Landing Page “My Forms”:

“New Form” Page:

“My Forms” page when an application has been started:
# Ontario Graduate Scholarship (OGS)

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## Proposed Study for 2023-2024

Please provide information regarding the graduate unit and program to which you will (or intend to) be registered in for the next academic year. The information provided will determine where your OGS application will be sent for consideration at the University of Toronto. Please review the [OGS Application Instructions](#) for additional information.

**Faculty (required)**

Required

**Graduate unit (required)**

**Program (required)**

Not all programs listed are eligible for OGS. Please verify with your graduate unit/program to confirm eligibility before applying.

**Level of study (required)**

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 '1'. Incoming students applying for admission should enter '1'.

Award start session (required)

- May 2023
- September 2023
- January 2024

Date of completion of degree requirements (required)

The date cannot be prior to December 31, 2023. Minimum Date: 2023-12-31.

Ontario Graduate Scholarship: Applicant Form

Ontario Graduate Scholarship (OGS)

Proposed Study for 2023-2024

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Personal Information

U of T Student Number (optional)

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

First name

Middle name

Last name

Student ID

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.
Note: If an option other than “Canadian Citizen” is selected for “Current citizenship status”, an additional question field “Residency status received date” will appear.
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.

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

Application: Page 3 – Academic Background

Ontario Graduate Scholarship: Applicant Form

Ontario Graduate Scholarship (OGS)

Proposed Study for 2023-2024

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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):
Once a transcript file has been uploaded, the file name and the options to “Download” or “Remove” will appear.
Ontario Graduate Scholarship: Applicant Form

Ontario Graduate Scholarship (OGS)

Awards and Financial Aid

Current OSAP Status
One of the eligibility requirements for OGS is that if you have had previous OSAP or Canada Student Loan (CSL) loans, they must be in good standing.

Have you previously received an OSAP or CSL loan? (required)

- Yes
- No

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

Is your loan currently in good standing? (required)

- Yes
- No

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 (Varier CGS) (required)
- Social Sciences and Humanities Research Council of Canada (SSHRC) (required)
- Natural Sciences and Engineering Research Council of Canada (NSERC) (required)
- Canadian Institute of Health Research (CIHR) (required)
- Ontario Graduate Scholarship (OGS) (required)
- Queen Elizabeth II (formerly Ontario) Graduate Scholarship in Science and Technology (QEII-GSST/OGSST) (required)
- Ontario Trillium Scholarships (OTS) (required)

Governmental Award Applications in Progress
Data collected is for statistical purposes only and will not affect how your OGS application will be reviewed.

Which of the following scholarships have you applied or will you be applying for to start in the 2023-2024 award year? (optional)
- CGS M
- NSERC PGS D
- SSHRC Doctoral Fellowship CGS D
- CIHR Doctoral Research Award
- Vanier

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)
- Yes
- No

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

Plan of Study Upload
Please attach a copy of your Plan of Study 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 1/2" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 2 pages (1 page for Plan of study only, 1 page for references/citations only. All information exceeding either of these limits will be omitted.)

Enter title of research proposal. Type "n/a" for programs without a research component: (required)

Plan of study (required)
Upload
The selected file must be a PDF document and cannot exceed 1 MB.

Once a Plan of Study file has been uploaded, the file name and the options to “Download” or “Remove” will appear
## 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.
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 the 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”.
Ontario Graduate Scholarship: Applicant Form

Ontario Graduate Scholarship (OGS)

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 investigations or inspections, 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.acom.utoronto.ca/acom/foip/

The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry 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 ministry 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 ministry 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, Vaiser, Trillium or QEII-BSST 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 Ministry, 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 Minister 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
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:
Initial Email Invitation Sample:

Dear [Name],

SGSTest Student is inviting you to provide a confidential Academic Assessment for the Ontario Graduate Scholarship (OGS) competition for the following graduate student at the University of Toronto: [Student Name].

The application will 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 [Date] 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 up-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.

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

[Link to Academic Assessment Form]

For step-by-step referee instructions and further information, please visit the U of T Ontario Graduate Scholarship website.

Academic Assessment: Page 1 – Academic Assessment Report

Ontario Graduate Scholarship: Academic Assessment

OGS Academic Assessment

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 instructions can be found on the University of Toronto OGS web page.

Student Information

Student Name
SGSTest Student
Preferred Name

Submission Information

Requested completion date
2023-02-17
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)

Doctor

Last name (required)

Who

Preferred Name (optional)

Enter your preferred name if it does not match the pre-populated name above

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.

<table>
<thead>
<tr>
<th></th>
<th>Top 2%</th>
<th>Top 5%</th>
<th>Top 20%</th>
<th>Top 50%</th>
<th>Lower 50%</th>
<th>Unable to evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background preparation</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
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<td>o</td>
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<tr>
<td>Originality</td>
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<td>Present ability at research</td>
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<td>Research potential</td>
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<td>Industriousness</td>
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<td>Oral and written skills</td>
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<tr>
<td>Overall ability</td>
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<td>o</td>
<td>o</td>
</tr>
</tbody>
</table>

Additional Comments

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

(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.ago.on.ca/ago/en/foip
Academic Assessment: Page 2 – Review

Ontario Graduate Scholarship Award: Academic Assessment

OGS Academic Assessment

Review

☐ You are almost done.
Please review the information below to ensure it is accurate, then click Submit at the bottom of this page.

Submit

Academic Assessment: Page 3 – Submission confirmation

Ontario Graduate Scholarship

Your form was successfully submitted.

CONFIRMATION #: 4

Unsubmitted Email Sample:

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

vpp.noreply@utoronto.ca

Dear Susan,

As per your request (or the applicants request), the OGS Academic Assessment previously submitted for Debbie Chiu 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 Monday, October 31, 2022 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 student deadline.

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

Web browser compatibility: For the best user experience, use the most up-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.

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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

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