

**1. SUPPLEMENTARY ADMISSION DATA FORM**

Please fill out the attached Public Policy and Administration Supplementary Admission Data form.

**2. LETTERS OF RECOMMENDATION**

**A minimum of two Letters of Recommendation are required for each application.**

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 (about 500 words in length) that should address the following:

- your reasons for graduate study in Public Policy and Administration;
- if pursuing the *Research Option*, address the research interest(s) you may wish to pursue in your thesis or research paper;
- how your previous studies and experience have prepared you for the MA program; and
- your career objectives and how the MA program relates to them.

**4. RÉSUMÉ**

Please submit an updated résumé and highlight how your previous studies and experiences have prepared you for graduate study at Ryerson University.

**5. APPLICATION CHECKLIST (# OF COPIES REQUIRED TO SUBMIT)**

**Please submit all required items in one 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)
- Résumé (2 copies)
- Two Letters of Recommendation (*referees will be contacted by Ryerson upon submission of the online application form*)
- All Official Transcripts (2 official copies) - *Hard copies not required ONLY if official transcripts from an Ontario university was requested through the online OUAC application form.*
- English Proficiency Test Score (if applicable)
- Write “*Public Policy and Administration*” on the outside of your application package

**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. Applicants who submit all required documentation by **January 13, 2012** will be given first consideration for admission. Completed applications received after this date will be considered as part of a rolling admission cycle until the program formally closes.
3. For further information about the program, please contact the Program Administrator at 416-979-5000 ext. 7855, [gradmppa@ryerson.ca](mailto:gradmppa@ryerson.ca) or visit [www.ryerson.ca/mppa](http://www.ryerson.ca/mppa).
4. For further information about your application, please contact the Graduate Admissions Office at 416-979-5150, [gradmit@ryerson.ca](mailto:gradmit@ryerson.ca) or visit [www.ryerson.ca/graduate/admissions](http://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"/>	Last Name		First Name			
Miss <input type="checkbox"/>	Ms. <input type="checkbox"/>						
E-mail		To ensure you receive your Ryerson University, School of Graduate Studies emails, please add <a href="mailto:gradadmit@ryerson.ca">gradadmit@ryerson.ca</a> to your address book.					
PROGRAM Option: (Please check one)		[ ] MA - Full-time		[ ] MA - Part-time		PREVIOUS RYERSON STUDENT # (if applicable)	
STUDY Option: (Please check one)		[ ] Research		[ ] Coursework			
Graduate Studies Potential Supervisors		If there are particular professors in the program with whom you might like to work, please list their names below.					
Funding from External Sources		Please list any Scholarships, Fellowships, Grants and/or other financial awards you hold or have applied for to support your graduate studies:					
Major Work Experience (if applicable)		Date	Employer and Your Job Responsibility				
Publications (if applicable)							
Total # of published papers: _____							
Other Languages (indicate the level of proficiency)		Spoken:					
		Written:					
		Reading:					
Letters of Recommendation		Name of Referee	Academic Institution	Address		Email Address	
Please list the names and contact information of your referees.		1.					
		2.					
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.