

How to Apply

Fall 2018

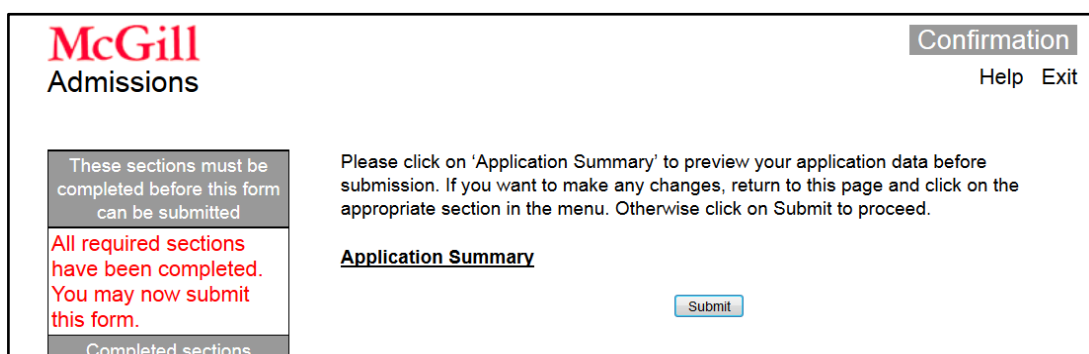
DEADLINE to submit application – December 10, 2017

IMPORTANT NOTE: In order to be considered for The Mastercard Foundation Scholars Program at McGill University, you must submit an undergraduate application for admission to McGill University as well as The Mastercard Foundation Scholars Program scholarship forms.

Special Application Procedure:

The regular application procedure requires payment of a \$107.50 application fee before the application can be submitted electronically. Applicants to The Mastercard Foundation Scholars Program at McGill University **DO NOT have to pay this fee**, and must therefore follow a special procedure in order to submit their application for admission. Please follow the steps below carefully to ensure the application is submitted correctly.

1. Fill out the online application for admission to McGill University at: <http://www.mcgill.ca/undergraduate-admissions/apply>.
2. **Make note of the Login and PIN that you create to access the application.** You will need this information if you want to start the application and finish it at a later time. If you forget this pin, you must restart your application. There is no way to retrieve the old application.
3. Be sure to complete all required fields in the application.
 1. You must enter your full name exactly as it appears in your passport or other official documentation.
 2. When asked “What best describes your educational background,” select “High School Diploma Outside QC”
4. Once you reach the **Confirmation** page (see below) ensure that you see “All required sections have been completed.” in red on the left-hand side:



McGill Admissions Confirmation Help Exit

These sections must be completed before this form can be submitted

All required sections have been completed. You may now submit this form.

Completed sections

Please click on 'Application Summary' to preview your application data before submission. If you want to make any changes, return to this page and click on the appropriate section in the menu. Otherwise click on Submit to proceed.


Application Summary

Submit

- You may review your application by selecting “Application Summary.” Make any necessary corrections and then click on Submit. Your application will automatically be saved and an Order Number will be created for you. An Order Number is a unique 16-digit number specific to your application. This number allows us to retrieve your application information without you having to pay a fee.

McGill's e-Payment Service is a very highly secured system that minimizes risk to cardholder information. Your credit card information is not stored at McGill but is passed immediately to the Moneris payment gateway. Moneris handles 80% of all credit card transactions in Canada. Please ensure that all details of this application are correct and complete before clicking on "Pay". THE APPLICATION FEE IS NOT REFUNDABLE.

Your Name: Test, Test

Order Number: 3180911108502316 

Charge Summary	
Application Fee:	\$100
Total Amount:	CAD \$100

- Write down your Order Number but do NOT click on Pay.** You can now exit out of the form.
- Please write your order number in the subject line of your email** to MCF-scholars@mcgill.ca notifying us that you have completed and saved the online application for admission. Please attach your completed **Identification Form** to this email as well. This email must be received by December 10, 2017. Late applications will not be accepted.

Your application for admission to McGill University is only considered submitted once the Identification Form and the Order Number have been received.

- Please allow a minimum of 10 business days to receive an application confirmation e-mail which will be sent to the e-mail account you indicated on the application for admission.
- The application confirmation e-mail directs students to login to Minerva to view the status of their application. In order to complete the application for admission, applicants must submit all required academic supporting documents (see below) electronically by using the upload feature in Minerva. For details on how to upload supporting documents visit: <http://www.mcgill.ca/applying/nextsteps/documents/upload>.

Non-Eligible Programs:

Please note that the below mentioned programs are not eligible for The Mastercard Foundation Scholars Program funding:

- Dentistry,
- Medicine,
- Law,
- Theology,
- Farm Management,
- Physical and Occupational Therapy,
- Music, and;
- Programs from the School of Continuing Studies.

Required supporting documents:

1. All high school transcripts (i.e. grades or report cards) covering the last three years of study. All documents should be uploaded to Minerva.
2. External Exam Results (if applicable). *Example: West African Senior School Certificate Examinations.*
3. Proof of English language proficiency (ex: SAT, TOEFL, MELAB or other English language test scores), if available. If you have not taken any language proficiency tests, you do not need to submit them.
4. **The Mastercard Foundation Scholars Program Application Form** to be uploaded to Minerva by the applicant by January 10, 2018.
5. **The Validation of Financial Status Form** to be uploaded to Minerva by the applicant by January 10, 2018.
6. **The Recommendation Form** to be uploaded to Minerva by the applicant by January 10, 2018.

Please note all school officials or references who have assisted you in completing your application may be called upon to verify the information you have provided as part of the application. Make sure all of their contact information is correct. Should their information change, please make sure to notify us.

Checking your Application and Documentation Status page online:

1. A checklist of required supporting documents is included on the **Application and Documentation Status** page on Minerva. For help viewing and accessing this page, visit: <https://www.mcgill.ca/applying/ive-applied-now-what/submit-your-supporting-documents/uploading-your-documents>.
2. Due to the special application procedure required for applicants to The Mastercard Foundation Scholars Program at McGill University, the checklist section may initially be missing some of the documents listed above. The checklist will be updated to include all required documents within 10 business days of receiving the application confirmation e-mail.
3. The checklist may be updated periodically throughout the admission process. **It is the responsibility of the applicant to check their application status periodically to see if any items have been added.**

Important Dates	
Deadline to submit the Application for Admission (including the Identification Form and your Order Number)	December 10 th , 2017
Deadline to submit the Validation of Financial Status Form, the Application Form and Recommendation Form	January 10 th , 2018
Admission Committee makes offers of admission	December 2017 – March 2018
The Mastercard Foundation Scholars Selection Committee begins to make scholarship offers	March 2018

For further questions about the application and admission process please contact MCF-scholars@mcgill.ca.