3+1+1 FAQ

***Mandatory to read if you are interested in a 3+1+1 program at uOttawa Faculty of Engineering.**

1. How can I become a 3+1+1 student?

The general eligibility requirements for students seeking to be selected to participate in the 3+1+1 collaborative program at uOttawa are as follows and are subject to change and/or exceptions:

- Full-time undergraduate student registered in a regular program of Partner Institution (at the time of application);
- Successfully completed 3 years of a 4-year Bachelor's degree at Partner Institution (at the time of arrival at uOttawa);
- Achieved a minimum cumulative average of 75% at the time of application**;**
- No disciplinary measures, no academic fraud or other disruptive conduct allegations or findings;
- Meeting a minimum required language proficiency in English as stipulated in uOttawa program requirements

2. What if I am currently studying my 4th year of my Bachelor's degree at Partner Institution?

You may be eligible to participate in the **4+1** program if you meet the program and admission requirements listed in Q1. You would need to follow the same application process as 3+1+1 students except if admitted, you would start your studies at uOttawa directly at Master's degree.

3. How is my admission average calculated?

Your average will be calculated manually using your last 20 courses once your complete application has been received by our Faculty's Graduate Studies Office.

4. What programs are open for me to apply?

3+1+1 students can apply to any non-thesis program at the Faculty of Engineering. In other words, here are the recommended programs available for you: Master of Engineering (***all programs with a few exceptions**),*** Master of Computer Science (*options without thesis, no concentration or with concentration in Applied AI*), Master of Digital Transformation and Innovation (*options without thesis, all concentrations*), Master of System Science and Engineering. Please note that you cannot apply to thesis-based programs (i.e., Master of Applied Science) as a 3+1+1 student. For more information on the available programs and admission requirements, please visit: https://catalogue.uottawa.ca/en/programs/#filter=.filter_20&.filter_24&.filter_30

* *Master of Engineering Management* and *Master of Engineering in Entrepreneurial Engineering Design* programs are not available for 3+1+1 students

5. **Can you give recommendations for what program I should apply to, based on my current transcript/program of study/interests?**

Unfortunately, we do not provide any pre-evaluation of eligibility or admissibility as a general policy. Please note that ultimately this can only be determined during the evaluation process, once you have submitted a complete application. While you are deciding on what program you would like to select, it would be in your best interest to review our ***"Programs and Courses"*** portion of our official website. Within this section, you will be able to review the "***Courses***" sub-section above to review the course listings for each program. You will need to review the courses listed within each program to make sure that the previous courses that you have taken are applicable to the content within the program itself. Example within "Programs and Courses" - *Master of Engineering Electrical and Computer Engineering – Courses*:

https://catalogue.uottawa.ca/en/graduate/master-engineering-electrical-computer-engineering/#Coursestext

If an applicant has reviewed the ***"Specific Requirements"*** section of our website and the courses section of, ***"Programs and Courses"*** and they feel that they meet all of the minimum requirements then they can feel free to apply. Unfortunately, we cannot say whether *or* not any applicant should *or* should not apply to any program *(this is a general policy*), as only the evaluation committee can speak to an applicant's admissibility.

Please DO NOT send us any requests/transcripts for pre-evaluations as this really is counter to our general admission policy. The information is available online and because we cannot speak on behalf of the committee **each** applicant will need to do their best to determine their own admissibility before selecting their desired program: https://catalogue.uottawa.ca/en/programs/#filter=.filter_20&.filter_24&.filter_30 and https://www.uottawa.ca/graduate-studies/programs-admission/apply/specific-requirements

6. **What is the application procedure?**

The application process is done entirely online via Ontario Universities' Application Centre (OUAC) (Apply now).

You **do not need** to submit official copies of the documents required at the time you submit your application via OUAC. Uploading the documents will come later, once you receive an e-mail with the next steps from uOttawa. **Note that you will be required to pay a non-refundable application fee ($120) when submitting your application.** After you have officially applied, it will still take another *10-12 business days* the application to transfer to uOttawa systems.

Once the application has transferred, you will receive an automatic email from the University of Ottawa which contains directives concerning the, "Next Steps". Within this email you will also be provided with an official Student Number (ex. Starting with "*300….*"), your uoAccessID and password, so you can access your uoZone account (*your Student Portal*).

*Please remember *there are two parts:* an ID and a password. **Your uoAccess ID** is the short name before your @uOttawa.ca email address (e.g.: jsmit000). These yoAccess credentials allow you to authenticate and access many websites, applications and systems at the University of Ottawa.

Please note that you will only be able to follow the directives that we have provided you with below once you have been given a Student Number.

Follow these steps to access your uoZone account:

- Go to the uoZone.
- Type your uoAccess ID
- Click next
- Enter your password.
- Click Login.

If you have difficulty accessing your account due to technical issues, please contact the IT Service Desk.

In your *uoZone* account, you will be able to upload the documents required for the evaluation of your application. To do so, you will need to go to the section **''Admission file''** and then click on your program. This will bring you to the list of required documents.

Supporting documents required can vary depending on the program. **Use the program-specific requirements online tool to check the documents required for your program and gather them.**

Please DON'T send us any of your documents by e-mail, we will not be able to revise and consider them! We have a portal called, "***uoDocs***" in your uoZone portal which allows applicants to upload their own documents. (*Please note the requirement list may differ from program to program however, the requirement Checklists will be accessible through your uoZone portal once you've submitted your application via OUAC*).

To begin uploading documents within uoDocs:

1. Sign into your, ***uoZone***;
2. Scroll to the top of the screen and click on, "*Applications*";
3. Here you will find multiple options that are listed in alphabetical order. You will want to scroll all the way to the down to the bottom and press on "***uoDocs***";
4. Enter into ***uoDocs*** and begin uploading the requirement documents.

Required Documents (*Requirement documents can vary depending on the program*):

a) ***One* letter(s) of recommendation*** (*electronic submission from your referees - cannot be uploaded within **uoDocs** - please follow the instructions below*);
   a. Simply enter into your uoZone and click on Applications at the top and then, "*Student Center*". Once there simply navigate your way to your requirement list;
   b. Once you have found that you will click where it says, "*Here*" beside, "*General Letter from*:" where you will enter and provide your Professor information;
   c. At this point you will send them an email prompt and they will respond with their letters of recommendation;
   d. Your referee will have 10 days to complete the electronic recommendation form.

e. It is highly recommended that you contact your referee prior to submitting your application to confirm their email address and their availability to complete your letter of recommendation.

*Please note that two letters of recommendation are required for students applying to a Master of Computer Science.

b) ***Transcript*** (*soft-copy is sufficient for the purposes of the evaluation**) - ***uoDocs***;

a. You must upload copies of all transcripts from universities you have attended to the student portal. Transcripts must cover all courses and programs at any university you have attended, including regular programs (whether completed or not), exchanges, letters of permission, online or correspondence courses, courses taken as a special student or visiting students, etc. If your transcript and degree certificate are not in English or French, you must submit a certified translation (signed and stamped and sealed).

c) ***Proof of English Proficiency*** *(ex. IELTS, TOEFL)* - ***uoDocs***

a. In terms of the language requirements, it depends on the specific program:
- *Digital Transformation and Innovation* - IELTS (7.0 Overall) or TOEFL (100 internet-based);
- *Computer Science* - IELTS (7.0 Overall) or TOEFL (100 internet-based);
- *Biomedical Engineering* - IELTS (6.5 Overall) or TOEFL (92-93 internet-based);
- *All other programs*: IELTS (6.5 Overall) or TOEFL (84 internet-based)

d) ***Resume*** - ***uoDocs***;

e) ***Letter of Intent*** (*for Computer Science and Electrical and Computer Engineering programs*) - ***uoDocs***;

f) ***Core Computer Science Undergraduate Courses Form*** *(for Computer Science program only)* ***– uoDocs.***

g) **Additional information form *(****for Digital Transformation and Innovation)***

Once you have applied and once you have uploaded your documents please <u>contact the coordinator of your program at your home institution, confirm with them that you have applied and provide them with your Student Number (EXTREMELY IMPORTANT)</u>. The coordinator in your home institution will transfer the list of students who applied to uOttawa so that we could begin preparing the files for the evaluation. <u>PLEASE NOTE</u>: if you do not inform your program coordinator, we will not be able to identify you in the system as a 3+1+1 student, you will not receive a 10% discount in tuition fees and your application risks being refused.

7. What is the deadline to apply?

The deadline to apply will be **February 1st 2026**

8. What semester (term) should I be applying for in OUAC?

As a 3+1+1 student, in OUAC portal, you should apply to the term that you intend on starting your ***Master's*** with uOttawa. For example, someone who was applying to the 3+1+1 program to start their **4th year** in ***Fall 2026*** would have applied for admission at Master's program in ***Fall 2027*** semester (*a year in advance*).

- ***If you are a 3rd year student at your home institution in China:***

You would be applying *before February 1st, 2026* to the *Fall 2027 term*, so that you could start your *4th year (Pre-Master program) with uOttawa* in *Fall 2026* and then continue at your *Master's* program with us in *Fall 2027*.

- ***If you are a 4th year student at your home institution in China:***

You would be applying *before February 1st, 2026* to the *Fall 2026 term*, so that you could start your *Master's* program with us in *Fall 2026*.

Regardless what year you are currently in at your home institution in China, you will start your studies at uOttawa in the Fall 2026.

9. Can I defer my offer of admission to next term/year?

Unfortunately, deferrals are not possible. The uOttawa policy states that an offer of admission is only valid for one term. If you wish to start the program in the next term, you must re-apply to the program. It is not possible for a 3+1+1 student to apply for the Winter term, the applications should be submitted for the Fall term.

10. What amount of tuition fees will I be required to pay?

Because you are in the collaborative academic program between the University of Ottawa and your home institution, you will be entitled to a 10% reduction in tuition fees for up to the first continuous 6 terms of your studies at the Faculty of Engineering, based on the regular international student tuition fees for undergraduate studies during the Pre-Master year and for graduate studies during the first 4 terms of your graduate study, published by the University of Ottawa at https://www.uottawa.ca/university-fees/ The 10% discount does not apply to compulsory ancillary fees, administrative fees and incidental fees (including compulsory third-party fees, such as the universal bus pass, health insurances, etc.). Within 24-48 hours after a student registers to his/her first course the exact amount of the fees due will become available for that student to review and pay within their uoZone (*Student Portal*). Please note that the discount will not apply if you switch to part-time status or are charged part-time tuition fees.

For any questions related to financial amounts, forms of payment, student account ($) etc. you will need to contact either:

1. Information Concerning Tuition Fee Payment:

Student Accounts (*Methods of Payment: University Fees*):
https://www.uottawa.ca/study/fees-financial-support/university-fees/tuition-international

Financial Resources *(Payment of Fees):*
https://www.uottawa.ca/financial-resources/student-accounts/payment-of-fees
2. Information Concerning Refunds + Tuition Fee Amounts:

Refunds:

https://www.uottawa.ca/study/fees-financial-support/student-accounts/self-service

3. Specific Contact Information:

InfoService - Student Accounts - Payment of Fees*:

Telephone: 613-562-5630
Toll-free: 1-877-UOTTAWA or 1-877-868-8292
Fax: 613-562-5323
Email: *infoservice@uOttawa.ca*

11. **How can I enroll in the courses during my Pre-Master program at uOttawa? What courses should I take?**

If you have been admitted, before the start of your studies at uOttawa, you will be contacted by our Faculty's Undergraduate Studies Office with the guidelines regarding course registration. The e-mail will include the Course Selection Application Form, the Course Restrictions for Incoming Engineering students, an example of how to fill out an undergraduate enrollment form, and the enrollment form you will have to fill out with your course selection and return by certain date. Please note that, once we receive your form and we register you, you will not be able to modify your course selection right away. Instead, you will be able to modify your course selection according to the dates indicated on the Important Dates and Deadlines webpage. Please note, during your 4th year at uOttawa, your status will be defined as *special student transferring units (credits).*

During your 4th year (Pre-Master program) at uOttawa Faculty of Engineering, you can enrol in 4 courses (12 credits) in fall and 4 courses (12 credits) in winter to be considered a full-time student. When making your choice of courses for your 4th year at the Faculty, you must verify with your home institution that the courses you take at uOttawa will either be elective courses or courses that will satisfy the requirements of the program at your home institution. In other words, you must verify with your home institution in China that courses you choose at uOttawa during the 4th year will be counted toward your Bachelor's degree in China. Your home institution can confirm with you if your undergraduate requirements are being fulfilled with the courses you are planning to take at uOttawa for the final year of your undergraduate program. Please ensure that the confirmation from your home university is sent to the uOttawa international affairs office at engineering.international@uottawa.ca. This can be done either directly via an email from your home university or by forwarding any documents they have provided to you. Sometimes, your offer of admission can include the

courses you need to take during your 4th year of studies before you will be able to take part in the Master's portion of the program.

The list of Undergraduate courses and course sequences for every program at the Faculty can be consulted at the following webpage: https://www2.uottawa.ca/faculty-engineering/undergraduate-studies/programs Certain courses cannot be offered to participating 3+1+1 students. The list of those courses will be shared with the students who are admitted to the Program before the start of their studies at uOttawa. Courses at uOttawa are subject to schedules and availability, which can be determined each year online on the Course and Exam Timetable webpage: https://www.uottawa.ca/course-timetable/. If a course cannot be found using this tool, it means that it will not be offered in the next calendar year.

12. Can I choose a graduate course during my 4th year at uOttawa?

Students can choose up to two (2) graduate courses during their 4th year of studies at uOttawa. If you want these graduate courses to count in your graduate program with uOttawa next year, you need to make sure with your home institution that these courses will not count towards your undergraduate program.

13. What requirements do I need to follow during my Pre-Maser studies in order to start my Master program with uOttawa?

In making your course selection, you must ensure that by the end of your 4th year you will have completed all the requirements to start your graduate studies at the University of Ottawa. Your admission to the Master program at uOttawa, will be pre-approved, if you have:

1. Successfully completed the Pre-Master program,
2. Obtained your Bachelor's degree from your home institution, and
3. Maintained a satisfactory grade average in the next 12 months of your study.

14. Can I apply to another faculty/university?

Please keep in mind that the 3+1+1 partnership program is with uOttawa Faculty of Engineering. If you wish to apply to another uOttawa faculty or another Canadian university, you will need to check and follow their rules and regulations. Please also keep in mind that in this case, as a 3rd year student you will not be admissible at the Graduate level which means you would need to apply for the program of your interest at the undergraduate level or wait another year and apply to the graduate program of your choice as any other international student.

15. What if I have some compulsory courses at my home university during the 4th year of studies?

This can be discussed on a case-by-case basis. Some partner universities are able to make special arrangements for 3+1+1 students if they have some mandatory courses in 4th year that cannot be found in corresponding uOttawa programs. Some partner institutions permit their 3+1+1 students to take these specific courses in

advance before the students come to uOttawa to guarantee that their undergraduate degree can be granted. Please verify with your home institution what would be your options in this case.

16. I am admitted, what's next? How do I apply for study permit?

Please take a look at this website for new students which will guide you through the steps necessary to prepare for your arrival in Canada. For information on how to apply for a study permit, please go to https://www.uottawa.ca/current-students/immigration#:~:text=Frequently%20asked%20questions and click on "How do I apply for a study permit?"

17. What if I accepted the offer of admission but changed my mind and/or my study permit application was denied, and I would like to refuse the offer and/or ask for tuition fees refund?

We are sorry to hear about that. Firstly, we will ask you to inform your program coordinator at your home institution **and** Engineering.International@uottawa.ca. Then, you will need to first drop any courses that you may already be registered to. Secondly, once you have confirmed with your program coordinator and us that you have dropped all of your courses, we will begin the revocation process for your file. Lastly, once we have confirmed with you that your file has been closed, you will be able to go to your uoZone (Student Portal) and request a reimbursement for any fees that have already been deducted.

18. Can I transfer to a thesis-based program (Master of Applied Science)?

It is an option for a program student, who is interested in research-based graduate studies (thesis programs), to submit a request to uOttawa Graduate Studies Office to be transferred into uOttawa's Master of Applied Science program of study (thesis-based). **However, for you to do that you need to find a uOttawa Faculty of Engineering member to be your supervisor first.** You must meet the admission requirements of such Master of Applied Science program of study and obtain written confirmation from a uOttawa professor from the Faculty that such professor has agreed to act as your thesis supervisor. Please note, satisfaction of all requirements to transfer into such program does not guarantee an acceptance of a Transfer Request. If uOttawa decides not to accept a Transfer Request, you may remain in the program to complete the non-thesis Master's program. For more information on how to find a supervisor and the list of professors authorised to supervise at the Faculty of Engineering, please visit: https://www2.uottawa.ca/faculty-engineering/graduate-studies/thesis-supervisors A student transferred to the Master of Applied Science degree program will be required to complete a set of course work and to prepare a thesis based on the results of his or her original research, and to defend the thesis before an academic committee. After successful completion of all the degree requirements for such a thesis program, a student will be awarded a Master of Applied Science (M.A.Sc.) degree by uOttawa.

19. How can I apply to the co-op option?

Many our programs have the co-op option. In order to apply to the co-op option, you must first be admitted to an academic program that offers co-op. Your application to COOP Office must be submitted by the end of the first month of enrollment in your primary program, i.e., by the end of September. Admission to the co-op option occurs on a competitive basis and is managed by the COOP office.

To be admitted to the co-op option, you must:

- Be enrolled as a full-time student in the primary program that offers co-op.
- Have and maintain a minimum CGPA of 7.0 (B+ or 75%) in course taken at the University of Ottawa.
- Pay the required co-op fees.

20. I have finished my 4th year (Pre-Master portion) with uOttawa. What should I do next?

Here are the steps to follow:

1. Coordinate with your home institution to make sure that you have met all requirements and can graduate from your Bachelor's program there
2. Make sure you have what you need for the CHESICC verification - https://www.chsi.com.cn/en/ There are two: one contains your transcript and translation and the other confirms your graduation status.
3. You have to submit your CHESICC documents (*transcript and degree verification's*) to engineering.grad@uOttawa.ca before being given access to register to the Winter term at your Master's program at uOttawa. Therefore, it's in your best interest to do this as soon as possible after you receive a confirmation from your home institution that you have met all their requirements. **Please include "3+1+1 Student/Applicant" or "4+1 Student/Applicant" within the email's subject line** to help the staff respond to you more efficiently.
4. To find out when the course registration at your Master's program starts, please visit the official uOttawa web-page on Important dates and deadlines. You can register to Fall once it opens but will be blocked from Winter registration until you provide us with your CHESICC documents.

21. Who can I contact for more information if I have additional questions that are not indicated in this document?

If you have read this document very carefully and still have a question about the 3+1+1 program, please reach out to your program coordinator at your home institution and/or to engineering.International@uottawa.ca In your request, please indicate:

- your full name,
- that you are a potential 3+1+1 student
- the name of your institution
- your uOttawa student number if you have one.

You can also reach out to us via WeChat: UOEngInt

We look forward to welcoming you as a 3+1+1 student at uOttawa Faculty of Engineering!