

Lakehead University Graduate Studies Application Instructions

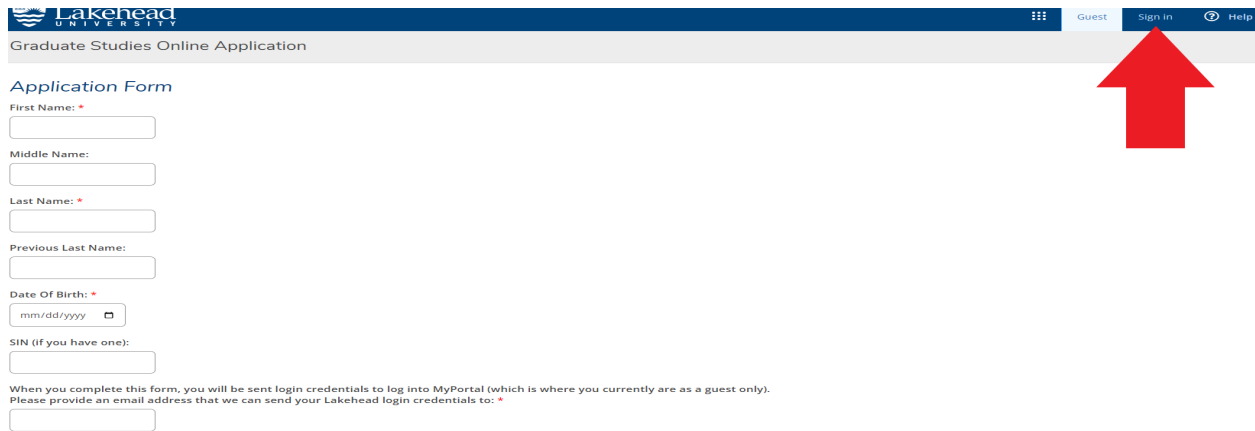
If you have previously attended, applied to, or been employed by Lakehead University, please follow Step 1, Option A.

If you are a new applicant please follow Step 1, Option B.

[Click Here to Get Started](#)

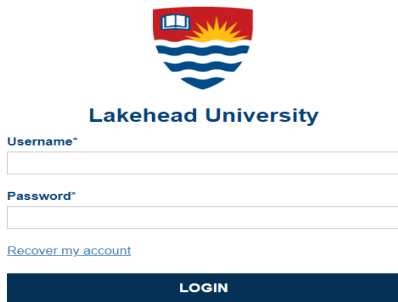
Step 1:

Option A: Click on “Sign In”



The screenshot shows the top navigation bar of the Lakehead University website. The 'Sign In' button is highlighted with a red arrow. Below the navigation bar is the 'Application Form' with fields for First Name, Middle Name, Last Name, Previous Last Name, Date Of Birth, and SIN. A note at the bottom of the form states: 'When you complete this form, you will be sent login credentials to log into MyPortal (which is where you currently are as a guest only). Please provide an email address that we can send your Lakehead login credentials to:'

The screen below will appear. Enter your username and password in the fields to get started. Your username is the beginning of your email address without @lakeheadu.ca (eg. [xxxxxx@lakeheadu.ca](#), your username would be xxxxxx. If you do not remember your password, please contact [gstudent@lakeheadu.ca](#) to have it reset.



The screenshot shows the Lakehead University login page. It features the Lakehead University logo, a 'Username*' field, a 'Password*' field, a 'Recover my account' link, and a 'LOGIN' button.



Continue on to Step Two below.

Option B: *Please Note* This step is for **new applicants** to Lakehead only. **DO NOT** complete this step if you are a previous Lakehead applicant, employee (former or current) or student.

[Click Here to Get Started](#)

The screenshot shows the top navigation bar of the Lakehead University website with the logo on the left and 'Guest', 'Sign In', and 'Help' links on the right. Below the navigation bar is a grey header with the text 'Graduate Studies Online Application'. The main content area is titled 'Application Form' and contains several input fields: 'First Name: *', 'Middle Name:', 'Last Name: *', 'Previous Last Name:', 'Date Of Birth: *' (with a date picker set to 'mm/dd/yyyy'), 'SIN (if you have one):', and 'When you complete this form, you will be sent login credentials to log into MyPortal (which is where you currently are as a guest only). Please provide an email address that we can send your Lakehead login credentials to: *'. At the bottom of the form is a dropdown menu with the text 'Have you previously attended, applied to, or been employed by Lakehead University?' and a 'v' icon.

As soon as you complete this page a record will be created for you and login credentials for your Lakehead University account will be sent to you by email (Pictured below)

Note: Please be sure to check your junk/spam folder if you cannot find the email



Faculty of Graduate Studies

GRADUATE STUDIES AT LAKEHEAD UNIVERSITY!

Dear Sheila,

Thank you for your interest in Graduate Studies at [Lakehead](#) University!

We are pleased to provide you with a username and password which grants you access to continue with your application.

Username: stest23
Password: 342290646

Please return to your application by visiting the Faculty of Graduate Studies online application at:

[Click here to continue your application](#)

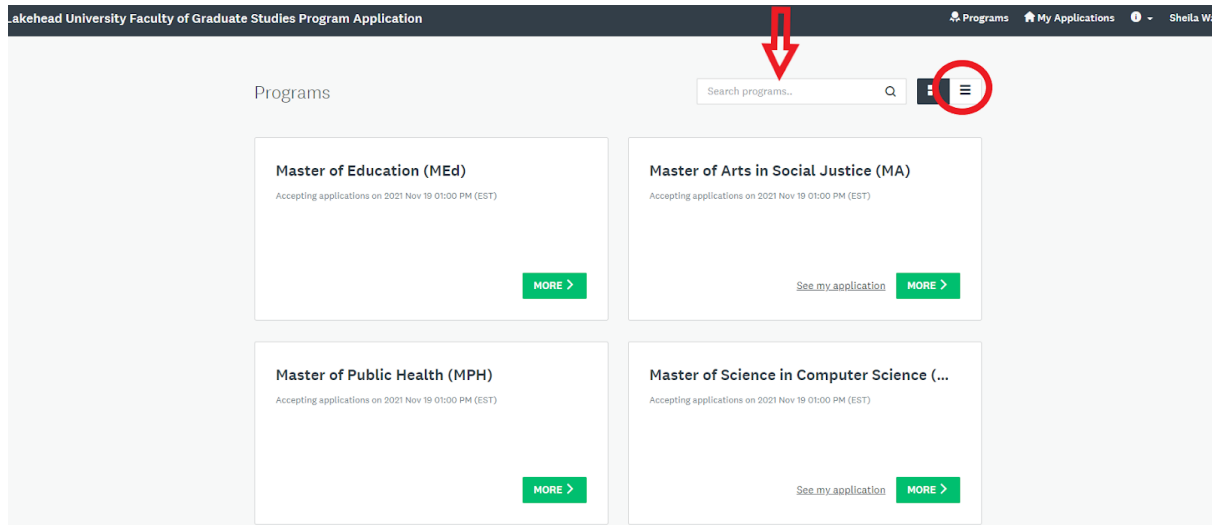
and enter the credentials listed above.

If you have any questions, please contact us at gstudent@lakeheadu.ca

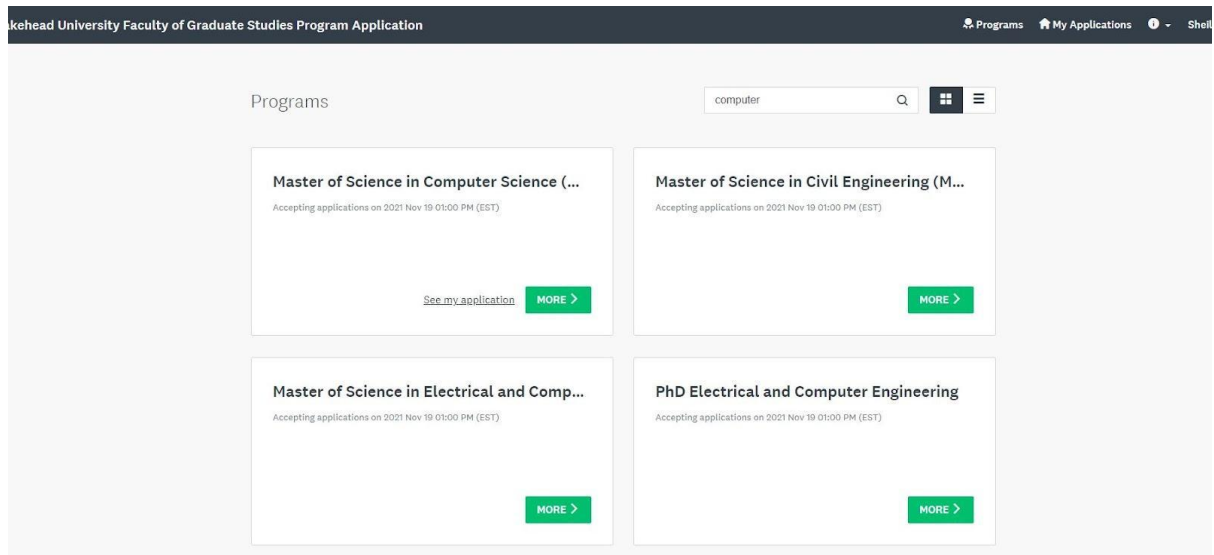
Thank you.

Faculty of Graduate Studies Admissions Team

Step 2: Find the program you/or your applicant would like to apply for. The default setting is program tiles, you can also click the button circled in red below to change to a list of programs. You can also search for a program by name.



Step 3: When you find the program you are looking for, click the MORE button.



Step 4: Once you are on the program's page, you can review the additional information provided. To create an application, click APPLY.

Master of Science in Computer Science (MSc)

Computer Science combines the intellectual challenge of a young discipline with the excitement of an innovative and rapidly expanding technology.

Computer science has been an active area at Lakehead University for over 25 years. The department resides in the University's Advanced Technology and Academic Centre (ATAC), a striking building that houses many of the University's computing activities. Faculty, staff, and students are equipped with state-of-the-art computing facilities including smart lecture rooms, labs, and a variety of computing technologies (e.g. Virtual Reality, Parallel Computing).

The Master's program in computer science provides an opportunity to explore the breadth and depth of advanced knowledge in the discipline. Students benefit from a selection of advanced courses and a chance to pursue research that aligns with their interests and aspirations.

Three program options are available to students:

- Master's by Course (1 year), which involves courses aligned with the IT industry requirements
- Master's by Project (2 years), which involves courses aligned with the IT industry needs and also includes a limited research project
- Master's by Thesis (2 years), which requires fewer courses and involves a more substantial research project

Project and Thesis based students can further their industrial experience through available Co-op placement opportunities.

Specialization in Artificial Intelligence

The Department of Computer Science is offering a two-year, thesis-based Master of

See my application

APPLY

Opens
2021 Nov 19 01:00 PM (EST)

Step 5: The next screen shows an overview of the application tasks and all required supporting documents. The small box on the left shows how many tasks have been completed. Once you complete the pre-application question, further tasks may appear depending on the program and your answers.

0 of 8 required tasks complete

Last edited: 2021 Dec 2 12:43 PM (EST)

REVIEW

SUBMIT

Master of Science in Computer S... [🔗](#)

[👁️ Preview](#) [⋮](#)

000000514

APPLICATION ACTIVITY

Your tasks

<input type="checkbox"/>	Pre-Application Questions	>
<input type="checkbox"/>	Application Form	>
<input type="checkbox"/>	Unofficial Transcript	>
<input type="checkbox"/>	Unofficial Proof of Degree (optional)	>
<input type="checkbox"/>	CV	>
<input type="checkbox"/>	Computer Science Background Form	>
<input type="checkbox"/>	Statement of Purpose	>
<input type="checkbox"/>	Academic References	>
<input type="checkbox"/>	Submission Fee	>

Important: The unofficial proof of English does not initially appear in the list of tasks. Once the Application Form is complete, the Unofficial English task will appear in the list of required documents for international applicants.

Step 6: Start the application with the Pre-Application Questions section. Simply click Pre-Application Questions to begin. **Please** be sure to select the correct program of study and option (course, project, thesis).

← Back to application

Master of Science in Computer Science...
0000000514
ID: 0000000514

- Pre-Application Questions
- Application Form
- Unofficial Transcript
- Unofficial Proof of Degree (optional)
- CV
- Computer Science Background Form

0 of 8 required tasks complete

Last edited: 2021 Dec 2 12:43 PM (EST)

REVIEW SUBMIT

Pre-Application Questions

Student status*
International

Program of study*
 MSc Computer Science
 MSc Computer Science with Specialization in Artificial Intelligence

Clear

Intake*
September

Academic Year*
 2022

Clear

Options (aka. Project, thesis, course)*
Please see restrictions on the options

- Course & Project are only available for MSc Computer Science with no specialization

Project

Study load*
Please [click here](#) for a full definition of the various study loads

Full-time

Campus*
Thunder Bay

Please note that once this task is marked as complete, you will NOT be able to change your responses in this form. In the event you would like to change your answer after marking this task as complete, you will need to delete this application and start a new one.

If you create a new application, please reuse this current ID.

Do not create a new Lakehead University ID number.

Options (aka. Project, thesis, course)*

Thesis

Clear

Thesis Information*

Please note that you may return at a later date to complete this information if you are unable to provide it at this time.

This information **MUST** be completed before you will be able to submit your application.

Name of Potential Supervisor:

Applicant's Area of Research Interest:

Review the information carefully before clicking on Mark As Complete.

Please note that once this task is marked as complete, you will NOT be able to change your responses in this form. In the event you would like to change your answer after marking this task as complete, you will need to delete this application and start a new one.

If you create a new application, please reuse this current ID.

Do not create a new Lakehead University ID number.

SAVE & CONTINUE EDITING

MARK AS COMPLETE

Step 7: Once you Mark As Complete, you can click on 'Application Form' from the list of tasks in the left menu.

The screenshot shows a web application interface. On the left is a sidebar with a list of tasks: 'Pre-Application Questions' (marked complete), 'Application Form', 'Unofficial Transcript', 'Unofficial Proof of Degree (optional)', 'CV', and 'Computer Science Background Form'. A progress bar indicates '1 of 8 required tasks complete'. The main content area is titled 'Pre-Application Questions' and shows the following fields: 'Student status*' (International), 'Program of study*' (MSc Computer Science), 'Intake*' (September), 'Academic Year*' (2022), 'Options (aka. Project, thesis, course)*' (Project), and 'Study load*' (Full-time). A note states: 'Please see restrictions on the options' and 'Course & Project are only available for MSc Computer Science with no specialization'. At the top right of the main area, it says 'Pre-Application Questions Completed 2021 Dec 2 12:49 PM (EST) Read only'.

Step 8: Complete the Application Form

The screenshot shows the 'Application Form' page. The left sidebar is the same as in Step 7. The main content area is titled 'Application Form' and shows the 'Personal Information' section. Fields include: 'Current Email Address*' (swalsh1@lakeheadu.ca), 'Prefix' (Ms.), 'First Name*' (Sheila), 'Middle Name', 'Last Name*' (Walsh), 'Former Last Name', 'Preferred Name (if different from above)', 'Birth Date*' (1985 Dec 02), and 'Gender*' (Female selected). A 'Reuse data' button is at the top right. A note says: '*Indicates a required field.' and 'Draft saved' is shown at the top right.

OEN

Note: Students who attended Ontario Elementary or Secondary schools were assigned an Ontario Education Number (OEN) to track their enrollment through higher education. If you do not know or remember your OEN, or if you did not attend an Ontario elementary or secondary school, please leave blank.

Canadian Social Insurance Number (If you have one)

Contact Information

Address Type*

Business

Address*

Apt./Unit# (if applicable)

Street

955 Oliver Rd

Address Line 2 (if applicable)

City

Thunder Bay

Province/State

Ontario

Postal/Zip Code

P7B 5E1

Country

Canada

SAVE & CONTINUE EDITING

NEXT

Click Next

Back to application

Master of Science in Computer Science
0000000514
ID: 0000000514

- Pre-Application Questions
Cannot be modified
- Application Form
- Unofficial Transcript
- Unofficial Proof of Degree
(optional)
- CV
- Computer Science
Background Form

1 of 8 required tasks complete

Last edited: 2021 Dec 21:53 PM (EST)

REVIEW SUBMIT

Application Form

Reuse data

Application Form

20%

*Indicates a required field.

Citizenship Declaration

Country of Citizenship*

India

English Language Requirements

The language of instruction at Lakehead University is English. Students whose First language is not English must demonstrate that they can cope with the language demands of an English language university.

What are our English Language Requirements? [Click here](#) for general details. If you are applying to one of our Health Sciences programs (MHS, MPH, PhD Health Sciences) [Click here](#) for details.

I understand.

Status in Canada*

Canadian Citizen

Student Visa

Permanent Resident (You currently hold a Canadian permanent resident card)

Clear

Date of Entry into Canada*
The date you officially went through or expect to go through Citizenship & Immigration Canada

2022 Sep 01

First Language*
Other ▼

Are you applying through an agent?*

Yes
 No

Clear

Agent Information*

Agent Email Address: agent@agent.com

Name of Agency: Agency Name Here

Agent Name: Mrs. Test Agent

Branch Office: Test Branch Location

Agent ID Number: 123456

Academic History*
How many post-secondary schools do you have to provide?
We do not require your high school/secondary school information.

Max of 6

1

Date of Entry Into Canada is not a mandatory field so a response is not required. International applicants can estimate their arrival date if they wish. If an applicant is a permanent resident and has a date of entry, this information is important.

If you are applying through an agent and you select Yes, the Agent Information will be visible. If NO is selected, the agent questions will remain hidden.

Next, complete the Academic History. A minimum of 1 institution is required. Please ensure to include ALL post-secondary information (Bachelor, Master's, Doctorate, College Diploma programs). Do NOT include secondary school/high school information.

Academic History*

How many post-secondary schools do you have to provide?

We do not require your high school/secondary school information.

Max of 6

Academic History #1

City	<input type="text" value="Test City"/>
Institution Name*	<input type="text" value="Test Institution Name Here"/>
Country*	<input type="text" value="India"/>
From (YYYY/MM/DD)*	<input type="text" value="1999/09/01"/>
To (YYYY/MM/DD)*	<input type="text" value="2003/05/30"/>
Progress*	<input type="text" value="Graduated"/>
Type*	<input type="text" value="University"/>
Name of Degree*	<input type="text" value="BSc"/>
Subject/Major(s)*	<input type="text" value="Computer Science"/>

Have you provided details on all Universities and Colleges that you have attended and/or are currently attending?*

Failure to disclose your complete academic history may result in your admission or registration to be restricted.

Yes

No

Clear

PREVIOUS	SAVE & CONTINUE EDITING	MARK AS COMPLETE
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Click Mark As Complete at the end of the Application Form.

Step 9: Upload the supporting documents.

The screenshot displays a web application interface for an application form. On the left is a sidebar with a 'Back to application' link at the top. Below it, the program name 'Master of Science in Computer Scienc...' and ID '0000000514' are shown. A progress list includes 'Pre-Application Questions' (checked, cannot be modified), 'Application Form' (checked, highlighted with a green bar and a right arrow), 'Unofficial Transcript' (unchecked), 'Unofficial Proof of Degree (optional)' (unchecked), 'Unofficial English' (unchecked), and 'CV' (unchecked). A progress bar indicates '2 of 9 required tasks complete' and a timestamp 'Last edited: 2021 Dec 2 01:00 PM (EST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons.

The main content area shows the 'Application Form' title and completion status 'Completed 2021 Dec 2 01:00 PM (EST)'. Below this is the 'Personal Information' section with the following fields:

- Current Email Address***: swalsh1@lakeheadu.ca
- Prefix**: Ms.
- First Name***: Sheila
- Middle Name**: (No response)
- Last Name***: Walsh
- Former Last Name**: (empty)

Click on Unofficial Transcript to upload the transcript in **PDF format only**.

If your studies are in progress, you do not have to upload your proof of degree; we understand it is in progress. If you have been awarded the degree, please upload a copy in the unofficial proof of degree section.

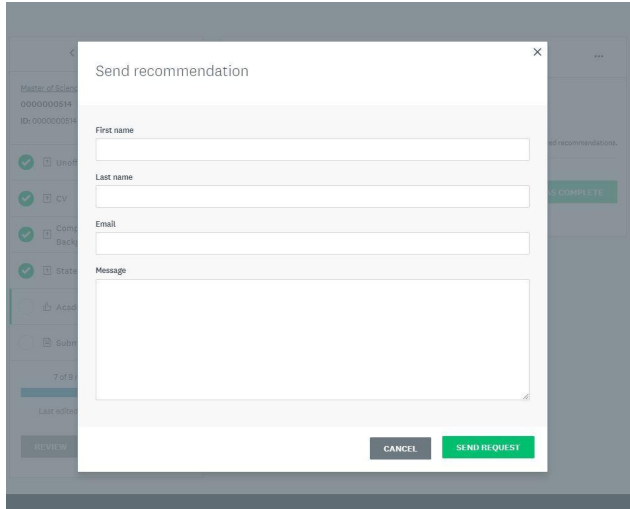
If you have a medium of instruction letter from previous studies in English or an English language test score it can be uploaded to the unofficial English section.

The screenshot displays a web application interface for an application portal. On the left, a sidebar lists various tasks with their completion status: 'Pre-Application Questions' (checked), 'Application Form' (checked), 'Unofficial Transcript' (checked), 'Unofficial Proof of Degree (optional)' (checked), 'Unofficial English' (selected), and 'CV' (checked). Below the list, a progress bar indicates '4 of 9 required tasks complete' and the last edit time is '2021 Dec 2 03:48 PM (EST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main content area is titled 'Unofficial English' and contains a task instruction: 'Task instructions Hide'. Below this, it says 'To see accepted English Language tests, please click here'. A large grey upload icon is centered, with a green 'ATTACH FILE' button below it and a 'Show accepted formats' link. At the bottom right of the main area is a green 'MARK AS COMPLETE' button.

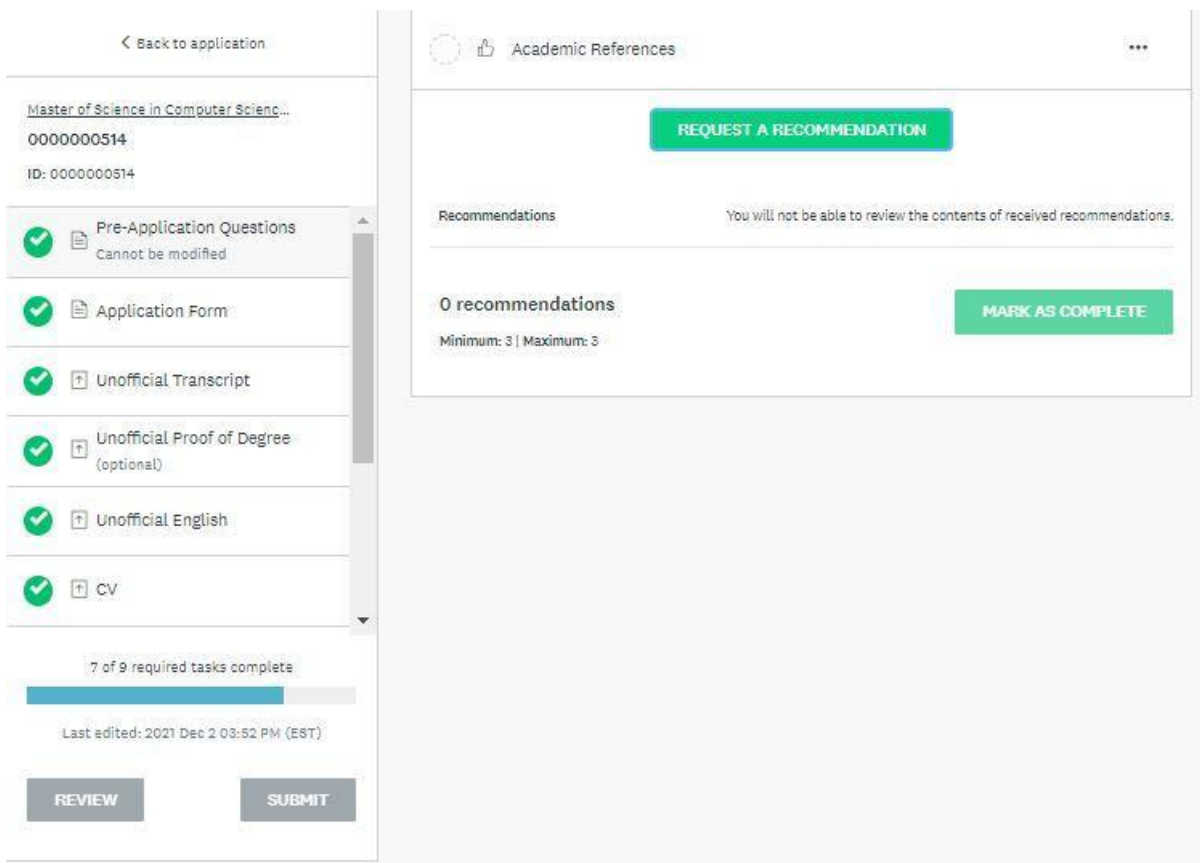
References

The applicant/agent will enter the referee's names and email addresses into the system.

As soon as the applicant/agent clicks Send Request, the email will be sent to the referee. The referee will need to create a Survey Monkey Recommender Account if they do not already have one. This is a requirement and there is no workaround/exception.



The referee/recommender will complete the reference through the online system. They can upload a supporting letter if they wish, but it is not required.



The majority of our programs will NOT allow you to Mark As Complete until the references have been completed and submitted. The applicant/agent will have to

monitor the application and once all of the references have been received, they can mark the task as complete.

If any of the referees did not receive the email request, you can go into the application to resend the request. Click on the three dots after the referee's name and then click Resend request.

The screenshot displays the 'Academic References' section of an application. On the left, a sidebar shows the application progress: 'Pre-Application Questions', 'Application Form', 'Unofficial Transcript', 'Unofficial Proof of Degree (optional)', 'Academic References' (highlighted), and 'Submission Fee'. The main content area shows a list of referees with their names, email addresses, and the date requested. A red arrow points to the three dots menu for Harper Lee, which is open, showing 'Resend request' and 'Withdraw request' options. A 'MARK AS COMPLETE' button is visible at the bottom right of the list.

Step 10: Pay the application fee.

The screenshot shows the 'Submission Fee' editing task. The page title is 'Editing task: Submission Fee' and it is for user Sheila Walsh. The main content area contains a 'Submission Fee' section with a message: 'Please note that you will be required to pay an application fee upon submitting your application. These fees will be processed in our external system found below. If you have questions, please contact us at gstudent@lakeheadu.ca and include your application ID number.' A green button 'Click here to pay' is centered below the message. At the bottom, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'.

Please remember that you can pay the application fee before all of the tasks have been completed; however, you won't be able to submit the application until all of the

mandatory tasks have been completed. Once they are completed, you will see green circles with the check marks beside each task. See the sample below, the academic references have not been completed (or requested in this example) so I cannot submit this application. It is saved, and I can come back to it to add my references later.

The screenshot displays an application portal interface. On the left, a progress bar indicates that 8 of 9 required tasks are complete. Below the bar, it shows the last edited time as 2021 Dec 2 04:20 PM (EST) and two buttons: REVIEW and SUBMIT. The main header area shows the program name 'Master of Science in Computer S...' with a preview icon and a three-dot menu. Below this is the application ID '0000000514' and two tabs: APPLICATION (selected) and ACTIVITY. The 'Your tasks' section lists the following items:

- Pre-Application Questions (Cannot be modified) - Completed
- Application Form - Completed on: 2021 Dec 2 01:00 PM (EST)
- Unofficial Transcript - Completed on: 2021 Dec 2 03:47 PM (EST)
- Unofficial Proof of Degree (optional) - Completed on: 2021 Dec 2 03:47 PM (EST)
- Unofficial English - Completed on: 2021 Dec 2 03:49 PM (EST)
- CV - Completed on: 2021 Dec 2 03:47 PM (EST)
- Computer Science Background Form - Completed on: 2021 Dec 2 03:52 PM (EST)
- Statement of Purpose - Completed on: 2021 Dec 2 03:52 PM (EST)
- Academic References - Not completed
- Submission Fee - Completed on: 2021 Dec 2 04:20 PM (EST)

Please ensure once all the tasks have green check marks that you SUBMIT the application. If you do not submit your application, it will cause delays in processing.

Step 11: Once the application has been submitted, you will receive this email.



Dear [REDACTED]

Thank you for applying to Lakehead University! We are pleased to acknowledge the receipt of your application to our Master of Arts in Economics (MA) program.

Check your Lakehead email account regularly. Your Lakehead email account should be used for all communications with the university. It is also important to include your Lakehead University student ID number in all correspondence.

Program information can be found at:

<https://www.lakeheadu.ca/programs/graduate> If you have any questions about your application, please email us at gstudent@lakeheadu.ca

Step 12: Once the application fee has been submitted, you will receive this email.



Dear Sheila,

Your application payment has been processed, your application will be moved to the initial review stage by the Faculty of Graduate Studies.

Faculty of Graduate Studies Admissions Team

You can continue to monitor the status of your application by logging into your online application portal as well as checking your Lakehead University email account.