

To be acceptable, an application must be complete and meet the requirements set by the Graduate Program Committee (as outlined on our website). For admission to the graduate program, an acceptable applicant must have a scholarship or identify a supervisor with available funding to cover the minimum stipend.

A successful applicant file proceeds through the following 7 steps:

Level	Person(s) involved	Action
1	Student Program Advisor	Verification that all required documentation has been received. Upon completion, PeopleSoft is coded to show that the application is complete in Bear Tracks.
2	Graduate Program Coordinator/Student Program Advisor	Verification that the application meets requirements.
3	Graduate Program Committee	Evaluation of the completed application by all members of the graduate committee. If the majority of members agree on acceptability, the student is notified and the file is open for review to all members of the department. If the application is restricted to one professor (with available funding) who wishes to make an offer, the file is not open for review by all faculty. Proceed to Step 6.
4	All members of Department	Review of open file by all faculty members of the department. Note that the applicant is NOT to be contacted by faculty during first week of review period. Applicant can communicate with professors at any time.
5	All members of Department	Following the one week moratorium , the Student Program Advisor notifies professors they can contact the applicant. All interested faculty members (with available funding) contact the student and make official offer.
6	Applicant and Student Program Advisor	In case of multiple offers, student chooses supervisor. Professor with successful offer informs Student Program Advisor. On-line application and documents are forwarded to FGSR with recommendation for admission.
7	Department	The FGSR sends official acceptance letter to applicant. New supervisor is notified.

Applicants whose files are deemed unacceptable at step 2 or 3 will be notified by email or by coding in GradAdmissions portal. Decisions are made based on the full application package. Appeals do not have to be entertained by the Department.

A decision should be made within one month of the file being found acceptable by the Graduate Program Committee. The applicant is usually informed of any reasons for delay.

Procedure for Applicants Transferring to Cell Biology from Other UofA Departments or Faculties

To initiate admission to the Department of Cell Biology, candidates from other U of A Departments or Faculties need to adhere to the following steps:

1. A potential supervisor needs to be identified, who has sufficient funds for the first two years of the applicant's studies.
2. Applicants from other U of A Departments or Faculties need to fulfill all criteria outlined in the graduate student manual for application to the program. In addition, grades obtained at the U of A also have to be of GPA 3.3 or higher.
3. Applications will then be pre-screened by the Cell Biology Graduate Program Coordinator. If a file fulfills these Department criteria, a formal application process will be initiated identical to the admission criteria on pages 4 and 5. Documents used for admission to another U of A Department or Faculty may be used, except for reference letters, which must be new.

Recruitment Travel Funds for Prospective Students

Prospective students may visit the department or University of Alberta. However, funding for such visits is usually provided by applicants or prospective supervisor.