

3+1+1 FAQ

***Mandatory to read if you are interested in a 3+1+1 program at uOttawa Faculty of Engineering.**

1. How can I become a 3+1+1 student?

The general eligibility requirements for students seeking to be selected to participate in the 3+1+1 collaborative program at uOttawa are as follows and are subject to change and/or exceptions:

- Be a full-time undergraduate student enrolled in a Bachelor of Information Technology degree program with specializations in Artificial Intelligence and Data Science or Computer Science at NGU with English language as medium of instruction (at the time of application);
- Have successfully completed 3 years of the above 4-year programs (at the time of arrival at uOttawa);
- Achieved a minimum cumulative average of 75% at the time of application;
- Have achieved a minimum passing grade of 75% (B+) and above in NGU courses HUMA 101, HUMA 150 and HUMA 210 offered by NGU;
- Have no disciplinary measures, academic fraud or other disruptive conduct allegations or findings;
- Meet applicable immigration requirements to study in Canada (at time of arrival at uOttawa).

2. How is my admission average calculated?

Your average will be calculated manually using your last 20 courses once your complete application has been received by our Faculty's Graduate Studies Office.

3. What programs are open for me to apply?

NGU 3+1+1 students can apply for admission to a uOttawa **non-thesis Master of Digital Transformation and Innovation (with or without concentration)**. For more information on these programs and admission requirements, please visit: https://catalogue.uottawa.ca/en/programs/#filter=.filter_20&.filter_24&.filter_30

4. Can you give recommendations for what concentration I should apply to, based on my current transcript/program of study/interests?

Unfortunately, we do not provide any pre-evaluation of eligibility or admissibility as a general policy. Please note that ultimately this can only be determined during the evaluation process once you have submitted a complete application. While you are deciding on what program you would like to select, it would be in your best interest to review our [“Programs and Courses”](#) portion of our official website. When you click on a program, you will be able to review the **“Courses”** sub-section above to review the course listings for each program. You will need to review the courses listed within each program to make sure that the previous courses that you have taken are applicable to the content within the program itself. Example within *“Programs and Courses” - Master of Digital Transformation and Innovation and Concentration Applied Data Science*:

<https://catalogue.uottawa.ca/en/graduate/master-digital-transformation-innovation-concentration-applied-data-science/#coursestext>

If an applicant has reviewed the [“Specific Requirements”](#) section of our website and the courses section of, [“Programs and Courses”](#) and they feel that they meet all of the minimum requirements then they can feel free to apply. Unfortunately, we cannot say whether *or* not any applicant should *or* should not apply to any program (*this is a general policy*), as only the evaluation committee can speak to an applicant’s admissibility.

Please DO NOT send us any requests/transcripts for pre-evaluations as this really is counter to our general admission policy. The information is available online and because we cannot speak on behalf of the committee **each** applicant will need to do their best to determine their own admissibility before selecting their desired program: https://catalogue.uottawa.ca/en/programs/#filter=.filter_20&.filter_24&.filter_30 and <https://www.uottawa.ca/graduate-studies/programs-admission/apply/specific-requirements>

5. What is the application procedure?

The application process is done entirely online via Ontario Universities’ Application Centre (OUAC) ([Apply now](#)).

You **do not need** to submit official copies of the documents required at the time you submit your application via OUAC. Uploading the documents will come later, once you receive an e-mail with the next steps from uOttawa. **Note that you will be required to pay a non-refundable application fee (\$110) when submitting your application.** After you have officially applied, it will still take another 10-12 business days for the application to transfer to uOttawa systems.

Once the application has transferred, you will receive an automatic email from the University of Ottawa which contains directives concerning the “Next Steps”. Within this email you will also be provided with an official Student Number (ex. Starting with “300...”), your uoAccessID and password, so you can access your uoZone account (*your Student Portal*).

*Please remember there are two parts: an ID and a password. **Your uoAccess ID** is the short name before your @uOttawa.ca email address (e.g.: jsmit000). These uoAccess credentials allow you to authenticate and access many websites, applications, and systems at the University of Ottawa.

Please note that you will only be able to follow the directives that we have provided you with below once you have been given a Student Number.

Follow these steps to access your uoZone account:

- Go to the [Students page](#).
- In the uoZone box, click Login.
- Type your uoAccess ID and password.
- Click Login.

If you have difficulty accessing your account due to technical issues, please contact the [IT Service Desk](#).

In your *uoZone* account, you will be able to upload the documents required for the evaluation of your application. To do so, you will need to go to the section **“Admission file”** and then click on your program. This will bring you to the list of required documents.

Supporting documents required can vary depending on the program. Use the [program-specific requirements online tool to check the documents required for your program and gather them.](#)

Please **DON'T** send us any of your documents by e-mail, we will not be able to revise and consider them! We have a portal called, **“uoDocs”** in your *uoZone* portal which allows applicants to upload their own documents. *(Please note the requirement list may differ from program to program however, the requirement Checklists will be accessible through your uoZone portal once you've submitted your application via OUAC).*

To begin uploading documents within uoDocs:

1. Sign into your, **uoZone**;
2. Scroll to the top of the screen and click on, **"Applications"**;
3. Here you will find multiple options that are listed in alphabetical order. You will want to scroll all the way to the down to the bottom and press on **“uoDocs”**;
4. Enter into **uoDocs** and begin uploading the requirement documents.

Required Documents (Requirement documents can vary depending on the program):

- a) **Two letters of recommendation** (*electronic submission from your referees - cannot be uploaded within uoDocs - please follow the instructions below*);
 - a) Simply enter into your *uoZone* and click on Applications at the top and then, **"Student Center"**. Once there simply navigate your way to your requirement list;
 - b) Once you have found that you will click where it says, **"Here"** beside, **"General Letter from:"** where you will enter and provide your Professor information;
 - c) At this point you will send them an email prompt and they will respond with their letters of recommendation;
 - d) Your referee will have 10 days to complete the electronic recommendation form.
 - e) It is highly recommended that you contact your referee prior to submitting your application to confirm their email address and their availability to complete your letter of recommendation.

- b) **Transcript** (*soft-copy is sufficient for the purposes of the evaluation**) - **uoDocs**;
 - a) You must upload copies of all transcripts from universities you have attended to the student portal. Transcripts must cover all courses and programs at any university you have attended, including regular programs (whether completed or not), exchanges, letters of permission, online or correspondence courses, courses taken as a special student or visiting students, etc. If your transcript and degree certificate are not in English or French, you must submit a certified translation (signed and stamped and sealed).

c) *Resume - uoDocs*;

d) *Proof of English Proficiency (ex. IELTS, TOEFL) - uoDocs*

- a) The language proficiency test requirement has been waived due to English being the language of instruction of your program. You do not need to provide language proficiency test results **HOWEVER** you must provide **an official letter from NGU confirming that English is a language/medium of instruction in your program at NGU.**

Once you have applied and once you have uploaded your documents please contact the coordinator of your program at NGU (Dr. Samhaa El-Beltaqy - samhaa.elbeltaqy@ngu.edu.eg), confirm that you have applied and provide them with your Student Number (EXTREMELY IMPORTANT). The coordinator in NGU will transfer the list of students who applied to uOttawa so that we could begin preparing the files for the evaluation. PLEASE NOTE: if you do not inform your program coordinator, we will not be able to identify you in the system as a 3+1+1 student, you will not receive the preferential tuition rate and your application risks being refused.

6. What is the deadline to apply?

The deadline to apply will be **January 31st, 2023**.

7. What semester (term) should I be applying for in OUAC?

As a 3+1+1 student, in OUAC portal, you should apply to the term that you intend on starting your **Master's** with uOttawa. For example, someone who was applying to the 3+1+1 program to start their **4th year** in **Fall 2023** would have applied for admission at Master's program in **Fall 2024** semester (*a year in advance*).

In other words, as a 3rd year NGU student, you would be applying *before January 31st, 2023* to the **Fall 2024 term**, so that you could start your **4th year (Pre-Master program)** with uOttawa in **Fall 2023** and then continue at your **Master's** program with us in **Fall 2024**.

8. Can I defer my offer of admission to next term/year?

Unfortunately, deferrals are not possible. The uOttawa policy states that an offer of admission is only valid for one term. If you wish to start the program in the next term, you must re-apply to the program. Additionally, it is not possible for a 3+1+1 student to apply for the Winter term, the applications should be submitted for the Fall term.

9. What amount of tuition fees will I be required to pay?

Because you are in the collaborative academic program between the University of Ottawa and your home institution, you will be entitled to an overall 30% reduction in tuition fees for your studies at the Faculty of

Engineering, based on the regular international student tuition fees for international students. Below are tuition fees for the 3+1+1 students from NGU admitted to start their program in Fall 2023:

**uOttawa tuition fees for 3+1+1 NGU students
starting their studies with uOttawa Faculty of Engineering in Fall 2023
(in Canadian dollars)**

Semester	Number of units per semester	Tuition fees
Fall 2023 (Undergraduate level)	18 units	\$19,249.26
Winter 2024 (Undergraduate level)	15 units	\$19,249.26
Fall 2024 (Graduate level)	9 units	\$9,580.93
Winter 2025 (Graduate level)	9 units	\$9,580.93
Summer 2025 or Fall 2025 if Summer 2025 is off (Graduate level)	6 units	\$6,387.29
	Total	\$64,047.66

The discount does not apply to compulsory ancillary fees, administrative fees and incidental fees (including compulsory third-party fees, such as the universal bus pass, health insurances, etc.). The amount of ancillary fees, administrative fees and incidental fees will be determined and published by uOttawa each year: <https://www.uottawa.ca/university-fees/> and are subject to uOttawa terms and conditions for university fees. Within 24-48 hours after a student registers to his/her first course the exact amount of the fees due will become available for that student to review and pay within their uoZone (*Student Portal*).

For any questions related to financial amounts, forms of payment, student account (\$) etc. you will need to contact either:

1. Information Concerning Tuition Fee Payment:

Student Accounts (*Methods of Payment: University Fees*):

<https://www.uottawa.ca/financial-resources/student-accounts/method-payment>

Financial Resources (*Payment of Fees*):

<https://www.uottawa.ca/financial-resources/student-accounts/payment-of-fees>

2. Specific Contact Information:

InfoService - Student Accounts - Payment of Fees*:

Telephone: 613-562-5630

Toll-free: 1-877-UOTTAWA or 1-877-868-8292

Fax: 613-562-5323

Email: infoservice@uOttawa.ca

10. How can I enroll in the courses during my Pre-Master program at uOttawa? What courses should I take?

If you have been admitted, before the start of your studies at uOttawa, you will be contacted by our Faculty's Undergraduate Studies Office with the guidelines regarding course registration. The e-mail will include the Course Selection Application Form, the Course Restrictions for Incoming Engineering students, an example of how to fill out an undergraduate enrollment form, and the enrollment form you will have to fill out with your course selection and return by certain date. Please note that, once we receive your form and we register you, you will not be able to modify your course selection right away. Instead, you will be able to modify your course selection according to the dates indicated on the [Important Dates and Deadlines webpage](#). Please note, during your 4th year at uOttawa, your status will be defined as *a non-degree student*. Once you start your Master program with uOttawa, your status will change to *regular international student*.

During your 4th year (Pre-Master program) at uOttawa Faculty of Engineering, your expected course load is of 6 courses (18 units) in the Fall term and 5 courses (15 units) in Winter term, or 5 courses (15 units) in the Fall term and 6 courses (18 units) in Winter term. You will receive a course list from NGU, and you are required to verify your final course selection with them, as they will be applied towards your NGU undergraduate diploma.

Courses at uOttawa are subject to schedules and availability, which can be determined each year online on the Course and Exam Timetable webpage: <https://www.uottawa.ca/course-timetable/>. If a course cannot be found using this tool, it means that it will not be offered in the next calendar year.

Course plan for the Undergraduate level, fourth year of the 3+1+1 collaborative program between uOttawa and NGU

#	NGU 4th year courses	uOttawa equivalent Course code
NGU Bachelor of Information Technology degree with specialization in Computer Science		
1	CSAI 410 Advanced Database Systems	CSI 3130 Databases II (3 units)
2	CSAI 490 Senior Project I and	CSI 4900 Honours Project (3 units) OR SEG 3904 Innovation Research Project (3 units)
3	CSAI 491 Senior Project II	DTI 5990 Directed Readings I (1.5 units) AND DTI 5991 Directed Readings II (1.5 unit)
4	CSAI 432 Cloud and High Performance Computing	CSI 4141 Real-Time Systems Design (3 units) OR GNG5300 Topics in Engineering: Full Stack Cloud Development (3 units)
5	3 core elective courses	3 courses from: CSI 3140 WWW Structures, Techniques and Standards (3 units) CSI 4105 Design and Analysis of Algorithms II (3 units) CSI 4107 Information Retrieval and the Internet (3 units) CSI 4108 Cryptography (3 units) CSI 4118 Computer Networks Protocols (3 units)

		CSI 4133 Computer Methods in Picture Processing and Analysis (3 units) SEG 3101 Requirements Analysis (3 units) SEG 4105 Software Project Management (3 units)
6	2 cross-specialization electives	<i>2 courses from the list for core electives (section 5) as well as:</i> CSI 4145 Machine Learning (3 units)
7	2 university requirement courses	GNG 5130 Business Communication and Influence for Engineers (3 units) AND GNG 2101 Introduction to Product Development and Management for Engineers and Computer Scientists (3 units)
NGU Bachelor of Information Technology degree with specialization in Artificial Intelligence and Data Science		
1	ECEN 450 Introduction to Robotics	CEG 4158 Computer Control in Robotics (3 units)
2	CSAI 445 Natural Language Processing OR	CSI 5386 Natural Language Processing (3 units) OR
	CSAI 440 Digital Image Processing	CSI 4133 Computer Methods in Picture Processing and Analysis (3 units)
3	CSAI 490 Senior Project I	CSI 4900 Honours Project (3 units) OR SEG 3904 Innovation Research Project
4	CSAI 491 Senior Project II	DTI 5990 Directed Readings I (1.5 units) + DTI 5991 Directed Readings II (1.5 unit)
5	CSAI 432 Cloud and High Performance Computing	CSI 4141 Real-Time Systems Design (3 units) OR GNG5300 Topics in Engineering: Full Stack Cloud Development (3 units)
6	CSAI 410 Advanced Database Systems	CSI 3130 Databases II (3 units)
7	1 core elective course	CSI 4107 Information Retrieval and the Internet (3 units)
8	2 cross-specialization electives	<i>2 courses from the list for core electives (section 6) as well as:</i> CSI 3140 WWW Structures, Techniques and Standards (3 units) CSI 4108 Cryptography (3 units) CSI 4118 Computer Networks Protocols (3 units) CSI 4133 Computer Methods in Picture Processing and Analysis (3 units) SEG3125 Analysis and Design of User Interfaces
9	2 university requirement courses	GNG 5130 Business Communication and Influence for Engineers (3 units) AND GNG 2101 Introduction to Product Development and Management for Engineers and Computer Scientists (3 units)

Note: GNG 5130 Business Communication and Influence for Engineers (3 units), DTI 5990 Directed Readings I (1.5 units) and DTI 5991 Directed Readings II (1.5 unit) (total 6 units) will be counted towards Program Student's Bachelor of

Information Technology degree from NGU and towards Master of Digital Transformation and Innovation degree from uOttawa.

Recommended course sequence and schedule at uOttawa by semester for the Undergraduate level, fourth year of the 3+1+1 collaborative program between uOttawa and NGU

NGU Bachelor of Information Technology degree with specialization in Computer Science	
FALL semester	WINTER semester
Mandatory courses (12 units)	
	CSI3130 (3 units)
	CSI4141 (3 units) OR GNG5300 (3 units) (semester for the topic to be determined)
CSI4900 (3 units) OR SEG3904 (3 units)	CSI4900 (3 units) OR SEG3904 (3 units)
DTI5990 (1.5 units) AND DTI5991 (1.5 units)	DTI5990 (1.5 units) AND DTI5991 (1.5 units)
3 elective courses (9 units) from:	
CSI4105 (3 units)	CSI3140 (3 units)
CSI4108 (3 units)	CSI4107 (3 units)
CSI4118 (3 units)	
CSI4133 (3 units)	
SEG3101 (3 units)	
SEG4105 (3 units)	
2 electives from above or, 1 elective from above and: (6 units)	
CSI4145 (3 units) (semester to be determined)	
Mandatory courses (6 units)	
GNG2101 (3 units)	GNG2101 (3 units)
GNG5130 (3 units)	GNG5130 (3 units)
NGU Bachelor of Information Technology degree with specialization in Artificial Intelligence and Data Science	
FALL semester	WINTER semester
Mandatory courses (15 units)	
CEG 4158 (3 units)	CSI4141 (3 units) or GNG 5300 (3 units) (semester for the topic to be determined)
CSI4133 (3 units) OR CSI5386 (3 units) OR CSI4145 (3 units) (semester to be determined)	CSI3130 (3 units)
CSI4900 (3 units) OR SEG3904 (3 units)	CSI4900 (3 units) OR SEG3904 (3 units)
DTI5990 (1.5 units) AND DTI5991 (1.5 units)	DTI5990 (1.5 units) AND DTI5991 (1.5 units)
1 elective course: (3 units)	
	CSI4107 (3 units)
2 elective courses from: (6 units)	
CSI4108 (3 units)	CSI3140 (3 units)
CSI4118 (3 units)	CSI4107 (3 units)
CSI4133 (3 units)	SEG3125 (3 units)
Mandatory courses (6 units)	

GNG2101 (3 units)	GNG2101 (3 units)
GNG5130 (3 units)	GNG5130 (3 units)

11. What requirements do I need to follow during my Pre-Master studies in order to start my Master program with uOttawa?

In making your course selection, you must ensure that by the end of your 4th year you will have completed all the requirements to start your graduate studies at the University of Ottawa. Your admission to the Master program at uOttawa, will be pre-approved, if you:

- a) have successfully completed the 4th year of your undergraduate program of study at uOttawa Faculty of Engineering taking the courses listed in Q. 10 in this FAQ and maintained a minimum grade point average of 7.0 (B+) throughout; and
- b) have received a bachelor’s degree from NGU; and
- c) continue to meet the Program Eligibility Requirements; and
- d) meet relevant standards and requirements for admission to graduate studies at uOttawa Faculty of Engineering.

12. Can I apply to another faculty/university?

Please keep in mind that the 3+1+1 partnership program is with uOttawa Faculty of Engineering. If you wish to apply to another uOttawa faculty or another Canadian university, you will need to check and follow their rules and regulations. Please also keep in mind that in this case, as a 3rd year student you will not be admissible at the Graduate level which means you would need to apply for the program of your interest at the undergraduate level or wait another year and apply to the graduate program of your choice as any other international student. Also, you will not be eligible for any discount in tuition fees.

13. I am admitted, what’s next? How do I apply for study permit?

Please make sure that you have reviewed the following Checklist for **Newly Admitted International Students**: <https://www2.uottawa.ca/study/international-students/newly-admitted>

14. What if I accepted the offer of admission but changed my mind and/or my study permit application was denied, and I would like to refuse the offer and/or ask for tuition fees refund?

We are sorry to hear about that. Firstly, we will ask you to inform your program coordinator at NGU **and** Engineering.International@uottawa.ca. Then, you will need to first drop any courses that you may already be registered to. Secondly, once you have confirmed with your program coordinator and us that you have dropped all of your courses, we will begin the revocation process for your file. Lastly, once we have confirmed with you that your file has been closed, you will be able to go to your uoZone (Student Portal) and request a reimbursement for any fees that have already been deducted.

15. Can I transfer to a thesis-based program (Master of Applied Science)?

Under exceptional circumstances, it could be possible for a program student, who is interested in research-based graduate studies (thesis programs), to submit a request to uOttawa Graduate Studies Office to be transferred into uOttawa's Master of Applied Science program of study (thesis-based). **However, for you to do that you need to find a uOttawa Faculty of Engineering member to be your supervisor first.** You must meet the admission requirements of such Master of Applied Science program of study and obtain written confirmation from a uOttawa professor from the Faculty that such professor has agreed to act as your thesis supervisor. Please note, satisfaction of all requirements to transfer into such program does not guarantee an acceptance of a Transfer Request. If uOttawa decides not to accept a Transfer Request, you may remain in the program to complete the non-thesis Master's program. For more information on how to find a supervisor and the list of professors authorised to supervise at the Faculty of Engineering, please visit: <https://www2.uottawa.ca/faculty-engineering/graduate-studies/thesis-supervisors>. A student transferred to the Master of Applied Science degree program will be required to complete a set of course work and to prepare a thesis based on the results of his or her original research, and to defend the thesis before an academic committee. After successful completion of all the degree requirements for such a thesis program, a student will be awarded a Master of Applied Science (M.A.Sc.) degree by uOttawa.

16. I have finished my 4th year (Pre-Master portion) with uOttawa. What should I do next?

Here are the steps to follow:

1. Coordinate with your home institution to make sure that you have met all requirements and can graduate from your Bachelor's program there.
2. You have to submit a copy of your transcript and degree from NGU to engineering.grad@uOttawa.ca before being given access to register to the Fall term at your Master's program at uOttawa. Therefore, it's in your best interest to do this as soon as possible after you receive a confirmation from your home institution that you have met all their requirements. **Please include "NGU 3+1+1 Student/Applicant" within the email's subject line** to help the staff respond to you more efficiently.
3. To find out when the course registration at your Master's program starts, please visit the official uOttawa web-page on [Important dates and deadlines](#). You can register to Fall once it opens but will be blocked from Winter registration until you provide us with your proof of graduation.

17. Who can I contact for more information if I have additional questions that are not indicated in this document?

If you have read this document very carefully and still have a question about the 3+1+1 program, please reach out to your program coordinator at your home institution and/or to Engineering.International@uottawa.ca. In your request, please indicate:

- your full name,
- that you are a potential 3+1+1 student
- the name of your institution
- your uOttawa student number if you have one.

We look forward to welcome you as a 3+1+1 student at uOttawa Faculty of Engineering!