

## UNIVERSITY OF OTTAWA

### FACULTY OF ENGINEERING

#### 3+2 PROGRAMS

#### FREQUENTLY ASKED QUESTIONS

**(mandatory to read if you are interested in a 3+2 program at uOttawa Faculty of Engineering)**

##### **1. How can I become a 3+2 student?**

The general eligibility requirements for students seeking to be selected to participate in the 3+2 collaborative program at uOttawa are as follows and are subject to change and/or exceptions:

- Full-time undergraduate student registered in a regular program of Partner Institution (at the time of application);
- Successfully completed 3 years of a 4-year Bachelor's degree at Partner Institution (at the time of arrival at uOttawa);
- Achieved a minimum cumulative average of 75% at the time of application;
- No disciplinary measures, no academic fraud or other disruptive conduct allegations or findings;
- Meeting a minimum required language proficiency in English as stipulated in uOttawa program requirements

##### **2. How is my admission average calculated?**

Your average will be calculated manually using your last 20 courses once your complete application has been received by our Faculty's Graduate studies Office.

##### **3. What programs are open for me to apply?**

3+2 students can apply to any course-based program at the Faculty of Engineering. In other words, here are the recommended programs available for you: Master of Engineering (all programs\*), Master of Computer Science (all concentrations), Master of Digital Transformation and Innovation (Project option, all concentrations), Master of System Science. For more information on these programs and admission requirements, please visit:

[https://catalogue.uottawa.ca/en/programs/#filter=.filter\\_20&.filter\\_24&.filter\\_30](https://catalogue.uottawa.ca/en/programs/#filter=.filter_20&.filter_24&.filter_30)

\*Please note, *Master of Engineering Management* is not be available for 3+2 students

\*Please note, *Master of Engineering in Entrepreneurial Engineering Design* has been approved, but would not be available this year

##### **4. Can you recommend me what program should I apply based on my current transcript/program of study/interests?**

Unfortunately, we do not provide any pre-evaluation of eligibility or admissibility as a general policy. Please note that ultimately this can only be determined during the evaluation process, once you have submitted a complete application. While you are deciding on what program you would like to select, it would be in your best interest to review our "[Programs and Courses](#)" portion of our official website. Within this section, you will be able to review the, "[Courses](#)" sub-section above to review the course listings for each program. You will need to review the courses listed within each program to make sure

that the previous courses that you have taken are applicable to the content within the program itself. Example within “Programs and Courses” - *Master of Engineering Electrical and Computer Engineering – Courses*:

<https://catalogue.uottawa.ca/en/graduate/master-engineering-electrical-computer-engineering/#Coursestext>

If an applicant has reviewed the “[Specific Requirements](#)” section of our website and the courses section of, “[Programs and Courses](#)” and they feel that they meet all of the minimum requirements then they can feel free to apply. Unfortunately, we cannot say whether or not any applicant should or should not apply to any program (*this is a general policy*), as only the evaluation committee can speak to an applicant’s admissibility.

**Please DON’T send us any requests/transcripts for pre-evaluations as this really is counter to our general admission policy.** The information is available online and because we cannot speak on behalf of the committee **each** applicant will need to do their best to determine their own admissibility before selecting their desired program:

[https://catalogue.uottawa.ca/en/programs/#filter=.filter\\_20&.filter\\_24&.filter\\_30](https://catalogue.uottawa.ca/en/programs/#filter=.filter_20&.filter_24&.filter_30) and

<https://www.uottawa.ca/graduate-studies/programs-admission/apply/specific-requirements>

### 5. **What is the application procedure?**

The application process is done entirely online via Ontario Universities’ Application Centre (OUAC) ([Apply now](#)). You do not need to submit official copies of the documents required at the time you submit your application. This will come later. **Note that you will be required to pay a non-refundable application fee (\$110) when submitting your application.** After you have officially applied, it will still take another 10-12 business days the application to transfer to uOttawa systems.

Once the application has transferred, you will receive an automatic email from the University of Ottawa which contains directives concerning “Next Steps” and at this time you will also be provided with an official Student Number (ex. Starting with “300....”). This email will contain your student number, uoAccessID and password to access your uoZone account (your Student Portal). Essentially, it takes a week to two weeks to assign you a student number and login accesses.

Please note that you will only be able to follow the directives that we have provided you with below once you have been given a Student Number.

Follow these steps to access your uoZone account:

- Go to the [Students page](#).
- In the uoZone box, click Login.
- Type your uoAccess ID and password.
- Click Login.

If you have difficulty accessing your account, please contact the [IT Service Desk](#).

In your uoZone account, you will be able to submit the documents required for the evaluation of your application. To do so, you will need to go to the section “Admission file” and then click on your program. This will bring you to the list of required documents.

Supporting documents required can vary depending on the program. Use the [program-specific requirements](#) online tool to check the documents required for your program and gather them.

**Please DON'T send us any of your documents by e-mail, we will not be able to revise and consider them!**

We have a portal called, “**uoDocs**” in your uoZone portal which allows applicants to upload their own documents. *(Please note the requirement list may differ from program to program however, the requirement Checklists will be accessible through your uoZone portal once you've applied).*

**To begin uploading documents within uoDocs:**

1. Sign into your, **uoZone**;
2. Scroll to the top of the screen and click on, "Applications";
3. Here you will find multiple options that are listed in alphabetical order. You will want to scroll all the way to the down to the bottom and press on “**uoDocs**”;
4. Enter into **uoDocs** and begin uploading the requirement documents.

**Required Documents (Requirement documents can vary depending on the program):**

- a) **Two letters of recommendation** *(electronic submission from your referees - cannot be uploaded within uoDocs - please follow the instructions below);*
  - a. Simply enter into your uoZone and click on Applications at the top and then, "Student Center". Once there simply navigate your way to your requirement list;
  - b. Once you have found that you will click where it says, "Here" beside, "General Letter from:" where you will enter and provide your Professor information;
  - c. At this point you will send them an email prompt and they will respond with their letters of recommendation;
  - d. Your referee will have 10 days to complete the electronic recommendation form.
  - e. It is highly recommended that you contact your referee prior to submitting your application to confirm their email address and their availability to complete your letter of recommendation.
- b) **Transcript** *(soft-copy is sufficient for the purposes of the evaluation\*) - uoDocs;*
  - a. You must upload copies of all transcripts from universities you have attended to the student portal. Transcripts must cover all courses and programs at any university you have attended, including regular programs (whether completed or not), exchanges, letters of permission, online or correspondence courses, courses taken as a special student or visiting students, etc. If your transcript and degree certificate are not in English or French, you must submit a certified translation (signed and stamped and sealed).
- c) **Proof of English Proficiency** *(ex. IELTS, TOEFL) - uoDocs*

- a. In terms of the language requirements, it depends on the specific program:
  - **Digital Transformation and Innovation** - IELTS (7.0 Overall) or TOEFL (100);
  - **Computer Science + Biomedical Engineering** - IELTS (6.5 Overall) or TOEFL (89);
  - **All other programs**: IELTS (6.5 Overall) or TOEFL (79);
- d) **Resume** - *uoDocs*;
- e) **Letter of Intent** (for Computer Science and Electrical and Computer Engineering programs) - *uoDocs*;
- f) **Core Computer Science Undergraduate Courses Form** (for Computer Science program only) – *uoDocs*.

***Once you have applied and once you have uploaded your documents please contact the coordinator of your program at your home institution, confirm with them that you have applied and provide them with your Student Number. The coordinator in your home institution will transfer the list of students who applied to uOttawa so that we could begin preparing the files for the evaluation. PLEASE NOTE: if you do not inform your program coordinator, we will not be able to identify you in the system as a 3+2 student, you will not receive a 10% discount in tuition fees and your application risks being refused.***

#### **6. What is the deadline to apply?**

The deadline to apply will be **January 31<sup>st</sup>, 2021**

#### **7. What semester (term) should I be applying for?**

As a 3+2 student, you should apply to the term that you intend on starting your **Master's** with uOttawa. For example, someone who was applying to the 3 + 2 program to start their **4<sup>th</sup> year** in Fall 2020 would have applied for **Fall 2021** (a year in advance). Therefore, if you want to apply this year then you would be applying *before January 31<sup>st</sup>, 2021* to the **Fall 2022 term**, so that you could start your **4<sup>th</sup> year** with uOttawa in **Fall 2021** and could start your **Master's** with us in **Fall 2022**.

#### **8. Can I defer my offer of admission to next term/year?**

Deferrals are not possible. Offers of admission are valid for one term only. If you wish to start the program in the next term, you must re-apply to the program. It is not possible for a 3+2 student to apply for the Winter term, the applications should be submitted for the Fall term.

#### **9. What amount of tuition fees will I be required to pay?**

Because you are in the collaborative academic program between the University of Ottawa and your home institution, you will be entitled to a 10% reduction in tuition fees for up to the first 7 terms of your studies at the Faculty of Engineering, based on the regular international student tuition fees for undergraduate studies during the Pre-Master year and for graduate studies during the first 4 terms of your graduate study, published by the University of Ottawa at <https://www.uottawa.ca/university-fees/>. The 10% discount does not apply to compulsory ancillary fees, administrative fees and incidental fees (including compulsory third-party fees, such as the universal bus pass, health insurances, etc.). Within 24-48 hours after a student registers to his/her first course the exact amount of the fees due will become available for that student to review and pay within their *uoZone* (student portal).

For any questions related to financial amounts, forms of payment, student account (\$) etc. you will need to contact either:

### **1. Information Concerning Tuition Fee Payment:**

#### **Student Accounts (Methods of Payment: University Fees):**

<https://www.uottawa.ca/financial-resources/student-accounts/method-payment>

#### **Financial Resources (Payment of Fees):**

<https://www.uottawa.ca/financial-resources/student-accounts/payment-of-fees>

#### **FAQ**

<https://www.uottawa.ca/financial-resources/student-accounts/faq>

### **2. Specific Contact Information:**

#### **InfoService - Student Accounts - Payment of Fees\*:**

Telephone: 613-562-5630

Toll-free: 1-877-UOTTAWA or 1-877-868-8292

Fax: 613-562-5323

Email: [infoservice@uOttawa.ca](mailto:infoservice@uOttawa.ca) , [finance@uottawa.ca](mailto:finance@uottawa.ca)

### **10. How can I enroll in the courses during my Pre-Master program at uOttawa? What courses should I take?**

If you have been admitted, before the start of your studies at uOttawa, you will be contacted by our Faculty's Undergraduate Studies Office with the guidelines regarding course registration. The e-mail will include the Course Selection Application Form, the Course Restrictions for Incoming Engineering students, an example of how to fill out an undergraduate enrollment form, and the enrollment form you will have to fill out with your course selection and return by certain date. Please note that, once we receive your form and we register you, you will not be able to modify your course selection right away. Instead, you will be able to modify your course selection according to the dates indicated on the [Important Dates and Deadlines webpage](#). Please note, during your 4th year at uOttawa, your status will be defined as *special student transferring units (credits)*.

During your 4th year at uOttawa Faculty of Engineering, you can enrol in 4 courses in fall and 4 courses in winter to be considered a full-time student. When making your choice of courses for your 4th year at the Faculty, you must verify with your home institution that the courses you take at uOttawa will either be elective courses or courses that will satisfy the requirements of the program at your home institution. In other words, you must verify with your home institution in China that courses you choose at uOttawa during the 4th year will be counted toward your Bachelor's degree in China. Your home institution can confirm with you if your undergraduate requirements are being fulfilled with the courses you are planning to take at uOttawa for the final year of your undergraduate program. Sometimes, your offer of admission can include the courses you need to take during your 4th year of studies before you will be able to take part in the Master's portion of the program.

The list of Undergraduate courses and course sequences for every program at the Faculty can be consulted at the following webpage: <https://engineering.uottawa.ca/undergraduate-programs/courses>. Certain courses cannot be offered to participating 3+2 students. The list of those courses will be shared with the students who are admitted to the Program before the start of their studies at uOttawa. Courses at uOttawa are subject to schedules and availability, which can be determined each year online on the Course and Exam Timetable webpage: <https://www.uottawa.ca/course-timetable/>. If a course cannot be found using this tool, it means that it will not be offered in the next calendar year.

**11. Can I choose a graduate course during my 4<sup>th</sup> year at uOttawa?**

Student can choose up to two (2) graduate courses during their 4th year of studies at uOttawa but they need to make sure with their home institution that the course will not count towards their undergraduate program if they want that course to count in their graduate program next year.

**12. What requirements do I need to follow during my Pre-Master studies in order to start my Master program with uOttawa?**

In making your course selection, you must ensure that by the end of your 4<sup>th</sup> year you will have completed all the requirements to start your graduate studies at the University of Ottawa. Your admission to the Master of Engineering program at uOttawa, will be pre-approved, provided that you:

1. Successfully complete the Pre-Master program,
2. Obtain your Bachelor's degree from your home institution, and
3. Maintain a satisfactory grade average in the next 12 months of your study.

**13. Can I apply to another faculty/university?**

Please keep in mind that the 3 + 2 partnership program is with uOttawa Faculty of Engineering. If you wish to apply to another uOttawa faculty or another Canadian university, you will need to check and follow their rules and regulations. Please also keep in mind that in this case, as a 3<sup>rd</sup> year student you will not be admissible at the Graduate level which means you would need to apply for the program of your interest at the undergraduate level or wait another year and apply to the graduate program of your choice as any other international student.

**14. What if I have some compulsory courses at my home university during the 4<sup>th</sup> year of studies?**

This can be discussed on a case to case basis. Normally, students who still have remaining courses to do in China within their last year should not consider the 3 + 2 option as they are expected to complete their last year of studies here at the University of Ottawa (in Ottawa). Alternatively, some partner universities are able to make special arrangements for 3+2 students if they have some mandatory courses in 4th year that cannot be found in corresponding uOttawa programs. Some partner institutions permit their 3+2 students to take these specific courses in advance before the students come to uOttawa to guarantee that their undergraduate degree can be granted. Please verify with your home institution what would be your options in this case.

**15. I am admitted, what's next? How do I apply for study permit?**

Please make sure that you have reviewed the following Checklist for **Newly Admitted International Students**: <https://international.uottawa.ca/en/study-at-uottawa/international-student/newly-admitted>

**16. What if I accepted the offer of admission but changed my mind and/or my study permit application was denied, and I would like to refuse the offer and/or ask for tuition fees refund?**

We are sorry to hear about that. Firstly, we will ask you to inform your program coordinator at your home institution and [Engineering.International@uottawa.ca](mailto:Engineering.International@uottawa.ca). Then, you will need to first drop any courses that you may already be registered to. Secondly, once you have confirmed with your program coordinator and us that you have dropped all of your courses, we will begin the revocation process for your file. Lastly, once we have confirmed with you that your file has been closed, you will be able to go to your uoZone (Student Portal) and request a reimbursement for any fees that have already been deducted.

**17. Can I apply/transfer to a thesis-based program (Master of Applied Science)?**

If you are interested in research-based graduate studies, you can request to be admitted to the Master of Applied Science program at the Faculty. **However, for you to do that you need to find a uOttawa Faculty of Engineering member to be your supervisor first.** There are no interim supervisors at the Faculty of Engineering. You must secure a supervisor to gain admission to one of our thesis-based programs. For more information on how to find a supervisor and the list of professors authorised to supervise at the Faculty of Engineering, please visit: <https://engineering.uottawa.ca/graduate-programs/thesis-supervisors> A student admitted to the Master of Applied Science degree program will be required to complete a set of course work and to prepare a thesis based on the results of his or her original research, and to defend the thesis before an academic committee. After successful completion of all the degree requirements for such a thesis program, a student will be awarded a Master of Applied Science (M.A.Sc.) degree by uOttawa.

**18. Who can I contact for more information if I have additional questions that are not indicated in this document?**

If you have read this document very carefully and still have a question about the 3+2 program, please reach out to your program coordinator at your home institution and/or to [Engineering.International@uottawa.ca](mailto:Engineering.International@uottawa.ca) In your request, please indicate:

- your full name,
- that you are a potential 3+2 student
- the name of your institution
- your uOttawa student number if you have one.

**We look forward to welcome you as a 3+2 student at uOttawa Faculty of Engineering!**