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Create an account

If this is your first time applying to or attending uOttawa, your first step is to create an account. Go to the uoCampus Admission Portal and enter the required information.

**NOTE:** If you have attended or applied to uOttawa previously, **skip** this step and refer to slide 6.

Need help? Click [here](#) to submit a request to our IT service desk.
Two-step application process: Step 1

Once your account has been created, you will be able to start a new application by selecting the program you are interested in applying to and entering your personal information.

Once you have submitted your application, the status will be displayed as “Submitted”. However, it’s important to note that your application is NOT complete at this point.

NOTE: If you want to apply to multiple programs, it is most efficient to do so later in the application process (refer to last slide).
Two-step application process: Step 2

Once you have submitted your application(s), you will receive an email from uOttawa with login instructions to complete your application via a new system, uoZone. It may take a few days after you submit your application to receive the email.

Once you have successfully logged in, you must go in the “Key Applications" section to have access to the uoDoc: Upload Admissions Documents, where you will be able to upload your documents and complete your application.

NOTE: Once your uoZone account is active, please refer to that one only (no longer use uoCampus).
Sign in with an existing account

If you have attended or applied to uOttawa in the past, apply directly via uoZone.

To apply in uoZone, go to the “Applications” tab and then select “Medicine Application (PGME)”.  

Need help? Click here to submit a request to our IT service desk.
Start & submit your application in uoCampus. Step-by-step instructions.

Once logged into uoCampus, the admission application page will be displayed.

Click on the **Start a new application** button.
Start & submit your application in uoCampus

Select the type of application: Fellowship or Resident.

Enter your legal status at the time of registration.

**NOTE:** If you are not a Canadian citizen or permanent resident of Canada, you must select Study Permit from the drop-down.

Click the Next button.
Start & submit your application in uoCampus

Select the year to start the program from the drop-down list.

Click the **Next** button.
Start & submit your application in uoCampus

Select your **Speciality or Fellowship type** from the drop-down list.

**NOTE:** If the program offers different types of fellowships, the option to select the type will be displayed under Academic Sub-Plan.

Click the **Next** button.
Start & submit your application

The Personal Information page will be displayed.

Enter the mandatory fields.

**NOTE:** If the Country of Citizenship entered is any country other than Canada, the system will display the question “What will be your legal status in Canada at the time of registration”. If you are not a Canadian citizen or permanent resident of Canada, you must select study permit from the drop-down.

Click the Next button.
Start & submit your application

The **Institution Attended** page will be displayed.

**NOTE:** If the application type is Fellowship, the system will display the option to add the resident school information.

Click on the **Select School** button to search for your school.
Start & submit your application

To search for your school, enter the country from the drop-down menu and any relevant information to help with the search – state/province, school name contains, school type – and click on Search.

Once the search is complete, select the school by clicking on it’s name.
Start & submit your application

If the school you attended is not on the list, select the check-box, “I could not find my specific school”.

The system will display the options to enter your school details manually.

Click on Next button.
Start & submit your application

After you select your school, the **Institution Attended** page will be displayed.

Enter the mandatory fields.
Start & submit your application

The Application Summary page is displayed.

Review the details on screen, and select the Terms and Conditions check box to release the submit button.

Click on the Submit button to submit the application.
Start & submit your application

The Current Applications page will be displayed.

The Status will display Submitted.

Click on the View button to review the submitted application.

If you want to submit another application, and you haven’t received your uoZone credentials, click on the Start a new application button.
uoZone: After submitting your application

After submitting the application, you will receive an email from uOttawa with your uoZone login and password. This may take few days to receive – please check your spam/junk mail.

Login to your uoZone account to upload the required admission documents.

The application process is not complete until you have uploaded all the required documents.

NOTE: Going forward, any new applications or updates can be made from your uoZone account. Refer to this account only (no longer use the uoCampus account).
uoZone: After submitting your application

Click on the Admission file, under the Applications tab to see your application(s) and the required admission documents.
Upload documents to your Application

Through uoZone, select **uoDoc: Upload Admissions Documents** under **Key applications** on the right side of the **Home** page.
**Upload documents to your application**

The list of documents to submit will be in a drop-down list. Select the document you wish to upload and upload accordingly.

1. Select an application from the Program dropdown list
2. Select the type of document you are submitting
3. If prompted, provide additional details about your document
4. Click ‘Choose File’

**Note:** Documents will be removed from the list once they have been submitted. Make sure to select the right document and to include all pages.

**Program**: Medical Biochemistry

**Document**:

- Letter of Recommendation
- Letter of Recommendation #2
- Letter of Recommendation #3
- Personal Statement
- Résumé

**Important**: File names should not exceed 10 characters and should not contain spaces or special symbols. Files should not exceed 1MB.

Transcripts must include all pages in one document as well as the grading scale.

The turnaround time for processing documents is 5 business days.

**Note**: If you need to replace an already uploaded document, please contact pgme@uottawa.ca
Submit more than one application

To submit another application, navigate to the **Applications** tab and then select **Medicine Application (PGME)**.