Declaration

I have given complete and true information on this application form and in the required supporting documentation.

I understand that I am responsible for providing all required supporting documentation as indicated on my application or as directed by the MCU or the University of Toronto in respect of my eligibility for an OGS.

I understand that information I provide will be verified and audited and the MCU may also conduct inspections and investigations.

I will keep a copy of my application and all required supporting documentation in the event that I am required to produce this information for audit, verification, inspection or investigation purposes.

I will promptly notify the University of Toronto in writing of any changes to the information that I have provided and of any changes to my eligibility for an OGS, including ceasing to be enrolled as a full-time student; receiving a NSERC, SSHRC, CIHR, Vanier, or QEII-GSST award.

I understand that any change to the information I provide and any change resulting from verification and audit will result in a reassessment.

I understand that if my application is reassessed, it may affect my eligibility and the amount of my OGS and, if required by the MCU I will promptly repay all or part of my OGS.

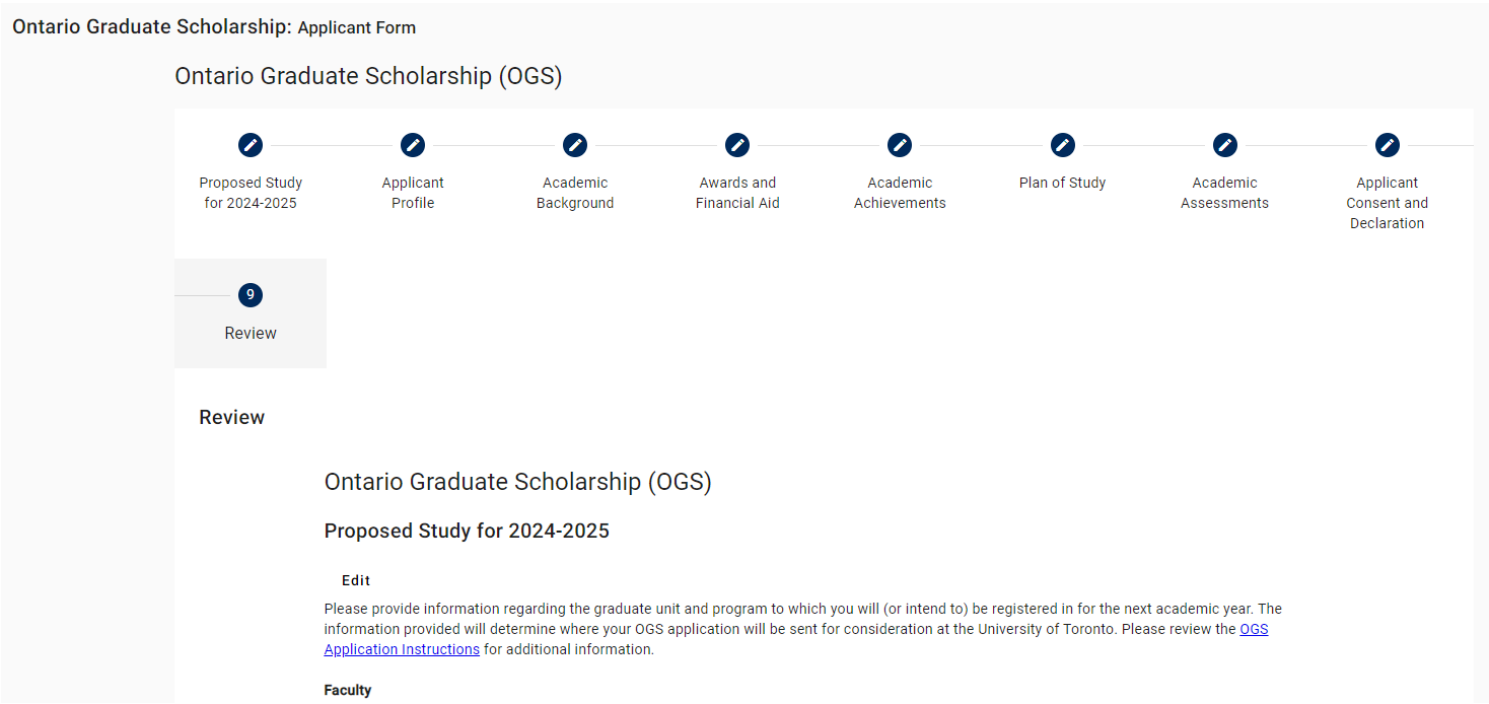
I agree that the University of Toronto can, without limitation collect, use and disclose personal information about me that is relevant to the consideration of my OGS application and its report to the MCU with respect to the granting of the OGS.

I have read and understood this section, including the notice of collection, use, and disclosure of my personal information and my signature attests to my consent to the indirect collection, use and disclosure of my personal information and that my declaration is complete and true. I understand that any fraudulent or misleading statement may result in proceedings for academic misconduct.

Confirmation (required)

☐ I Confirm

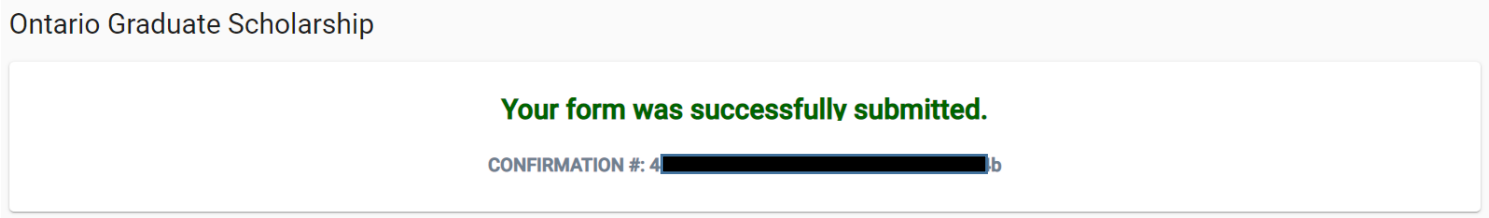
Application: Page 9 – Review



If one or both of the Academic Assessments have not yet been submitted, an error message will appear and the "Submit" button will not be useable.

Once all components are complete, the error message will no longer be shown and the Submit button will turn blue and be useable. Remember once an application is submitted, no changes can be made.

Once the application has been submitted, a submission confirmation page will appear:



Academic Assessment Screenshots

Initial Email Invitation Sample:

SUBJECT: OGS Academic Assessment Request – University of Toronto

* * *

Dear Sherlock Holmes,

Hermione Granger is inviting you to provide a confidential Academic Assessment for the Ontario Graduate Scholarship (OGS) competition in the following graduate unit at the University of Toronto: Univ. of St. Michael's College - Toronto School of Theology.

The applicant will not be able to submit the OGS application until the Academic Assessment has been completed, therefore the applicant requires your online assessment to be submitted before **Wednesday, January 31, 2024** to allow the applicant sufficient time to finalize and submit their OGS application by the graduate unit's established OGS deadline. This deadline is set by the applicant, if you are unable to meet this deadline please contact the applicant directly. Applicants who fail to meet the unit's deadline will not be considered for this award.

The Academic Assessment is a required component of the OGS application for each program of study. Should you have questions regarding this request please contact the above-named applicant directly.

Web browser compatibility: For the best user experience, use the most update-to-date version of Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge web browsers to complete the form. Internet Explorer is not compatible. It is recommended to use an incognito or private browsing window. If you are unable to access the form, verify your web browser version and update, if necessary, before trying again.

We strongly recommend that you fully close all web browsers (i.e.: Chrome, Safari, Firefox) and open only one web browser window in order to access the online application. Having multiple browser windows open may cause errors in the submission of the form.

If you are using a device within Toronto hospital network, you may not be able to access the form, please connect to a different Wi-Fi/internet connection to complete the form, for example your home network or U of T campus Wi-Fi.

We strongly recommend that you fully close all web browsers (i.e.: Chrome, Safari, Firefox) and open only one web browser window in order to access the online application. Having multiple browser windows open may cause errors in the submission of the form.

If you are using a device within Toronto hospital network, you may not be able to access the form, please connect to a different Wi-Fi/internet connection to complete the form, for example your home network or U of T campus Wi-Fi.

To continue to the Academic Assessment Form, click the link below:

[redacted]

Please complete this form within 60 days of receiving this email. If it is past the 60 days, you will need to email the applicant to ask them to re-send the Academic Assessment email request to you that will contain a new url link.

For Step-by-Step Referee Instructions and further information, please visit the U of T Ontario Graduate Scholarship website.

Sincerely,

School of Graduate Studies

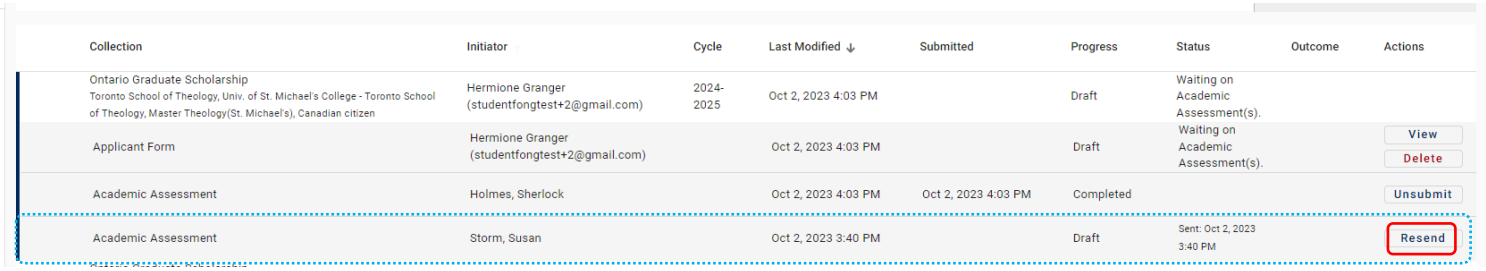
University of Toronto

This is an automatically generated email please do not reply, technical support questions may be directed to ogs@utoronto.ca.

Note: The link to the Academic Assessment Form is only active for 60 days from the sent date of the email request. If it is past the 60 days, the referee will need to email the applicant to ask them to re-send the Academic Assessment request for a new email with a new url link.

To Resend the Academic Assessment Form request to your referee

If you click anywhere on a form's row, the form components will appear below. The OGS form components will include the applicant form and Academic Assessments (once they have been initiated). For each form component, you will be able to see the component's individual progress, last modified date, status, and access the Actions options for that particular component. The Academic Assessments have the Actions item to **Resend** or Unsubmit. The Sent date under the Status column indicates when the invitation was most recently sent to the referee.



Collection	Initiator	Cycle	Last Modified ↓	Submitted	Progress	Status	Outcome	Actions
Ontario Graduate Scholarship Toronto School of Theology, Univ. of St. Michael's College - Toronto School of Theology, Master Theology(St. Michael's), Canadian citizen	Hermione Granger (studentfongtest+2@gmail.com)	2024-2025	Oct 2, 2023 4:03 PM		Draft	Waiting on Academic Assessment(s).		
Applicant Form	Hermione Granger (studentfongtest+2@gmail.com)		Oct 2, 2023 4:03 PM		Draft	Waiting on Academic Assessment(s).		View Delete
Academic Assessment	Holmes, Sherlock		Oct 2, 2023 4:03 PM	Oct 2, 2023 4:03 PM	Completed			Unsubmit
Academic Assessment	Storm, Susan		Oct 2, 2023 3:40 PM		Draft	Sent: Oct 2, 2023 3:40 PM		Resend

Academic Assessment: Page 1 – Academic Assessment Report

Ontario Graduate Scholarship: Academic Assessment

OGS Academic Assessment

1 Academic Assessment Report — 2 Review

Academic Assessment Report

Please complete the form below. Once completed, you will be asked to review your assessment before submitting it to the student's application on the following page. Should you wish to leave this form and return to it later, you may access the form again using the link that was provided in the original email request. Step by step Referee instructions can be found on the University of Toronto OGS web page.

Student Information

Student name

Hermione Granger

Submission Information

Requested completion date

2024-01-31

Referee Profile

I have known the student in my capacity as (e.g.supervisor) (required)

During the following period

From (required)

To (required)

First name (required)

Sherlock

Last name (required)

Holmes

Title (required)

Institution/Organization (required)

Department (required)

Academic Assessment

Carefully mark the category that best describes the candidate's academic performance in relation to all students at a similar stage that you have previously evaluated. If you know the candidate in a professional capacity, please rank the candidate from that perspective. Please apply the strictest interpretations of the rankings indicated below. For example, the ranking of a candidate in the top category is expected to occur infrequently. In addition, please elaborate on the assessment or provide other relevant comments in the box provided below.

	Top 2%	Top 5%	Top 20%	Top 50%	Lower 50%	Unable to evaluate
Background preparation	○	○	○	○	○	○
Originality	○	○	○	○	○	○
Present ability at research	○	○	○	○	○	○
Research potential	○	○	○	○	○	○
Industriousness	○	○	○	○	○	○
Judgement	○	○	○	○	○	○
Oral and written skills	○	○	○	○	○	○
Overall ability	○	○	○	○	○	○

Assessment Details

Provide an assessment of the applicant's skills, abilities, achievements, experience, and contributions related to the categories listed above.

(required)

Consent (required)

I consent to having my OGS academic assessment for this applicant be used for other graduate award competitions at the University of Toronto, for which the applicant may be eligible. (Note, only University administrators authorized to use the OGS application for award competitions will be able to view your assessment.)

○ Yes

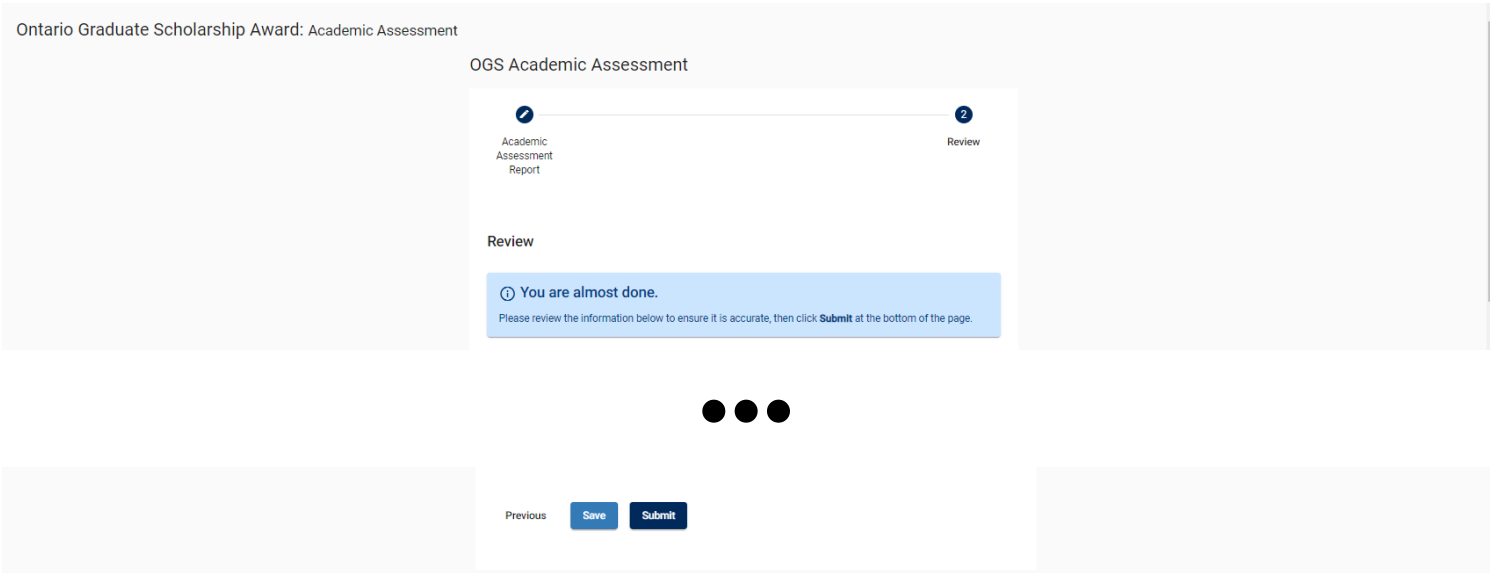
○ No

Privacy Statement

Freedom of Information and Protection of Privacy Act:
https://www.acorn.utoronto.ca/acorn/fippa/

Previous **Save** **Next**

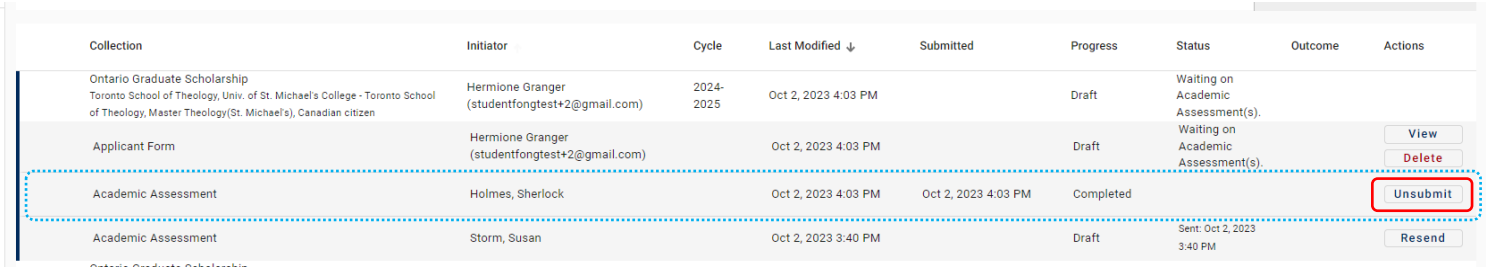
Academic Assessment: Page 2 – Review



Academic Assessment: Page 3 – Submission confirmation

To unsubmit the Academic Assessment Form to your referee

If you click anywhere on a form's row, the form components will appear below. The OGS form components will include the applicant form and Academic Assessments (once they have been initiated). For each form component, you will be able to see the component's individual progress, last modified date, status, and access the Actions options for that particular component. The Academic Assessments have the Actions item to Resend or **Unsubmit**.



Unsubmitted Email Sample:

TESTING Action Required: OGS Academic Assessment is now unsubmitted – University of Toronto Inbox ×

vpp.noreply@utoronto.ca
to Hermione

4:19 PM (3 minutes ago)

* * * This is a testing email * * *

TO: <professorfongtest1+1@gmail.com>

CC:

BCC:

SUBJECT: Action Required: OGS Academic Assessment is now unsubmitted – University of Toronto

* * *

Dear Sherlock Holmes,

As per your request (or the applicant's request), the OGS Academic Assessment previously submitted for Hermione Granger, has now been unsubmitted and returned to you for updating/editing. Please note, this process does not change the deadline to submit, and this application is now considered incomplete.

The Academic Assessment must be resubmitted before Wednesday, January 31, 2024 as determined by the applicant. If this date has passed and a new deadline has not already been provided to you by the applicant, please contact the applicant directly. Applicants are reminded to monitor the progress of their application to ensure the Academic Assessment form is resubmitted in time to complete their application and meet the graduate unit deadline.

To continue to the Academic Assessment, click the link below:

[redacted]

Web browser compatibility: For the best user experience, use the most update-to-date version of Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge web browsers to complete the form. Internet Explorer is not compatible. It is recommended to use an incognito or private browsing window. If you are unable to access the form, verify your web browser version and update, if necessary, before trying again.

We strongly recommend that you fully close all web browsers (i.e.: Chrome, Safari, Firefox) and open only one web browser window in order to access the online application. Having multiple browser windows open may cause errors in the submission of the form.

If you are using a device within Toronto hospital network, you may not be able to access the form, please connect to different Wi-Fi/internet connection to complete the form, for example your home network or U of T campus Wi-Fi.

Sincerely,

School of Graduate Studies

University of Toronto

This is an automatically generated email please do not reply, technical support questions may be directed to ogs@utoronto.ca.