

# Required Document Checklist

Your document deadline will be listed on Bear Tracks.

**Please note: Photocopies, faxes, notarized copies and e-mails are not accepted.**

## Required Documents:

- Curriculum Vitae Form
- Resume
- Personal Statement
- English Language Testing Results
- 3 Letters of Support (Letters of Recommendation)
- Official School Documents from all post-secondary institutions attended:
  - a. official or certified copy of University transcript (marksheet) in English
  - b. official or certified copy of University degree certificate in English
  - c. official or certified copy of University transcript (marksheet) in the original language
  - d. official or certified copy of University degree certificate in the original language

**NOTE (School Documents):** If your program is not yet completed, we will require an "In-Progress" transcript/marksheet. Once your program is completed, we will require the final version of your documents.

## Optional Documents:

- Publications
- Copies of scholarship and award certificates
- TSE
- GRE General Score
- GRE Subject Score (Mathematics)

For the above tests, our institution code is **0963**. Our department codes are: **0702** for Applied Mathematics, **0703** for Mathematics, **0704** for Probability and Statistics.

## The Status of Your Application:

Once we receive your documents, we will process them and then enter them into the Bear Tracks system. This process normally takes 2-4 weeks **after** we've received your documents in the mail. **Please check Bear Tracks for the status of your documents.**

Once an admission decision has been made on your application, you will be notified via email.

The department **cannot** give application or document status out over email or the telephone.

## Mail All Documents To:

ATTENTION: Chair, Graduate Admissions Committee  
Department of Mathematical and Statistical Sciences  
632 Central Academic Building  
University of Alberta  
Edmonton AB T6G 2G1  
Canada