

Application Phase Guide

A phase-by-phase companion for your graduate application, with professional do's and don'ts for every step.

Follow these phases in order. Each phase lists professional DO and DON'T instructions.

Official guidance & real samples

The Application Writer page links the official SOP / personal-statement guidance of your target university, plus real published sample statements, recommendation-letter forms and application checklists (source-verified catalog). Use them to check prompts, structure and word limits before drafting.

Integrity warning: some universities (e.g. the University of Alberta) explicitly prohibit AI-generated application essays and treat detected AI content as academic misconduct. Treat AI drafts as scaffolding — the submitted document must be your own voice.

How to use the assistant

The ■ button (bottom-right of every page) opens your personal assistant. It knows which phase you are in and answers from a knowledge base built from your programs. If it cannot answer, your question is saved and an advisor will teach it — so it gets smarter the more it is used.

Phase 1 — Upload your documents (Certificates & Resume)

Upload transcripts, degree certificates, passport, language scores and your resume/CV on the Upload Student Documents page.

DO — professional practice

- Upload clear, complete, color scans of every document.
- Name files logically (transcript-bachelor-universityname.pdf).
- Upload the *latest* version of each document — the vault keeps versions automatically.
- Make sure your resume is up to date (education, experience, skills, publications).

DON'T — common mistakes

- Don't upload blurry, cropped or password-protected files.
- Don't upload documents belonging to anyone else.
- Don't wait until the deadline — missing documents block every later phase.

Phase 2 — Search for programs

Use Search Programs with country, area, university, department, level, maximum cost, funding type and your IELTS score.

DO — professional practice

- Use the Funding filter: *Funded (grants/scholarships)* if you need financial support, *Free of charge* for zero-tuition options, or set a max tuition budget.
- Filter by *Seats available only* to see programs that can actually admit you.
- Save promising programs and compare 3–5 options.

DON'T — common mistakes

- Don't apply to programs whose tuition is far beyond your budget "just in case".
- Don't ignore the IELTS filter — applying below the minimum wastes the fee.

Phase 3 — Review matching programs

Open View requirements & conditions for each matching program.

DO — professional practice

- Check tuition, application fee, funding badge (Funded / Free / Paid), seats and deadline.
- Note the deadline and put it in your calendar *today*.

DON'T — common mistakes

- Don't judge a program by tuition alone — funded PhDs and assistantships change the real cost.

Phase 4 — Program requirements & conditions

Read every requirement: prior degree, minimum GPA, IELTS/TOEFL minimums, GRE/GMAT, required documents, supervisor match (PhD).

DO — professional practice

- Click Check my eligibility and fix reported gaps first (book a test, order WES evaluation, upload missing documents).
- Tick the approval box only when you genuinely meet (or can meet before the deadline) every condition.

DON'T — common mistakes

- Don't approve and continue if you are missing hard requirements (GPA/degree) — you will lose the application fee.
- Don't ignore "supervisor match required" for PhDs — contact a supervisor first.

Phase 5 — Application Writer & Forms

Click I approve — write my application. The plugin fills your application form from your profile, drafts your SOP, study plan and cover letter, and saves everything under this program.

DO — professional practice

- Download each PDF and proofread everything — especially names, dates and GPA.
- Edit the SOP/study-plan drafts to sound like you; admissions offices detect generic text.
- Submit your package through the Official online application portal link provided.
- Keep the submission confirmation/receipt and upload it to your vault.

DON'T — common mistakes

- Don't submit the auto-drafted SOP unchanged — personalize it.
- Don't submit different information in the portal than what is in your saved package.

Phase 6 — Pay program fees

Open Program Fees & Payment to see the fee and pay through the university link. Generate your invoice to keep in your profile.

DO — professional practice

- Pay through the *official university link only*.
- Save the receipt (PDF/screenshot) into your vault immediately.

DON'T — common mistakes

- Don't pay through e-mail links or third parties claiming to process fees.
- Don't pay before your documents are ready — application windows can be short.

Phase 7 — Follow up with the university

Use University Follow-up Emails to ask about file completeness and decision timelines. A copy of every e-mail is saved under your program.

DO — professional practice

- Wait at least 2–3 weeks after submission before following up.
- Be polite, concise, and always include your application number.
- Keep follow-ups in one thread if the university replies.

DON'T — common mistakes

- Don't send repeated follow-ups within days — it harms your file.
- Don't share sensitive documents in e-mail; use the portal instead.

After acceptance

The pipeline continues to the LOA → visa → decision → pre-departure stages with your advisor's help. Upload your Letter of Acceptance and all visa documents to the vault so your advisor can verify them.