



Faculty of Graduate & Postdoctoral Studies
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Date: Wednesday, February 12, 2025

To: Department Chairs, Graduate Coordinators, Graduate Program Administrators

From: Award Services, Faculty of Graduate and Postdoctoral Studies (GPS)

Re: **2025 University of Alberta Graduate Entrance Scholarships**

The Faculty of Graduate and Postdoctoral Studies (GPS) is pleased to announce the 2025 University of Alberta Graduate Entrance Scholarship competition. Valued at \$17,500 (masters) and \$21,000 (doctoral), this competition is open to newly admitted graduate students that were highly ranked in their department at admission.

Eligibility

Refer to GPS's [website](#) for complete details of eligibility criteria, including the eligible admission terms.

For all Entrance Scholarship nominations, GPS Award Services uses the official admission grade point average (AGPA) as calculated and entered in Campus Solutions by GPS Admission Services (refer to the GPA Calculation Guidelines available to Graduate Administrators in [eClass](#) [GPAC Resources\Awards\Procedures] for additional details).

Complete details regarding regulations of this award (ex. honorary status, tuition and fees, etc.) are in the [Scholarships and Awards Manual](#).

Nomination Instructions & Deadline

Monday, April 14, 2025: deadline for departments to submit their nominations to GPS via the GSMS Awards Portal. Nominations for each graduate program must be uploaded and submitted in the appropriate award competition pool i.e. doctoral nomination must be submitted under the U of A Doctoral Entrance Scholarship.

There are cases in which a newly admitted student may not show up in the GSMS Awards Portal while the admission is in certain stages of processing. If the student does not appear in the department's Awards Portal, departments are to do the following:

- Combine the Nomination Documents into a single PDF in the order (1-4) listed below.
- Label the PDF as follows: STUDENT ID_LAST NAME, FIRST NAME_ENTRANCE

- As GPS has transitioned to the Student Services Portal (Freshservice), please submit a ticket (by the same deadline above) using the [Contact us](#) page, and ensure the subject line states “[Department Name] – Entrance Scholarship Nomination”

Each department may submit a maximum of one nomination for each award category. Due to the limited number of available awards, nomination quotas cannot be transferred from one program to another:

- Doctoral quota – 1
 - if a department does not have a doctoral candidate to nominate, or the department does not have a doctoral program, the Doctoral quota CANNOT be used as an additional Master’s Thesis-Based or Course-Based nomination submission.
- Master’s Thesis-Based quota – 1
 - if a department does not have a master’s thesis-based candidate to nominate, or the department does not have a master’s thesis-based program, the Master’s Thesis-Based quota CANNOT be used as an additional Master’s Course-Based or Doctoral nomination submission.
- Master’s Course-Based quota – 1
 - if a department does not have a master’s course-based candidate to nominate, or the department does not have a master’s course-based program, the department CANNOT use the Master’s Course-Based quota to submit an additional Doctoral or Master’s Thesis-Based nomination.

Once nominations have been submitted to GPS, no revisions will be permitted. Incomplete nominations, including those submitted with missing or outdated transcripts, missing signatures, or missing Letters of References will not be considered. **It is the department’s responsibility to ensure that the nomination package is complete and correct in every respect before submitting to GPS via GSMS. GPS will not follow up with departments for corrected documents.**

Departments are responsible for notifying their students on whether or not they have been nominated to GPS for the Entrance competition. GPS is not responsible for responding to student inquiries related to departments’ internal results statuses.

Nomination Documents

Each nomination document is mandatory and applies to all three award categories. Each document must be uploaded as a separate PDF to each designated file section in the GSMS Portal. Please do not

upload duplicate documents, or upload/combine multiple documents under one file section (e.x. do not upload/combine transcripts with the CV under the CV file section).

A complete Entrance nomination package **must** include:

1) Department Nomination Letter (two page maximum)

- A general appraisal from the DEPARTMENT indicating why the applicant should be considered for this award.
- Letter must be on a letterhead and written/signed by the Department Graduate Chair/Coordinator (or delegate) with signing authority.
- Pages in excess of the number permitted will be redacted.

2) Student's CV

- A current overview of student's education, publications and other achievements.

3) Two Letters of Reference

- Each letter of reference must be uploaded separately. Departments are welcome to use the letters of reference from the student's admission application. Note that GPS Award Services does not pull these letters from the Admissions system.

4) All Post-Secondary Transcripts

- Upload as one combined PDF
- Transcripts are to be organized from most recent to least recent.
- If the nominee is currently registered at the U of A, please upload their most up-to-date U of A transcript. Unofficial U of A transcripts are accepted.
- If the file size is too large to upload under the "*Transcript 1*" section in GSMS, Departments can split the transcripts into two PDF's and upload the second PDF under the "*Transcript 2*" section.

We wish all departments the best of luck in this competition!

Sincerely,

Award Services