

GUIDE TO COMPLETING THE MASTER OF NURSING APPLICATION

The First Consideration deadline date is **January 17, 2020**. For those candidates wishing to have their application reviewed for the **First Consideration Deadline**, the Yeates School of Graduate Studies Admissions Office must have received all of the Required and Supplementary Supporting Documentation no later than **January 17**. We will continue to accept applications until the program is full or formally closes Admissions.

IMPORTANT Funding opportunities are available to full-time students only. Scholarships and Awards are awarded on a competitive basis. Full consideration will be made only on those applications that have met the January 17 deadline. For a complete overview of the internal and external funding opportunities please refer to the Funding section found on the Master of Nursing website <https://www.ryerson.ca/nursing/programs/graduate/master-nursing-course-stream/>

IMPORTANT When considering your program option, please note that full-time course-based students are required to maintain their full-time status by enrolling in a minimum of two courses per term until they complete all program requirements. As a program policy, we do not permit full-time students to change their status to part-time. If you work full-time, it is highly advisable that you consider applying to the part-time program.

IMPORTANT When considering applying to the combined MN/PHCNP please note that, as a program policy, transferring out of the PHCNP specialization to another Field of Study of the MN Program is not permitted. Only under extenuating circumstance may a student petition the MN Program Director for special consideration to transfer out of the PHCNP specialization.

IMPORTANT As part of the admission consideration process, the program may request to interview any candidate applying to the combined MN/PHCNP curriculum.

Application Preparation & Submission

Submitting a complete application to the Master of Nursing program is a two-part process:

It is highly recommended that you print and read this entire document before starting your Master of Nursing Application that you may better understand the process and requirements.

STEP I The Applicant will complete part-one by submitting their application through the

Ontario University Application Center (OUAC). You will need approximately one hour and access to a printer to complete this online process. After setting up your Personal Account and choosing your program, you will follow the Prepare Your Application instructions.

To access the OUAC application please visit <http://www.ryerson.ca/graduate/admissions/> -

STEP II Upon completion of the OUAC portion of the application process, the second part of the application requires you to upload all of your documents electronically to Ryerson University by using the “applicant upload link” found on the graduate admissions page. Please follow these guidelines to help you prepare your application materials:

- Save a copy of the OUAC application form (Submission Summary) in a PDF format. You will need to electronically submit this along with your other required documents.
- Prepare to gather all of the required documents needed to support your application.
- Within 2-3 business days of completion of the OUAC portion, your referees will be sent an official email from Ryerson University with instructions on how to electronically submit a Letter of Recommendation.
- Please add “noreply@ryerson.ca” to your address book to ensure that our email with further instructions is not lost in your junk/spam mail folder.

Below is a list of the required Master of Nursing Supporting Documentation:

- ✓ A copy of your Application Submission Summary Form
- ✓ A Statement of Interest
- ✓ 2 Letters of Recommendation
- ✓ Curriculum Vitae
- ✓ Unofficial Transcripts
- ✓ Proof of Current Registration With The College of Nurses
- ✓ English Proficiency Test Score (if applicable)

Once you have gathered all of the required documents, please be prepared to electronically submit them to the Graduate Admissions Office. Please be advised that you will be required to upload documents to the Master of Nursing program using the “applicant upload link” found on the graduate admissions page. Ryerson will email you within 3-5 business days of completion of the OUAC portion with the following information:

- Your 9 digit Ryerson ID number
- Information on how to activate your Ryerson online identity
- The specific email address you will need to upload your documents

Once all of your documents have been received by the Master of Nursing program, the review process will commence. An admission decision may take up to several months in order to give each applicant our full consideration.

Supporting Documents Instructions

Below you will find instructions on how to complete each of the Master of Nursing Application Supporting Documents. Please make sure that you carefully review all instructions for each Supporting Document:

- **APPLICATION SUBMISSION SUMMARY FORM**

Please complete and include with your application in a pdf format, the OUAC Application Submission Summary form. You will need to upload this along with your other required documents.

- **STATEMENT OF INTEREST INSTRUCTIONS**

The statement of interest is an important part of the screening of candidates for admission to the Master of Nursing program. Application assessment scores are based on your ability to address the questions in a comprehensive and personal manner. Answers that are overly brief and very general will receive a low score. Your written submission contributes strongly toward determining whether you are selected for admission to the Master of Nursing Program. Please include examples with your responses.

1. What are your career objectives and how will the Master of Nursing program advance them?
2. What is your rationale/justification for choosing the particular area of specialization (e.g., stream, field of study, program)?
3. How have your previous studies and experiences prepared you for the program?

INSTRUCTIONS

- ✓ Please answer the three (3) questions above.
- ✓ Responses must be typed and are not to exceed 3 pages double-spaced in total, with 1" margins and Times New Roman 12 point font. Only the first 3 pages will be read. Responses to each question need not be of equal length.
- ✓ Number your answers to correspond to the questions above.
- ✓ Failure to follow instructions may result in a lower score and a lower overall ranking.
- ✓ Upload document in pdf format using "applicant upload link" found on the graduate admissions page.

- **LETTERS OF RECOMMENDATION**

Two Letters of Recommendation are required for each application. Because the Letter of Recommendation is part of the on-line application process, a recommendation form must be completed and submitted electronically by each referee.

Within 2 to 3 business days of your on-line application submission, an official e-mail from Ryerson's Graduate Admissions office will be sent with further instructions to each

referee listed on the Referee portion of your on-line application submission.

Prior to completing the Referee section of the online application process, it is very important that you have obtained each referee's consent to use them as a reference and that you have confirmed their correct e-mail address. As part of the electronic submission, referees are instructed to self-select the type of recommendation that they are submitting. Please note that we reserve the right to contact your referees for further information.

IMPORTANT The maximum number of listed referees allowed on your OUAC form is Two. OUAC forms that are incorrectly completed will delay the processing of your application. Only candidates applying to the combined MN/PHCNP are required to list the names and contact information of three referees (please review Instructions for Candidates Applying to the Combined Master of Nursing/Primary Health Care Nurse Practitioner Certificate section found on page 7 of this document).

- **Academic Recommendation.** One of the two required references **MUST** be an Academic Letter of Recommendation (e.g., a professor/lecturer who taught you during your previous degree and who can speak to your academic abilities).
- **Professional Recommendation.** The second Letter of Recommendation may be submitted by a professional (non-academic) referee. This reference should come from a supervisor who is familiar with your professional accomplishments (e.g., leadership, contribution to nursing, involvement in professional organizations).
- **PHCNP Clinical Practice Letter of Recommendation.** In addition to the two required electronically-submitted Master of Nursing Letters of Recommendation, applying to the combined MN/PHCNP Certificate program requires that the PHCNP Certificate Clinical Practice Letter of Recommendation be submitted as a third referee.

Letter of Recommendation Submission Exemptions/Substitutions

For those applicants that completed their undergraduate education more than five years ago, the Academic Letter of Recommendation may be substituted by a Letter of Recommendation submitted by a second professional referee.

Candidates applying to the Master of Nursing course or thesis streams also have the option of submitting two Academic Recommendations by substituting the Professional Recommendation with a second Academic Letter of Recommendation.

- **CURRICULUM VITAE**

We are interested in your non-academic as well as your academic experience. You are required to submit a typed, professionally prepared CV. Please use the categories listed below when you are developing your CV. If a particular heading does not apply, you may omit it.

- Academic education (post-secondary degrees, diplomas, certificates)
- Continuing education(including workshops, professional development)
- Awards and honours
- Relevant presentations/publications/research
- Professional employment
- Current membership in professional organizations
- Committees (e.g., work related, professional)
- Relevant volunteer activities

- **TRANSCRIPTS**

Transcripts are required from each post-secondary institution attended. All applicants are required to upload unofficial electronic copies of their transcripts at the time of application.

Applicants from Ontario Universities and Colleges have the option of ordering their transcripts while completing the OUAC application form (only one order required). If you choose this option you are still required to upload unofficial transcripts at the time of application but are then exempt from submitting official versions. If you do not choose this option please note that once an Offer of Admission is received and confirmed by the Applicant, the Applicant will be required to submit **official** hardcopy transcripts that are properly sealed and signed (across the seal) by the issuing institution(s).

Applicants not from Ontario Universities and Colleges please note that once an Offer of Admission is received and confirmed by the Applicant, the Applicant will be required to submit **official** hardcopy transcripts that are properly sealed and signed (across the seal) by the issuing institution(s).

If your transcripts/documents are in a language other than English, you must also electronically submit notarized English translations. Please note that once an Offer of Admission is received and confirmed by the Applicant, the Applicant will be required to submit an official hardcopy translation that must be received in a sealed and signed envelope directly from an accredited translation service.

- **PROOF OF CURRENT REGISTRATION WITH THE COLLEGE OF NURSES OF ONTARIO**

Applicants are required to provide proof of current registration or proof of registration eligibility with the College of Nurses of Ontario. As proof, Applicants can use their CNO renewal payment receipt. Please ensure that your RN Licensure Number is clearly printed on the payment receipt.

Candidates applying directly from the fourth year of enrolment in their undergraduate nursing program that have not yet written the CNO licensing examination or have not yet received their examination results may have the submission of this required documentation “temporarily” waived. In order for us to temporarily waive this required supporting documentation so that we can proceed with the application

assessment process, the candidate must substitute the proof of current registration documentation by submitting either a letter from the CNO indicating registration eligibility or a letter from the candidate outlining the circumstances that are preventing you from providing proof of current registration.

International applicants that do not possess proof of current registration or proof of registration eligibility with the College of Nurses of Ontario, must submit with their application a letter from the CNO indicating their eligibility to write the licensing examination. **For international candidates, please be aware that the application will not be assessed for admission without the submission of this required documentation.**

- **ENGLISH LANGUAGE PROFICIENCY REQUIREMENT**

International applicants must submit a copy of their English proficiency test scores. If your primary language is not English and you graduated from a non-Canadian university where the language of instruction and examination was not English, then you must demonstrate your facility in English. If an English Proficiency Test is required, the application will not be assessed for admission without a test result that meets the program minimum. For exemption from this requirement, applicants may be required to provide an official statement from their institution confirming the use of English as the language of instruction and examination. English proficiency test scores are to be submitted electronically along with all other Supporting Documentation.

Please note that once an Offer of Admission is received and confirmed by the Applicant, the Applicant will be required to submit an official hardcopy of their English proficiency test scores.

Instructions for Candidates Applying to the Thesis Stream

In addition to the submission of a Statement of Interest, candidates applying to the Thesis Stream are required to submit a brief description of their proposed research as a supplementary document that addresses the following:

- a) What are your research interests and potential topic area (provide a brief outline)?; and
- b) What is the name of your proposed Thesis Supervisor and rationale for your choice (if you are unable to identify a proposed Thesis Supervisor please provide a brief explanation)?

Candidates are strongly advised to review the Faculty Profiles on the Daphne Cockwell School of Nursing website at <https://www.ryerson.ca/nursing/people/> to identify a faculty member whose research interests align with their own. It is also advisable that you contact the faculty member to discuss your research interests prior to submitting your application. If you require additional guidance to assist in identifying a potential Thesis Supervisor, please contact:

Gerry Warner
Program Administrator
Master of Nursing
E-mail: gerry.warner@ryerson.ca
Telephone: 416-979-5000 ext. 7852

INSTRUCTIONS

- ✓ Please answer the two (2) questions above.
- ✓ Responses must be typed and not to exceed 2 pages double-spaced in total, with 1" margins and Times New Roman 12 point font. Only the first 2 pages will be read. Responses to each question need not be of equal length.
- ✓ Failure to follow instructions may result in a lower score and a lower overall ranking.

Instructions for Candidates Applying to the Combined Master of Nursing/Primary Health Care Nurse Practitioner Certificate

To apply to the Combined MN/PHCNP Program you will need to submit supplemental documents (see below) and you may need to attend an interview with the admissions committee.

In addition to the submission of a Master of Nursing Statement of Interest, CV, Transcripts, CNO registration or proof of registration eligibility, English language Proficiency test scores (if applicable), and two MN Letters of Recommendation, candidates applying to the combined MN/PHCNP Certificate program must also submit the following three supplemental documents:

1. PHCNP Certificate Personal Essay

The PHCNP Certificate Personal Essay is an important part of the screening of applicants for admission to the combined MN/PHCNP certificate program. The scores will be based on your ability to address the essay questions in a comprehensive and personal manner. Answers that are too brief and/or very general will receive a low score. Your written submission contributes strongly toward determining whether you are selected for admission to the combined MN/PHCNP certificate program. Please include examples with your written responses.

- A. Why do you want to become a Nurse Practitioner in Primary Health Care rather than another NP specialty?
- B. What professional and personal attributes do you bring to the Nurse Practitioner in Primary Health Care role?
- C. Given that each course requires at least 15 hours preparation time per week in addition to course and clinical placement hours, what specific strategies will you use to meet the time demands of the program?

INSTRUCTIONS

- ✓ Please answer the three (3) questions above.
- ✓ Responses must be typed and are not to exceed 3 pages double-spaced in total, with 1" margins and Times New Roman 12 point font. Only the first 3 pages will be read. Responses to each question need not be of equal length.
- ✓ Number your answers to correspond to the questions above.
- ✓ Failure to follow instructions may result in a lower score and a lower overall ranking.
- ✓ Upload document in pdf format using the "applicant upload link" found on the graduate admissions page.

2. PHCNP Certificate Clinical Practice Letter of Recommendation

In addition to the two required electronically-submitted Master of Nursing Letters of Recommendation, applying to the combined MN/PHCNP Certificate program requires that the PHCNP Certificate Clinical Practice Letter of Recommendation be submitted by a third referee.

The PHCNP Certificate Nursing Practice Letter of Recommendation should come from an individual that is well acquainted with your nursing practice abilities, and would normally be your workplace healthcare manager or someone in a position to speak to the reference requirements.

Prior to completing the PHCNP Certificate Nursing Referee section of the online application process, it is very important that you have obtained the referee's consent to use them as a reference and that you have confirmed their correct e-mail address.

Within 2 to 3 business days of your on-line application submission, an official e-mail from Ryerson's Graduate Admissions office will be sent with further instructions to the PHCNP Certificate Nursing Practice referee listed on the Referee portion of your on-line application submission.

3. PHCNP Certificate Verification of Employment Hours Form

Using the employer-completed Verification of Employment Hours form, candidates applying to the combined MN/PHCNP certificate program must provide evidence that they meet the nursing practice requirement of the equivalent of 2 years of full-time work (a minimum of 3,640 hours within the past 5 years) as a Registered Nurse.

Note that a "Conditional" offer of admission may be considered for those applicants planning to meet this requirement by September 1, 2020. Proof of completion of hours is required prior to the start of classes in September.

IMPORTANT A candidate that submits a complete application that meets the minimum admission requirements for the Master of Nursing Program, but is unsuccessful in obtaining an offer of admission to the PHCNP specialization, will automatically have their application considered for admission into the Master of Nursing Course Stream, Field I (Leadership in

MASTER OF NURSING APPLICATION CHECKLIST

All applicants are to electronically submit the required documents listed below:

- A copy of your Application Submission Summary form
- Statement of Interest
- Two Letters of Recommendation
- Curriculum Vitae
- Transcripts
- Proof of Current Registration or Registration Eligibility with the College of Nurses of Ontario
- English Proficiency Test Score (if applicable)

Applicants applying to the Thesis Stream must supplement the required application package documents with the following item:

- Description of Proposed Research

Applicants applying to the combined MN/PHCNP must supplement the required application package documents with the following items:

- PHCNP Certificate Personal Essay
- PHCNP Certificate Clinical Practice Letter of Recommendation
- PHCNP Certificate Verification of Employment Hours Form

IMPORTANT:

- Incomplete applications will not be considered for admission.
- Applicants who submit all required and supplemental documentation by January 17, 2020 will be given first consideration for admission.
- It is the responsibility of the applicant to ensure that all required documentation is submitted correctly and promptly. Please note that due to a high volume of applications, we will be unable to provide a personal response regarding the receipt of your documents. An online checklist will be made available to you once you have submitted your online application through the Ontario Universities Application Centre (OUAC). It is absolutely essential that you monitor your Checklist on a regular basis until you receive confirmation that your application is complete.
- Because the number of applicants greatly exceeds the number of positions available, meeting our minimum admission requirement is not a guarantee of

admission.

- For further information about the Master of Nursing program please contact the Program Administrator at: 416-979-5000 ext 557852, gerry.warner@ryerson.ca or visit www.ryerson.ca/graduate/programs/nursing.
- 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.