

**OTTAWA-CARLETON JOINT INSTITUTE FOR CIVIL ENGINEERING (OCICE)  
INSTRUCTION PAGE**

Dear Applicant:

In order to complete an application for a Master's or PhD program you must first complete the request for an application account online at <http://www.ocice.ca/application/>

Once finished, you will receive a username and password within 48 hours.

When received, you will then log into the system and complete the online application form and pay the application fee.

When the online application is finished you then must mail in the following documents :

1. 2 signed copies of your "Application for Admission" (admission summary) form.
2. A fully completed "Preference" form.
3. An "Official Transcript" of ALL your previous university level studies. Failure to disclose some previous university level studies is an academic offence. Transcripts from Undergraduate and Graduate Studies from Carleton University or the University of Ottawa need not be submitted provided that you are applying again to the same university. However, if you are changing from one University to the other you must submit an original transcript.

Note to International students: the Institute requires official transcripts in original language and English translation.

4. "Recommendation for Admission" forms (preferably former professors - project/thesis supervisors, or qualified persons at your place of employment). You may also include letters of Recommendation in addition to the Recommendation for Admission forms. Two are required for Master's and three for PhD.
5. All applicants must understand and speak fluently the language of instruction, which is English. Foreign applicants whose native tongue is not English must supply proof of proficiency in the English language, which is usually provided by one of the following:
  - TOEFL – minimum requirement is 550-paper base, 213-computer base, or 86 iBT overall with a minimum score in each component of: 22 writing, 22 speaking, 20 reading, and 20 listening.
  - IELTS – minimum requirement is 6.5.
  - Successful completion of CAEL/CAN test at the University's second language programs;
  - Proof of completion of a previous degree in an English language University.

To have your certificate sent directly to the university, the Institution code is 0854, and the Department code is 65

6. For students whose last degrees are from an Institution outside Canada, we encourage the submission of the official Graduate Record Examination (GRE) score. Although this is not obligatory, GRE scores can increase your chances for admission. The Institution code is 0854 and the Department code is 1102.
7. Curriculum Vitae.

8. A personal statement detailing your area(s) of interest is encouraged. This is particularly important for applicants to the doctoral program.
9. Any student who has obtained a Master's degree and is seeking admission to a doctoral degree must submit the following documents:
  - i) A short summary of your Master's thesis in English (approximately two single-spaced type written pages). The summary should clearly indicate the problem considered in the thesis, the methodology used, and the main results.
  - ii) A photocopy of the table of contents of your thesis in the original language, and an English translation. Page numbers must be shown.
  - iii) List of publications.

Please send all application documents to:  
OCICE  
Carleton University  
3034 Minto, 1125 Colonel By Drive  
Ottawa, ON, Canada K1S 5B6

The University reserves the right to verify the authenticity of submitted documents. Admission based on falsified documents may be revoked.

The responsibility to ensure all the application material is supplied on time is yours.

Our preferred means of contact is email so please supply us with an email address whenever possible.