

University of Toronto Ontario Graduate Scholarship Application: Step by Step Instructions for completing a Supporting Form (Academic Assessment)

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.

Saving: You can save and go back to the Academic Assessment at any time prior to submitting by clicking the **Save** or **Next** button in the bottom of the page. If you have not completed all the required fields on a page prior to selecting **Save** or **Next**, the information on the page will not be saved and you will be brought to the top most required field with missing information. All required fields with missing information will be highlighted in red. All required fields must be completed before a page can be saved.

Once you have submitted, no changes can be made. **If a change is required, contact the applicant directly** as the applicant must **delete** the submitted form and re-enter your contact information on their application. You will receive an email with a new unique link to a brand new Academic Assessment that can be completed. Remember to save a copy of your comments to your computer in case a change is required.

The system may time out if you have the window open too long, be sure to fill in all the required information first and then select **Save** or **Next** every 10 minutes or so to ensure the system does not time out and you do not lose your information.

Step 1. Locate and review email invitation

The email invitation will have the subject “**OGS Reference Request from the University of Toronto**” and will be sent from ‘**U of T No Reply**’ with the email address: **vpp.noreply@utoronto.ca**. If you are unable to locate the email invitation in your Inbox, please check your Spam/Junk mail folder and do a search for the vpp.noreply@utoronto.ca email address.

If you did not receive the invitation email, please contact the applicant directly to request a re-send. The Graduate Awards Office is not able to re-send email invitations as the email release is controlled by the applicant.

Please take note of the Academic Assessment **report deadline** (circled below). The form can still be completed even if the deadline has passed. This deadline is set by the APPLICANT. For extensions please contact the applicant to see if additional time is possible based on the applicant’s application deadline. Applicants cannot submit their OGS application unless their Academic Assessments are complete.

OGS Reference Request from the University of Toronto



U of T No Reply <vpp.noreply@utoronto.ca>
To Ontario Graduate Scholarship

Reply Reply All Forward ...

Tue 2020-11-03 2:42 PM

Dear Doctor Who,

Awards Office is inviting you to provide an Academic Assessment Report for the Ontario Graduate Scholarship (OGS) competition in the following graduate unit at the University of Toronto: Dentistry.

The applicant will not be able to submit the OGS application until the Academic Assessment Report has been completed, therefore the applicant requires your online assessment to be submitted **before Saturday, November 21, 2020** 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 Report 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.

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

<https://qa-forms.provost.utoronto.ca/au>



gzSmjU

For 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.

Step 2. Click on the link in the email invitation to access the online Academic Assessment

OGS Reference Request from the University of Toronto



U of T No Reply <vpp.noreply@utoronto.ca>
To: Ontario Graduate Scholarship

Reply Reply All Forward ...

Tue 2020-11-03 2:42 PM

Dear Doctor Who,

Awards Office is inviting you to provide an Academic Assessment Report for the Ontario Graduate Scholarship (OGS) competition in the following graduate unit at the University of Toronto: Dentistry.

The applicant will not be able to submit the OGS application until the Academic Assessment Report has been completed, therefore the applicant requires your online assessment to be submitted **before Saturday, November 21, 2020** 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 Report 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.

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

<https://qa-forms.provost.utoronto.ca/auth/>

3c2lyM0Q0WTZLZUgzSmjU

For 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.

Step 3. Complete Referee Profile fields

All fields are required.

Dates should be listed in YYYY-MM-DD format (example: 2020-11-30)

In **Institution/Organization** field, please include full name of organization (e.g. University of Toronto)

Referee Profile Example:

Referee Profile

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

Supervisor

During the following period

From (required)

2019-09-01

To (required)

2020-08-31

First name (required)

Doctor

Last name (required)

Who

Title (required)

Professor

Institution/Organization (required)

University of Toronto

Department (required)

Physics

Step 5. Enter Additional Comments

Enter any additional comments you would like to include in the Academic Assessment. You may copy and paste your reference letter text in the **Additional Comments** section. It is recommended that you write your comments out in a word processor program (e.g. MS Word) prior to completing the form and then copy and paste into the comment box. Please note, you may lose most formatting.

You can expand the text window by clicking and dragging the right-hand bottom corner.

Additional Comments

You may copy and paste your reference letter text here. Please note you may lose some formatting.

(required)

Privacy Statement

Freedom of Information and Protection of Privacy Act:
<http://www.rosi.utoronto.ca/fipppa.php>

Previous Save Next

Step 6. Click Next button

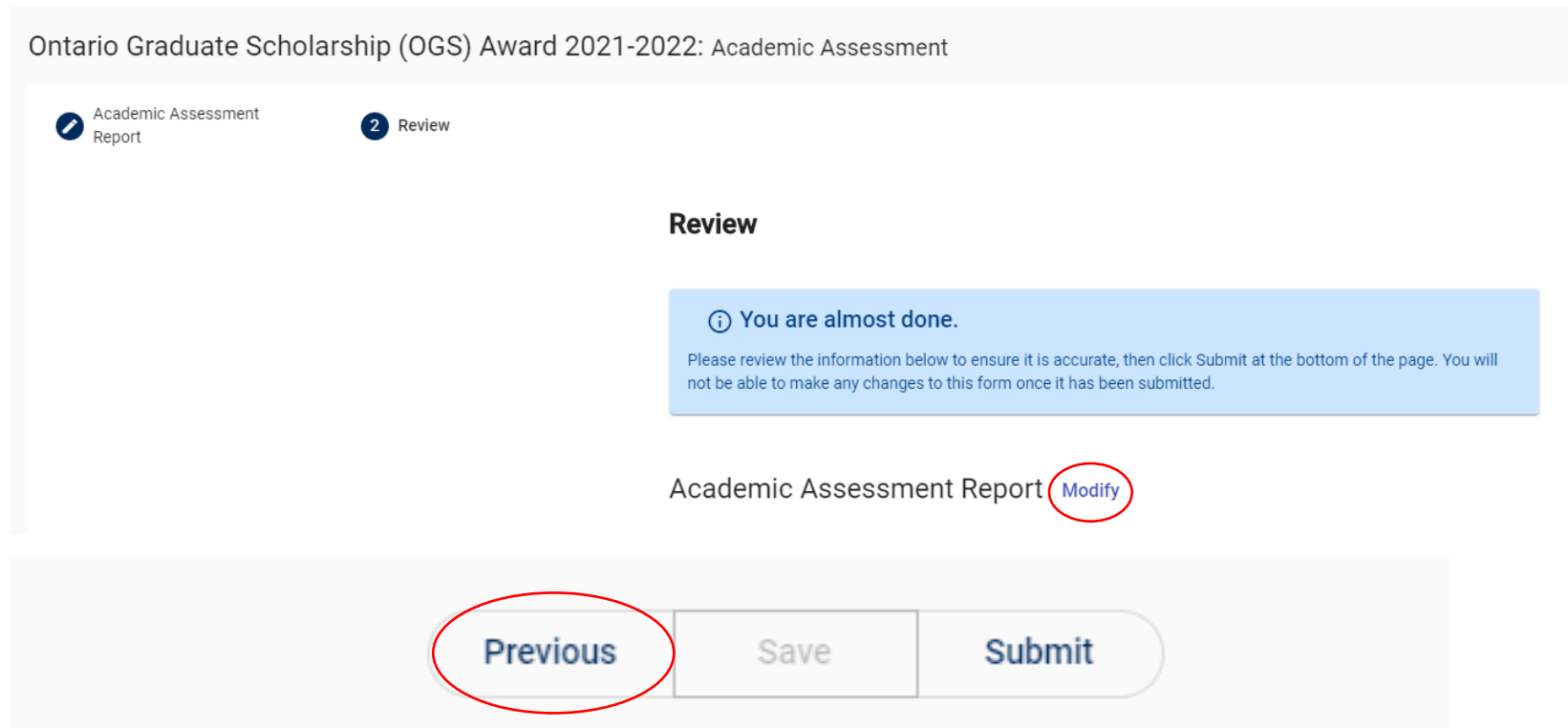
Once you have entered all the required information, click the **Next** button at the bottom of the page.

You will be taken to the “Review” page. At this point, your information has been saved but not submitted. **To return** at a later time, simply go back to the original invitation email and click the link.



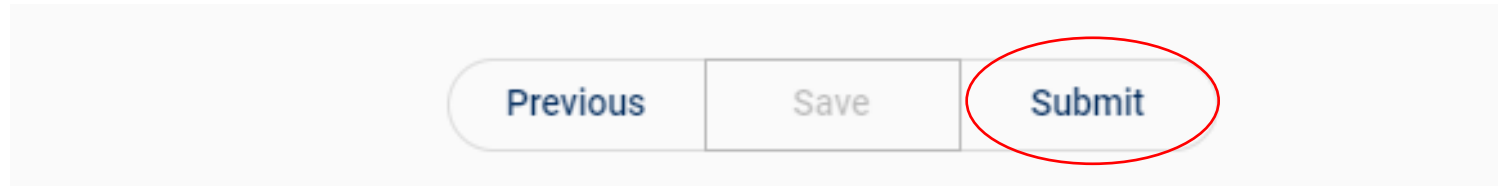
Step 7. Review Academic Assessment

On the Review page, carefully review the information entered on the Academic Assessment. If anything requires modification, click the **Modify** button at the top of the page or click the **Previous** button at the bottom of the page to be taken back to the Academic Assessment. If you make a change after returning, please be sure to click **Save** or **Next** again to save any changes.



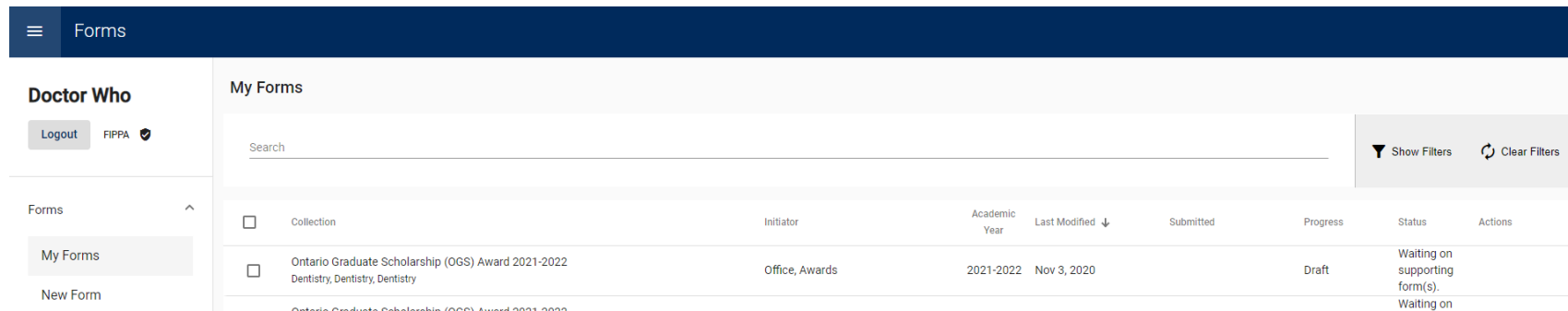
Step 8. Click Submit button

Once you have confirmed that all information is included and accurate, scroll to the bottom of the Review page and click the **Submit** button.



Once you have submitted, no changes can be made. You will not receive a confirmation number or email.

After clicking the **Submit** button, you will be taken to the My Forms Page, where you will see a list of forms you have been given access to and where you can verify the status of the Academic Assessment form you just completed.

A screenshot of a web application interface. The top navigation bar is dark blue with a hamburger menu icon and the text 'Forms'. Below this, there is a sidebar on the left with 'Doctor Who' and 'Logout' buttons, and a 'Forms' menu with 'My Forms' selected. The main content area is titled 'My Forms' and contains a search bar, 'Show Filters', and 'Clear Filters' buttons. Below these is a table with columns: 'Collection', 'Initiator', 'Academic Year', 'Last Modified', 'Submitted', 'Progress', 'Status', and 'Actions'. The table has one row with the following data: 'Ontario Graduate Scholarship (OGS) Award 2021-2022 Dentistry, Dentistry, Dentistry', 'Office, Awards', '2021-2022', 'Nov 3, 2020', 'Draft', 'Waiting on supporting form(s)', and 'Waiting on'.

Step 9. Verify Submission

To verify that your form has been submitted successfully, click **My Forms** on the left-hand side menu, if you are not already on the page.

On the **My Forms** page, you will see a table that lists all the Academic Assessments you have been invited to complete. Find the applicant's name whose form you just completed in the **Initiator** column. Click anywhere on that applicant's row to have the Application Components appear. In the Application Components, you should see a row for an Academic Assessment form with your name as the Initiator. If the assessment has been successfully submitted, there will be a date in the **Submitted** column and the **Progress** status should be **Completed**.

Forms

Doctor Who
Logout FIPA

Forms
My Forms
New Form

My Forms

Search

Show Filters Clear Filters

<input type="checkbox"/>	Collection	Initiator	Academic Year	Last Modified ↓	Submitted	Progress	Status	Actions
<input type="checkbox"/>	Ontario Graduate Scholarship (OGS) Award 2021-2022 Dentistry, Dentistry, Dentistry	Office, Awards	2021-2022	Nov 3, 2020		Draft	Waiting on supporting form(s).	
	Applicant Form	Office, Awards		Nov 3, 2020		Draft	Waiting on supporting form(s).	
	Academic Assessment	Who, Doctor		Nov 3, 2020	Nov 3, 2020	Completed		View
	Academic Assessment			Nov 3, 2020		Draft		

Step 10. View Submitted Form

If you would like to view a submitted form, with the Application Components showing, you should see a row for an Academic Assessment form with your name as the Initiator. In the **Actions** column, there will be a **View** button. Click on the View button to view a completed assessment.

Forms

Doctor Who
Logout FIPA

Forms
My Forms
New Form

My Forms

Search

Show Filters Clear Filters

<input type="checkbox"/>	Collection	Initiator	Academic Year	Last Modified ↓	Submitted	Progress	Status	Actions
<input type="checkbox"/>	Ontario Graduate Scholarship (OGS) Award 2021-2022 Dentistry, Dentistry, Dentistry	Office, Awards	2021-2022	Nov 3, 2020		Draft	Waiting on supporting form(s).	
	Applicant Form	Office, Awards		Nov 3, 2020		Draft	Waiting on supporting form(s).	
	Academic Assessment	Who, Doctor		Nov 3, 2020	Nov 3, 2020	Completed		View
	Academic Assessment			Nov 3, 2020		Draft		