



Canadian application checklist

A practical starting point for Canadian medical school applicants.

Use one checklist per school. Tick each item once confirmed. Requirements vary by school, pathway and year; use the current official guide and note any item that does not apply.

01 Confirm your eligibility

- ☐ **Find the correct application route.** Confirm the portal, entry year, campus and applicant pathway.
- ☐ **Check status and residency rules.** Verify citizenship or status, provincial or regional eligibility, and the evidence required.
- ☐ **Check academic eligibility.** Confirm credits or degree timing, prerequisites, GPA calculation and course-load rules.
- ☐ **Confirm required tests.** Check MCAT, Casper or other tests, accepted dates, score age and score-release instructions.
- ☐ **Review language and pathway requirements.** Identify language evidence and any stream-specific conditions that apply to you.
- ☐ **Plan access and costs early.** Check fees, fee assistance and accommodation processes, including their separate deadlines.

02 Gather the documents

- ☐ **Arrange transcripts.** Follow the required request and delivery method for every institution, exchange or transfer record the school asks for.
- ☐ **Prepare referees.** Confirm the number, eligibility rules, submission method and deadlines; ask people who know your work.
- ☐ **Confirm verifiers where required.** Ask permission, check contact details and ensure they can verify the facts you list.
- ☐ **Collect supporting records.** Check status, residency, pathway, credential-assessment or translation documents where required.
- ☐ **Build an accurate activity log.** Record roles, dates, hours, responsibilities and the current status of awards or research.

Official guidance: sources 1-4 on page 3. Continue with writing and submission on page 2.



Before you submit

Build each answer from concrete evidence, then check the complete application.

03 Questions to answer before writing

What is the prompt asking?

Name the quality, decision or experience your answer needs to show.

Which experience best supports it?

Choose an example you can explain with specific actions and credible evidence.

What did you personally do?

Separate your own decisions and contribution from the team's work.

What changed, and how do you know?

Identify an outcome or feedback. Be clear about what you cannot attribute to yourself.

What did you learn or reconsider?

Explain how the experience changed a later choice, behaviour or understanding.

Why does this matter here?

Connect the example to the question. Use school context only when it is relevant.

04 Final submission checks

- ☐ **Follow the exact instructions.** Check prompts, word or character limits, file formats, and policies on AI or outside assistance.
- ☐ **Reconcile the facts.** Check dates, hours, role titles and research status across entries, documents and verifier information.
- ☐ **Review your writing.** Use your own voice, answer the question directly and support each claim without overstating your role.
- ☐ **Confirm receipt of required materials.** Use official tracking to check transcripts, references and scores; a request is not proof of receipt.
- ☐ **Read the portal preview.** Check names, school-specific answers, uploads, formatting and any text cut off when pasted.
- ☐ **Submit and pay by the required deadline.** Aim for an earlier personal target. Save the submitted version, receipt and confirmation number.
- ☐ **Monitor the next steps.** Check email and portals, follow official correction procedures, and record interview or response deadlines.

Tip: use the ConsulMD evidence map worksheet to develop an example before drafting.



Your school-by-school plan

Save a separate copy for each school and pathway. Record the exact time zone.

SCHOOL / PROGRAM

ENTRY YEAR

APPLICANT PATHWAY / CAMPUS

REQUIREMENTS CHECKED ON

OFFICIAL ADMISSIONS PAGE / GUIDE URL

REQUIREMENT	OFFICIAL DEADLINE	PERSONAL TARGET	STATUS / NOTES
Application + payment			
Transcripts / credentials			
Test sitting(s)			
Score delivery / release			
References			
Supplementary documents			
Interview / other			

Use date, time and zone for deadlines. Record separate dates when a requirement has several steps.

QUESTION TO RESOLVE WITH THE ADMISSIONS OFFICE / NEXT ACTION

OFFICIAL STARTING POINTS | CHECKED 12 OCTOBER 2026

1. AFMC | Canadian admissions guide
afmc.ca

3. OMSAS | Sketch and verifiers
ouac.on.ca/guide/omsas-sketch

2. OMSAS | Application guide
ouac.on.ca/guide/omsas-guide

4. UBC | Applicant guide (school example)
mdprogram.med.ubc.ca/admissions