

Graduate Program Document Upload

Last revised: December 2021

Introduction

Applicants to **Graduate Programs** may upload supporting documents to Self-Service.

Procedure

Electronic copies of your official transcripts and credential evaluations (WES or ICAS) must be submitted directly by the host institution to admissions@michener.ca

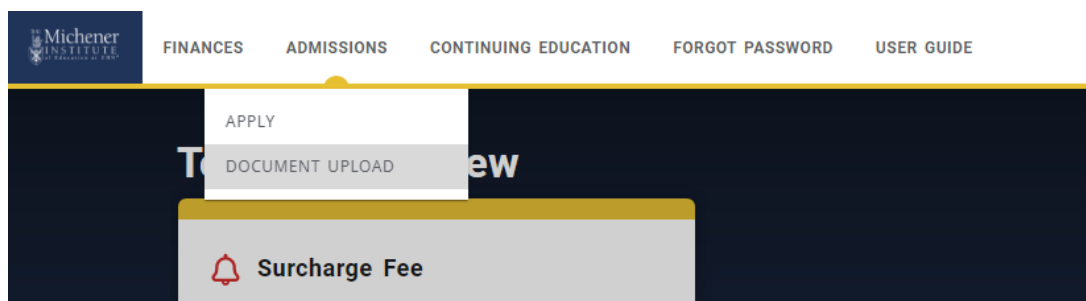
**Any transcripts submitted directly by the applicant will not be considered. Physical transcripts may be sent to: Registrar's Office, Michener Institute of Education at UHN, 222 St. Patrick Street, Toronto ON M5T 1V4*

Supporting documents (aside from transcripts) such as: letter of intent, resume, applicant experience checklist, recommendation and reference letters must be uploaded through the **Graduate Program Document Upload** in [Michener Self-Service](#).

Remember: **February 8, 2022** is your document deadline (if you are in progress with admission requirements, submit proof of in-progress admission requirements by **February 8, 2022** and proof of admission requirements completion by **July 12, 2022**).

To upload supporting documents:

1. Sign in to Self-Service using the credentials provided in the Application Acknowledgement Email
2. Navigate to Admissions > Document Upload



3. Select "Choose File" and select the file to be uploaded
4. Select "Click here to UPLOAD the above document(s) to Michener"

UPLOAD DOCUMENTS

Click [here](#) for Admission Requirements Document Upload instructions.

(Only PDF & JPG maximum file size 4Mb can be uploaded)

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2

This page must be used only for submitting the supporting documents listed below. Please do NOT upload unofficial transcripts or unofficial test scores.

- applicant experience checklist
- official letters of support
- letter of intent
- resume

All official transcripts or official language test scores must be submitted directly on your behalf, by your host institution. Please request for the host institution to send your official transcripts through either of these methods:

a. Electronic Transcripts (Preferred method: admissions@michener.ca)

b. Print/ Physical Transcripts:
Registrar's Office
The Michener Institute of Education at UHN
222 St. Patrick Street
Toronto, ON M5T1V4

Any transcripts or test scores submitted through Michener Self-Service will NOT be considered official.

5. Once file has been uploaded successfully, select “Return to Self-Service”.