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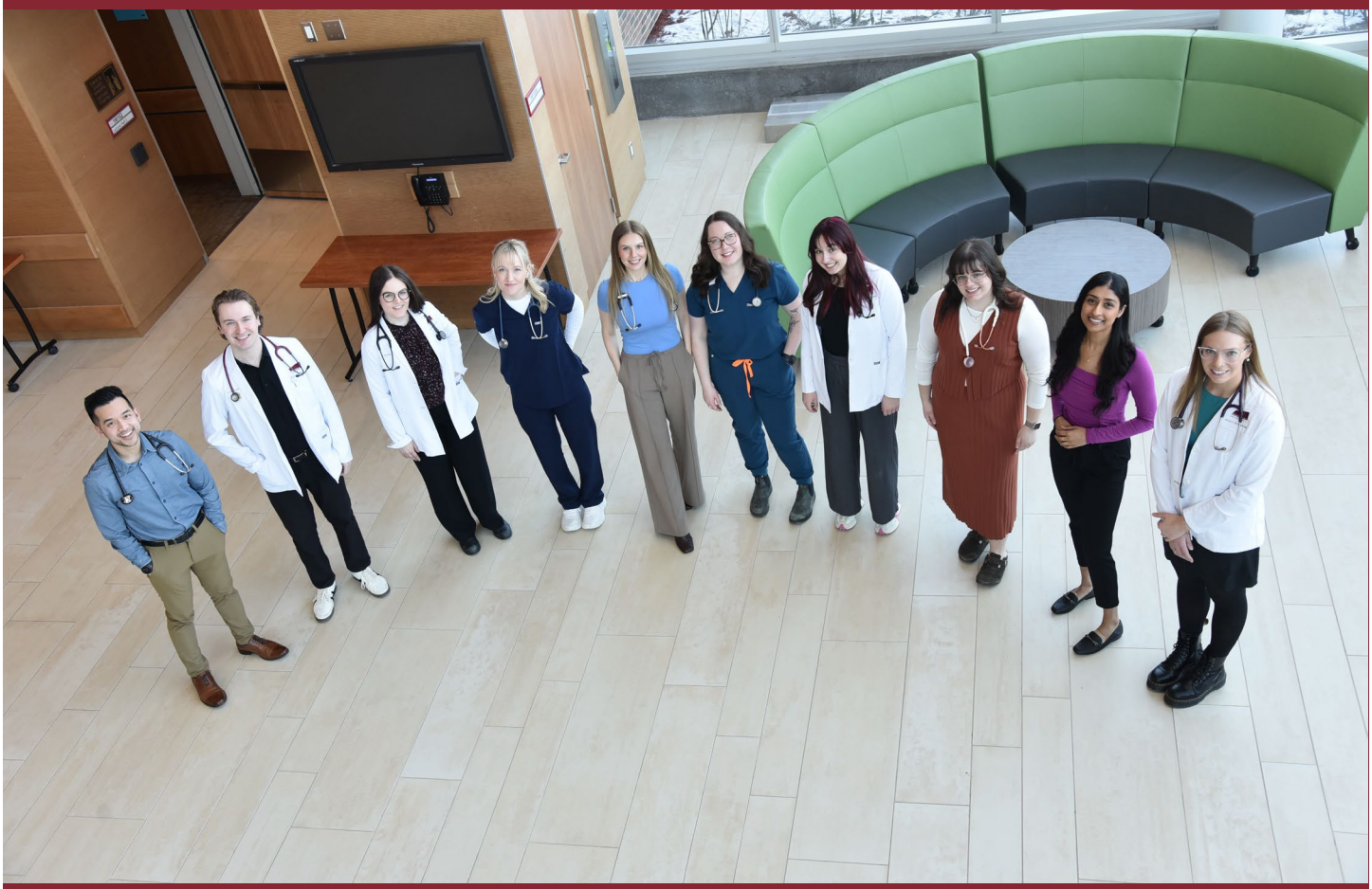

Memorial University

Application Guide 2026-2027

Admissions Office, Faculty of Medicine

6/24/26

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General Information

This guide is divided into two sections, **Part One: Applicant Information** and **Part Two: Completing an Application**. Please review each section thoroughly to fully understand all the requirements and components of submitting a complete application.

What is New or Important for this Cycle?

1. Yearly Progress – Significant Changes

When reporting your academic performance, you will need to use the Yearly Progress Calculator, and the values produced when you complete this will be entered into your application. You will need to report both your numerical score and the credit hours the course is worth at your institution. **You must submit the Yearly Progress Calculator with your application; it is a mandatory document. Failure to submit this Excel file will result in closure of your application.** A separate and comprehensive Yearly Progress Module has been compiled to assist you with this, external to this handbook. Links to both the module and Calculator can be found on our webpage and in the Yearly Progress section of the application.

2. Indigenous Verification Policy

Effective February 25, 2026, Memorial University implemented an Indigenous Verification Policy that is applied to all applicants applying to any program with reserved Indigenous seats. If you apply to medical school for an Indigenous seat, your proof of ancestry will be reviewed under the new verification policy to determine if you meet the criteria to remain in consideration for a reserved seat. The Admissions Office is not involved in this process, nor do we have any influence in the appraisal of applicant consideration. You should start this process early, as some of the pathways may take longer than others to complete.

3. Start Early

Completing your medical school application is time-intensive and detailed. For this reason, **it is strongly recommended that you start your application well in advance of the deadline, use and review this guide thoroughly, and allow adequate time to both confirm verifiers and request references. You should also plan to submit your application safely ahead of the deadline to resolve any issues that could arise. Deadlines are firm.**

4. PEI Applicants

Applicants who are residents of Prince Edward Island (PE) will be applying to the PEI campus of Memorial University. Classes will be delivered via teleconference, and clinical skills labs will be

completed in Charlottetown. When selecting the campus in your application, you should select "St. John's" with the understanding that you will be receiving the curriculum delivered in St. John's while you are physically living in Charlottetown.

Seats available for PEI residents are determined annually; decisions on residency qualifications will be made by representatives from UPEI. If it is determined that you do not meet the criteria to qualify for a PEI seat you will be moved to the out of province (OC) pool; if you are ultimately accepted from this OC pool, you will live in St. John's and attend that campus.

Transfers between the PEI and St. John's campus are considered on a case-by-case basis if circumstances warrant and the request is within the Site and Campus Assignment and Reassignment Policy.

5. Applicant Code of Conduct

Applicants to the Doctor of Medicine Degree are held to an Applicant Code of Conduct, which is in effect from the date of application submission (or earlier if the applicant contacts the Admissions Office prior to the submission of their application) until they become a Phase 1 medical student at Memorial University. The Applicant Code of Conduct is in the appendix of this guide as well as the Admissions webpage.

The total application fee of $255 is paid upon submission of your application; fee assistance is available for those that qualify, please see Payment and Fee Assistance. **References can be submitted on your behalf any time between June 24, 2026, and August 27, 2026; they will appear in your application after you submit, your application does not need to be submitted in advance of references being sent. See References for exact instructions on how to request references.**

Continuing Admissions Processes and Policies

1. Requests to modify applications after submission

Requests to add forgotten details to applications after submission are not granted. **It is the applicant's personal responsibility to ensure that all the information they wish to present about themselves is included in their application at the time of submission. Applications missing any of the required information or documents after the deadline are closed.**

2. Audits

As part of the quality control process, audits are performed to ensure the information submitted by applicants is correct. It is your responsibility to confirm that contact information provided for named individuals who can verify your historical information is correct. If your named contacts

cannot be reached and/or are unable to verify your details, it will be assumed that the information you have provided on your application is incorrect, which could be grounds for closure, under the Applicant Code of Conduct. **Follow-up with contacts to ensure they can verify your work and volunteer history**.

3. Reapplicants

If you are a re-applicant, transcripts, MCAT scores, and references are **NOT** carried forward from year to year; each year is a new cycle, and all these documents must be submitted again (except for credential evaluations, see below). References must be new each year, including Letters of Support (Indigenous applicants only); references from previous applications cannot be carried forward, however, you may use the same referees with an updated reference. MCAT scores must be released to Memorial University **after** June 24, 2026; scores released for the 2026-2027 cycle before this date will not be retrieved. Details on how to release your MCAT score(s) can be found on our webpage Similarly, Casper scores must also be released by published deadlines directly from your Acuity Insights account.

4. Credential Evaluations

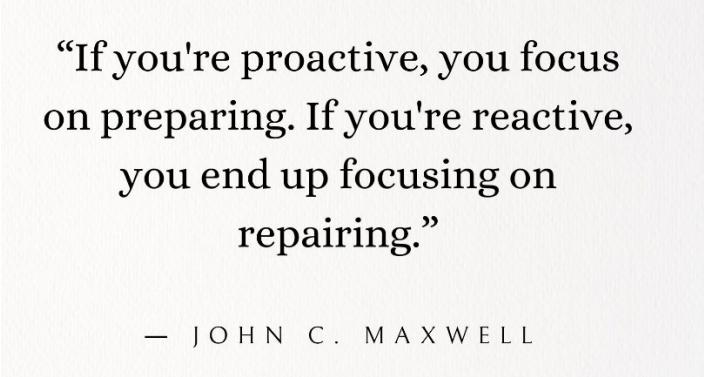
The only documents permitted to be carried forward from a previous cycle are credential evaluations and you must contact the Admissions Office in writing (**munmed@mun.ca)**, **to request that it be carried forward to your current application.** If you have attended a university outside of Canada or the United States and have submitted a credential evaluation with a previous application, **and** your academic record at that institution has not changed, you do not need to submit a new credential evaluation. If you require a credential evaluation from a previous application to be added to your current application but fail to submit a request for this action to occur, your application is incomplete and will be closed. Alternatively, you can request a copy of your credential evaluation from the organization that completed your assessment and have it issued to the Admissions Office, Faculty of Medicine, at Memorial University. See the *"*Education*"* section in this handbook in Part One for further information on credential evaluations and if you need to obtain one.

5. Contact Information

Email is our preferred method of communication with all applicants; **use an email account that you use and/or check regularly** and add munmed@mun.ca to your safe senders list. If you need to be contacted when your application is processed, you will be contacted by email; all other decisions regarding your application will be sent via the email provided on your application. Therefore, it is essential that you use an email account that you monitor regularly.

If you have any questions that are not answered in this guide, please contact the Admissions Office at munmed@mun.ca or 709-864-6328. Email and phone volume are very high in the week prior to the

application deadline and response time can be three business days or longer. **Deadlines are firm; <u>start your application early and submit it early to avoid last-minute issues.</u>**



Part One: Applicant Information

Residence History

If you are applying as an applicant of NL or PE, select the residence pool that applies to you; if additional information is needed, the Admissions Office will contact you. Applications submitted by applicants who selected the wrong residency pool are not rejected; rather, you will be notified in writing that your residence pool is being changed.

Residency status *for the purposes of applying to medical school at Memorial University* is not the same as the physical location of where you currently live. For example, if you moved to Newfoundland & Labrador (NL) six months ago from Alberta, you would not be considered a resident of NL for the purposes of medical school admission because you do not satisfy the definition of a Newfoundland & Labrador resident. In such cases, your residency would be the last province in which you lived and maintained permanent long-term roots.

The definition of a Newfoundland & Labrador resident is **NOT** the same as the University's definition for general undergraduate admission. If you do not satisfy the legislated definition that applies to medical school applicants for the Newfoundland and Labrador pool, you will be removed to the out-of-province (OC) category. In such instances, you will be notified in writing.

If you are applying as a resident of Prince Edward Island (PE), please note that the government decides the terms of residency and makes the final decisions on residency for their seats. If further information is required from applicants in this pool, the Admissions Office will contact you. All information collected from applicants is confidential and redacted prior to being sent to the government.

If you are not applying as a resident of NL or PE, you need to select Other Canadian (OC) as an out-of-province applicant. All applicants, regardless of competition pool, must be Canadian citizens or Permanent Residents. If you are not a born citizen of Canada, you must have permanent residence status with a federally issued PR card **at the time of application**; you cannot apply until permanent residence status has been officially granted by the federal government.

Indigenous Applicants

As mentioned, any applicants applying for reserved Indigenous seats will be considered for such under the Indigenous Verification Policy of Memorial University. If you are applying as an Indigenous applicant, you will need to complete the following additional section of the application:

1. Write a short essay about your experience as an Indigenous person that discusses what your Indigenous identity means to you - how do you expect it will influence you in your program of study?

You will also need to include:

2. Valid membership in a recognized Indigenous collective under the Indigenous Verification Policy, and;
3. A recent (within 12 months of the deadline date) Letter of Support, submitted by a Leader or Elder of your Indigenous community that includes how they have experience with you and/or knowledge of your connection to your heritage and contribution to your Indigenous community. This letter is confidential and must be submitted directly by your Indigenous community or organizational affiliation leader.

MCAT

Entering your AAMC ID into your application **DOES NOT** release your MCAT score(s) to Memorial University (MUN). You need to electronically release all writings of the MCAT within the last 5 years (between August 26, 2021, and August 26, 2026) from your AAMC account and provide the date of the most current writing in your application. Scores older than 5 years have expired.

- If you wrote the exam between August 26, 2021, and July 25, 2026, your score is available by the application deadline and will be retrieved by the Admissions Office on your behalf after the application deadline, ***if you released them***. If your score is available, it should be released prior to the submission of your application.

Many applicants have **closed applications** each year due to **failure to release their MCAT score**. Your score is considered **private information,** and we can only obtain it if **you give permission** for it to be shared with us. As soon as you start your application, you are strongly advised to **log in to your AAMC account** and authorize Memorial University to receive your score.

- If you take the MCAT exam between July 31, 2026, and August 22, 2026, your score will not be available by the application deadline. In such instances, enter the date that you wrote it in the application and you will need to log into your AAMC account and electronically release it to all schools you are applying to when it is available. **The deadline to release all MCAT scores to Memorial University is Thursday, September 24, 2026.** Complete and specific directions to release your MCAT score are available on our webpage. Set a reminder on your phone to release the score on the date it is available.

Exceptions will not be made for applicants who fail to release their MCAT score(s) by the published deadlines. You will not be contacted if your MCAT score(s) are not received by published deadlines. Submitted applications with missing or expired MCAT scores will be closed.

Casper

The Casper test is required to be eligible to apply for the Doctor of Medicine degree at Memorial University. Casper is a situational judgement test that measures the non-academic attributes required to be successful in medicine. Detailed information about Casper, including the test theory and format, a practice test, and how to register for the exam, can be found at https://acuityinsights.app/faq/. There are three test dates for Memorial University for the 2026-2027 cycle; scores obtained outside of these dates are not accepted for this cycle. Your score is valid for only one year and the exam must be written each year that you apply to medical school. The exam you need to register for is **CSP-10211**.

Your Casper ID will be your 8-digit AAMC ID that is generated when you register for the MCAT and it is used as an identifier along with your date of birth to match your score to your application – if **BOTH** of these data metrics do not match when your Casper score is retrieved by Memorial University, it will **not** be matched to your application. To avoid errors, it is recommended to copy and paste this ID directly from your AAMC account. **Numerical errors made by the applicant that result in incorrect reporting or missing Casper scores will not be corrected by the Admissions Office; applications without Casper scores are incomplete and will be closed.**

Like the MCAT, you must authorize the release of your score from your Acuity Insights account to Memorial University for us to receive it. Applicants are encouraged to register for one of earlier Casper test dates; there are no alternative dates for those who register for the August 27, 2026, date and then cannot write the exam as scheduled due to personal reasons.

Education

The interpretation of credits on your transcript will vary depending on your institution. For most applicants, a **course** can be loosely defined as *'a unit of work completed over a 3-4-month period,* depending on the length of the semester. The value of that work is determined by **credit hours** or **units** and is unique to each university. Many universities in Canada operate on a 3-credit hour per course system, but some have a different allowance. For example, at the University of Toronto, the standard credit hour value per course is 0.5. When you report your grades in your application, you will be calculating your average using the credit hour value in use at your university. **You will need to know the number of credit hours each of your courses is worth at your institution to complete your application correctly.**

A separate module explains how to complete the Yearly Progress section of your application. This section of the application is mandatory, and you must submit the Yearly Progress Calculator with your application. **Applications with missing Yearly Progress Calculators will be closed.**

If you will be continuing or starting a Master's or Ph. D program after your application is submitted, **indicate such on your application**. In these instances, you would enter the future end date of the program in the Academics section of the application. It is important for the Committees to see how you will be spending your time after your application is submitted (working full-time, graduate studies, etc.).

Credential Evaluations – International Transcripts Only

You must enter all secondary (junior high and high school) and post-secondary institutions you have attended and list any degrees and/or diplomas obtained at the post-secondary level. If you have completed university courses at a post-secondary program outside of Canada or the United States, you may need a credential evaluation as described in the chart below.

Do you need a Credential Evaluation with Course-by-Course Analysis?	
YES	**NO**
You have completed courses at a post-secondary institution outside of Canada or the United States for **two or more semesters.**	You have completed courses at a post-secondary institution outside of Canada or the United States for **one semester only.**

Credential evaluations can be obtained by many different providers in Canada. **Credential evaluations must be released by the provider directly to the Admissions Office** and dated on or before the application deadline. If you require a credential evaluation, your application will not be considered without this document. **Credential evaluations can take up to two months or longer**; therefore, you are strongly advised to investigate the requirements well in advance of the application deadline.

Credential evaluations may be carried forward from a previous application cycle IF your academic history at that institution has not changed since the last application was submitted. In such instances, you need to contact the Admissions Office in writing (munmed@mun.ca) **and** request that your credential evaluation be carried forward to your current application. If you require a credential evaluation from a previous application to be added to your current application but fail to submit a request for this action to occur, your application is incomplete and will be closed.

Non-University Programs

Non-degree post-secondary programs are not considered in the calculation of your overall average and will be removed from all academic average calculations. Academic calculations are calculated from courses taken at universities/colleges, including any credits obtained at the graduate level. Programs and courses not completed at a university or college, but transferable to university for equivalent credit, are accepted and the applicant is responsible for doing such to have these courses included for application evaluation. **In such cases, the original unofficial transcript of the transfer courses must be included with your application.** The Admissions Office does not evaluate non-degree programs or determine if non-

university credits are eligible for transfer for university recognition. If you are unsure of the acceptability of your credentials, please contact the Admissions Office for further information.

Transcripts

All applicants, including current Memorial University students and graduates, must include a current unofficial transcript with their application for each post-secondary institution attended. You can download these yourself through your student account at each institution, in PDF format, and upload it directly into your application on the "**Documents and Supplemental Items**" section. **Screen shots are not accepted for this purpose**. You will only need to submit an **official** transcript from your university if you are selected for an interview; directions on how to do this will be sent with your interview offer. Since credential evaluations are either carried forward from a previous application or submitted directly to us from the issuer, they are already official and will not need to be resubmitted if you are selected for an interview. The definitions of 'official' vs 'unofficial' can be found in the Appendix of this guide.

If you are unable to obtain an unofficial copy of your transcript through your student account or other means, contact the Admissions Office **at least three weeks** prior to the deadline for further directions.

DO NOT send an official transcript from your university to the Admissions Office instead of the unofficial as directed. Official transcripts sent to the Admissions Office directly will be destroyed. Do not send official transcripts until directed to do so by the Admissions Office.

Late transcripts are not accepted and will not be processed.

Transfer & Exchange Courses

You must include an unofficial transcript for ALL post-secondary institutions you have attended, including transfer and/or exchange credits from other universities and/or colleges. For example, if you started your degree at Dalhousie University and finished it at Memorial University, you need to submit unofficial transcripts from both Dalhousie and Memorial. **Every academic institution you have received credit from at the university (or equivalent) level must have an accompanying unofficial transcript**. Applications that do not have unofficial transcripts from all post-secondary institutions attended are incomplete and will be closed.

Local Colleges

If you completed credits at a local college (like College of the North Atlantic in NL) and transferred those credits to a university, you need to include a copy of that transcript. It is **not sufficient** for these courses to be displayed as transfer credits with no grade on your university transcript.

International Baccalaureate (IB)

If you completed the IB program in high school and transferred the credits towards your bachelor's degree at university, an unofficial copy of your IB transcript must be submitted with your application. You can access your IB account at rrs.ibo.org, with your PIN and login information; accounts do not expire. If you have retained a copy of this transcript from high school, that is sufficient; it is **not** sufficient to only submit your high school transcript showing the credits completed in the IB program. It is not necessary **to pay the fee to IB** to have an official transcript reissued, a copy of your completed courses and grades awarded from your IB account is acceptable**.**

Advanced Placement (AP)

If you completed AP courses in high school and transferred the credits towards your bachelor's degree at university, an unofficial copy of your AP transcript must be submitted with your application. If you have retained a copy of this transcript from high school, that is sufficient for this purpose.

There is no time limit on accessing your College Board account - if you remember your username and password, you can log in at any time. If you have forgotten your login information, you can contact AP Services for assistance. You can download a free unofficial copy of your AP score report directly from your account at any time.

International High School Completion

If you do not have IB or AP credits but completed high school internationally **and** completed credits during this time that you transferred to a university, please contact the Admissions Office for guidance in how to proceed, munmed@mun.ca or 1-709-864-6328. International high school education systems are highly variable, and not all credits are accepted for university credit. For example, if you have completed a GCSE curriculum and have A-Level course credits, you may have received credit at your university for GCE credits and will need to provide an unofficial copy of this transcript with your application.

Yearly Progress

This section of the application is mandatory. Failure to complete this section as directed will result in your application being closed.

Please see the Yearly Progress Module for comprehensive directions and examples of how to utilize the Yearly Progress Calculator to complete this part of your application section, which MUST be submitted with your application.

Pending Courses

If you will be continuing with post-secondary studies after the application deadline, enter the courses that you plan on taking in the Fall, Winter, and Summer (if applicable) semesters. The actual courses you end up taking are not as important as the intention behind the courses. Since course offerings are subject to change for many universities, applicants are not required to take the courses indicated on their application. For example, if you list Biology 4325 on your application for the winter semester after your application is submitted but due to scheduling conflicts (or other reasons) you are unable to take this course, and need to take Biology 4450 instead, that is ok. If the requirements of your degree are fulfilled by the time lectures begin in August of 2027, the actual courses listed on your application are not as important, unless they are required courses to complete your degree. It is expected, however, that applicants maintain the degree of difficulty in their courses as they progress through their program of study, i.e. if you are in your 4th year of studies, your elective courses should be comparable in degree of difficulty and not entry level courses. If any of your listed courses change after application submission you must notify the Admissions Office via munmed@mun.ca.

Other

Scholarships & Awards

List any scholarships and/or awards given in sequential order in the space provided as well as a brief description with the monetary value of the award, if applicable. Common awards, like the Dean's List, do not require a description; anything unique to your post-secondary institution or community, which our Committee members may not recognize, should have a brief description of no more than two sentences.

If you received an award or scholarship but did not accept it, for example, an entrance scholarship to University XYZ, but then decided to go to University ABC, you should list the award even though you did not accept it.

Work Experience

When completing employment, enter work-experience obtained starting at the post-secondary level. If you began working in a position or for a company/organization while in high school AND continued doing so while completing your post-secondary education, it is acceptable as a work experience entry, and you should differentiate the two periods of time with two entries. **All work experience entries must be dated in the past; do not project anticipated work experience into the future**. For example, if you will start a new position in September 2026 that you believe will continue into the following year, do not enter it as projected work experience with a future end date and accumulated hours. **All work experience entered must have already occurred and all dates entered must be in the past**.

The application system can only accept entries in the format of MM/DD/YYY. You do not need to know the exact start and/or end dates of any employment positions you have had; the month & year is sufficient. You can enter the exact dates if you know them; if not, enter the 1st of the month. If you are still employed at the same location at the time of application, enter the application deadline as the **End Date**.

It is very important that your work experience can be verified by the Admissions Office. Ensure that all contact info for the listed verifiers is correct and up to date. You should advise the named individuals that they could be contacted at any time during the application cycle. When entering their contact info and professional relationship to you, follow the following structure:

> **Contact Person**: The actual name of the individual, e.g. Mr. John Smart, Ms. Shira Khan, etc. If you are self-employed, indicate someone to whom you sold services/products, that can verify your work.
>
> **Contact Title**: Their role in relation to you when you worked there, e.g. Manager, Supervisor, Volunteer Director, etc.
>
> **Contact Number**: A current number to reach them; if they no longer work in the business that is ok, but you need to provide a phone number for the Admissions Office to reach them whereby they can answer any questions about your employment. If it is a large business/company and you have no contact info for the manager/supervisor or they no longer work there, another person at the organization can verify that you were once an employee and confirm the time frame in which you worked there. In such large corporations, the Human Resources office should be able to confirm this. If the organization is no longer in business and you are unable to provide contact information for verification, please indicate such in the Additional Information section of your application. If your verifier has an extension to their phone number, please indicate this in the Additional Information section of your application.

Use the following definitions to guide you in categorizing your work experience descriptions:

- *Work Term* - if you have completed a work term, practicum, or placement that is required as part of your degree, Master's, or Ph.D. program, whether paid or unpaid, use Work Term. **Do not use Full-time during University**. If you completed a work term/placement that led to employment at the end of the work term, outside of the requirements for your post-secondary program, make two entries: one identified as Work Term and one as different employment using the definitions below.

- *Part-time* – less than 30 hours per week at one position, either upon graduation of a post-secondary degree or in the summer (or equivalent) between post-secondary semesters. You are not in school during this time.

- *Full-time* – 30 or more hours per week at one position, either upon graduation of a post-secondary degree or in the summers (or equivalent) between post-secondary semesters. You are not in school during this time.

- *Part-time during University* - less than 30 hours per week at one position, while attending university on either a full-time or part-time basis.

- *Full-time during University* - 30 or more hours per week at 1 position, while attending university on either a full-time or part-time basis.

Extracurricular Activities

Extracurricular activities are an important part of the application and can encompass a wide range of undertakings; they are an opportunity to show the Committees how you spend your time outside of employment and/or academics. Acceptable extracurricular activities are those that you take part in or perform **regularly** and have a history of doing for a notable period over the past 5-7 years, not one-off events or daily living tasks. You can include one-off activities; however, the number of entries you can make in the application is limited; therefore, **it is important that you select those activities that demonstrate long-standing commitment and/or involvement**.

General Guidelines

Don't include:

- research completed as part of an honours, Master's, or Ph.D. thesis; this is not voluntary if it was a requirement as part of your post-secondary education.
- unpaid work terms or placements that are part of your post-secondary education; again, these are requirements, not voluntary actions. It is appropriate to put these in the "Work Experience" section.
- regular daily activities i.e. childcare, cooking meals, leisure activities, hobbies, working out/ going to the gym, etc.

- activities that have yet to occur, i.e. a new volunteer position whereby you anticipate an involvement of 2 hours per week in the future but currently have no or very limited hours. **Only report activities that have already occurred or are in progress**.

Do's

- volunteer research not associated with or required for the completion of your post-secondary education;
- consistent involvement with charities, non-profits, community groups, or volunteer organizations that requires you to be directly involved with supporting, assisting, or helping individuals or groups of individuals.

Entry Assistance – Extracurricular Activities

It is important that you complete ALL FIELDs for each entry that you make; failure to do this will result in them being removed from your application prior to Committee review. When filling in the entries, please note:

- '**Description**' refers to what you did/ what your duties were. It is insufficient to be vague, like "Camp Counsellor", "Research Assistant" – state what you did specifically.
- If you are still volunteering with said organization enter the application deadline date for "**End Date**". Like employment, the exact date is not important here- if you know it, enter it; otherwise enter an estimate to the nearest MM/YYYY.
- Be sure the contact info of your named verifiers is correct; if verifiers are contacted and they are unable to confirm your entries, they will be considered fraudulent.
- If the hours you commit per week to any activity are variable, enter an average over the time frame of your commitment.

References

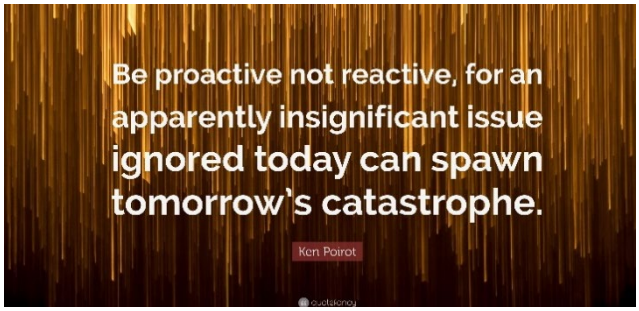
To have an official reference request sent to your referees, you must officially request them in the "Documents and Supplemental Items" section of the application prior to the deadline. Exact details on how to do this are found in References in in Part Two of this guide. If the names of your referees change between submitting your application and the application deadline, you must notify the Admissions Office as you cannot make these kinds of edits after your application is submitted.

You do not need to have your application complete and submitted to request references, and you are strongly encouraged to request references early and monitor your student account to ensure they have been submitted on your behalf.

You must have two acceptable references, one of which must be from an academic referee (Type A). Please thoroughly review the appendix at the end of this guide (**Reference Criteria**) for comprehensive descriptions of acceptable referees.

References submitted on behalf of an applicant from referees that do not meet the acceptable criteria are not accepted and the application will be closed. If you have requested a reference from a referee that is not acceptable, you will not be contacted, either before or after the application deadline, to submit a new reference.

Be proactive on the Reference Criteria and contact the Admissions Office well in advance of the deadline for advice if you are in doubt about the acceptability of a referee.



If a referee is not responding in a timely manner to your request, it is highly recommended that you select a new one to avoid the closure of your application. You can do this through your student account by cancelling the reference request that was sent on your behalf; the link to this referee will now be inactive. If you already submitted your application and need to change a referee, you must inform the Admissions Office at munmed@mun.ca in case there is any issue with your new referee submitting the reference by the deadline, as you cannot access your application after submission. In such cases, include the name and full contact information for your new referee in your email to our office.

Mature Applicants

If you are a mature applicant, someone who has been away from post-secondary studies entirely for at least five years, an exemption to requiring an academic reference may be considered. The preference is for all applicants to have an academic reference, however, for mature applicants, an academic reference may be out of date and/or no longer practical and valuable to either the Interview or Admissions Committee.

You may request an exemption to an academic reference if **both** of the following apply:

i. you must have graduated from an accredited university for five years or longer **and** have completed no courses at a university since the date of graduation and the date of application to medical school.
ii. you are a working professional, for at least two years, in a field directly related to your post-secondary studies.

If criteria i. **and** ii. are not met, you are not eligible for an academic reference exemption.

All requests for an academic reference exemption must:

i. be formally made in writing to munmed@mun.ca with a detailed explanation for the request, including the name and contact information of the person you wish to name as your referee;
ii. be submitted **at least 3 weeks** before the deadline;

If you are approved for an academic exception, you must submit a reference from a current or former supervisor/manager/employer (within the last 24 months), for whom you have worked with directly or have been supervised by, for at least one year continuously. **References from colleagues are not accepted.** The submission process for this will be the same as outlined in References of this guide; you will not be able to change the "Reference Type", that is fixed as 'academic', but it will be noted in the Admissions Office that you have been given an exemption and this will not impact your application.

Additional Information

This section is to include additional information about your application that does not have a designated space elsewhere in the application. **Do not use this section to provide additional autobiographical details or additional details pertaining to other parts of the application, unless otherwise directed in this guide to do so.**

If there is any important information, excluding autobiographical information, that you feel is important for the Committees to know, that **does not fit in the other categories of the application**, you can add it in this section. Most applicants leave this section unfilled; it is an optional section and the need to provide further information is not common.

If you have a documented disability that is relevant to your application and you want to disclose it, you can do so in this section. You may also upload supporting documentation in the "Documents and Supplemental Items" section of the application; the decision to do this is optional, it is not required.

Publications

List publications in this document as indicated. Do not upload full publications with your application; the information to verify the publication and you as 1st, 2nd, or another author is sufficient. You may enter a URL, if available, instead of bibliographic details. If you have more than the space provided, select the ones you feel are most beneficial to your application.

Each entry that you initiate must have complete fields or an error will result. If the field is not applicable, for example, if you have a poster from an academic conference, the field for "Volume" would not be applicable to you so enter "N/A" and any other fields to which this would also apply.

Only list publications that have been officially submitted for peer-review publication. Do not include works in progress, or research that *may* be submitted for publication when complete. You may include conference presentations/posters that have already occurred, but not those that you anticipate for the future.

Attaching Documents

Do not supply more documents than required with your application. Your application is only evaluated with the requirements specified; additional documents (CV, resumes, certificates, etc.) are not requested and there is no place on the application for them. The only references considered are from those referees who are named in your application. References supplied from referees not named on your application are not accepted and will not appear in your application for Committee review. The exception to this is for applicants who submitted their application prior to the deadline and needed to change a named referee before the deadline.

Payment & Fee Assistance

The total cost of applying is $255, which is payable to submit your application. If you require fee assistance, contact the Admissions Office at **least 3 weeks in advance of the deadline** at munmed@mun.ca to obtain more information. Requests submitted after this 3-week deadline will be considered as time and resources permit.

Submitting Your Application

After application submission, you will not be able to edit any information entered, except for personal contact information. If you move or obtain a new phone number or preferred email, you must update it via your student account and email the Admissions Office so we can update it in our records. Do not contact the Admissions Office to add additional details to your application that you forgot to include; such requests are not honoured.

If you are attending any post-secondary education after the application deadline, you will need to send an updated transcript to the Admissions Office with your grades, **ONLY if you are selected for an interview**. Directions on what to do regarding official transcripts are sent with interview offers.

Your student account should be monitored, both before and after the application deadline, to check the status of references received. After you submit your application, you can and should monitor the status of your references by using the information below:

Status	Meaning
None	The reference request to the referee has not been initiated by the applicant.
Sent	The applicant has requested a reference from a referee, and the request has been sent to them but not yet submitted by the referee.
Complete	The reference has been submitted by the referee and received by the Admissions Office.

A reference document is only considered received when the status of your student account is "Complete", as above.

If you have any questions that are not answered in this guide, please contact the Admissions Office at munmed@mun.ca or 709-864-6328. Email and phone volume are very high in the weeks prior to the application deadline and response time can be two business days or longer. Most answers to applicant questions can be found in this guide or on our website; email priority will be given to respond to questions that are not.

Office hours for the Admissions Office are Monday – Friday, 8:30 – 4:30 NL time. Email received after business hours will be acknowledged within three business days, including inquiries received on the application deadline date. **Start your application early and submit it early to ensure you meet the deadline and have time to troubleshoot any issues that could arise.**

Part Two: Completing an Application

The remainder of this guide is to assist you in completing your application within the system, providing exact information on how information needs to be entered to avoid mistakes and prevent submitting an incomplete application.

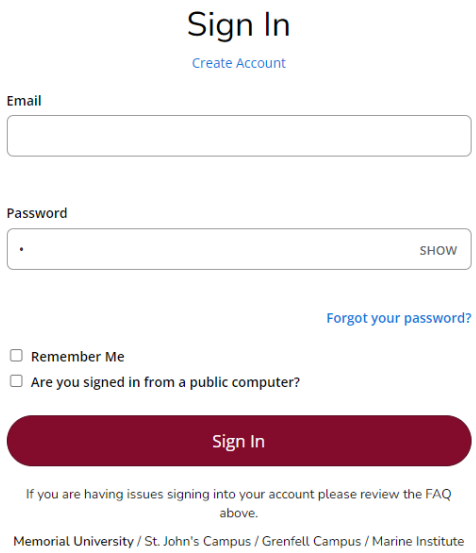
You are strongly advised to read and thoroughly understand the requirements. Exceptions will not be made for applicants who fail to utilize this guide and apply with missing components, the deadline for all requirements is final.

Getting Started

Do not initiate or complete your application on a cell phone; use a laptop or desktop computer.

To begin an application, go to this page: Undergraduate Admissions Programs

This will bring you to a new page, as below, to create an account for Memorial University. To access the application for Doctor of Medicine, you need to either log-in to an existing account or create an account.



On this page, **one** of the following will apply to you:

i. You are a **new applicant** to Memorial University and have never applied to any program at this university before.
ii. You are a **reapplicant** and have applied to Medicine previously since 2022 or have applied to a different program at Memorial University in the past. If this applies to you, skip to My Account.

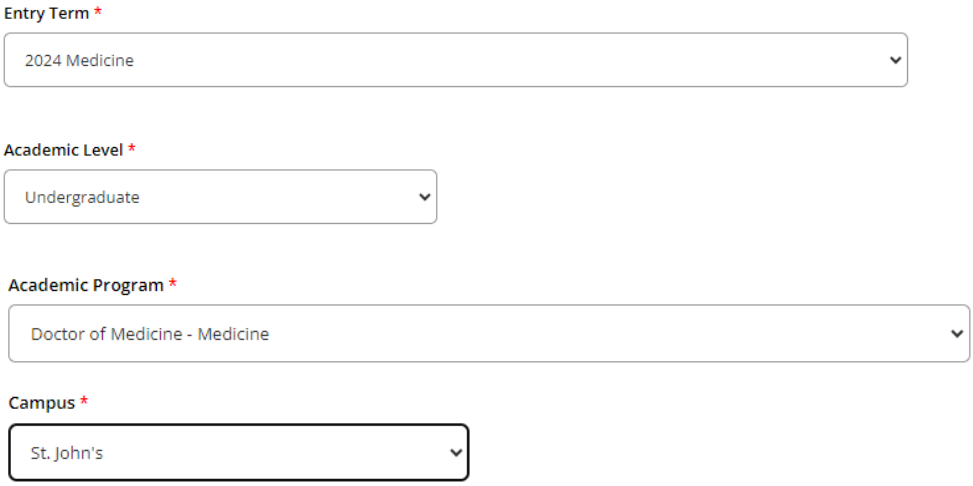
New Applicants

If you have not created an account at Memorial University to apply to a program in the past, you will need to do so now. Select the "Create Account" option, either from the ribbon on top of the page or the text under the Sign In bar; both will bring you to the same place.

After your account is created, you can specifically apply for the undergraduate medicine degree.

This is a general account for the university and not specific to the Faculty of Medicine or the undergraduate medical program. The email address you enter here is the email that will be on your application, so it is important that you select an email that you check often and anticipate using into the

future, as all correspondence from the Admissions Office regarding your application will be sent to this address.



Country of Residence: For most applicants, the country of residence will be Canada; if you are a permanent resident in Canada, select "Canada" here; the country from which your passport was issued to come to Canada is your "**Citizenship Status**" as you are a citizen of that country. A Canadian Permanent Resident is someone who has been granted permanent resident status by immigrating to Canada. A permanent resident is not a Canadian citizen; rather, all permanent residents are citizens of other countries. If you have permanent residency status in Canada, you can indicate this specifically when you begin your application to the Doctor of Medicine Degree.

Entry Term: select '*2027 Medicine*'

Academic Level: select *Undergraduate*; then from the drop-down menu select *Medicine (undergraduate)*

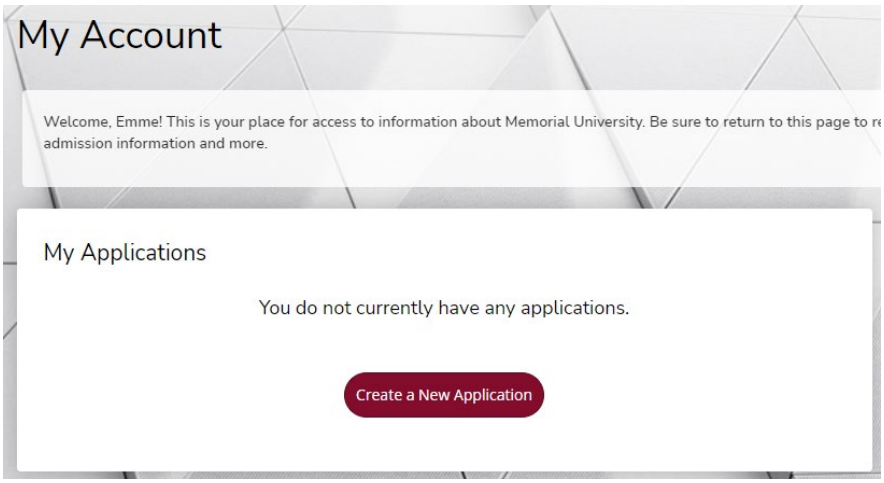
Area of Interest: select *Medicine (Undergraduate)*

Academic Program: there is only one option to select, *Doctor of Medicine*.

Campus: select *St. John's* as Medicine is only available at the St. John's option. PEI applicants should select this option as well even though, if successful, they will be attending the PEI Campus of Memorial University in Charlottetown.

My Account

Upon finishing your account creation, your screen will appear as below:

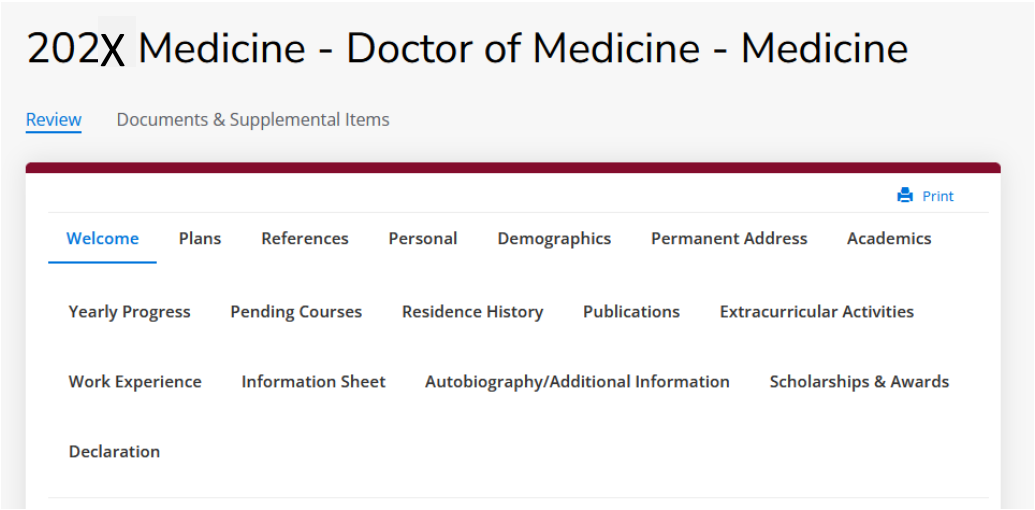


Clicking the Create a New Application button will allow you to begin your application to the Doctor of Medicine Degree.

The steps from here are straightforward until you get into the application, as shown below.

Once you click the blue Start a New Opportunity Here tab, you will be taken to the sections of the application that you must complete to submit successfully. Please take note of the following:

1. The "**Review**" tab contains the pertinent information about your academic history, personal details, autobiography, and additional details. **Sections marked with a * are mandatory; you can submit without these fields being completed, however, failure to provide the required information could result in your application being closed.**



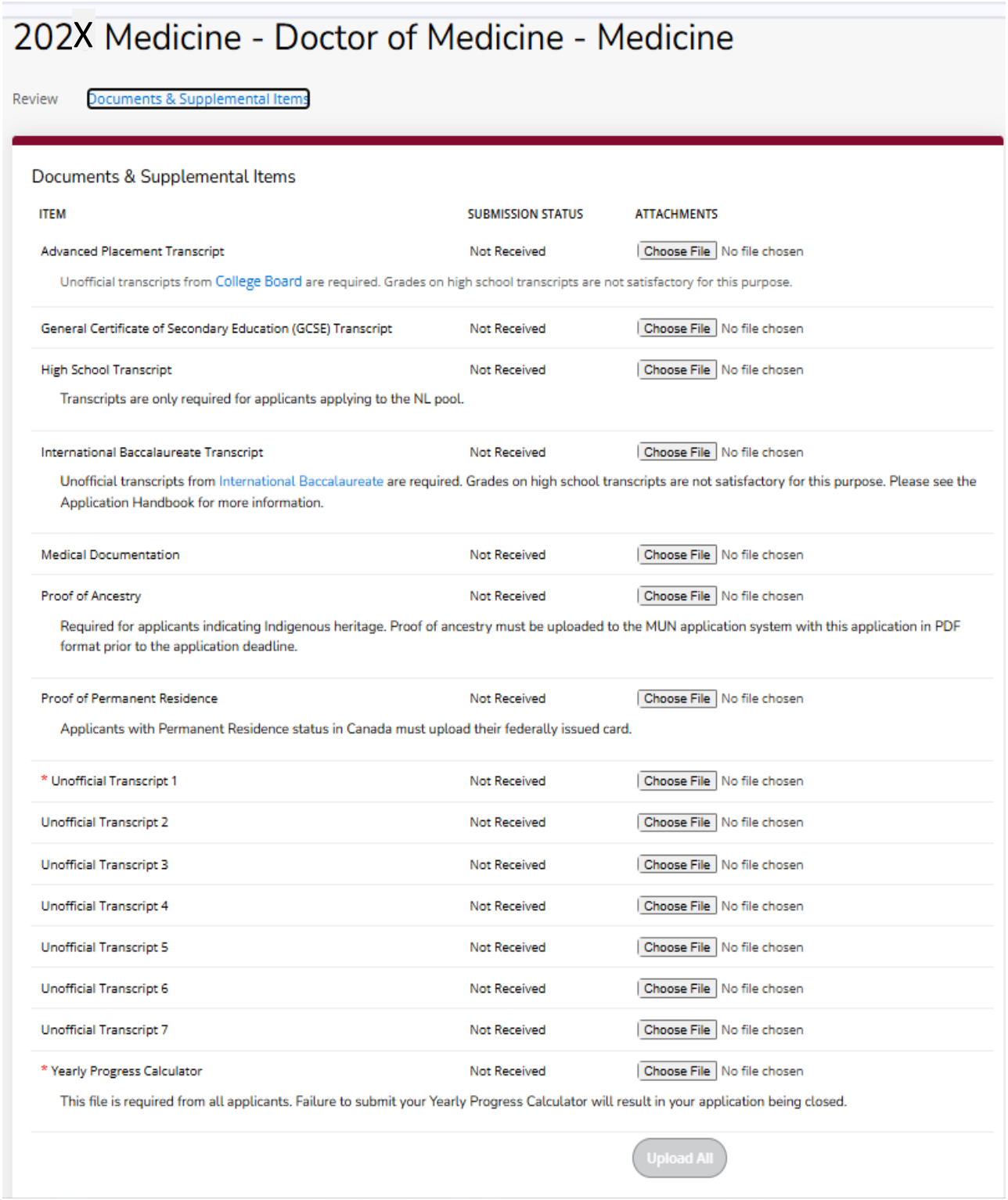
2. The "**Documents and Supplemental Items**" tab is where both required and optional documents are uploaded and submitted with your application. Documents marked with a * are mandatory, however, **the system will allow you to submit your application with no attachments uploaded**. **It is your responsibility to ensure that all required documents are submitted with your**

application at the time of submission. If you submit your application with missing documents, you will have until **Wednesday, August 26, 2026,** to submit outstanding documents, including references.

Required and Supplementary Documents

The documents below may be required, depending on your academic status, residency status, and/or application pool:

Application Section	Required if:
Yearly Progress Calculator	**Required for all applicants. Your application will be closed if this is not included with your submission.**
Credential Evaluation	You have attended a university outside of Canada or the United States for more than one semester of study.
Proof of Permanent Residence	You are applying as a permanent resident in Canada but do not have citizenship.
Proof of Ancestry	You are applying for an Indigenous seat and are an Indigenous applicant.
Medical Documentation (optional, not required)	You have a documented learning, physical, or medical disability that has impacted your education and/or life or could impact medical studies and you want to provide context on the impact to your life, you may add it to your application.


202X Medicine - Doctor of Medicine - Medicine
Review
Documents & Supplemental Items
Documents & Supplemental Items
ITEM
SUBMISSION STATUS
ATTACHMENTS
Advanced Placement Transcript
Not Received
Choose File
No file chosen
Unofficial transcripts from College Board are required. Grades on high school transcripts are not satisfactory for this purpose.
General Certificate of Secondary Education (GCSE) Transcript
Not Received
Choose File
No file chosen
High School Transcript
Not Received
Choose File
No file chosen
Transcripts are only required for applicants applying to the NL pool.
International Baccalaureate Transcript
Not Received
Choose File
No file chosen
Unofficial transcripts from International Baccalaureate are required. Grades on high school transcripts are not satisfactory for this purpose. Please see the Application Handbook for more information.
Medical Documentation
Not Received
Choose File
No file chosen
Proof of Ancestry
Not Received
Choose File
No file chosen
Required for applicants indicating Indigenous heritage. Proof of ancestry must be uploaded to the MUN application system with this application in PDF format prior to the application deadline.
Proof of Permanent Residence
Not Received
Choose File
No file chosen
Applicants with Permanent Residence status in Canada must upload their federally issued card.
* Unofficial Transcript 1
Not Received
Choose File
No file chosen
Unofficial Transcript 2
Not Received
Choose File
No file chosen
Unofficial Transcript 3
Not Received
Choose File
No file chosen
Unofficial Transcript 4
Not Received
Choose File
No file chosen
Unofficial Transcript 5
Not Received
Choose File
No file chosen
Unofficial Transcript 6
Not Received
Choose File
No file chosen
Unofficial Transcript 7
Not Received
Choose File
No file chosen
* Yearly Progress Calculator
Not Received
Choose File
No file chosen
This file is required from all applicants. Failure to submit your Yearly Progress Calculator will result in your application being closed.
Upload All

Completing your Application

You must complete all the sections below as part of your application. Many of these sections are straightforward; directions on how to complete the more detailed sections are on the following pages.

Welcome

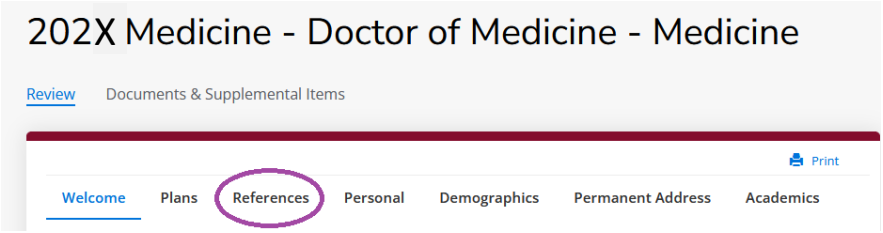
You must be a Canadian citizen or permanent resident of Canada to apply AND you must also have a degree by the time you would begin medical studies in August 2027. If either of these conditions are false, you are ineligible. If you answer "No" to this question and choose to submit anyway, the system will allow you to continue, however, it will not be reviewed, and no refunds will be issued due to lack of eligibility.

Plans

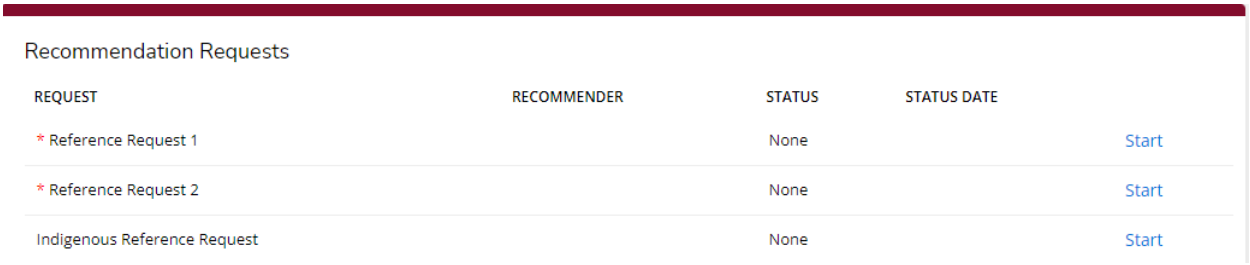
This section should be auto filled based on your previous entries when setting up your account. If you are a current or former student of Memorial University, enter your student number; otherwise, leave it blank. If you are not a student, either past or present, of MUN but applied to the Doctor of Medicine degree since summer 2022, a student number was issued to you with that application and is the same for this cycle. You can find it within your student account.

References

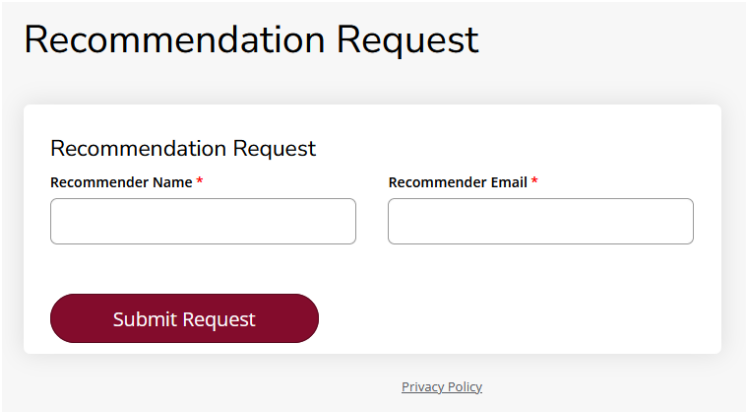
Naming references on the tab below DOES NOT request them on your behalf.



To initiate an official request for a reference to be submitted, you must do so on the "**Documents and Supplemental Items**" tab. On the bottom of that page, you will see the following:



Hitting the Start button for each referee will produce a window like below:



After you complete and submit this request, your referee receives an official email and instructions on how to submit their reference. **You can do this step as soon as you begin completing your application and are encouraged to do it early** – it will give your referees plenty of time to complete and submit their reference for you. If you wait until it is close to the deadline to complete the above step, your referee will only receive directions at that time. **Extensions will not be given to applicants who fail to provide referees with reasonable time to complete reference letters**. Reference requests submitted by applicants are time stamped.

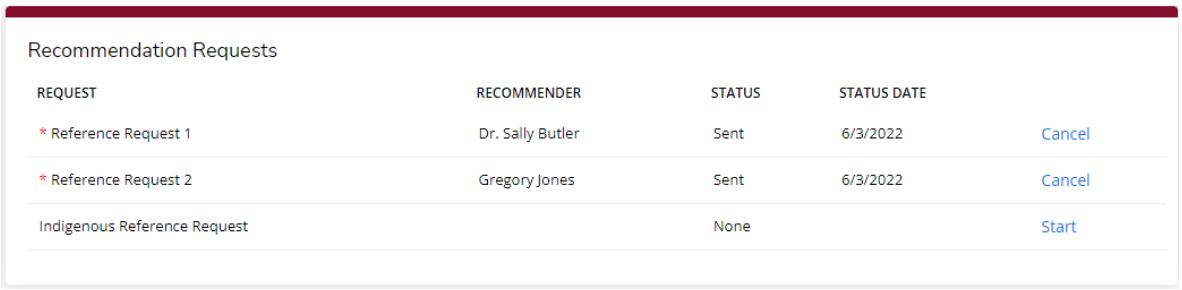
Reference 1 is the Academic Reference (Type A); Reference 2 is your second reference (Type B), either Academic or Non-academic. Complete all the information for your referees, including how they know you and the nature of your relationship with them. **It is important to be specific** – if they acted as your supervisor/manager/employer in an employment capacity, state this; if they taught you university courses, specify such. There is a character limit for this field (250), so a sentence or two is sufficient. **Failure to submit two acceptable references will result in your application being closed.** Reference criteria is in the appendix of this guide and on the Admissions webpage. **Applicants are advised to read this carefully and contact the Admissions Office should they still have questions.**

After completing and saving the reference information, go to the "**Documents and Supplemental Items**" section of the application; saving each section of the application as you complete it will allow you to return to it later without losing any information. The Indigenous Reference Request is only required if you are applying as an Indigenous applicant and want consideration for an Indigenous seat. If this does not apply to you, ignore this reference request.

Under the "**STATUS**" area you can monitor your references at any time after requesting them to see what has been received on your behalf. You can still work on your application after completing the above; **your application does not have to be submitted for your references to be submitted on your behalf**, referees can submit their recommendation at any time after you request it prior to the application deadline. When your application is submitted, the system will match any references submitted for you and they will appear in your application.

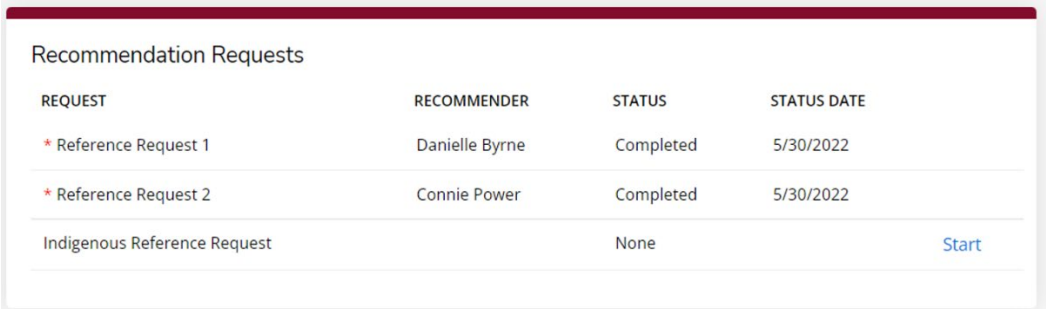
You must request the references in the order that they were entered in the References section – Reference 1 (Type A) must be the academic referee. If you fail to be consistent here, the custom email that is sent to the referee will be addressed to the wrong person.

After submitting the official requests for references, your "**STATUS**" will look like below; "**Sent**" indicates that an email has been sent at your request to your named referees with a request and directions on how to complete a recommendation on your behalf. You should confirm with your referee that you have completed your portion of the reference request and they will receive an email with further instructions.



If a referee is not responding in a timely manner to your request, it is highly recommended that you select a new one to avoid the closure of your application. You can do this through your student account by cancelling the reference request that was sent on your behalf; the link to this referee will now be inactive. If you already submitted your application and need to change a referee, you must inform the Admissions Office at munmed@mun.ca as you cannot access your application after submission and in case there is any issue with your new referee submitting the reference by the deadline. In such cases, include the name and full contact information for your new referee in your email to our office. You can cancel either of the above referees at any time before submitting your application; doing so will inactivate the link they were sent to submit their document.

When your references have been submitted by your referees, your "**STATUS**" will as below, and you will also receive an email confirming that a reference has been submitted on your behalf.



You need to monitor your student account leading up to and immediately after the deadline to ensure your references have been received. **If your references are not submitted by the application deadline**

and you do not advise the Admissions Office immediately, no leeway will be given on late references, and your application will be closed. Check your account!

If you are a mature applicant, you may qualify for an academic exception. Please see Mature Applicants in this guide for specific details and instructions.

You may use a referee that you used in a previous application, but they must submit an updated reference for you through the process previously outlined. References are not carried forward from previous applications.

Personal

Most of the information in this section should be auto filled from your account creation. If you have a preferred name that is different than your given legal name, you can enter it here.

If your country of citizenship is not Canada, you must be a Permanent Resident and will be asked to enter your Client ID number on the application. You will also need to upload a copy of this card on the "**Documents and Supplemental Items**" in the "Proof of Permanent Residence" section with other required documents prior to submitting your application.

You will be asked if you are an Indigenous Canadian; if you would like consideration as an Indigenous applicant, you need to answer this question in the affirmative and submit a copy of your government-issued ID with your application. Indigenous seats in the NL pool are prioritized for residents of Newfoundland and Labrador; the Indigenous seat in the PE pool is open to Canadian Indigenous applicants.

Demographics

Apply to the "Competition Pool" for which you qualify, according to the table below:

Competition Pool	Criteria
NL	Must be a resident of NL, as defined in the legislated definition.
PE	Must be a resident of PE, as defined by the PE government.
OC	Any other Canadian province, not including those above.

Permanent Address

Complete the fields as required. This is the address where you permanently live, independent of time spent elsewhere in university. For many applicants, this will be the address of their parent(s).

Academics

You need to include all high schools attended as well as any post-secondary institutions you attended thereafter. If you are applying as an NL resident, you need to include the junior high school you attended as part of the residency definition.

High School

You must provide your complete academic history, including all high schools attended. If your high school is not found, enter the full name and address of it.

University/College

The system will search for universities based on the key words you enter. Complete the fields and click Search. This will generate a list of schools from which to select; if yours is in the list, all other address information pertaining to it will load when you select it. If no school is found, you can enter it in the field for addition to the database.

Complete the remaining fields; if you completed course(s) only at a university and did not obtain a degree there, indicate the area of focus and answer the question regarding degree completion in the negative. Using the + Add University/College button, make a different entry for each post-secondary school you have attended. Exact completion dates are not crucial; if you know them, enter them. The calendar function requires an exact date but if you cannot remember, make a guess – only the month and year is important here.

You can enter a maximum of 7 different institutions here; if you have attended more than this, please contact the Admissions Office for direction at munmed@mun.ca or 709-864-6328.

MCAT & Casper Exams

You must enter your AAMC ID and the most recent test date for your MCAT exam; if you have taken the exam more than once, all your scores since 2015 will be retrieved by the Admissions Office **IF** you have released them to Memorial University. Exam scores in the old format of the exam (pre-2015) are expired and will not be retrieved by the Admissions Office. All valid scores must be within 5 years of the application deadline.

Entering your AAMC ID into the fields of the application **DOES NOT** release your MCAT score(s) to Memorial University. Please see our webpage for complete instructions on how to release your score. If you are writing the MCAT anytime from July 31, 2026 – August 22, 2026, your scores will not be available through AAMC by the application deadline and you will need to release them to Memorial University when they are available by the September 24, 2026, deadline.

The Casper exam you need to register for is **CSP-10211,** also known as **Casper 2**. Your Casper score must also be released through your Acuity Insights account to Memorial University: like the MCAT, if your score is not available by Acuity Insights by the application deadline, you will need to release it to Memorial University when available prior to the September 24, 2026, deadline.

Failure to release both your MCAT and Casper scores by published deadlines will result in your application being closed. Exceptions will not be made for missed deadlines. You will not be contacted to provide your scores after published deadlines as detailed on Application Timelines.

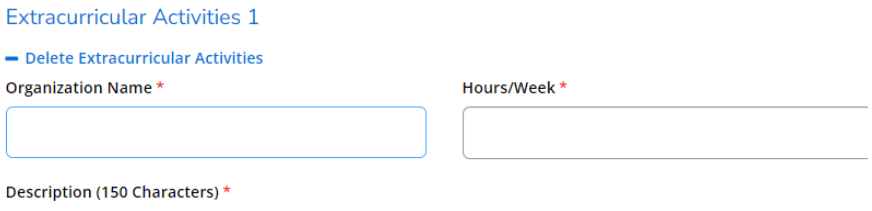
Yearly Progress

Full details and examples of how to complete this section correctly are found in the Yearly Progress Module, external to this guide. Review it thoroughly and utilize it to complete the Yearly Progress Calculator – you need the results of the calculator to complete this section of your application.

IMPORTANT General Submission Information for Work Experience, Residency, Extracurricular Activities, Pending Courses & Publications

Due to the mandatory fields in each of the sections named above and following this box, if you receive a "submission error" during the submission process, it could be because you have added (+ **Add Extracurricular Activities)** an entry to *any of the sections listed above* and it is incomplete. You will need to either complete the entry or follow the steps below to rectify the problem.

Press **- Delete Extracurricular Activities** (shown in picture below)



All mandatory fields (fields that have *) in each section, require information**. If you do not have information/not applicable you will need to enter "N/A" into the field.**

Pending Courses

Complete only if it applies to you; otherwise, leave it blank.

Publications

Complete only if it applies to you; otherwise, leave it blank and tick the box "◯ *I do not have any publications*." You may include posters completed at conferences, for example, and any other published academic work. Follow the directions in the green box for fields not relevant to your entry.

Residence History

Include all places you have lived **in order from birth to present**. The maximum number of entries here is 14 – if you need more than this, please contact the Admissions Office for advice on how to proceed. The date entry is programmed as MM/DD/YYYY. The exact date is not required, month and year is sufficient but if you know it you can enter it. **There should be no gaps in your residence history when this section is complete. Double check your entries to ensure there is no missing information.**

Extracurricular Activities

These activities include how you spend your time outside of work and/or academic study. Hobbies (going to the gym, playing an instrument leisurely, reading, baking, etc.), childcare, and daily living activities are **not** to be included. You may enter up to 12 entries in this section; if you have more than this, select the ones that you feel are most valuable, recent (within 5-7 years), and/or those that you have been doing the longest. If you indicate that your extracurricular activities have been limited, you must provide an explanation in the space provided.

The date entry is programmed as MM/DD/YYYY. The exact date is not required, month and year is sufficient; if you know it you can enter it.

The system will not accept entries less than 1 but can accept decimals higher than one, i.e. you cannot enter 0.5 but can enter 3.5. Fields cannot be left blank; if you have ongoing activities that will continue beyond the application deadline, enter the application deadline date as the end date and, if you choose, elaborate on your anticipated continuation of this activity in the Additional Information section.

Work Experience

You may enter up to 12 different employment experiences; if you have more than this, prioritize them by those that are most recent and/or the longest, restricting your entries to experiences beyond high

school. If you indicate that your work experience has been limited, you must provide an explanation in the space provided.

The system will not accept entries less than 1 but can accept decimals higher than one, i.e. you cannot enter 0.5 but can enter 3.5. Fields cannot be left blank; if you have ongoing activities that will continue beyond the application deadline, enter the application deadline date as the end date and, if you choose, elaborate on your anticipated continued employment in the Additional Information section.

Information Sheet

Answer the questions noting that if you answer in the affirmative, an explanation must be provided. All accepted applicants must provide a Certificate of Criminal Conduct (Police Check) with a Vulnerable Sector Check to the Faculty prior to the first day of first-year classes.

Additional Information

If you have additional information, **other than autobiographical details**, that has no designated space anywhere else on the application, you may include it here. This could include, but is not limited to, medical information that is relevant to your application. Information that is deemed autobiographical will be removed from this section prior to review by the Committees.

Scholarships and Awards

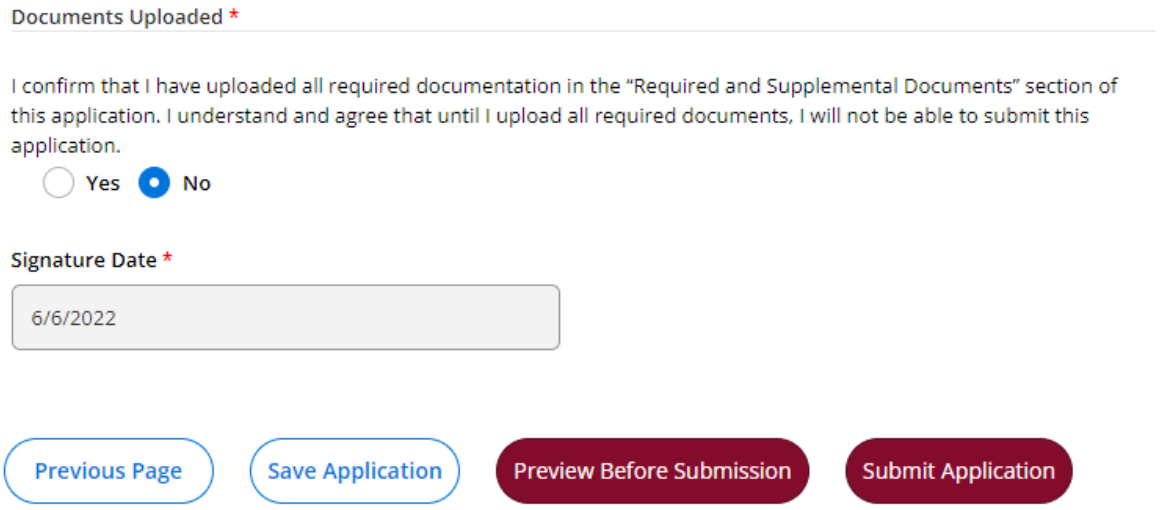
If you have any scholarships and awards, you may enter them here. You can enter a maximum of 12 entries; if you have more than this, be selective and include those that are the most recent and/or valuable. Unless they relate directly to your post-secondary studies, do not include any scholarships from the secondary (high school) level. For awards with no monetary value, enter $0. If the name of the award is not self-explanatory, you can include a short description of it in the 'Name' field.

Declaration

Read the Declaration carefully – this is the last step of your application process, before you submit your application. If you agree to the Declaration and do not include all required documents by the deadline, your application will be closed. If you agree to the Declaration and it is discovered that you have been untruthful, your application will be closed, according to the Applicant Code of Conduct. This section serves as a final check that all components are included, and you have completed any required actions external to the application to ensure it is complete.

You must select "Yes" in the section below for the signature panel to appear. ***Do not sign this until you have uploaded all required components under the Documents & Supplemental Items and checked everything thoroughly to ensure all requirements are included***. **Utilize the Checklist to help you with**

this task. You should also preview your application before submission to ensure all sections are factually correct and include correct details and verifier information in addition to printing off a copy for your records.



Documents and Supplemental Items Checklist

Use the checklist below to determine which documents you need to upload and to confirm when each action is complete.

Document (*required)	Description	Required by:	Complete?
*Unofficial Transcripts[1]	Original unofficial transcripts from all universities attended.	All applicants	
	Original unofficial transcripts, including international transcripts, for any transfer credits to your degree program, including courses completed in diploma programs.	All applicants, if applicable	
	IB transcripts from International Baccalaureate, if you have been given credit at a university for courses completed while in high school.	Applicants with IB credits transferred to university	
	AP transcripts from College Board, if you have been given credit at a university for a course completed while in high school.	Applicants with AP credits transferred to university	
	GCE transcripts, if you have been given credit at a university for a course completed while in high school.	Applicants who completed high school in the UK	
*Yearly Progress Calculator	All years of university (or equivalent) education are included in the Calculator and it is uploaded to your application.	All applicants	
*MCAT	If your score is not yet available, set a reminder on your phone to release the score on the date that it is available.	All applicants	
*Casper	Is the birthdate AND AAMC ID on your application correct? Both must be entered correctly.	All applicants	
HS Transcripts (NL pool only)	If you are applying for the NL pool and graduated from a high school in Newfoundland & Labrador.	If applicable	
Credential Evaluation	Have you requested this from a provider or emailed the Admissions Office to have it carried forward from an old application?	Applicants with international post-secondary semesters	
Permanent Residency	Permanent Residence card, required for non-Canadians.	Applicants with PR status in Canada.	
Indigenous Ancestry	Valid membership card in a recognized collective. (Please see the Indigenous Verification Policy for more information).	Indigenous applicants	
Medical Documentation (optional)	Any applicant for whom a disability is relevant, and they wish to share this information.		
*	**Click on ALL your uploaded documents to check that they open correctly and are the correct documents.**		

[1] You may only upload 7 different transcripts at the university level; if you have attended more than 7 different post-secondary institutions, please contact the Admissions Office for advice at munmed@mun.ca.

Unofficial Transcripts

All details pertaining to the type of transcript(s) you must include can be found in Part One of this handbook in the Education section:

1. Did you complete an exchange semester either in Canada or internationally?
    - If **YES** → you need an unofficial transcript from that institution, in addition to the transcript from the institution that will award your degree.
    - If **NO** → no action is required.

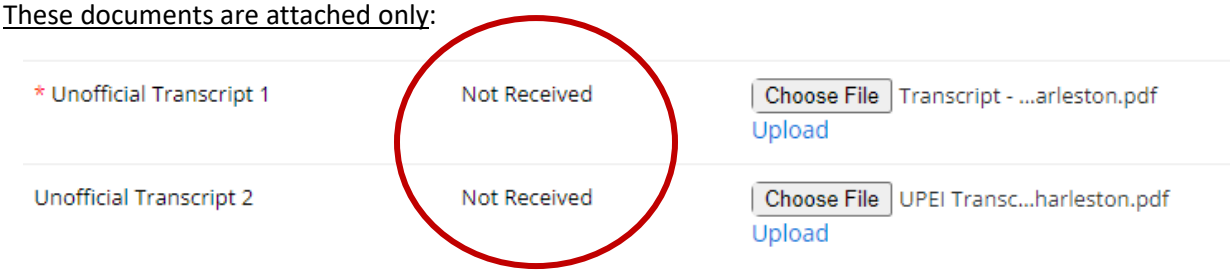
2. Did you complete **more than one semester** at an international university, excluding the United States?
    - If **YES** → you need an official credential evaluation of the credits taken internationally AND the unofficial transcript from that institution. There are many companies in Canada that provide this service, as indicated in Part One of this guide, and the evaluation must be issued directly from them to the Admissions Office.
    - If **NO** → no action is required.

3. Do you have **ANY** transfer credits from another institution, including local colleges, or credits completed in High School (AP, IB, GSCE, etc.)?
    - If **YES** → you need an unofficial transcript from that institution. The credits displayed as transfers to your main institution are not sufficient as there are no grades with these, they indicate credit only.
    - If **NO** → no action is required.

Uploading Documents

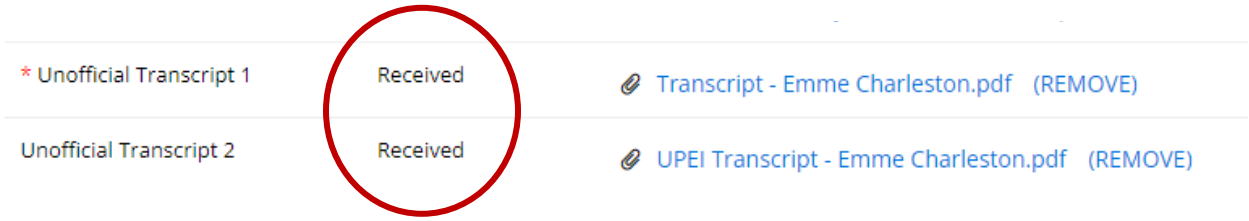
Ensure that your documents are both **attached** and **uploaded**. **You must do both** for your documents to be submitted with your application.

These documents are attached only:



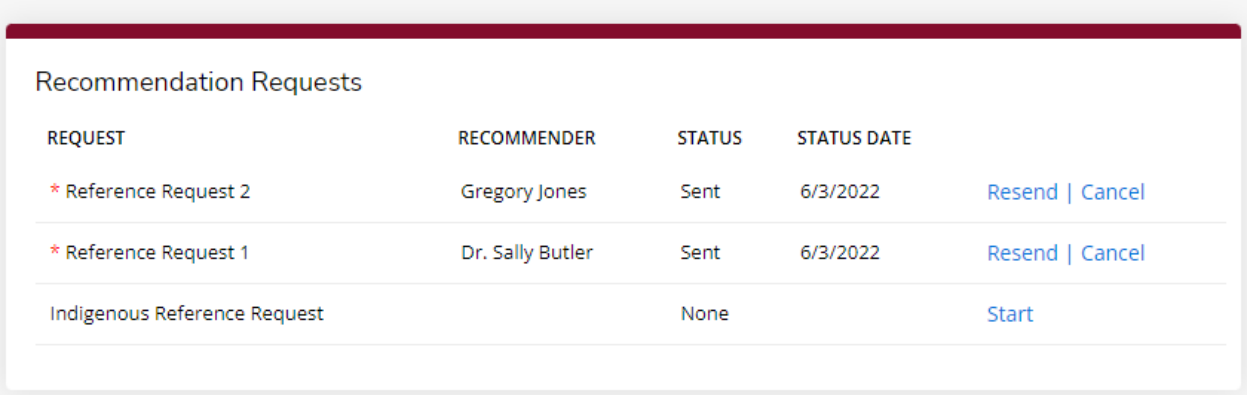
You can either use the Upload All button on the bottom of the page to upload all your attachments at once or upload them individually using the Upload button under each attachment. Notice that the status is "Not Received". You have attached the document for upload but have not uploaded it – only documents that are uploaded appear on your application.

When you upload your attachments, your screen should look like below:

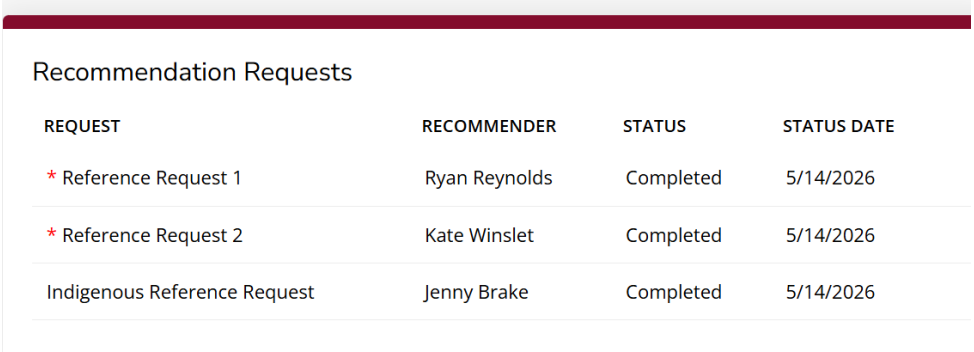


Notice that your status has been changed to "Received". You can and should click on each one of the attachments to check that the document you intended to upload is correct; if the document is incorrect or not displayed correctly, you can remove it and fix the error. **Exceptions will not be made for applicants who make errors in attaching and uploading and fail to check if their documents for submission are correct**.

Before submitting, ensure that your references have been requested officially, as previously described. Your reference requests should appear as below if they are requested correctly:

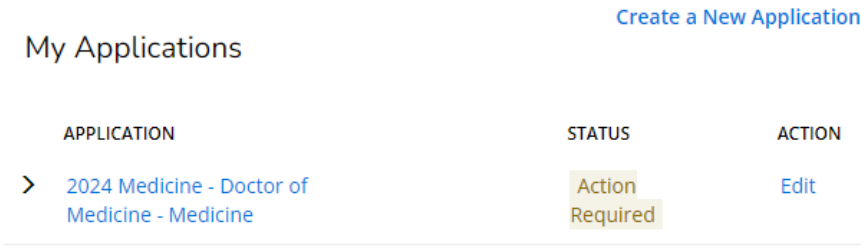


If your references have already been received, the box above will look as below:



If you are applying as an Indigenous applicant, you should have an official request sent for a Letter of Support as well.

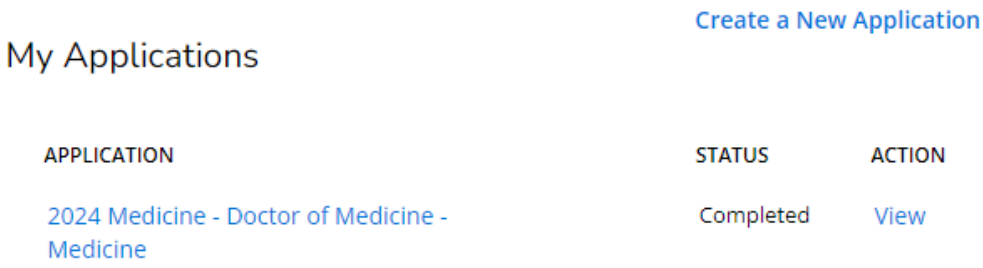
After submitting your application, your screen will look like below, **IF** you have pending action required on your application.



"Action Required" most often means that references have not yet been submitted, however, you should confirm this by viewing the application to confirm all transcripts and other required documents are uploaded.

Selecting the "Action Required" button will bring you to the missing components. **The application deadline is August 26, 2026, at 11:59pm NT; you must have all required documents, including references, submitted by this date and time.** A confirmation message will be sent to you after your application has been processed to notify you of documents received on your behalf. **Do not delete these emails**; retain them for future reference, in case they are needed.

The message above will also be seen if you have submitted your application in advance of your referees submitting their recommendation. This is ok, however, be mindful that you will need to follow up with referees to ensure they do not miss the deadline – their links to submit expire after the deadline date and become inactive. Monitor your account regularly up to the deadline until you see the "Complete" status below. When both of your references have been received the status of "Complete" will appear and you will stop seeing the "Action Required" status:



After Application Submission

If you are continuing with university studies after your application is submitted, please be advised that you will be expected to maintain at least a "B" grade, as defined by your institution, as a condition of acceptance.

If you are accepted for August 2027 (Class of 2031), **attendance at orientation is required** and is scheduled for late August 2027. Please keep these dates in mind for your endeavors after your application is submitted.

Appendix

i. Official vs. Unofficial Transcripts

Definitions – Official vs. Unofficial

An **official** transcript is one that is sent on your behalf, either by mail or electronically, directly to a named recipient. Your institution's Registrar must send official transcripts directly to MUN (when and if requested). Official transcripts sent by post mail are in a sealed, signature-stamped envelope; those sent electronically are by a secure email from your Registrar or third-party provider with directions to the recipient for access. There is a fee associated with each official transcript you request sent to a named party on your behalf. You will only need to request an official transcript if you are offered an interview at Memorial University.

An **unofficial** transcript is one that you have in your possession and can direct to any named recipient yourself. Unofficial transcripts are accessed directly through your student account at your academic institution, and they are a current copy of your academic history at that institution as of the present date. It is often a PDF file that can be downloaded by you at any time and there is no fee associated with this access. Such transcripts are usually marked as 'unofficial' by stamp or watermark from your institution. These types of transcripts are sufficient to upload with your application submission.

> **Note:** Official transcripts sent to the applicant by their institution and then uploaded by the applicant to their application are acceptable and are considered **unofficial**. If the transcript passes through the owner of the academic record in any way, between the transcript request to the institution and its delivery to the intended recipient, it is no longer considered official by Memorial.

ii. Grade Conversion Chart

Grade Conversion Chart

If you are not a student or graduate of Memorial University, use the grade conversion chart below to convert your institution's grades to those at Memorial **ONLY** if you have letter grades or a GPA with no corresponding numerical grades.

If you have a 'Pass/Fail' grade, do not assign a numerical value to it; such grades cannot be incorporated into GPA calculations or academic averages.

	Memorial University Grades											
Grades from other institutions	**A**	**GPA**		**B**	**GPA**		**C**	**GPA**		**D**	**GPA**		**F**	**GPA**
	100	4.00		79	3.50		64	2.00		54	1.00		49	0.00
	99	4.00		78	3.40		63	1.90		53	0.90		48	0.00
	98	4.00		77	3.30		62	1.80		52	0.80		47	0.00
	97	4.00		76	3.20		61	1.70		51	0.70		45	0.00
	96	4.00		75	3.10		60	1.60		50	0.50		↓	↓
	95	4.00		74	3.00		59	1.50						
	94	4.00		73	2.90		58	1.40						
	93	4.00		72	2.80		57	1.30						
	92	4.00		71	2.70		56	1.20						
	91	4.00		70	2.60		55	1.10						
	90	4.00		69	2.50									
	89	3.97		68	2.40									
	88	3.93		67	2.30									
	87	3.90		66	2.20									
	86	3.87		65	2.10									
	85	3.83												
	84	3.79												
	83	3.75												
	82	3.70												
	81	3.65												
	80	3.61												

Memorial University has letter grades of A, B, C, D, & F only and does not distinguish between A+, A- or A++; all these grades are an 'A' grade at Memorial. If your institution issues sub-grades within these letters, for example, B+, or A-, use the chart below to convert your grade to a numerical value **IF** there is no accompanying numerical conversion on your transcript from your university. If there is a

numerical key provided on your transcript for the conversion of letter grades into numerical values, use that and not the table below.

A+	A	A-	B+	B	B-	C+	C	C-	D	F
95	87	82	77	72	67	63	60	57	52	<49

If your institution has a maximum GPA value higher than 4.0 AND issues A+, B-, C+, etc. grades only with no corresponding numerical value, use the table below to convert your letter grades into numerical values for application purposes.

A+	A	A-	B+	B	B-	C+	C	C-	D	F
95	90	85	77	72	67	63	60	57	52	<49

Memorial has a maximum GPA value of 4.0. If you have a credential evaluation from World Education Service (WES), use the scale below when interpreting your letter grades. WES also operates on a 4.0 GPA scale.

A	A-	B+	B	B-	C+	C	C-	D	F
90	85	77	72	67	63	60	57	52	<49

iii. Reference Criteria

Memorial University of Newfoundland

Reference Criteria – Admissions, Undergraduate Medicine Program

General Criteria and Information

1. Each applicant must have two different references, provided by different individuals, submitted with their application; one **MUST** be an academic referee (unless the applicant has received an approved exemption by the Admissions Office).
2. References must be completed in English.
3. References must be typed, except for signatures; handwritten reference letters are not accepted.
4. References must be submitted electronically via the MUN Online Application Service (OAS).
5. References must be signed, electronic signature is acceptable, and include complete contact information for the referee, **including phone number and professional email**.
6. Contact emails for referees must be professional, not personal accounts (i.e. @hotmail.com, @yahoo, @gmail, etc.)
7. Referees must **state and describe** their professional affiliation to the applicant.
8. Applicants can submit official requests for references to their referees as soon as the application system opens at the end of June.
9. **It is the applicant's responsibility to follow up with referees to ensure references are submitted by the application deadline**. Applicants can monitor the status of reference requests via their student account. Reference letters **cannot** be submitted via the MUN OAS after the published deadline; the system will be closed and any links issued in advance are expired. Applications that do not have two acceptable references received by the published deadline are incomplete and will be closed; refunds of application fees will not be issued.
10. If an applicant is having trouble obtaining a response from a referee, they should obtain a different referee to request a reference; in these instances, you **must** notify the Admissions Office via email at munmed@mun.ca
11. Referees, both academic and non-academic, must have a direct supervisory and/or professional relationship with the applicant. ***References vouching for personal character only are not accepted and applications with such are closed.***
12. References submitted from family members, friends, colleagues, or acquaintances are not accepted under any circumstances. Referees must have a strictly professional relationship with the applicant. See the Application Handbook for more details.

Acceptable References

1. An academic referee[2] must be an individual who is part of your direct academic education at the university level. This includes:
    i. a professor or course instructor who has graded course work that contributes to a final grade on a transcript.
    ii. a professor who has supervised or graded your work (via an honours program, thesis, or directed study course).
    iii. a professor with whom you complete volunteer research work AND you begin the completion of a research-based graduate or honours degree with this professor no later than 5 months after the application deadline.
    iv. a graduate teaching assistant IF they had teaching duties and supervised and graded your work as an undergraduate student.
    v. a co-op practicum supervisor IF they were directly related to your field of study, supervised, and graded your university course work.

    This does not include:

    a. references from high-school teachers and/or teaching administrators in secondary education.
    b. instructors teaching courses in non-degree programs.
    c. undergraduate students or teaching assistants who oversaw your work but did not grade your work (i.e. lab assistant);
    d. a degree program administrator who did not evaluate post-secondary work.
    e. a research supervisor who oversaw your work in a voluntary or paid position, that does not meet the criteria in (iii) above.
    f. a co-op practicum supervisor IF they were directly related to your field of study and supervised your performance but did not grade academic work. Such a supervisor is an acceptable non-academic reference.

2. A **non-academic referee** must be someone who has directly supervised you in a professional capacity in either an employment or volunteer environment:
    i. an individual who has supervised or managed you in a post-high school voluntary position that involves service to a specific group, individual, organization, or the community, who can comment on your non-academic attributes.
    ii. an academic or professional with whom you have completed voluntary research work, and who does not meet the criteria for 1.iii;
    iii. a direct employer, manager, or supervisor in a workplace or paid position after graduation from high school.
    iv. a **varsity** coach from the applicant's university.

[2] Exemptions to submitting an academic reference are permitted only when approved by the Admissions Office. The criteria to qualify for an academic exemption can be found here.

This does not include:

- family members, friends, colleagues, or acquaintances.
- peers, fellow volunteers, and/or colleagues in any setting.
- a high school coach.
- an instructor or colleague outside of a post-secondary institution, in a hobby or community group. (Examples: fellow Scouts leader, dance instructor, coach of a recreational community team, etc.)
- a family doctor, in the context of a patient-doctor relationship.
- clergy and/or fellow parishioners.
- a physician, or other professional, with whom the applicant has shadowed.
- a physician, or other professional, with whom the applicant works but does not report directly.
- peers at a student-led organization.
- a professional individual (pharmacist, doctor, politician, engineer, etc.) who has not worked directly with and/or evaluated the applicant in an official capacity and professional setting, either via employment, community involvement, or volunteering.

If a reference falls into multiple categories, both appropriate and not appropriate, the applicant should apply their initial relationship to the referee as their decision criteria. For example:

- After many years as their patient, you are now employed by your family doctor (or other physician). Your initial relationship is as doctor-patient, making this referee not acceptable.
- You work in a position whereby a close family friend or neighbour is your supervisor/manager/employer and assisted you in obtaining your current employment. Your initial relationship was not as employer-employee; this referee is not acceptable.

Applicants are strongly advised contact the Admissions Office at munmed@mun.ca for any questions regarding the acceptability of referees that are not contained in the criteria herein.

Please note that applications submitted containing references that do not meet the criteria contained within are considered incomplete and will be closed.

iv. Applicant Code of Conduct

Faculty of Medicine

Admissions Office
Applicant Code of Conduct
for
the Doctor of Medicine Degree

Applicants for the Doctor of Medicine degree in the Faculty of Medicine at Memorial University are applying to a professional program where honesty and integrity are key; therefore, individuals are expected to conduct themselves in a professional manner. The Faculty of Medicine defines the expected professional behaviours in the Statement of Professional Attributes.

Applicants must complete an Applicant Declaration at the end of their application. In doing so, they certify all the following:

i. The information provided is complete and correct.
ii. Written responses required as part of the application are their original thoughts, and no artificial intelligence (AI) software has been used in any way to complete any parts of this application; and
iii. They understand that failure to adhere to these conditions may result in the closure of their application; and
iv. Memorial reserves the right to determine the veracity of all statements in an application.

Below are some examples of inappropriate behavior (not an exhaustive list):

1. Interference:
    - Applicants, their family members, friends, or others with a perceived Conflict of Interest, contacting Faculty of Medicine leadership outside of the Admissions Office directly or indirectly via telephone, mail, email, social media, or in person, regarding the application process or their application

2. Falsified or misrepresented documents:
    - Falsifying or misrepresenting documents on their application; forgeries; withholding material information; plagiarism; etc.
    - Cheating on standardized entry examinations, including tampering with a standardized score.
    - Failing to report suspensions from another post-secondary institution.
    - Using generative AI writing tools to obtain responses
    - Misrepresenting identity, both cultural and personal, on an application or during interviews

3. Inappropriate behavior
    - Communicating unprofessionally with Admissions Office staff and faculty, including but not limited to aggressive, unpleasant, confrontational or vulgar language; making direct or indirect threats; and refusing to accept responses provided, etc.

If it is discovered that misconduct or incidents of unprofessional behaviour have occurred in any part of the application process, including interactions with the Admissions Office, we reserve the right to refuse your application for the cycle and, possibly, for subsequent cycles. If you have already been admitted and registered and a professional lapse is discovered later, you may be required to withdraw from the program.

Effective Date: June 2025