



Web-based Graduate Admissions

How to begin using the system?

University of Toronto Institute for Aerospace Studies

<http://www.utias.utoronto.ca>

<https://gradapply.engineering.utoronto.ca/UTIAS>

1 — Overview

Thank you for considering to apply to the University of Toronto Institute for Aerospace Studies (UTIAS), and welcome to the web-based graduate admissions web site. The web-based graduate admissions system in UTIAS is carefully designed and implemented to streamline the process for potential applicants, like you, to create and submit applications, as well as the process for the faculty members to select and review them. The objective is to replace the paper-based work flow by electronically storing all the information related to applications.

Any new user who creates an account in the system automatically assumes the role of an applicant. After you have created your new account and logged in, you may create a new application, continue to complete all the information required for an application, and submit an application. After submitting the application, you may check the status of the application on-line in the system. After a positive decision of admission is made, you will be promptly notified by a email message, and directed to accept or decline the offer on-line in the web-based system. At any time, you may also view the profiles of all the faculty members, and send reminders to referees.

As of November 2006, all applicants to UTIAS are required to use the web-based graduate admissions system in order to submit an application.

2 — New Account Registration

To register for a new account, you should click the “Potential applicant? Please register. “ link on the main page. You are then taken to the new account registration page, where you are required to enter some basic mandatory information, such as your full name, email address, affiliation, and your contact phone number. To register, please fill out the form and click the Register button. Your email address is used for all future communication with you, so please carefully select an appropriate and reliable one. All the information entered in this form may be changed in the future at any time after you log in.

After successful registration, your initial account password will be generated and sent to the email address specified by you. Your initial password can be changed upon first login. If you have forgot your pass-

word, enter your email address without a password, and then click the Reset my password button on the main page. A new password will be generated and sent to you by email. Your existing password will not be retrieved, but instead will be overwritten by the new password generated by the system.

Important note on the choice of web browsers. The current implementation of the system supports three major web browsers: Internet Explorer 6, Safari, and Mozilla Firefox. Though we do not officially support other minor browsers such as Opera and MyIE, we note that the browser that has been confirmed not to work correctly is Internet Explorer 7 Beta 2. Please do not use this browser as your choice. It is highly recommended that you use one of the three supported web browsers.

3 — Wish to learn more?

Register for a new user account now! You gain access to a detailed Guide to Potential Applicants after you have created an user account and upon your initial login. Please also review the Acceptable Use Policy and Privacy Policy, available at the bottom of the web page. You may contact us if you have questions, by using the contact information available in the Contact Us link. We strongly recommend that you read the Guide to Potential Applicants before you use the system, it is worth the extra time and we make every effort to make the guide a pleasant and easy read.

Explore and enjoy!¹

¹ This document is last updated on October 4, 2006.