



# PGME Applicant's Reference Guide

Version 1.2 (May 2022)

Faculté de Médecine | Faculty of Medicine

[uOttawa.ca](http://uOttawa.ca)



uOttawa

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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.



**IMPORTANT !** If you have ever attended or applied to the University of Ottawa previously, please go to [uoZone](#) to submit a new application. Otherwise, use an existing A\_ User ID or create a new User ID that begins with A\_ in the Create Account section of this page.

### Log in

User ID

Password

---

### Create an account

Create your User ID\*: A\_

Create a password

Confirm your password

Email address:

First name:

Last name:

\*User ID: Type a unique User ID made up of letters and numbers (your User ID will automatically start with A\_). You may not use the underscore ( \_ ) sign.

\*\*Password: Your password can be a combination of letters, numbers and special symbols (\*&#!).

Maximum number of characters in each field: 30

I'm not a robot
 

reCAPTCHA
   
Privacy - Terms



# 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).

## Medicine - Admission Application

### Current Applications

|   | Student ID | Application Nbr | Program | Admit Term | Status |
|---|------------|-----------------|---------|------------|--------|
| 1 |            |                 |         |            |        |

Start a new application



## 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).

### Key applications



**uoDoc: Upload Admissions Documents**  
uoDoc



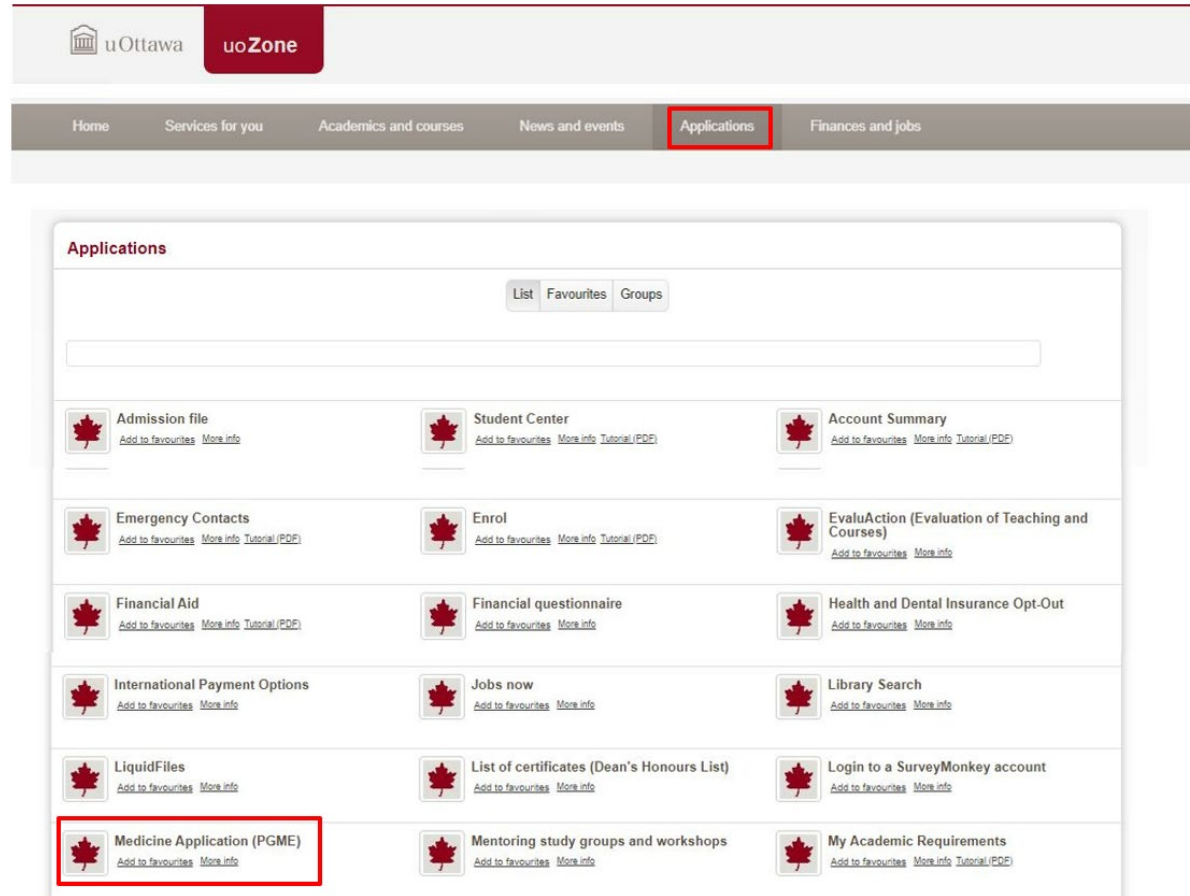


# Sign in with an existing account

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.

## Medicine - Admission Application

### Current Applications

|   | Student ID | Application Nbr | Program | Admit Term | Status |
|---|------------|-----------------|---------|------------|--------|
| 1 |            |                 |         |            |        |

Start a new application



# 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.

## Medicine - Admission Application

Please choose the type of application you wish to fill

WHAT WILL BE YOUR LEGAL STATUS IN CANADA AT THE TIME OF REGISTRATION

If you will be entering Canada with a work permit, please select study permit from the dropdown

<< Previous

Next >>





# Start & submit your application in uoCampus

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

Click the **Next** button.

Medicine - Admission Application

Select the academic year you are applying for e.g. 2023=July 2023 to June 2024 academic year

<< Previous

Next >>



# 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.

## Medicine - Admission Application

### Requested Fellowship Information

|                   |                             |   |
|-------------------|-----------------------------|---|
| *Fellowship Type  | Neonatal-Perinatal Medicine | ▼ |
| Academic Sub-Plan | Neonatal Transport          | ▼ |

<< Previous

Next >>



# 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.

**Personal Information**

Name MUST be as it appears on Government Issued Identification

\*First Name

\*Last Name

Middle Name

Gender

\*Date of Birth

MINC Number

CP SO Number

CMPA Number

---

**Permanent Home Address**

\*No. and Street

\*City

\*Country

\*Province/State

\*Postal Code

\*Telephone Number

Cell Nbr

Mailing address same as below

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**Mailing Address**

\*No. and Street

\*City

\*Country

\*Province/State

\*Postal Code

\*Telephone Number

---

**Email Address**

uOttawa Email

Personal Email

All correspondence relating to your admission application will be sent to the University of Ottawa email listed above. Please ensure that you have access to your University of Ottawa email.

Personal email is required only if you don't have an uOttawa email address.

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**Language Preferences**

\*First Language

\*Language of Correspondence

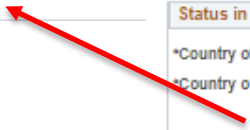
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**Status in Canada**

\*Country of Birth

\*Country of Citizenship

\*What will be your legal status in Canada at the time of registration



# 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.

**Institution Attended**

Please list your MD and Residency information

List the school(s) you have attended (college, institute or university).  
 If your training took place in a hospital or as part of a training program, please enter the university or college affiliated to this hospital or training program, and not the hospital name.

**MD Information**

Select School

School Name  \*From Date  \*To Date

\*Degree  \*Degree Status  Date Obtained

This is the last school I have attended

[School name search](#)

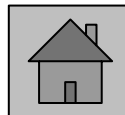
Find the name of the academic institution you previously attended by using the search tools below. Use the drop-down menu to select the country where the school is located. Then narrow the search results by filling out the name of the school and selecting its type from the drop-down menu.

When you find your institution, click on the School Name. If you do not find your school name right away, please try searching again with different keywords.

If you are still unable to find your institution after searching thoroughly, click "Return" to go back to the previous page. On that page, click the box that says "I could not find my specific school" and fill out the school's name and address.

\*Country:  State / Province:

School Name Contains:  School Type:



# 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.

## School name search

Find the name of the academic institution you previously attended by using the search tools below. Use the drop-down menu to select the country where the school is located. Then narrow the search results by filling out the name of the school and selecting its type from the drop-down menu.

When you find your institution, click on the School Name. If you do not find your school name right away, please try searching again with different keywords.

If you are still unable to find your institution after searching thoroughly, click "Return" to go back to the previous page. On that page, click the box that says "I could not find my specific school" and fill out the school's name and address.

\*Country:

School Name Contains:

School Type:

|   |                    |                |            |                  | First   | 1-2 of 2 | Last |
|---|--------------------|----------------|------------|------------------|---------|----------|------|
| School Name   | School Type        | Address        | City       | Province / State | Country |          |      |
| <a href="#">St George University School of Medicine</a> | Foreign University | N/A            | St Georges |                  | Grenada |          |      |
| <a href="#">St Georges University</a>                   | Foreign University | True Blue Road | St Georges |                  | Grenada |          |      |

I could not find my specific school



# 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.

## School name search

Find the name of the academic institution you previously attended by using the search tools below. Use the drop-down menu to select the country where the school is located. Then narrow the search results by filling out the name of the school and selecting its type from the drop-down menu.

When you find your institution, click on the School Name. If you do not find your school name right away, please try searching again with different keywords.

If you are still unable to find your institution after searching thoroughly, click "Return" to go back to the previous page. On that page, click the box that says "I could not find my specific school" and fill out the school's name and address.

\*Country:

School Name Contains:

School Type:

| School Name   | School Type        | Address        | City       | Province / State | Country |
|---|--------------------|----------------|------------|------------------|---------|
| <a href="#">St George University School of Medicine</a> | Foreign University | N/A            | St Georges |                  | Grenada |
| <a href="#">St Georges University</a>                   | Foreign University | True Blue Road | St Georges |                  | Grenada |

I could not find my specific school

School Name:

State:

Address:





# Start & submit your application

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

Enter the mandatory fields.

**Institution Attended**

Please list your MD and Residency information

List the school(s) you have attended (college, institute or university).  
 If your training took place in a hospital or as part of a training program, please enter the university or college affiliated to this hospital or training program, and not the hospital name.

**MD Information**

Select School

School Name  \*From Date  \*To Date

\*Degree  \*Degree Status  Date Obtained

This is the last school I have attended



# 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.

| Application Summary |                             |
|---------------------|-----------------------------|
| Application Type    | Fellowship                  |
| Fellowship Program  | Neonatal-Perinatal Medicine |
| Fellowship Type     | Neonatal Transport          |
| Year                | 2023                        |

| Terms and Conditions                |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | I certify that all statements on this application are correct and complete. I understand that if my admission or registration is based on false information, it is subject to cancellation at the sole discretion of the University of Ottawa. I agree to abide by all regulations of the University of Ottawa.  |
| <input checked="" type="checkbox"/> | I agree that my personal information is collected under the authority of the University of Ottawa Act, 1965, in accordance with the Freedom of Information and Protection of Privacy Act of Ontario and University Policy 90. The personal information collected during registration is intended to be used for the purposes of and those consistent with the administration of University programs and activities and in order to carry out other University services and functions, including the following: recruitment, admission and registration, academic programs and evaluations, assisting student associations and the University's Alumni Association, alumni and development activities, institutional planning and statistics, reporting to government and health information agencies, employment related matters, safety and security, promotion in its print electronic and internet publications. Furthermore, your information may be disclosed to hospitals (where you will be completing your training), sponsors, licensing bodies, accrediting agencies for the purposes mentioned above. In order to protect confidentiality, publication of registration data will be at the aggregate level only. Please contact the University's Faculty of Medicine PGME Office at 613-562-5413 or pgme@uottawa.ca if you have questions regarding the collection, anticipated uses and disclosure of your personal information. |

<< Previous

Save

Save and Exit

Cancel

Submit



# 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.

## Medicine - Admission Application

### Current Applications

|   | Student ID | Application Nbr | Program                | Admit Term       | Status           | View/Edit |
|---|------------|-----------------|------------------------|------------------|------------------|-----------|
| 1 |            | 11017625        | Adult Gastroenterology | 2022 Winter Term | <b>SUBMITTED</b> | VIEW      |

Start a new application



## uoZone: After submitting your application

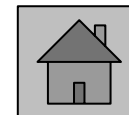
After submitting the application, you will receive an email from uOttawa with your uoZone login and password. This may take few days to receive – please check your spam/junk mail.

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.

The screenshot shows the uoZone interface. At the top, a navigation bar contains links for Home, Services for you, Academics and courses, News and events, **Applications** (highlighted with a red box), and Finances and jobs. Below this, the 'Applications' section is visible, featuring a search bar and buttons for List, Favourites, and Groups. At the bottom of the page, three main links are displayed: **Admission file** (highlighted with a red box), Student Center, and Account Summary. Each link includes a red maple leaf icon and options to 'Add to favourites' and 'More info'.



# Upload documents to your Application

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

The screenshot shows the uOttawa Home page with a navigation bar at the top containing: Home (highlighted with a red box), Services for you, Academics and courses, News and events, Applications, and Finances and jobs.

The main content area is divided into several sections:

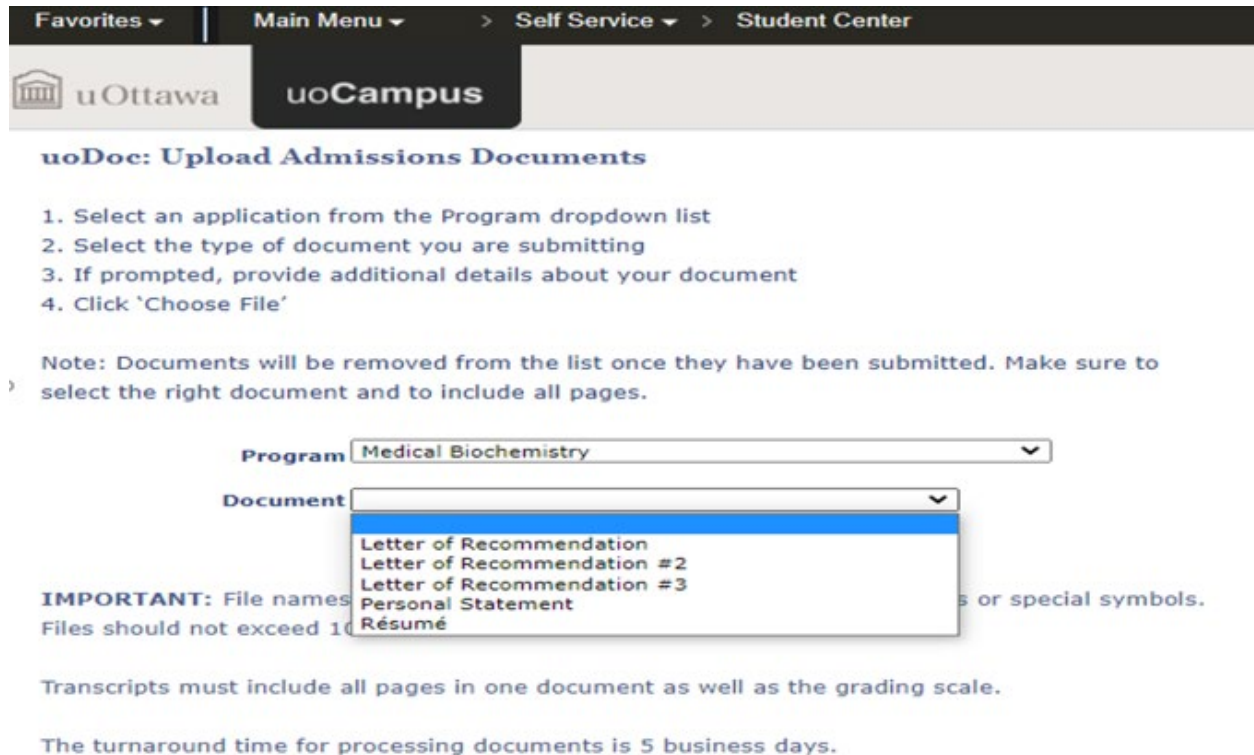
- @uOttawa.ca email account:** Includes a button to "Open my @uOttawa.ca email account (Outlook)".
- Student Messages:** Contains two messages:
  - Fac Closure: Faculty of Science Office of Undergraduate Programs:** A message from the Faculty of Science regarding a closure on May 7, 2022.
  - uoCampus and uoZone not available Saturday, May 7:** A notice about server maintenance on Saturday, May 7, 2022, from midnight to 2 p.m.
- Learning by Experience:** Promotes finding paid jobs or volunteer placements through COOP Navigator and Work Study.
- Self-identification questionnaire:** Features the "Count me in" campaign with a graphic of colorful hands.
- Your Alumni Card:** Promotes getting a free and discounted service with the uOttawa Alumni Association card.
- Key applications:** A section highlighted with a red box, containing the "uoDoc: Upload Admissions Documents" link, which is also highlighted with a red box.





# 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.



**uoDoc: Upload Admissions Documents**

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:

Document:

**IMPORTANT:** File names should not contain spaces or special symbols. Files should not exceed 10 MB.

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](mailto:pgme@uottawa.ca)



# Upload documents to your Application

You must submit **ALL** documents for your application to be considered complete. Note that if the confirmation of your medical degree is in English, you must upload it twice—both under medical degree original and medical degree English translation.

Also, if any of your education was completed in English, you do **not** need to write an English proficiency test. However, you must provide evidence confirming the language of instruction was English in the form of a letter from the university or a screenshot of the university's program details page in the [World Directory of Medical Schools](#).

Letters of recommendation can be emailed directly from your referees to [pgme@uOttawa.ca](mailto:pgme@uOttawa.ca) . If your referees choose to do this, you **must** upload a document with the message “Reference letters to follow directly to PGME” for your application to be considered complete. If there is no document uploaded for this element of the application, it will not be considered complete. Once we receive the letters, we will upload them for you.



# Submit more than one application

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

The screenshot shows the uOttawa uoZone website. The navigation bar includes 'Home', 'Services for you', 'Academics and courses', 'News and events', 'Applications' (highlighted), and 'Finances and jobs'. The 'Applications' section contains a grid of links, each with a red maple leaf icon and options to 'Add to favourites' and 'More info'. The 'Medicine Application (PGME)' link is highlighted with a red box. An arrow points from this box to a larger callout box on the left.

**Medicine Application (PGME)**  
[Add to favourites](#) [More info](#)

