

OFFERS & DEFERRALS

Offers

All applicants will receive an email regarding the status of their application. The Admissions office will communicate via the email that was supplied with the applicant's OMSAS application.

It is the responsibility of the applicant to add @queensu.ca to their safe senders list and to monitor their email and all associated email folders (inbox, spam, junk, etc.) during the application process. This includes ensuring that email inboxes are able to receive incoming mail. Applicants who receive an offer must respond by the deadline stipulated in the email. Any offers not answered by the deadline provided will be set to decline. This action cannot be reversed or changed for any reason. No exceptions. For these reasons, it is important that if you change your email from the one appearing on the OMSAS application you let us know. If you wish to update your email address, click here (queensmd@queensu.ca).

Queen's School of Medicine coordinates the first round of offers with all Ontario Medical Schools. Therefore, applicants who were invited to panel interviews will receive the results of their application in May, with the exception of MD/PhD & MD/Master's offers which are typically sent in March, and MMTP offers which are typically sent in April.

Please refer to OMSAS' Important Dates (<https://www.ouac.on.ca/guide/omsas-dates/>) page for the admission cycle timeline.

First-round offers of admission would typically be sent in the following months:

March - MD/PhD and MD/Master's applicants

April - MMTP applicants

May - MD general stream applicants, Indigenous stream applicants, and Queen's-Lakeridge Health MD Family Medicine applicants

Offers will be delivered on a rolling basis until the class has been filled. Information on an applicant's waitlist position or any further information relative to our waitlist process will not be provided. Once the class has been filled, an email will be sent to applicants remaining on the waitlist.

ATTENTION IMPORTANT INFORMATION BELOW

All Offers are Conditional

Offers of admission may be rescinded if the selected candidate fails to meet any admission requirement or any one of the conditions of their offer.

Simply submitting your documents **does not** constitute meeting the conditions of your offer. All documents will be reviewed by our office to ensure they meet the criteria of the condition **before** you can be enrolled. Therefore it is imperative that you follow the instructions and deadlines listed to ensure your enrollment and participation in the program. Failure to follow the submission instructions and deadlines may result in your offer being rescinded.

Communication

If you are accepting an offer to Queen's MD Kingston Campus, please communicate with queensmd@queensu.ca.

If you are accepting an offer to the Queen's-Lakeridge Health MD Family Medicine Program, please communicate with mdfmprog@queensu.ca.

How to submit your documents:

- **MUST** be in PDF format.
- **MUST** be titled with your last name, first name, and the name of the document.

(i.e., LAST NAME_FIRST NAME_NAME OF DOCUMENT)

- **DO NOT** combine documents into one PDF unless specified.
- **DO NOT** send multiple emails with separate documents. Please wait until you have gathered all the requested documentation and send it in **one email to the appropriate email address**.
- Follow the information below for where to send each document.

IMPORTANT: Plan accordingly and give yourself enough time to complete all of the documents by the stipulated deadlines. It is the applicant's responsibility to notify the appropriate emails prior to any deadlines if they are experiencing issues with meeting those deadlines with the situation and a course of action. Communications of this nature will be reviewed on a case-by-case basis.

Deferrals

Requests for deferred registration will be considered by the Admissions Committee from highly qualified students wishing to complete the requirements for their graduate degree



due to an unforeseen circumstance(s) that has prevented them from completing said degree before enrolling in the MD Program and all related and/or applicable programs, pathways or streams, etc.

Requests for deferral are limited and will be considered as they are received and must be received within 7 days of acceptance of your offer to be considered. Acceptance of your offer requires you to accept on OMSAS, accept on SOLUS and pay your deposit. Normally, deferred registration will be granted for one year. Deferral requests after June 30, prior to the commencement of medical school will generally not be accepted.

A request for deferral letter must be emailed directly to the Queen's School of Medicine Admissions Office (Queen %E2%80%99s%20School%20of%20Medicine%20Admissions%20Office).

Please review policy AD-05 v4 (<https://meds.queensu.ca/source/AD-05v4%20Deferred%20Registration%20Policy%20approved%20Nov%2015%2C%202023.pdf>)

All offers of admission are conditional upon the submission and review of the following:

1. **Accept** offer - For MD Kingston offers: On OMSAS **and** SOLUS (Queen's student platform). For Queen's-Lakeridge Health MD Family Medicine offers: Email mdfmprog@queensu.ca to accept **and** on SOLUS (Queen's student platform) Our office will then update OMSAS on your behalf.
2. **Pay a non-refundable deposit of \$1050.** This amount is applied to the minimum tuition payment via SOLUS. Please note payment processing can take up to 3-5 business days. You may wish to submit a copy of your proof of payment to queensmd@queensu.ca prior to the deadline should you be concerned that your deposit takes longer to process. **Submit as PDF, with title "Last Name_First Name_MEDS28 DEPOSIT"**
3. **Maintain** an academic standing that is acceptable to the Admissions Committee and **complete** all required credits. (The minimum acceptable GPA would normally be 3.0 on a 4.0 scale for OMSAS applicants)
4. **Provide an official final transcript** to OMSAS for the requirements for entry into the MD program.* (This includes all coursework at the graduate or doctoral level of study).
*Only required if you have completed additional education since the time of your OMSAS application or your transcript has been updated.

5. **Submit Graduate Completion Letter** (if applicable). **Submit as PDF, with title "Last Name_First Name_MEDS28 GRDLETTER"** If you are a graduate student, you are required to submit a letter from your supervisor confirming your graduate degree requirements will be completed by August 1 of the year you enter our program. **Please have the School of Graduate Studies/Registrar's office send this letter directly to us as a PDF.** Completion letters must be on letterhead. For MD Kingston offers email: queensmd@queensu.ca For Queen's-Lakeridge Health MD Family Medicine offers email: mdfmprog@queensu.ca

6. **Submit evidence of Canadian citizenship** **Submit as PDF, with title "Last Name_First Name_MEDS28 CDN"**. Submit a copy of your Canadian passport, birth certificate or certificate of Canadian citizenship, or proof of Canadian permanent residency. A Social Insurance Number does not fulfill this requirement. Please ensure the document is legible for print. For MD Kingston offers email: queensmd@queensu.ca For Queen's-Lakeridge Health MD Family Medicine offers email: mdfmprog@queensu.ca

7. **Submit Vulnerable Persons Police Sector Check** at the candidate's expense. **Submit as PDF, with title "Last Name_First Name_MEDS28 CPIC"**. (MD/PhD & MD/Master's candidates: this is required the year that you enter the MD component of your combined program.) **For the Toronto Police, applicants will require our agency code, please contact the respective office that pertains to your offer and visit Toronto Police Service (<https://www.tps.ca/services/police-record-checks/>). You may wish to keep a copy for your records.**

Information Regarding Police Records Check:

- All students who accept an offer of admission into a Medical, Residency, Nursing, or Rehabilitation Therapy program will provide evidence of a Police Check and Vulnerable Sector Screening, conducted at their expense before they will be permitted to register in the program.
- An applicant or student who submits false, misleading, or incomplete information about a criminal charge or criminal record may be subject to sanction by the School of Medicine and/or the University.
- As all medical students undertake significant portions of their education in settings with exposure to vulnerable populations, students are required to complete and submit the results of a Vulnerable Persons Police Record Check, at their own expense prior to the commencement of Medical School. This process must be initiated through your local police service.

· Police forces may use slightly different language to describe the various levels of Records Checks available. Please be sure that the check you undergo includes at least a check of local records, as well as the RCMP's CPIC, and the register of pardoned sexual offences (vulnerable sector screening). This high level of check is the one required by volunteers and other agencies that serve children and other vulnerable populations. As these checks can take several weeks, we recommend that you begin the process as soon as possible to ensure compliance with our deadline.

· The majority of students will have checks resulting in a "clear" report, indicating that no police record was found. A very few students may receive a "not clear" report. There are many circumstances that could lead to this finding, and each such case will be considered individually. The School of Medicine reserves the right to revoke an offer of admission or cancel registration based on a review of this Report.

· If you have ever been convicted of a criminal offence for which you have not received a pardon, you are strongly urged to consult with your provincial College of Physicians and Surgeons, as medical graduates with criminal records may not be eligible to receive licensure to practice medicine.

For MD Kingston offers email: queensmd@queensu.ca
For Queen's-Lakeridge Health MD Family Medicine offers email: mdfmprog@queensu.ca and all students are required to submit the original to our office. **Mail official hard copies** of the Police Record Check to our Admissions Office at:

MD Admissions

80 Barrie Street

Kingston, ON

K7L 3N6

(Consider sending this document using a delivery method that provides a tracking number.)

or,

Email official digital copies of the Police Record Check to the corresponding email above.

8. Submit completed AFMC Immunization and Testing Form For MD Kingston offers: **Submit as PDF, with title** "Last Name_First Name_MEDS28 AFMC". For Queen's-Lakeridge Health MD Family Medicine offers **Submit as PDF, with title** "Last Name_First Name_MEDS28 AFMC MDFM". (MD/PhD & MD/Master's candidates: this is required the year that you enter the MD component of your combined program.) **Form must be fully completed by your**

healthcare provider. This requirement will be updated again prior to clerkship.

NOTE: *The length of time this process can take to acquire all necessary vaccinations, follow-up, testing and documentation is often greatly underestimated. Please review the Communicable Diseases Protocol.*

If you have an immunization-related inquiry, please email Queen's Learner Wellness learnerwellness@queensu.ca

If applicable, they will submit the inquiry to the Occupational Health Nurse for an appropriate response. Please allow 2-5 business days

9. Submit Novel coronavirus disease (COVID-19) Completed Vaccination For MD Kingston offers: **Submit as PDF, with title** "Last Name_First Name_MEDS28 COVID". For Queen's-Lakeridge Health MD Family Medicine offers **Submit as PDF, with title** "Last Name_First Name_MEDS28 COVID MDFM" (MD/PhD & MD/Master's candidates: this is required the year that you enter the MD component of your combined program.) Novel coronavirus disease 2019 (COVID-19) vaccination is required for clinical teaching activities and clinical placements. Medical learners should follow NACI recommendations on the use of COVID-19 vaccines (<https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci.html>). Medical learners who choose not to have COVID-19 vaccination should be notified that university and hospital policies may preclude them from clinical teaching and/or clinical placements that are curricular requirements. You are responsible to receive the vaccine at your earliest convenience and when available, providing confirmation

FAQs can be found on our QMED Help Tool.

If you have an immunization-related inquiry, please email Queen's Learner Wellness learnerwellness@queensu.ca

10. Ability to meet the standards for entry in the medical degree program as stated in the document *"Essential Skills and Abilities Required for Entry to a Medical Degree Program"*

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