



UNIVERSITY OF
SASKATCHEWAN

COLLEGE OF MEDICINE

APPLICANT INFORMATION

Entry Fall 2017 Admission Requirements

Application Deadline

October 1st, 2016

4:00 PM (Saskatoon Time)

Admissions Office
College of Medicine
University of Saskatchewan
Box 17
Health Sciences Building
107 Wiggins Road
Saskatoon SK S7N 5E5

Email: med.admissions@usask.ca
Phone: 306-966-4030

Website:
www.medicine.usask.ca/admissions

TABLE OF CONTENTS

I.	RESIDENCY AND CITIZENSHIP	2
	A. Saskatchewan Residents	2
	B. Aboriginal Admissions Program	3
	C. Out-of-Province Residents	3
II.	ACADEMIC REQUIREMENTS	3
	A. Saskatchewan Residents and Aboriginal Admissions Program	3
	B. Out-of-Province Residents	6
III.	CRITERIA FOR INTERVIEW OFFER	7
IV.	CRITERIA FOR SELECTION	8
	A. Ranking for Admission	8
	B. Weighting	8
	C. References	8
	D. File Review	9
	E. Selection	9
	F. Outcome Date	9
	G. Transcripts	9
	H. Criminal Record Check	11
	I. Deferral of Seat	11
	J. Site Assignment	11
V.	MD/MBA DOUBLE DEGREES	11
VI.	ADMISSIONS-BASED COMBINED MD/PHD PROGRAM	11
VII.	APPLICATION PROCEDURES AND DEADLINE	12
	A. Application Form	12
	B. Application Deadline	12
	C. Deadline for Receipt of Transcripts and other Documentation	12
	D. Application Fee	12
VIII.	POTENTIAL APPLICANTS	12
IX.	ADMISSION WITH ADVANCED STANDING	12
X.	ESSENTIAL SKILLS AND ABILITIES REQUIRED FOR THE STUDY OF MEDICINE	13
XI.	CRIMINAL RECORD CHECK	13
XII.	THE ADMISSIONS COMMITTEE	14
XIII.	ADMISSIONS APPEAL PROCESS	14
XIV.	ESTIMATE OF EXPENSES RELATED TO MEDICAL EDUCATION	15

Deadline For Applications: OCTOBER 1st, 2016 – 4:00 PM (Saskatoon Time)

Key factors related to admission to the College of Medicine, University of Saskatchewan, are described below. The most up-to-date requirements and notice of any upcoming changes are posted on the College of Medicine website (www.medicine.usask.ca/admissions).

All correspondence from the Admissions Office will only be sent by email. No paper copy or hard copy will be sent by post. Applicants must ensure the email account provided in the on-line application is active and routinely checked, including the junk/spam folders. Contact the Admissions Office if an email has not been received by November 30, 2016 (receipt for application fee) as legitimate emails can be blocked if they are perceived as illegitimate. Any changes to the provided email address and/or contact information must be reported to the Admissions Office (in writing) to ensure applicant information is up-to-date.

As the only medical school in Saskatchewan, the College of Medicine at the University of Saskatchewan has a responsibility to serve the residents of the province. As such, 90% of first year positions are reserved for Saskatchewan residents. To increase the number of Aboriginal physicians, 10% of first year positions are available for qualified, self-identified First Nations, Métis, and Inuit students through our Aboriginal Admissions Program (these seats are included within the 90% allocated Saskatchewan positions).

The mandate of the Admissions Committee is to select students each year who have the cognitive and non-cognitive abilities that will ensure success in our undergraduate medical program and make them good physicians. The requirements and processes used to select the 100 incoming students each year have been recommended by the Admissions Committee to the Faculty Council of Medicine for approval. When necessary, subsequent approval of admissions criteria has been obtained at University Council and, occasionally, from the University Senate. Details for Saskatchewan resident applicants, Aboriginal Admissions Program applicants, and Out-of-Province applicants are provided below: *please read carefully for information pertinent to you.*

While the Admissions Office is responsible for applying all approved admissions criteria, final decision on an application resides solely with the Admissions Committee. The three applicant pools as of the October 1st deadline are sequentially processed as follows. Note that at each step, you can be notified that your application will not proceed further.

- Initially assessed are proof of residency, Aboriginal ancestry, four-year degree requirement with required minimum university academic average (UAA), and whether the Medical College Admissions Test (MCAT) has been written. Specified timelines must be met for both the four-year degree and the MCAT.
- MCAT results are assessed for being too low overall or within individual sections, or being incongruent with an applicant's UAA.
- Multiple Mini-Interview (MMI) invitations are sent to specific applicants within each applicant pool.
- MMI results are assessed for outcomes that are too low.
- The outcome of any irregularities noted during review of an applicant's file is determined by the Admissions Committee through a secret vote following discussion of de-identified applicant information.
- Remaining applicants are ranked according to the criteria applicable to the applicant pool they are in. Within each applicant pool, individuals are then listed as (i) immediately offered a seat, (ii) wait-listed, or (iii) having a rank score too low for an offer of admission.

I. RESIDENCY AND CITIZENSHIP

A. Saskatchewan Residents

1. You must be a Canadian citizen, or have Permanent Resident status and have lived in Canada for at least three years prior to September 1st of the year in which admission is being sought. If you accept an offered position, valid proof of Canadian citizenship or Permanent Resident Status is required.
2. You normally must have physically resided in Saskatchewan for the three years **directly preceding** September 1st of the year in which you are seeking admission. However, if you have left the province, but have previously lived in Saskatchewan for an accumulated period of 15 years, you will be treated as a Saskatchewan resident. If you have previously lived in Saskatchewan for an accumulated period of less than 15 years, and do not qualify under the three year condition, you will receive credit of one year toward the three-year requirement for every five years residency in the province.
3. An exception to the three-year ruling may be made for members of the Armed Forces of Canada or RCMP, or for an applicant whose spouse, parent, or guardian is a member of the Armed Forces of Canada or RCMP, who has moved to Saskatchewan due to being reassigned. In these cases, the applicant **must have resided in Saskatchewan** for at least 12 consecutive months directly preceding October 1st of the year of application (not year of entry should they be successful) and obtained written approval prior to the application deadline to waive the 3-year requirement.
4. You can submit an application if you have been in three years of full-time study at the University of Regina or the University of Saskatchewan **directly preceding** the date of entry being sought. The Admissions Office will verify this claim at the time of the University of Saskatchewan or University of Regina transcript review. If you establish your Saskatchewan residency through this provision, but do not gain entrance to medical school in the final year of your baccalaureate degree at either University, you must remain in the province to maintain your claim of Saskatchewan residency for any subsequent application (see item 2).
5. Individuals who meet the same criteria based on residency in Yukon, Northwest, or Nunavut territory can apply as a Saskatchewan resident.
6. **To support the claim under item 2 or 3 above of being a Saskatchewan resident, you must provide all of the following:** (i) a valid Saskatchewan Government Health card (where residency will date from when documentation was changed to Saskatchewan); (ii) an official letter from Saskatchewan Government Health showing the years of coverage; and (iii) proof of employment in the province (i.e., pay stubs, letter from employer, record of employment) or the Assessment page from Revenue Canada showing that you have filed Saskatchewan tax returns. A residency claim under item 4 will be documented by an official transcript from the University of Regina or the University of Saskatchewan. If you claim residency under item 5, parallel Territorial documentation or Saskatchewan University transcripts will be used. Documentation will be required to cover the entire period of time in question.

NOTE: A Saskatchewan or Territorial drivers license is no longer accepted as proof of Saskatchewan residency and, at the discretion of the Admissions Office, applicants may be required to provide further supporting documentation for their claim of Saskatchewan residency. For example, proof of employment in Saskatchewan or the Territories and of having filed Saskatchewan or Territorial tax returns may both be required. Applicants are encouraged to contact med.admissions@usask.ca prior to application if they have questions concerning their meeting the requirements for Saskatchewan residency.

B. Aboriginal Admissions Program

Ten percent (10%) of first-year spaces are reserved for persons of Canadian Aboriginal descent (with a preference for applicants meeting the Saskatchewan residency requirement and a maximum of five seats open to Out-of-Province applicants of Aboriginal descent accepted through the Aboriginal Admissions Program). All applicants of Aboriginal ancestry are first considered within the Saskatchewan pool, and if not competitive, then within the Aboriginal Admissions Program. Aboriginal applicants must identify themselves on the application for admission and submit proof of Aboriginal ancestry. Acceptable proofs of ancestry are: Status or Treaty card, Métis Membership card, Nunavut Trust Service Card, or Inuit roll number. The College of Medicine, University of Saskatchewan, will ONLY recognize Métis cards from the provincial counterparts of the Metis National Council. Please see website: <http://www.metisnation.ca/index.php/who-are-the-metis/citizenship>. You are strongly encouraged to apply for your proof of ancestry as soon as possible so your application can be processed in a timely manner. If you have not yet received or are experiencing difficulty in obtaining an acceptable recognized proof of ancestry, you are encouraged to contact the Admissions Office. Genealogies may be requested and the decisions of the Admissions Committee are final.

C. Out-Of-Province Residents

1. Up to 10% of positions may be held by Out-of-Province applicants.
2. You must be a Canadian citizen or have Permanent Resident status and have lived in Canada for at least three years prior to September 1st of the year in which admission is being sought. If you accept an offered position, valid proof of Canadian citizenship or Permanent Resident Status is required.

II. ACADEMIC REQUIREMENTS

Requirements for Saskatchewan resident and Aboriginal applicants are in Section A, and requirements for Out-of-Province residents are in Section B. Calculation of the **university academic average (UAA)** will be done in percentages (%). Where transcripts have results in other than %, conversion to % will be done.

SECTION A: Saskatchewan Residents and Aboriginal Admissions Program: both requirements 1 and 2 must be met to apply for admission

1. Medical College Admission Test (MCAT)

The MCAT must be completed **prior to the application deadline of October 1st, 2016**. Depending on the date that you write the MCAT, your test scores may or may not be available by the application deadline. You will be able to submit your application even if your MCAT scores are not yet available. You must release all of your MCAT scores to the University of Saskatchewan, College of Medicine by October 21st, 2016.

For application fall of 2016 for entry fall of 2017, no minimum MCAT section or total score percentile will be required (however, see the next paragraph). MCAT scores must be obtained in one sitting prior to the application deadline. The earliest accepted scores for application 2016 for entry fall of 2017 are from 2013. Only the **most recent** MCAT will be considered. We will not be confirming receipt of MCAT scores with you and no adjustment will be made to the MCAT total score percentile after October 21st, 2016.

Note that for individuals who applied for entry in August 2016, a total score percentile \leq the 24th percentile in the older MCAT or \leq the 14th percentile in the current (2015 onwards) MCAT were considered incongruent with the minimum 75% UAA required to apply. Applicants with best MCAT scores below either of these two percentile values were removed from further consideration (also see item J on page 6).

The Admissions Committee, in assessing an individual's application, will review the MCAT section scores for consistency and for concordance of the MCAT total score percentile with the individual's university academic average (UAA). Inconsistency within the MCAT section results, or discordance between the MCAT total score percentile and the UAA (e.g., MCAT result unexpectedly low based on the UAA), can serve as grounds for the Admissions Committee to remove an individual's application from further consideration.

While prerequisite courses are not mandatory, applicants are strongly encouraged to complete equivalent/similar courses (introductory level Biochemistry, Chemistry, Biology, Physics, Statistics, Sociology and Psychology) to ensure readiness for the basic sciences covered in the first two years of the undergraduate medical curriculum and to prepare for the MCAT as well. Registration for the MCAT is online at www.aamc.org/mcat.

For information regarding acceptable MCAT results for future applications, please consult the Admissions website <http://medicine.usask.ca/admission-to-the-md-program/how-to-apply.php#MCAT>.

2. Four-Year Baccalaureate Degree Awarded Prior to Entry into Medicine

To establish an academic average for consideration by the Admissions Committee, students must have completed a four-year baccalaureate degree (can be in any subject area) prior to entry into Medicine. Saskatchewan residents must have attained a UAA of $\geq 75\%$ as described below. The UAA calculation will be based on the evaluation of all grades reported on official transcripts from **all accredited degree-granting post-secondary institutions attended**, regardless of whether or not transfer credits were awarded, and regardless of the time of year a course was taken. You are not required to carry a full courseload as long as you meet the stated time requirements. Also, it should be noted that **the UAA calculation uses course credit unit weighting** and an initial class and a repeated class will both be counted if they fall within the courses used to calculate the UAA.

Items A through J will be considered when determining an applicant's UAA.

Note: If the current year is being used toward the calculation of the UAA, courses taken in term 2 (after December 31st) must average $\geq 75\%$. If your UAA can be calculated by more than one way (items A-C below), the best UAA calculated will be used.

[A] FIRST FOUR-YEAR BACCALAUREATE DEGREE. A Saskatchewan resident can first apply in the final year of a four-year baccalaureate degree program, provided ≥ 102 credit units (CU) are completed by the end of December of the application year. If you are offered a seat in Medicine, all coursework taken up to the awarding of the four-year degree must be completed by the end of April prior to entry to Medicine and in ≤ 60 months since starting university (the only exception to the four-year degree requirement is described in [C]). All university courses completed as of the end of December following application will be used in calculating your UAA for admission purposes. Although courses completed in the calendar year following application will not be used in calculating your UAA, these final courses must average $\geq 75\%$. If you have been awarded a four-year degree prior to application, your UAA will be calculated on the most recent 120 CU completed up to award of the degree. In this case, the courses being counted must have been completed within a period of ≤ 60 months.

[B] ADDITIONAL FOUR-YEAR BACCALAUREATE DEGREES OR RESTARTING UNIVERSITY. If you start a new four-year degree program after completing your first four-year degree, or restart university after a

poor start and being away from post-secondary studies for at least 8 consecutive months before restarting your studies, you must be within 30 CU of completing the new four-year degree program at the time of application for the new or restart degree to be considered for UAA calculation purposes. All coursework for the awarding of the four-year degree must be completed by the end of April prior to entry to Medicine. For purposes of UAA calculation, the most recent 120 CU completed as of the end of December of the year of application will be used and the 120 CU must have been completed within ≤ 60 months (for restart applicants, the time away from university will be removed when assessing the 60-month period). Although courses completed in the calendar year following application will not be used in calculating the UAA for admission purposes, academic performance in these classes must average $\geq 75\%$. If you are not within 30 CU of completing the second degree at the time of application, only your first four-year degree will be considered as per [A].

[C] PROFESSIONAL PROGRAMS. Individuals in a non-direct entry college can apply if prior to application ≥ 90 CU have been completed, and ≥ 102 credit units (CU) are completed by the end of December of the application year. At least 120 CU must be completed by the end of June prior to entry to Medicine. The professional degree does not have to be awarded prior to entry into Medicine. If an Undergraduate degree is completed prior to the application deadline, the UAA of that degree will also be considered as in [A]. To calculate the UAA of the professional program, the most recent 120 CU (or available CU) up to the end of December of the year of application will be used to calculate the UAA, provided the 120 CU have been completed within ≤ 60 months. As in [A], although any coursework taken in the calendar year following application will not be used in calculating the UAA for admission purposes, the average in these classes must be $\geq 75\%$. If you are currently in a professional college, a final admissions decision will not be made until all current academic year coursework and examinations are completed. Grades for the current year must be available by July 17, 2017.

[D] UAA CALCULATION BASED ON LAST 120 CU. When the most recent 120 CU are used for calculation of the UAA, the earliest courses required to make the 120 CU total frequently fall time-wise within a larger number of classes taken concurrently (i.e., within the same academic term). In this case, the average of all classes taken concurrently will be used as the mark for each of the remaining courses needed to reach the 120 CU total (e.g. if the last 3-CU class needed to get to 120 CU falls within an academic term where five 3-CU classes were taken concurrently, the average of the five classes are used as the mark for the last required 3-CU class).

[E] PASS/FAIL COURSES AND DISTANCE EDUCATION. Up to 24 CU of pass/fail grading are allowed within the courses used for the calculation of the UAA. Any additional pass/fail courses must be pre-approved by the Admissions Office. Degrees obtained by taking entirely distance education classes will not be accepted. If you have taken a large number of distance education courses, please contact the Admissions Office for clarity.

[F] WRITTEN SUBMISSIONS. Most potential applicants will fit into one of items A–C for UAA calculation purposes. For the rare individual who does not, the situation must be detailed in writing and submitted to the Admissions Office for consideration. To be dealt with in a timely manner, such submissions must be received by the Admissions Office well in advance of the annual application deadline. **Note that no case will be considered with fewer than 102 CU completed prior to the end of December of the year of possible application or 120 CU completed prior to possible entry into Medicine.** Some honours, double majors, and/or work-experience or co-op programs will run beyond the 60-month period allowed for a four-year degree. Such situations will be handled on a case-by-case basis by the Admissions Office upon receipt of the details in writing.

[G] JUNIOR LEVEL COURSES. In all cases, introductory (junior) courses taken must be a requirement of the degree program being finished and the maximum number of junior courses allowed will be what is permitted by the degree granting institution the applicant is studying at. Any introductory courses completed beyond the numerical maximum allowed for the four-year degree will not be considered in the calculation of the UAA.

[H] AP/IB TRANSFER CREDITS. Advanced Placement (AP) and International Baccalaureate (IB) credits can be used towards completion of a four-year degree, but will not be counted towards calculation of an individual's UAA for admission purposes. The start and completion date for AP/IB courses will be as if they were taken during the first year of university.

[I] GRADUATE STUDENTS. Applicants with an incomplete post-graduate degree at the end of the application year will have their UAA calculated as in [A], [B], or [C], with all graduate-level classes completed to the end of December added if to the applicant's advantage. Classes completed after the year-end will not be considered. For applicants completing a Master's degree or PhD by the end of December the year of application, 9 CU or 15 CU worst marks, respectively, will be removed from the Undergraduate degree and their UAA then re-calculated.

[J] ACADEMIC CONSISTENCY. In all cases, the Admissions Committee has the right to invalidate an application based on (i) an irregular academic record (e.g., grades declining over time or grades fluctuating over a wide range) or (ii) incongruence between the academic record and MCAT results (e.g., MCAT result unexpectedly low based on the UAA).

SECTION B: Out-of-Province Residents: both requirements 1 and 2 must be met to apply for admission

1. Medical College Admission Test (MCAT)

All Out-of-Province applicants must complete the MCAT **prior to the application deadline of October 1st, 2016**. Depending on the date that you write the MCAT, your test scores may or may not be available by the application deadline. You will be able to submit your application even if your MCAT scores are not yet available. You must release all of your score(s) to the University of Saskatchewan, College of Medicine by October 21st, 2016. We will not be confirming receipt of MCAT scores with you and no adjustment will be made to the total score percentile after October 21st, 2016.

For application fall of 2016 for entry fall of 2017, MCAT scores must be obtained in one sitting prior to the application deadline. The earliest accepted scores for application 2016 for entry fall of 2017 are from 2013. Only the **most recent** MCAT score will be considered.

Acceptable minimum scores for the MCAT written from 2013 to January 31st, 2015: Verbal Reasoning, Physical Sciences and Biological Sciences sections must total a minimum of 30 (no score less than 8 on any section).

Acceptable minimum on the current MCAT: A total score of 506 with specific section minimums as follows: Biological and Biochemical Foundations of Living Systems ≥ 127 ; Critical Analysis and Reasoning Skills ≥ 127 ; Chemical and Physical Foundations of Biological Systems ≥ 126 ; and Psychological, Social, and Biological Foundations of Behavior ≥ 126 .

While prerequisite courses are not mandatory, applicants are strongly encouraged to complete equivalent/similar courses (introductory level Biochemistry, Chemistry, Biology, Physics, Statistics, Sociology and Psychology) to ensure readiness for the basic sciences covered in the first two years of the undergraduate medical curriculum and to prepare for the MCAT as well. Registration for the MCAT is online at www.aamc.org/mcat.

For information regarding acceptable MCAT results for future applications, please consult the Admissions website <http://medicine.usask.ca/admission-to-the-md-program/how-to-apply.php#MCAT>.

2. Four-Year Baccalaureate Degree Awarded Prior to Entry into Medicine

Application by Out-of-Province applicants can be made only during or after the final year of a four-year baccalaureate degree. If a four-year degree is completed prior to application, coursework for the degree must have been completed within a 60-month period. If applicants are in the final year of a four-year degree, a minimum of 90 credit units (CU) must have been completed in the 48 months prior to the end of August of the year of application. Applicants are not required to carry a full courseload as long they meet the stated time requirements. **All undergraduate courses completed at the date of application (if at the time of application, you are in your first four-year degree) or up to award of your most recent undergraduate degree (if degree was awarded prior to application)**, will be used for calculation of the university academic average (UAA). The minimum UAA required for application will be 83.0%. The four-year degree must be completed by the time study of Medicine starts.

If courses taken after application are required for award of the degree for entrance into Medicine, those courses must maintain an average $\geq 83\%$.

NOTE: Information regarding repeated courses, distance education courses, pass/fail graded courses, maximum allowed introductory level courses, and International Baccalaureate/Advanced Placement courses can be found on pages 5 and 6 as the same rules apply as for Saskatchewan residents.

3. Graduate Students

Out-of-Province applicants with an incomplete post-graduate degree at the end of the application year will have their UAA calculated with all graduate-level classes completed to the end of December included if to the applicant's advantage. Classes completed after the year-end will not be considered in the UAA calculation. For applicants completing a Master's degree or PhD by the end of December the year of application, 9 CU or 15 CU worst marks, respectively, will be removed and their UAA then re-calculated.

III. CRITERIA FOR INTERVIEW OFFER

Personal qualities are assessed primarily by a multiple mini-interview (MMI) held during one weekend in March each year. Candidate information is not given to assessors prior to the interview. With 100 seats available, interview capacity is currently set at 288 individuals. The number of Saskatchewan residents, including self-declared Aboriginals, and Out-of-Province applicants invited to interview will vary yearly, depending upon the number of individuals in each applicant pool.

Selection of Saskatchewan residents, including self-declared Aboriginals, invited to interview is based on the z score of the MCAT total score percentile and the z score of their UAA combined in a 2:3 ratio.

Selection of Out-of-Province applicants invited to interview is based on the MCAT total score percentile, with the Verbal Reasoning score or Critical Analysis and Reasoning Skills score being used to break ties. Usually, a minimum of 60 Out-of-Province applicants will be invited to interview for the ten seats available to this group.

IV. CRITERIA FOR SELECTION

A. Ranking for Admission is Based on Academic Performance and Personal Qualities

Note: Additional documentation such as a CV, research papers, and letters of support will not be considered.

Academic performance for Saskatchewan residents, including Aboriginal applicants, is based on your UAA and MCAT results.

Term 1 (fall term) - In the event of a deferred examination, supplemental examination, grade appeal, or grade change, it is your responsibility to inform the Admissions Office. The deadline to report such an item to the Admissions Office is January 30th. If the Admissions Office is not notified by the deadline, your file will be reviewed and the calculation of the UAA will be completed using the available information.

Term 2 (spring term) - In the event of a deferred examination, supplemental examination, grade appeal, or grade change, it is your responsibility to inform the Admissions Office. All coursework needs to be completed by April 30th with all final grades reported by June 30th. Any offer of admission would be conditional upon the receipt of all official final grades confirming that all admissions requirements have been met and that the degree used in the calculation of the UAA has been awarded.

Academic performance for Out-of-Province residents will be based on the MCAT total score percentile together with a required UAA of $\geq 83\%$ (the UAA does not factor in as it is only a minimum requirement that must be met).

Personal qualities, for all applicants, are assessed by the MMI.

B. Weighting

The weighting of academic performance to personal qualities (MMI) will be as follows: **Saskatchewan resident and Aboriginal applicants** - 20% MCAT total score percentile, 30% calculated UAA, and 50% MMI result. In all three cases, z scores are used.

Out-of-Province resident applicants – If you are invited for an interview, ranking for admission will be based 100% on your performance in the MMI, as expressed as a z score.

C. References

You must provide the names of **three referees who have supervised** you either as a research supervisor or have been your immediate supervisor in recent employment or a volunteer role. **Specifically, if you are in or have done an undergraduate research course and/or a post-graduate program, your supervisor in each case must be used as a referee.** Employment or volunteer supervisors should be recent. Your referees can not be a relative or a friend. Please ensure your referees know you are using them in your application and you have their correct contact information. Referees must be willing to accept a 10-15 minute phone call. If a referee refuses or is unable to allow their name to be used, contact the Admissions Office immediately with details. The Admissions Office will email referees to schedule the reference call during April (occasionally early May). The number of referees contacted is at the discretion of the Admissions Office.

You must provide the following information on each referee in your application: Title; First and Last Name; Position description (i.e., Professor); Specific Role, details of how each referee knows you (i.e., Employment, Research or Volunteer Supervisor); Length of Time Known; Email; and Daytime Telephone. You can update referee contact information up to March 30th, but you can not change a referee after the October 1st, 2016 application deadline. **References are not scored (i.e., they are not used in ranking applicants for admissions). Instead, references are asked to specifically assess an applicant's personal attributes, with the information then used by the Admissions Committee to potentially rule an applicant out from further consideration. Choosing even one inappropriate referee, not using specified referees when they should be used, or providing inaccurate or incomplete information on any of your three referees may invalidate your application.**

D. File Review – The Admissions Committee reserves the right to refuse admission based on identification of an area of concern in an applicant's file. As part of the admissions process, a review is done on the files of all applicants, with an emphasis on suitability for a career in Medicine. Starting within the Admissions Office, individual files are reviewed for irregularities in academic performance and for evidence the applicant has unsuitable personal attributes. Evidence in either case may be deemed by the Admissions Committee as making an applicant unsuitable for acceptance. Common reasons for the Admissions Committee invalidating an application include academic misconduct, misrepresentation on the application, prior criminal behavior, and unprofessional behavior exhibited at the time of the MMI or elsewhere. If an area of concern is found in your file, the Admissions Committee retains the right to actively seek further relevant information about you, including, but not limited to, contacting individuals with knowledge of you, whom you may or may not have listed as referees. This will be done through the Admissions Office. In submitting an application, you are consenting to the collection of any supplemental information.

Missed deadlines or tardiness in the submission of required admission related materials or responses may result in your application being terminated or an informal breach of professionalism report filed against you if you are accepted. Please see Breach of Professionalism Revised 2010 and Breach of Professionalism Algorithm found at <http://www.medicine.usask.ca/policies/breach-of-professionalism-policy-procedures.php>.

If during the application cycle (after submission) up to the date of entrance into the College, you are or have been the subject of a professionalism or academic disciplinary review, you must immediately report the incident to the Admissions Office.

E. Selection – Candidates for Medicine are selected by the Admissions Committee of the College of Medicine on the basis of rank order of competitiveness and consideration of information pertinent to individual applicants. The Committee treats applicants anonymously; i.e., Committee members are provided appropriate information about applicants, however, all information is de-identified.

F. Outcome Date – Applicants will be notified of the outcome of their application by May 31st, 2017 at the latest. Applicants placed on a wait-list will be notified about the final outcome at any time up until the first academic day after the September Labor Day weekend.

G. Transcripts – By the application deadline, **ALL** applicants **MUST** have **OFFICIAL TRANSCRIPTS** from **ALL** universities and other post-secondary institutions **ever** attended other than **Saskatchewan universities (University of Regina or University of Saskatchewan)** sent directly to the Admissions Office for the College of Medicine and they must be postmarked **by the application deadline October 1st, 2016 4:00 PM (Saskatoon Time)**.

Saskatchewan Resident and Aboriginal Admissions Program Applicants

If you are currently attending or have attended the University of Saskatchewan: We will access your transcript electronically; therefore, there is no need to have a transcript sent.

If you are currently attending or have ever attended the University of Regina: You must complete a University of Regina Transcript Release form and mail the release form directly to our Admissions Office. Do not submit the form to the University of Regina as we order the transcripts up as a batch.

If you are currently attending or have ever attended a post-secondary institution outside of Saskatchewan: By the application deadline, you must have ordered an official transcript to be sent to the Admissions Office, College of Medicine. Following the completion of an academic term (Term 1 and Term 2) and following graduation and the awarding of a degree, we will require an additional official transcripts to be sent.

All admission offers are conditional upon receipt of an official final transcript showing the degree used in the calculation of the UAA having been awarded. Deadline to receive the final official transcript is June 30th, 2017.

Out-of-Province Resident Applicants

By the application deadline, **you** must have ordered official transcripts to be sent to the Admissions Office, College of Medicine, from **all** universities and other post-secondary institutions **ever** attended.

Out-of-Province applicants attending the MMI will be required to have an official transcript sent as soon as the 2016/17 grades are reported at the end of the academic year (April 2017). If you are currently in a graduate program, then we will require an additional transcript at the end of Term 1 showing any final grades that were awarded so that they may also be considered in the calculation of your UAA. All offers of admission will be conditional upon receipt of an official final transcript showing award of the degree used in the calculation of your UAA. Deadline to receive your final official transcript is June 30th, 2017.

Additional Information Regarding Transcripts for All Applicants

Regardless of educational institution attended (i.e., within North America or not), you must have official transcripts sent directly from all institutions you attended. Transcripts that have passed through your hands are deemed to be unofficial and will not be considered. The review of international transcripts can take weeks to process; therefore, you must ensure that all documentation related to international transcripts is received at least two months prior to the application deadline. Also note that transcripts in a language other than English must have an official translation attached.

For foreign transcripts, if the UAA cannot be clearly calculated on a credit-weighted basis, then the transcript will be evaluated on a case-by-case basis with the Admissions Committee responsible for approval of the applied evaluation process.

All transcripts must be sent directly from the institution to the Admissions Office at: Admissions Office, College of Medicine, Box 17, Health Sciences Building, University of Saskatchewan, 107 Wiggins Road, Saskatoon, Saskatchewan S7N 5E5.

NOTE: Our online application is unable to report back to applicants when documentation is received and, due to workload, our office is not able to confirm receipt of transcripts. Therefore, it is important for you to order your transcripts with sufficient time for them to arrive by the deadline.

H. Criminal Record Check – All applicants offered admission will be required to submit a criminal record check, including vulnerable sector screening to the College of Medicine by the first day of Orientation of the year of entry. Please refer to Section XI. For information regarding the Criminal Record Check Policy and Procedures, please visit <http://medicine.usask.ca/documents/Admissions/CriminalRecordPolicy.pdf> .

I. Deferral of Seat – Saskatchewan Resident and Aboriginal applicants admitted to first year Medicine may be allowed to defer entry for one year to allow them to complete a Masters, PhD or a professional degree program. The written request for a deferral must be submitted at the time of acceptance, along with the deposit.

J. Site Assignment – Currently there is a 60/40 seat split for years 2, 3 and 4 between the Saskatoon and Regina training sites. *Assignment of site will be based on your admission rank score for the application group in which you are competing.* If your score is high enough together with a space/seat open at your preferred site, you will get that site. If your preferred site is filled when your rank score is reached, you will be offered a space at the other site, and you can accept or decline admission.

V. MD/MBA DOUBLE DEGREES

The Edwards School of Business and the College of Medicine at the University of Saskatchewan have implemented a 5-year program of study whereby an individual accepted into Medicine can also undertake a MBA program. Two students a year who are accepted to do both degrees will be allowed a year deferral to Medicine to complete the coursework for the MBA. If chosen, the MBA workplace practicum can be done immediately following the MBA academic year or during the summer between Medicine years 1 and 2. Students applying for the dual MD/MBA stream must possess a four-year baccalaureate degree at entry to the MBA program and have done the MCAT. For each student accepted to do both degrees, a scholarship is provided to bring the cost of tuition for the MBA degree down to essentially the annual tuition for the MD degree. For details on the Edwards School of Business MBA Program: <http://www.usask.ca/programs/colleges-schools/grad-studies/programs/business-administration.php>.

VI. ADMISSIONS-BASED COMBINED MD-PhD PROGRAM

The admissions-based combined MD-PhD Program is intended for undergraduate medical students planning to pursue a career as a clinical scientist. The four-year UAA and MCAT results are both reviewed. Potential areas of research range from the molecular to the social/population determinants of health. You are encouraged to discuss your proposed research with potential supervisors.

You must first meet the requirements of your respective applicant pool and be accepted into Medicine before you will be considered for admittance into the MD/MBA double degree or the MD-PhD Programs. Indicating interest in either or both of these dual programs in your application does not influence how you are ranked for a position in Medicine.

VII. APPLICATION PROCEDURES AND DEADLINE

- A. Application forms must be submitted online and will be available at www.medicine.usask.ca/admissions in early August.
- B. The deadline to submit applications is October 1st, 2016 at 4:00 PM (Saskatoon Time). **Late applications and/or application fee payment will NOT be accepted.**
- C. Transcripts and any other documents required for application must be postmarked by the application deadline of October 1st, 2016 at 4:00 PM (Saskatoon Time). Transcripts may be sent early and will be matched up with the application when it is received.
- D. The application fee is \$125 and must be paid by credit card or by sending a cheque at the time of submitting the online application form. If sending a cheque, please include a printed copy of the Online Submission Form in the same envelope.

VIII. POTENTIAL APPLICANTS

The Admissions Office is available to assist interested individuals who seek information regarding the admission requirements for the College of Medicine. It is policy, however, not to instruct individuals as to a specific course of action to follow, but to provide the information needed for them to make their own choice with respect to the requirements and alternatives available. The following points require special attention:

- A. No official of the College can guarantee the admission of any applicant. Admission is solely determined by the Admissions Committee on the basis of an annual competition.
- B. All interested individuals are required to initiate any personal inquiries through an email to med.admissions@usask.ca, so that an official response can be made. It is only these written responses which will be considered as evidence of official advice given.
- C. Interested individuals are encouraged to discuss their plans to apply for entrance to Medicine with those who can usefully advise them, but they should be aware that second and third hand information about admissions policies is often incorrect and should not be relied upon.
- D. Since most applicants are not accepted into the College of Medicine, students should choose a degree that could lead to a satisfactory alternate career.

IX. ADMISSION WITH ADVANCED STANDING

Transfer students are not accepted. All applicants must follow the complete admissions process. After being accepted into the first year class, formal application may then be made to the Student Academic Management Committee for any advanced standing, or individual class exemptions.

X. ESSENTIAL SKILLS AND ABILITIES REQUIRED FOR THE STUDY OF MEDICINE

Accommodation for the MMI

Applicants who think that they may require a disability accommodation in order to complete the MMI must submit a written request by February 28th, 2017 to the Admissions Office (med.admissions@usask.ca), describing the needed accommodation. Note that accommodation for the MMI is not linked to any subsequent need for accommodation should an applicant be accepted by the College of Medicine (see next section).

Essential Skills & Abilities Required for the Study of Medicine

Applicants must familiarize themselves with the *Essential Skills and Abilities Required for the Study of Medicine* to determine if the practice of Medicine is possible as a career. Details are found at the website <http://medicine.usask.ca/documents/TechnicalStdsmotionSept2014.pdf>.

Applicants who potentially would require an accommodation during their undergraduate study of Medicine should bring forward their need for an accommodation as soon as possible.* Please provide details in writing to the Coordinator of the Office of Student Affairs (edith.conacher@usask.ca).

* The declaration of a need for accommodation on the part of an applicant is voluntary, but as a significant period of time is generally required to process accommodation requests, early declaration is strongly advised. In the event that an applicant does not indicate the need for accommodation until an offer of admission is made, the College of Medicine reserves the right to defer matriculation for one year, if necessary, to ensure proper development and implementation of an accommodation plan.

XI. CRIMINAL RECORD CHECK

Applicants to the College of Medicine will be required to answer the following questions on the application form and provide detailed information for any question(s) answered “Yes”:

- *Have you ever been suspended, disqualified, censured, or had any disciplinary action taken against you as a member of any profession?*
- *Have you at any time been suspended, expelled, required to discontinue, or otherwise disciplined (including being denied readmission) for any academic or non-academic offence by a post-secondary institution?*
- *Have you ever been convicted of a criminal offence (this includes any offence for which pardon has been received)?*
- *Have you been arrested or charged with any criminal offence, in Canada or elsewhere?*
- *To the best of your current knowledge and belief, are you currently under investigation for possible criminal conduct, in Canada or elsewhere?*

Note: If during the application cycle, anything changes in regards to how you answered the questions at the time of application, you are responsible for **immediately** notifying the Admissions Office.

All applicants offered admission will be required to immediately request a criminal record check, including vulnerable sector screening, and submit the official results to the College of Medicine by the first day of Orientation of the year of entry. You should familiarize yourself with the Criminal Record Check Policy and Procedures document <http://medicine.usask.ca/documents/Admissions/Criminal-Record-Check-Policy-and-Procedures1.pdf> under the Applicant Information Section. Results will be shared, including sharing a copy of the documentation, with: (i) the College of Physicians and Surgeons of Saskatchewan and (ii) other medical and/or educational institutions as required. In the event that you are found to be ineligible for an educational license, the offer of admission will be revoked.

If you are a future applicant considering application to the U of S College of Medicine and answer “yes” to any of the preceding questions, it is recommended that you contact the Admissions Office to have an informal review of the details of your background completed to determine future concerns with regard to admission or licensure as a medical student.

XII. THE ADMISSIONS COMMITTEE

Selection of students for admission to the College of Medicine is the responsibility of the Admissions Committee. The Committee consists of the follow members (17 with vote):

- Chair (Director of Admissions)
- Dean of Medicine or Designate
- Director of Northern Medical Services
- 7 Faculty Members
- Three undergraduate medical students (one representing each – Year 1, Year 2, and Year 3)
- College of Medicine Aboriginal Coordinator
- The Dean or Designate of the Faculty of Science, University of Regina
- Two lay representatives - appointed by the Saskatchewan Urban and Rural Municipalities Associations, SUMA and SARM, respectively
- Representative, Student and Enrolment Services Division, University of Saskatchewan (non-voting)
- Administrative Coordinator - Admissions (non-voting)
- Program Manager - Undergraduate Medical Education (non-voting)

XIII. ADMISSIONS APPEAL PROCESS

NOTE: Applicants will have 10 business days from the date a negative application decision is emailed to launch an appeal of that decision.

A subcommittee of the Student Academic Management Committee chaired by the Associate Dean of Medical Education, will hear and decide upon applicant appeals of decisions made by the Admissions Committee. Appeals must be submitted in writing (hard copy with signature received by post or courier on or before the deadline given above) to the Associate Dean of Medical Education, Box 17, Health Sciences Building, University of Saskatchewan, 107 Wiggins Road, Saskatoon, Saskatchewan S7N 5E5. **An appeal initiated by email correspondence will not be accepted.**

As outlined in the Policy on Admission to Degree Programs (<http://policies.usask.ca/policies/academic-affairs/policy-on-admission-to-degree-programs.php>) - Admission Decisions - Appeal of Admission Decisions, ratified by University Council on May 1st, 2012 - “Grounds for an admission appeal shall be limited to: (1) unit procedural errors, (2) evidence that the information used in the assessment of the decision was wrong or incomplete, or (3) evidence that the assessment was not made according to the published admission qualifications and selection criteria. A failure by the applicant to provide accurate and complete information in accordance with the established admission qualifications and selection criteria shall not be grounds for an appeal. The decision of the Appeals Committee is final and no further appeal procedure will be entertained.” Any appeal launched must clearly indicate the ground(s) the appeal is based on.

XIV. ESTIMATE OF EXPENSES RELATED TO MEDICAL EDUCATION:

	Year 1	Year 2	Year 3	Year 4
(Number of Months)	9	9	12	8
Tuition (2016-17)	\$16,236	\$16,236	\$16,236	\$16,236
USSU Fees (2016-17)	820	820	820	820
Student Medical Society Fees	300	-	-	-
College of Physicians & Surgeons Fees	-	20	-	-
SMA Fees	17	17	17	17
LMCC Fees	-	-	-	900
CaRMS Process (including travel)	-	-	-	5,000
Criminal Record and Vulnerable Sector Check Fee	70	-	-	-
Books	1,500	1,700	1,500	1,400
Equipment (ACLS & Fit Testing)	3,250	150	700	-
Professional Clothing	1,000	500	500	1,000
Electives	-	-	4,000	4,000
Rotations Outside Saskatoon	-	-	1,500	1,500
Travel (local)	700	700	800	800
Housing and living expenses are not included				

Revised June 30, 2016