

SELECT YOUR OGS APPLICATION:

You should now be on a screen that reads, “There are two different OGS Applications. Please answer the following questions to determine which type of application to create.”

Answer the questions. Depending on your responses, you will be directed to submit either:

1. The OGS application for NEW students: This is for students who will be starting a new graduate degree in 2024-25. This category is also for current Queen’s Master’s students who will be applying to the PhD program at Queen’s for 2024-25.
OR
2. The OGS application for CONTINUING students: This is for students who are currently enrolled in graduate studies at Queen’s University and who will be continuing on in the *same graduate degree, in the same department/ program*, in 2024-25. For example if you are in year 1 of a PhD here in 2024-25, your responses to these questions should lead you to the OGS application for Continuing students, so that you can apply for OGS for your 2nd year of study in the PhD in 2024-25.

DASHBOARD:

After you answer the question and select the application to use, you should now be on a screen with the words “Dashboard - OGS Application” near the top of the screen. From this screen you will be able to see all details about the status of your OGS application until the application is considered complete. You will also be able to log out of your application from the dashboard, and access our contact us page from the dashboard.

THE OGS APPLICATION:

On the dashboard screen, you should see a link title “Edit” for each section of the OGS application:

1. Personal Information
2. Previous Awards (this required section collects information about prior funding from the federal funding agencies SSHRC, NSERC or CIHR, or previous awards from the Ontario government, in the form of OGS, QE II GSST or OTS awards. We need this information as part of the OGS eligibility check we do).
3. Awards and Prizes (optional)
4. Research Proposal
5. Publications
6. Significant Accomplishments (optional)
7. (For non-Queen’s Students) Email verification. This section can be completed at any time. To complete it, you will need the passcode from the email sent when you first established your OGS account.

Some sections are mandatory, and some sections are optional. Review any on-screen instructions. Fill in all the mandatory sections and any optional sections you want.

SAVE YOUR WORK:

MAKE SURE you click on “Save” button in each section frequently, to ensure all the data you have entered gets saved. When you complete each section, clicking on the “Save and mark complete” button will mark the section as complete in your application.

TIMEOUT OF SESSION:

