



GUIDE TO COMPLETING THE ON-LINE APPLICATION (Master of Nursing)

Application Submission

Applicants will complete the on-line School of Graduate Studies (SGS) application form. Applicants wishing to be considered for entry awards must submit a *complete* application by **January 15, 2012**. We will accept applications to the MN program until March 15, 2012, however, those applications submitted after January 15, 2012 will *not* be considered for awards.

To access the on-line application form, visit <https://apply.sgs.utoronto.ca/>
Supporting documents, such as transcripts, should be mailed to:

Admissions Committee – **MN Program**
Lawrence S. Bloomberg Faculty of Nursing
University of Toronto
155 College Street, Suite 130
Toronto, Ontario
Canada M5T 1P8

Completing the On-line Application Form

When you complete the SGS on-line application form, you will be asked for the following information:

- **LETTER OF INTENT.** In approximately 500 words, outline the following:
 - 1) Why you wish to pursue an advanced practice Master of Nursing degree.
 - 2) How you intend to use your MN degree to pursue your professional development plan.
 - 3) How your clinical experience has influenced your choice of field of study in the MN program.
- **A SAMPLE OF YOUR SCHOLARLY WORK.** You will be asked to upload to the application a specimen of your written work. Ideally, you should submit a paper that was done as part of your previous degree. You should be the sole author of the paper that you submit. If you no longer have copies of your papers, you may submit a piece of work that reflects your writing ability (i.e. a critique of an article, a proposal for work, etc).
- **CURRICULUM VITAE.** You will be asked to upload your CV to the on-line application. Please use the categories listed below when you are developing your CV. If a particular heading does not apply, you may leave it out.
 - Academic education (post secondary degrees, diplomas, certificates)
 - Continuing education (including workshops, professional development)
 - Awards and honours (e.g. practice awards from employing organization, bursaries, scholarships)
 - Professional employment
 - Relevant presentations / publications / research
 - Current membership in professional organizations
 - Committees (e.g. work-related, professional)
 - Clinical / administrative / practice innovations (please provide brief descriptions or examples)
 - Membership in research oriented organizations (please specify role)
 - Relevant volunteer activities
- **FIELD OF STUDY FORM.** You will be asked to indicate the field of study or program you have chosen. You will select *one* of the following fields: **A.** Nursing Administration, **B.** Clinical Nursing, **C.** Nurse Practitioner (Adult or Child or Global Health Care), **D.** MN / MHS (combined program).

- Two **LETTERS OF REFERENCE**. Letters of Reference are submitted electronically through the SGS on-line application. You will need to provide the referees' email addresses. Please communicate with your referees in advance to confirm their contact information. After you pay the application fee,, we will contact your referees by email and ask them to submit their recommendation electronically.
 - **Academic Reference**. One reference from a professor/lecturer who taught you during your previous degree and who can speak to your academic abilities.
 - **Professional Reference**. One reference from a supervisor who is familiar with your professional accomplishments (e.g. leadership, contribution to nursing, involvement in professional organizations).
- **STATISTICS COURSE PREREQUISITE INFORMATION FORM**. All applicants to the MN program must complete an approved statistics course prior to beginning MN studies. For a list of approved university statistics courses please visit: <http://bloomberg.nursing.utoronto.ca/prospectives/mn/admission.htm>

Statistics courses must cover all of the following topics: descriptive statistics, measures of central tendency, probability and probability distributions, sampling and distribution, hypothesis testing, significance level, power, inferences from two samples (t-tests), chi-square test, correlation, regression, analysis of variance (ANOVA), non-parametric statistics.

If the statistics course you have taken does not appear on our list, it may be acceptable so long as it covers all of the appropriate topics. You should obtain a detailed course syllabus, you should review the syllabus to ensure that the course covers all of the appropriate topics (listed above), and when you complete your application, you should provide a copy of the syllabus (there is space within the application to paste the syllabus). We will not assess courses prior to application. Applicants must successfully complete the statistics course and provide a final transcript by August 1, 2012.

- **OFFICIAL TRANSCRIPT(S)**. You will be asked to submit *both* an electronic copy of your transcript as *well* as an official paper transcript.
 - 1) You are required to upload one electronic or scanned transcript from each post-secondary institution you have attended to the on-line application so that we may assess your file immediately. Scanned copies of transcripts must be up to date and *must* include the transcript "legend" which is usually printed on the back of the paper transcript.

Technical Requirements

- Please scan your transcript in grayscale at the lowest dots per inch (dpi) setting that results in a legible document. **We recommend 72 dpi whenever possible.**
 - The file must be in .PDF format. Image files, such as those in .jpg or .bmp formats, must be converted to .PDF before uploading.
 - The file size of each scanned transcript file to be uploaded must not exceed **3 megabytes (Mb)**.
 - If your transcript is double-sided, please be sure to scan the front and back of each page.
 - The transcript legend (usually printed on the back of a paper transcript) must appear at least once for every scanned transcript submitted.
 - Scanned documents must be clearly legible and print on standard CDN/U.S. 8 1/2" x 11" paper.
 - Do not upload a document that is password-protected or that contains macros.
 - University of Toronto students may submit a screen capture of their academic history from the Student Web Service of ROSI in place of a transcript. However, if you have attended multiple institutions, the other universities' transcripts (with legend) must still be included in the file in chronological order.
- 2) You should also order your transcript(s) from each university you have attended. Transcripts must be received by the Faculty of Nursing in an official envelope that is sealed and signed by the issuing institution across the seal. You may include a one page cover letter to support your application if you believe the marks you received do not reflect your performance due to extenuating circumstances. **In the case of University of Toronto transcripts only, applicants may submit a ROSI print-out of grades rather than an official University of Toronto transcript.**



- **AWARD APPLICATION.** MN applicants who submit the SGS on-line application by January 15, 2012 are encouraged to submit the award application. The award application is a supplementary, on-line application form. To be considered for awards, students must submit *both* the application for admission and the award application by January 15, 2012. You will be directed to the award application from the SGS application site or you can access it directly from the Lawrence S. Bloomberg Faculty of Nursing web-site:
<http://bloomberg.nursing.utoronto.ca/prospectives/mn/apdr.htm>
- **ENGLISH PROFICIENCY TEST RESULTS.** International applicants must submit a copy of their English proficiency test scores. Applications with unsatisfactory test scores will not be assessed. This requirement should be met at the time you submit your application. English proficiency test scores are to be sent directly to the Lawrence S. Bloomberg Faculty of Nursing. Please refer to the following website for more details:
http://www.gradschool.utoronto.ca/Admission_Requirements/english-proficiency-requirement.htm
- **INTERVIEW.** An interview with the Admissions Committee may be required, preferably in-person, and if this is not possible, by telephone.

Please ensure the following documents are submitted electronically via the on-line application:

- Letter of Intent
- Scholarly Work
- CV
- Field of Study Form
- References
- Statistics Course Information Form
- Scanned copy of Transcript
- Award application (if submitting entire application for admission by January 15, 2012)

Please do not submit any of the documents listed above in paper format directly to the faculty. You can log-in the SGS application to confirm receipt of documents by the Faculty. The only documents that should be submitted directly to the Faculty are:

- Original Transcripts
- English Proficiency Test Results

Sources for Additional Information

Comprehensive information about the University of Toronto - www.utoronto.ca
Bloomberg Faculty of Nursing Programs - <http://bloomberg.nursing.utoronto.ca>
School of Graduate Studies, University of Toronto - <http://www.sgs.utoronto.ca>
Housing - <http://www.housing.utoronto.ca/>

Financial Support

Take the time to identify potential funding sources to support your living expenses and tuition fees.

Bloomberg Faculty of Nursing – Financial Aid
<http://bloomberg.nursing.utoronto.ca/students/fellowshipsandawards.htm>
School of Graduate Studies – Financial Aid
<http://www.gradschool.utoronto.ca/fees-financial-aid.htm>

Please note that incomplete applications to the program will not be considered for admission.