For the inaugural year of the program, the first consideration deadline date is **September 15, 2020** for the Winter (January) 2021 start date. For those candidates wishing to have their application reviewed and be considered for internal funding awards, the Yeates School of Graduate Studies Admissions Office must receive all of the Required and Supplementary Supporting Documentation no later than **September 15**.

After September 15, applications will be accepted and admissions will remain open until all available seats have been filled.

The next intake will be September 2022.

**IMPORTANT** Scholarships and Awards are awarded on a competitive basis. For a complete overview of the internal and external funding opportunities please refer to the Funding section found on the PhD Urban Health website.

Application Preparation & Submission

Submitting a complete application to the PhD Urban Health program is a three-part process:

**It is highly recommended to read this entire document before starting your PhD Urban Health Application.**

**PART I** The Applicant will complete PART 1 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.

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.

To access the OUAC application please visit [https://www.ryerson.ca/graduate/future-students/apply/online](https://www.ryerson.ca/graduate/future-students/apply/online).
PART II  This 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 Supporting Documentation:

- ✔ A copy of your OUAC Application Submission Summary Form
- ✔ A Statement of Interest
- ✔ 2 Letters of Recommendation
- ✔ Curriculum Vitae
- ✔ Unofficial Transcripts
- ✔ 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 PhD Urban Health 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

PART III

Once all of your documents have been received by the PhD Urban Health program, the review process will commence. Top ranked applicants will be requested to participate in an interview process with faculty as a final step in the application process.

An admission decision may take up to several months in order to give each applicant our full consideration. Applicants will be evaluated relative to three criteria: academic excellence, research potential, and leadership potential.
Supporting Documents Instructions

Below you will find instructions on how to complete the Supporting Documents for the PhD Urban Health Application. 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 PhD Urban Health program. Application assessment scores are based on your ability to address the questions in a comprehensive and personal manner. The statement of interest should cover the following and illustrated with examples.

  1. career objectives in pursuing a doctoral studies,
  2. rationale for choosing this PhD in Urban Health,
  3. research interest(s) (topic or interest, target population, and possible research methods in a brief outline) they may wish to pursue within the field of Urban Health,
  4. how academic (courses) and/or research experience (completion of thesis or involvement in research) have prepared you for the program, and
  5. the identification (see instructions below) and confirmed commitment of a supervisor and rationale for your choice.

Candidates are strongly advised to review the faculty profiles on PhD in Urban Health website (under ‘People’) to identify a faculty member whose research interests align with their own. Applicants must 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 Supervisor, please contact:

  Dr. Nancy Purdy,
  Interim Graduate Program Director
  Master of Nursing/PhD Urban Health
  Email: npurdy@ryerson.ca
  Phone: 416-979-5000 x552020

Please also review the FAQ section of the PhD Urban Health website regarding ‘How to obtain a PhD supervisor’.

**INSTRUCTIONS**

✔ Please cover the five (5) questions above.
✔ The statement must be 500 words typed and double-spaced in total, with 1” margins and Times New Roman 12 point font.
✔ Present your statement in subsections corresponding to the five areas specified.
✔ 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 list them as a referee and that you have confirmed their correct email 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.

➢ Academic Recommendation. Two required references MUST be an Academic Letter of Recommendation (e.g., a professor who taught you during your previous degree and who can speak to your intellectual capabilities, capacity to engage in research at a doctoral level and leadership potential).

➢ Professional Recommendation. In cases where an applicant has completed a Master’s degree more than five years ago, one professional (non-academic) reference can be submitted in place of one of the two academic references. This reference should come from a supervisor who is familiar with your professional accomplishments (e.g., leadership, contribution to the profession, involvement in professional organizations).

● 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
➢ Professional employment
➢ Research experience (thesis title, involvement in research study – please describe your
role and responsibilities)

- List of publications
- List of relevant presentations at conferences or other events
- Current membership in professional organizations
- Committees (e.g., work related, professional)

**TRANSCRIPTS**

Applicants must have demonstrated knowledge of research methods prior to applying, as evidenced in their transcripts. This may be evident by successful completion of at least one university or college course that addresses an Urban Health phenomenon.

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.

**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.

**PHD URBAN HEALTH APPLICATION CHECKLIST**

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

- A copy of your OUAC Application Submission Summary form
- Statement of Interest including description of proposed research
- Two Letters of Recommendation (submitted directly by referee)
- Curriculum Vitae
- Transcripts
- English Proficiency Test Score (if applicable)

**IMPORTANT:**

- Incomplete applications will not be considered for admission.
- Applicants who submit all required and supplemental documentation by September 15, 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 application process for the PhD Urban Health 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.
- For further information about the PhD Urban Health program, please contact the Interim Graduate Program Director at: 415-979-5000 ext. 52020, npurdy@ryerson.ca or visit PhD in Urban Health website.