

1. SUPPLEMENTARY ADMISSION DATA FORM

Please fill out the attached Policy Studies Supplementary Admission Data form.

2. LETTERS OF RECOMMENDATION

A minimum of two *Letters of Recommendation* are required for each application (3 letters are preferred). The two recommendations should be from academic referees – former professors or research supervisors familiar with applicant's abilities. One recommendation may be substituted with a professional letter from a previous employer.

IMPORTANT!

A new online referee portal is now available for the fall 2012 session. You will be asked to complete the referee page on the online application form with their contact information including an active institution e-mail address. Your referee will be contacted electronically within 5-7 business days of your application submission with further instructions.

Reference letters are a key component of your application package and a close attention must be paid prior to selecting a referee. It is also your responsibility to contact the referee before filling out the online application form to confirm their availability.

Please note that we reserve the right to contact your referees at any stage during the application process.

3. STATEMENT OF INTEREST

You are required to submit a brief statement of interest (2-3 pages; 500-700 words) that should address the following:

- ◆ your research interests/topic
- ◆ explanation of how prior studies/interests/experiences have led to research interests in policy studies
- ◆ identification of your preferred field and discussion of significance of topic area to your selected field
- ◆ how your previous studies and experience have prepared you for the program
- ◆ your career objectives and how the PhD program will advance them
- ◆ you can also mention up to four or five possible supervisors with whom you might be interested in working
- ◆ experience with research and methodology
- ◆ any aspects of your application that you want to explain or elaborate on
- ◆ why an interdisciplinary doctoral program in policy studies

4. SAMPLE OF WRITTEN WORK

You should include a sample of your written work (no more than 30 pages) with your application. If possible, this writing sample should relate to your research interests/policy studies.

5. CURRICULUM VITAE / RÉSUMÉ

Please submit an updated CV/résumé and highlight in your statement of interest how your previous studies and experiences have prepared you for graduate study at Ryerson University.

6. APPLICATION CHECKLIST (# OF COPIES REQUIRED TO SUBMIT) Please submit all required items in one package and write "PhD Policy Studies on the outside of your application package.

- Hard copy printout of your signed online application form in pdf format (2 copies)
- Supplementary Admission Data Form (2 copies)
- Statement of Interest (2 copies)
- Curriculum Vitae / Résumé (2 copies)
- Minimum of 2 (3 preferred) Letters of Recommendation (*referees will be contacted by Ryerson upon submission of the online application form*)
- All Official Transcripts (2 copies), *Hard copies not required ONLY if an official transcript(s) from an Ontario university was requested through the online OUAC application form.*
- English Proficiency Test Score (if applicable)
- Sample of Written Work (1 copy)

Important: Incomplete applications will **NOT** be processed. It is the responsibility of the applicant to ensure that all required documentation is submitted correctly and promptly.

NOTES:

1. Ryerson reserves the right to withdraw or cancel programs or courses due to a lack of enrolment.
2. For further information about the program, please contact the Program Administrator at 416-979-5000 ext. 7855.
3. For further information about your application, please contact the Graduate Admissions Office at 416-979-5150, grdadmit@ryerson.ca or visit www.ryerson.ca/graduate/admissions.

Complete all sections. TYPE or PRINT carefully. Read and follow the attached Instruction Sheet. Include all submissions. Applications without the correct fee payment will not be processed.

Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/>	Last Name		First Name		
To ensure you receive your Ryerson University, School of Graduate Studies emails, please add grdadmit@ryerson.ca to your address book.				PREVIOUS RYERSON STUDENT # (if applicable)	
E-mail					
PROGRAM FIELD		_____ Social Policy _____ Immigration, Settlement and Diaspora Policies _____ Public Policy & Administration			
Graduate Studies Potential Supervisors		If there are particular professors in the program with whom you might like to work, please list their names below. A list of program faculty members by field is available at http://www.ryerson.ca/graduate/policystudies/faculty.html			
Funding from External Sources		Have you applied for SSHRC, OGS? <input type="checkbox"/> Yes <input type="checkbox"/> No Please list any Scholarships, Fellowships, Grants and/or other financial awards you hold or have applied for to support your graduate studies:			
Publications (if applicable)					
Letters of Recommendation		Name of Referee	Academic Institution	Address	Email Address
Please list the names and contact information of your referees.		1.			
		2.			
		3.			
Signature				Date	

If evidence of misrepresentation or fraudulent or falsified documentation is found, the penalty is severe. Ryerson University reserves the right to revoke any offer of admission and/or financial support from the University.

Ryerson University may disclose evidence of any misrepresentation or fraudulent or falsified documentation to all Canadian university, to Citizenship and Immigration Canada and to law enforcement personnel where appropriate.