Doctor of Pharmacy (PharmD) APPLICATION WORKSHEET INSTRUCTIONS – 2019

UPDATED December 2018

Deadline for submission of the online PharmD application:
Wednesday, January 23, 2019 at 11:59 p.m. EST

IMPORTANT NOTICE TO ALL PROSPECTIVE APPLICANTS

- This worksheet is intended only to assist you in compiling and organizing all of the information required for the online application; it is NOT an application form and will NOT be accepted by the Faculty in place of the official online application.
- The official PharmD application is an ONLINE application and is available by mid-September of each year from this website. A downloadable paper version of the application is not available.
- To submit an online application you will require an e-mail address.
- To complete your application fee payment online, you will require a valid credit card (VISA or MasterCard). The application fee is $250 CAD (non-refundable and non-transferable).

PREPARING FOR YOUR ONLINE APPLICATION

- Print this worksheet on 8.5’ X 11” paper. The worksheet includes this two-page instruction sheet, 7 worksheet pages plus 5 pages of ‘Guidelines for Completing the Required Subjects Review Sheet’
- If you have attended a Canadian university please check the listings on the table given in the section at Examples of Acceptable Courses at Canadian Universities - this table provides examples of acceptable course codes at all Ontario and some non-Ontario post-secondary institutions.
- If you have attended a university outside Ontario (including outside Canada) please review the information for Candidates who have Studied Outside Ontario (Non-Ontario and International), as well as the Academic Requirements and Additional Information About Subject Requirements sections of the website to help you determine which of your courses will meet each subject requirement.
- You will need to know the applicable course codes and your grades (if issued) to complete the ‘Required Subjects Academic Review’ section. You must include at least one entry for each of the subjects listed on the chart including courses already completed, currently in progress or planned. Courses must be completed in time for final transcripts to reach our office no later than final transcript deadline (May 31, 2019).
- Compile and organize all information asked for on the worksheet to ensure that when you apply online all information submitted will be complete and accurate.
- Remember: In addition to preparing for and submitting your online PharmD application you must register for the Pharmacy College Admission Test (PCAT) via the PCAT website (www.PCATweb.info) if you do not have previous valid scores. Note that test administrations between January 2015 and February 2019 are valid for the 2019 admission cycle. The PharmD application and the PCAT application are two separate applications; review the ‘PCAT’ section of this website for details.
- View the ‘Interview’ section of this website for details.
BEFORE YOU APPLY ONLINE BE SURE YOU HAVE:

- A valid and reliable e-mail address
  - This will be used to provide an enabling PIN number for your application.
  - This will also be used as our continuing means of communicating with you.
- A valid credit card (VISA or MasterCard) number and expiry date.
- All required information as requested on this ‘Application Worksheet’.

AFTER YOU APPLY

- Print the ‘Application Process’ section of the website and request that all documents, transcripts and test results are sent from the applicable schools/testing agencies as required by the applicable deadlines.
- Ensure, if you have not already done so, that you review the PCAT website and register for and write the Pharmacy College Admission Test (PCAT). The regular registration deadline for the February 2019 PCAT administrations is January 16, 2019 and the late (and FINAL) PCAT registration deadline is January 23, 2019.

It is crucial that all applicants familiarize themselves with the full details of the admissions requirements, deadlines and procedures as outlined on the Leslie Dan Faculty of Pharmacy website. The Faculty will not make allowances for applicants who do not comply with requirements and/or procedures.

APPLY AT http://www.pharmacy.utoronto.ca/pharmd/admissions
This worksheet is for information only and is NOT an official application form. The online application, available by mid-September of each year, must be submitted. In preparation for your online application, complete the information on this worksheet. All information on this worksheet will be required in the electronic online application. Only applications submitted electronically by the deadline will be considered.

Online Application Deadline: Wednesday, January 23, 2019 at 11:59 p.m. EST

The name below is the complete name by which I am legally and correctly known. I understand that if I have not previously applied to or registered at the University of Toronto, this name will be officially recognized in records of the University of Toronto and it will not be changed without a formal verification. I understand that if I have previously applied to or registered at the University of Toronto and the name on this form is other than that by which I am known in the records of the University of Toronto, I must complete a ‘Change of Name’ form.

Last name _____________________________________________

First Name _____________________________________________

Middle name/s (if any) ___________________________________

Gender:    Male [  ]    Female [  ]

Title:    Mr. [  ]    Miss [  ]    Mrs.  [  ]    Ms. [  ]    Dr. [  ]    Other [  ]

Date of Birth: Day______ Month ________ Year____________

University of Toronto Student Number (if any) __________________________________________

PCAT CID (assigned by the testing agency) _______________________________________________

Permanent Address (indicate full address with country)

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Home Phone: (         ) ___________________________

Other Phone: (        ) ____________________________

Mailing Address (Complete this section if different from the permanent address)

_____________________________________________________________________________________

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_____________________________________________________________________________________
Home Phone: _________________________________
Other Phone: _______________________________
This mailing address is valid from___________ to___________
day/month/year          day/month/year
E-Mail Address: ____________________________________________

Status in Canada:
[ ] Canadian Citizen
[ ] Permanent Resident (landed immigrant)
[ ] Student Authorization/Student Visa
[ ] Refugee
[ ] Other
Country of Citizenship: ________________________________
If not born in Canada, date of arrival in Canada ___________ ___________
month       year
First Language: [ ] English   [ ] French   [ ] Other
If your first language is other than English, how many years have you successfully studied full-time in an
institution where English is the medium of instruction in a country where the dominant language is
English? __________________________      ___________________________________
Number of years   country

Applicants whose first language is other than English, and who have studied for less than 4 years full-time in an
English language medium, in a country where the dominant language is English, will be required to submit proof
of English facility by submitting acceptable scores from one of the recognized tests of English facility.

Interviews
Rank the interview dates (preference #1 to 3) from the following options. (Note that on the actual
online application you will be given the opportunity to opt out of a date due to religious observances or
imperative personal commitments).
[ ] Saturday, March 30, 2019
[ ] Sunday, March 31, 2019
[ ] Saturday, May 11, 2019
Applicants who meet minimum academic and PCAT requirements will be selected to attend on ONE of
the above dates.
### Educational Institutions Attended

#### Secondary School(s) Attended

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Country &amp; Province/State &amp; City</th>
<th>From Date (Month/Yr)</th>
<th>To Date (Month/Yr)</th>
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#### Post-Secondary Institutions Attended

*Full disclosure is required.* You must list ALL post-secondary institutions at which you have ever been registered, or will be registered during the current admission cycle, including colleges and universities. List in order of attendance, most recent first.

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Country &amp; Province/State &amp; City</th>
<th>From Date (Month/Yr)</th>
<th>To Date (Month/Yr)</th>
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*Note: on the actual online application, for each listed post-secondary institution you will be asked if a degree has been conferred and, if yes, you will be prompted to enter the degree designation (e.g. BSc, MSc, BEd, PhD etc.)*

How many years of university level study will you have completed by June 2019? ________________

Have you previously completed one or more degree(s)  [ ] Yes  [ ] No

If you are currently enrolled in post-secondary studies, will this lead to completion of degree requirements (either for a first or subsequent degree program) by June 2019?  [ ] Yes  [ ] No

### Failed University Courses

Have you failed ANY university level courses?  [ ] Yes  [ ] No

If yes, please list them

__________________________________________________________________________
### Repeated University Courses

Have you repeated ANY university level courses?  
[ ] Yes  [ ] No

If yes, please list them: __________________________________________________________

Provide an explanation for repeating courses where a passing grade had originally been obtained. (No explanation is necessary if a course was repeated due to a failing grade).

______________________________________________________________________________

______________________________________________________________________________
Required Subjects Review Sheet (Worksheet)

Refer to the ‘Guidelines for Completing the Required Subjects Review Sheet’ (page 10) before proceeding.
Please note that the format of entries on the actual online application is not exactly as that shown below. The actual application will include pull-down menus from which course codes and dates may be chosen.

<table>
<thead>
<tr>
<th>Subject course No. and course title(s)</th>
<th>Grade(s)</th>
<th>Prov/State Country</th>
<th>Institution Name</th>
<th>Year taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: CHM10140 + 1050</td>
<td>77% + 65%</td>
<td>Ont, Canada</td>
<td>U of Guelph</td>
<td>2015-16</td>
</tr>
<tr>
<td>English (Literature/Composition)</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>(One term/semester)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics (required only at grade 12 level)</td>
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<td></td>
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<tr>
<td>Biology (2 terms/semesters)</td>
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<td>Biochemistry (1 term/semester)</td>
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<td>Human Physiology (usually 2 terms/semesters required)</td>
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<tr>
<td>Introductory Chemistry (1-2 terms/semesters with labs)</td>
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<tr>
<td>Organic Chemistry (2 terms/semesters with labs)</td>
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<tr>
<td>Physical Chemistry (1 term)</td>
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<tr>
<td>Statistics (1 term)</td>
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<tr>
<td>Calculus (two terms/semesters)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Humanities/Social Science (two terms/semesters)</td>
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</tbody>
</table>
Miscellaneous

All applicants must read the Essential Skills and Abilities Required for the Study of Pharmacy. Click here to access this document.

[ ] I acknowledge that I have read the ‘Essential Skills and Abilities Required for the Study of Pharmacy’ document.

1) Do you wish to be considered for one of the recruitment spaces in the Graduate house residence? [ ] Yes [ ] No

Note: checking ‘yes’ does NOT guarantee space in Graduate House. A very limited number of recruitment spaces are available in this residence which will be allocated strictly to highest ranked candidates.

2) Have you applied for admission to the Leslie Dan Faculty of Pharmacy at U of T in a previous year? [ ] Yes [ ] No

If yes, indicate the last admission cycle for which you applied, e.g. Sept 2018 _______

3) How did you hear about our PharmD program? Please check one or more of the following:

[ ] Brochure/flyer (from where?) ________ [ ] Live presentation
[ ] Career fair (where?) ________________ [ ] U of T Fall campus Day
[ ] Word of mouth (friends, family, employer) [ ] Guidance/career counsellor
[ ] Leslie Dan Faculty of Pharmacy website [ ] Summer Mentorship program
[ ] Other (please specify) ____________

Statement:
I understand that if any information contained in this application and in my supporting documents are determined to be false or misleading, concealed or withheld, my application may be invalidated and this could result in its immediate rejection or in the revocation of an offer of admission or registration. If these circumstances are discovered after an offer of admission has been sent, that offer may be revoked and if these circumstances are discovered after the offer of admission has been accepted, the applicant may be withdrawn from the Program and registration if any will be cancelled and terminated at the absolute discretion of the Leslie Dan Faculty of Pharmacy.

An applicant so discovered will not be considered for admission to the Leslie Dan Faculty of Pharmacy and this information will be shared within the University of Toronto and/or other organizations or persons in support of professional ethical expectations and academic integrity. The determination of whether an application contains false or misleading information or concealed or withheld information is solely within discretion of the Leslie Dan Faculty of Pharmacy.

I also certify that the name at the top of this form is the complete name by which I am legally and correctly known. If the name on my documents is not identical to the name on my application, I
understand that the documents will not be added to my record unless I can provide proof of name change if the documents show different names.

I acknowledge that all application materials submitted become property of the University of Toronto and that the application fee is non-refundable and non-transferable.

**Method of Payment**

The application fee ($250 CAD) is to be paid online by credit card (VISA or MasterCard). This fee is non-transferable and non-refundable.

This worksheet is for information only and is NOT an official application form. Do not submit this form. You must go to our website [http://www.pharmacy.utoronto.ca/pharmd/admissions](http://www.pharmacy.utoronto.ca/pharmd/admissions) and access the online application when this feature becomes available.

Be sure you have:
- a valid credit card number and expiry date
- A valid and reliable e-mail address
- All information on this worksheet compiled and organized to ensure that when you apply online all information submitted will be complete and accurate

**Online application Deadline:** Wednesday, January 23, 2019 at 11:59 p.m. EST

**Apply at:** [http://www.pharmacy.utoronto.ca/pharmd/admissions](http://www.pharmacy.utoronto.ca/pharmd/admissions)
Guidelines for Completing the ‘Required Subjects Review Sheet’

To complete this section of the online application you will need to know the course codes as well as the titles and grades (if available) for all courses you are using to satisfy the 11 specific required subjects. You will also need to enter the institution at which each course was taken along with the applicable dates. So that you may accurately enter the required information you will need:

1. **Your secondary school transcript** if you using Grade 12 Physics to meet the Physics requirement
   - You will need your Grade 12U Physics grade (or equivalent)

2. **Your university transcript**
   - You will need a record of the course codes and grades completed to date as well as any required courses in which you are currently registered or will be commencing as of January.

**Important notes:**
This section is to be used only to enter the courses that you are using to meet the specific subject requirements; it is not used to calculate your overall average. **Enter only the courses relevant to satisfying each specific subject requirement.** After you submit your application, you will have access to a secure Applicant website upon which you will be asked to enter additional transcript information.

- Although we are happy to provide assistance and guidance if you have specific questions related to meeting our academic requirements, we are unable to provide a formal full assessment prior to the time an application is submitted. You must use the information provided in this document, and in other relevant sections of our website (which can be accessed through the Academic Requirements and the Additional Information About Subject Requirements sections), to help you to determine the suitability of your courses. Should you need guidance ensure you submit your inquiries well in advance of the application deadline.

- It is necessary to make at least one entry for each listed subject (*mandatory fields) to enable you to proceed to the next step. If you are uncertain as to whether one or more of your courses will meet our requirements, list them and the Faculty will determine, where possible, whether the course(s) meet the minimum requirement(s) after the application is submitted. If you list any courses which are not acceptable the Faculty will replace them with other courses, where possible, as your transcripts are received and reviewed.

- If any of your courses are in progress, or if the final grade has not yet been issued or if the course will be commencing in January enter ‘IP’ (for ‘in progress’) in the ‘grade’ column.

- If you received university transfer credit for any of the courses you wish to use to satisfy subject requirements, enter the course data from the institution at which the course(s) were completed. For example, if you completed GCE, IB or AP credits you would list your courses as ‘GCE’ or ‘IB’ or ‘AP’ (as appropriate) and would indicate the institution at which you actually completed the courses (not the institution which gave you university transfer credit). In the ‘Grade’ column enter the grades as they were originally issued, such as A, B, C for GCE credits, or 4 or 5 for IB or AP credits.

- If you have attended a Canadian university, refer to the PDF document given in the Examples of Acceptable Courses at Canadian Universities section of our website for a listing of many of the known
acceptable university level courses. This includes examples for all Ontario universities and some non-
Ontario post-secondary institutions.

➢ If you studied outside Canada (including the U.S.A.) you may be required to submit detailed course
outlines, once your application is submitted.

Guidelines - Required Subjects

ENGLISH
• You must list a university level English (Composition/Literature) credit or equivalent from another
educational system (e.g. IB Higher Level, AP, GCE ‘A’ level etc.). Refer to the Additional Information About
Subject Requirements for details of this requirement including restrictions.
• Courses such as Report or Technical Writing, Business Communications, or those focussing on Social
Media or Drama (Theatre/Performance), or ESL courses cannot be used.
• Note that an English facility test score (such as TOEFL) does not replace the English subject
requirement, nor does the English subject requirement replace the English facility requirement for
applicants for whom proof of English facility is applicable; they are two separate requirements.
• Enter the grade in the ‘Grade’ column as it appears on your transcript (e.g. enter either a numerical or
letter grade exactly as shown on your transcript).
• If the course is still in progress or the final grade has not yet been issued, or the course commences in
January, enter ‘IP’ in the ‘Grade’ column.

PHYSICS
• You may list secondary school grade 12U Physics (SPH4U) or an equivalent level ‘Physics’ credit from
other educational systems. Refer to the Academic Academic Requirements section of our website for
general information related to secondary school equivalencies.
• If you did not complete an equivalent secondary school credit you may use a university level credit
(two terms/semesters required). No preference is given to university level courses.
• If you list a university level credit, it is necessary to list only introductory (first year) courses.
• University Physics courses offered primarily for Arts/Humanities students to fulfill science breadth
requirements will not meet the requirement.
• Enter the grade in the ‘Grade’ column as it appears on your transcript (e.g. enter either a numerical or
letter grade exactly as shown on your transcript).
• If the course is still in progress or the final grade has not yet been issued, or the course commences in
January, enter ‘IP’ in the ‘Grade’ column.
• In the ‘Level’ column indicate whether the course is a secondary school credit or university credit by
clicking the appropriate choice.

BIOLOGY
If you attended an Ontario university, you may use the pull-down menu options in the ‘Course No.’
column of the online application to select the course(s) you have completed or are in the process of
completing. Note that if your university is semestered and you took two semesters to satisfy this
requirement, you must use the ‘Add’ button to add the second semester separately. If your course(s) are
not listed in the pull-down menu options, or if you did not attend an Ontario university, use the ‘Other’
field and type in the course number.
• You must list a university level course (secondary school level is not acceptable).
• You must list a full-credit equivalent, i.e. two terms/semesters.
• List introductory (first year) Biology courses; it is not necessary to list upper year courses (if your upper year credits may be relevant to the Biochemistry subject requirement they should be entered there instead).
• Courses such as ‘General Biology’, ‘Organisms in Their Environment’, and ‘Cell Biology’ are examples of courses that will meet the requirement (titles of courses vary depending on the university). We will accept a broad range of courses in meeting this requirement; exceptions are Anatomy and Physiology courses which may not be used (note: Human Physiology is a separate requirement).
• Enter the grade in the ‘Grade’ column as it appears on your transcript (e.g. enter either a numerical or letter grade exactly as shown on your transcript).
• If the course is still in progress, or the final grade has not yet been issued, or the course commences in January, enter ‘IP’ in the ‘Grade’ column.
• If you received a university transfer credit for the course you wish to use to satisfy this requirement you must list the original course, institution and grade upon which transfer credit was based.

BIOCHEMISTRY
If you attended an Ontario university, you may use the pull-down menu options in the ‘Course No.’ column of the online application to select the course(s) you have completed or are in the process of completing. Note that if your university is semestered and you took two semesters to satisfy this requirement, you must use the ‘Add’ button to add the second semester separately. If your course(s) are not listed in the pull-down menu options, or if you did not attend an Ontario university, use the ‘Other’ field and type in the course number.
• You must list a university level course
• Minimum of one term/semester. At some universities, two semesters may be required to cover required content. If you have completed (or you are in the process of completing) more than one Biochemistry course you may list each.
• Enter the grade(s) in the ‘Grade’ column as they appear on your transcript (e.g. enter either a numerical or letter grade exactly as shown on your transcript).
• If the course is still in progress, or the final grade has not yet been issued, or the course commences in January, enter ‘IP’ in the ‘Grade’ column.
• If you received a university transfer credit for the course you wish to use to satisfy this requirement you must list the original course, institution and grade upon which transfer credit was based.
• Labs are not required.

HUMAN PHYSIOLOGY
• You must list a university level course.
• Acceptable courses are those which cover all major systems in Human Physiology including Neuro, Endocrine, Cardiac, Respiratory, Digestive, Reproductive, Urinary, Musculoskeletal, Fluids and Electrolytes.
• Usually two terms/semesters are required to fulfill this requirement (e.g. Physiology I and II).
• Enter the grade in the ‘Grade’ column as it appears on your transcript (e.g. enter either a numerical or letter grade exactly as shown on your transcript).
• If the course is still in progress, or the final grade has not yet been issued, or the course(s) commence in January, enter ‘IP’ in the ‘Grade’ column.
• Labs are not required.
CHEMISTRY
If you attended an Ontario university, you may use the pull-down menu options in the ‘Course No.’ column of the online application to select the course(s) you have completed or are in the process of completing. Note that if your university is semestered and you took two semesters to satisfy one or more of the Chemistry subject requirements, you must use the ‘Add’ button to add the second semester separately. If the labs are listed separately on your transcript, you must use the ‘Add’ button to add the labs separately (for Intro and Organic Chemistry). If your course(s) are not listed in the pull-down menu options, or if you did not attend an Ontario university, use the ‘Other’ field and type in the course number.

- You must list university level courses (secondary school level is not acceptable).

- **Introductory Chemistry** - list a minimum of one to two terms/semesters plus labs if offered separately from the course. At universities where Intro/General Chemistry is offered as two half-credit courses (each one term/semester) both terms/semesters must be listed to meet this requirement. Minimum of 18-20 lab hours required for the Intro Chemistry requirement.

- **PLUS Organic Chemistry** - minimum of two terms/semesters (Organic Chemistry I and II) plus labs if offered separately from the course. Minimum of 40 lab hours required for the Organic I/II combination.

- **PLUS Physical Chemistry** (Thermodynamics and Kinetics) - minimum of one term/semester, although at some institutions 2 terms/semesters may be required to cover required material. Must be a second or upper year course. Although many first year courses include an introduction to Thermodynamics/Kinetics it is a course at a second or higher year level which builds on the year 1 material which must be taken to meet this requirement. Labs are not required.

- If you attend a university where two semesters of General/Introductory Chemistry are offered in first year you must complete both terms and would normally need a total of 5 half-credit courses (or 2.5 full-credit equivalent courses) to complete the full Chemistry requirement (Introductory, Organic and Physical chemistry combination). Where only one term/semester of General/Introductory Chemistry is offered in first year, and Organic I is offered as a first year course, the Chemistry requirement normally can be completed within 4 half-credit courses (or 2.0 full-credit equivalent courses).

- Enter the grade(s) in the ‘Grade’ column as they appear on your transcript (e.g. enter either a numerical or letter grade exactly as shown on your transcript).
- If the course(s) is/are still in progress, or the final grade has not yet been issued, or the course(s) commence in January, enter ‘IP’ in the ‘Grade’ column.
- If you received a university transfer credit for any of the courses you wish to use to satisfy the Chemistry requirements you must list the original course(s), institution(s) and grade(s) upon which transfer credit was based.

CALCULUS
If you attended an Ontario university, you may use the pull-down menu options in the ‘Course No.’ column in the online application to select the course(s) you have completed or are in the process of completing. Note that if your university is semestered and you took two semesters to satisfy this requirement, you must use the ‘Add’ button to add the second semester separately. If your course(s) are not listed in the pull-down menu options, or if you did not attend an Ontario university, use the ‘Other’ field and type in the course number.

- You must list a university level course (secondary school level is not acceptable).
- You must list a full-credit equivalent, i.e. two terms/semesters.
• Enter the grade in the ‘Grade’ column as it appears on your transcript (e.g. enter either a numerical or letter grade exactly as shown on your transcript).
• If the course is still in progress, or the final grade has not yet been issued, or the course(s) commence in January, enter ‘IP’ in the ‘Grade’ column.
• List your introductory (first year) university Calculus course(s); it is not necessary to list upper year Calculus credits.
• Your course(s) must serve as a pre-requisite for upper/advanced level Calculus courses.
• Courses which are ‘terminal’ (i.e. do not serve as a pre-requisite for any further Calculus courses) do not meet the requirement.
• Bridging or preparatory courses (i.e. courses offered for students who lack the essential high school background and do not serve as a pre-requisite for the upper level Calculus courses) do not meet the requirement.
• Your course must be a traditional Calculus course which covers differentiation and integration.
• You may not substitute other math credits such as Pre-Calculus, Statistics, Algebra or Geometry to satisfy the Calculus requirement or to fulfill part of the Calculus requirement.
• If you received a university transfer credit for the course you wish to use to satisfy this requirement you must list the original course, institution and grade upon which transfer credit was based.

STATISTICS
If you attended an Ontario university, you may use the pull-down menu options in the ‘Course No.’ column of the online application to select the course(s) you have completed or are in the process of completing. Note that if your university is semestered and you took two semesters to satisfy this requirement, you must use the ‘Add’ button to add the second semester separately. If your course(s) are not listed in the pull-down menu options, or if you did not attend an Ontario university, use the ‘Other’ field and type in the course number.
• You must list a university level course (secondary school level is not acceptable).
• Minimum of one term/semester in Statistics. Courses which cover other material and include statistics only as a small component of the course cannot be used.
• Although most Statistics courses begin with the prefix ‘Math or Stat’ for those in science programs, statistics courses from other disciplines (e.g. Economics, Sociology etc.) may, in many cases, be used to meet the requirement.
• Enter the grade(s) in the ‘Grade’ column as they appear on your transcript (e.g. enter either a numerical or letter grade exactly as shown on your transcript).
• If the course is still in progress, or the final grade has not yet been issued, or the course commences in January, enter ‘IP’ in the ‘Grade’ column.
• First year level or upper year courses are acceptable.
• If you received a university transfer credit for the course you wish to use to satisfy this requirement you must list the original course, institution and grade upon which transfer credit was based.

HUMANITIES or SOCIAL SCIENCE
• You must list a university level course (high school level is not acceptable).
• You must list a full-credit equivalent, i.e. two terms/semesters.
• If you are presenting two half-credit courses they may be from different subject areas.
• Courses may be introductory or advanced level courses.
• Refer to the Additional Information About Subject Requirements section of our website for further important details including examples of acceptable subject areas and restrictions. Note: Language courses are not considered in fulfillment of this requirement.
• Enter the grade in the ‘Grade’ column as it appears on your transcript (e.g. enter either a numerical or letter grade exactly as shown on your transcript).
• If the course is still in progress, or the final grade has not yet been issued, or the course commences in January, enter ‘IP’ in the ‘Grade’ column.
• If you received a university transfer credit for the course you wish to use to satisfy this requirement you must list the original course, institution and grade upon which transfer credit was based.