

PhD Application - SUPPORTING DOCUMENT CHECKLIST

To apply for the PhD program in Political Science, begin by completing the ONLINE application at: <http://graduate.mcmaster.ca/graduate-students/future-students/how-to-apply>

NOTE: you can save your online application and access it at a later time for completion. Only submitted applications will be accessible to the Department for review and processing.

Application Fee

The online system will charge \$100 application fee. This fee is non-refundable and must be paid in Canadian dollars (\$) by means of credit card only.

In addition to completing the online application, all applicants must submit to the Department of Political Science the following:

ALL official academic transcripts sent directly from the issuing institution. Transcripts not received in institutionally sealed envelopes will not be accepted. This should also include transcripts from institutions where you completed any letter of permission courses and/or exchange programs.

Three (3) confidential letters of recommendation from instructors most familiar with your academic work. All referees are required to complete the e-reference. By entering the email address of your referee the online system will automatically send an e-reference request on your behalf.

Statement of Interest

An electronic statement of interest (approximately 500 words, maximum 2 pages). This must be uploaded as a PDF attachment only through the online application system on the *Upload Documents* page.

Please note that the statement of interest is a crucial element of the application process. **Public Policy** applicants should highlight the comparative nature of their research and policy area which concerns them. **International Relations** applicants should identify the international, transnational or global elements of their research projects. All applicants would benefit from indicating particular faculty members or research clusters that overlap with their projects.

Personal resume and/or CV

An electronic copy of your resume/CV must be uploaded as a PDF attachment through the online application on the *Upload Documents* page.

Applicants whose native language is not English are also required to submit the results of a recognized English language test with their application such as a TOEFL or IELTS score. **The TOEFL or IELTS test must be completed during 2015 or later in order for the results to be accepted.** If your degree was completed in a program where the language of instruction was English and your university includes a statement on its transcript(s) or in an accompanying letter, you will not need to provide further proof of language skills.

Please note that ALL application documentation must be forwarded to and received by our department no later than FEBRUARY 1st of the year in which you are applying. **Any late or missing documents will delay your application and not be reviewed by the department's admission committee.**

Forward all hard copy documents to:

Department of Political Science
c/o Manuela Dozzi, Administrative Assistant
Kenneth Taylor Hall 527 (KTH 527)
McMaster University
1280 Main Street West
Hamilton, Ontario, Canada
L8S 4M4