GRADUATE APPLICANT INFORMATION

- This document is three pages long – read it thoroughly before you apply. You will find the checklist on page 3.

- The online application for Fall 2019 will open on September 15, 2018. It is your responsibility to ensure that all supporting documents are received before the deadline January 15, 2019. Incomplete files will not be reviewed. www.mcgill.ca/uapply

- The department only offers fall admissions. Very important: Do not apply to start the program in winter or summer – applications for winter or summer will be cancelled and the application fee will NOT be refunded.

- As of October 2012, McGill’s formerly paper-based graduate application process has been replaced with a more convenient electronic version. You must submit and pay the application fee first, before you can upload the supporting documents. For detailed instructions on how to apply and upload required supporting documents into the application system, please see: http://www.mcgill.ca/gradapplicants/apply/prepare

- You must upload your documents with your online application. Application documents should no longer be mailed to the department and referees will be prompted by email to upload their reference letters.

- You can keep track of your application documents by logging into your online UApply application.

- ONLY SUBMIT THE REQUIRED DOCUMENTS listed on page 3 of this document.

- The following criteria must be met in order for electronic reference letters to be acceptable:
  1) The email communicating the electronic letters must be sent from a valid institutional or corporate email address. Electronic letters sent from public domain addresses such as Hotmail, Gmail, Yahoo Mail or Videotron cannot be accepted.
  2) The electronic letters must be specific as to which program the student has applied.
  3) The electronic letters must be dated and must not be more than 12 months old.
  4) The referee must indicate his/her position and full contact information.
  5) Must be on University letterhead, and signed by referee.
6) Electronic letters sent from a Career Centre or Portfolio Management Company must state that the letters are confidential.


- Master of Arts applicants - Please note that you may apply to either the M.A. Research Project (Non-Thesis) Program or the Thesis Program in Political Science. You may choose to apply to an Option program as well, but this is not necessary, nor required.

- Decisions will be posted on your account in uApply as the decisions are made. This will typically be in mid-March for Ph.D. decisions and in April for M.A. decisions. If you do not see the decision in uApply, this means a decision has not yet been made - check uApply every few days from mid-March onwards.

- If you are admitted into the program, you **MUST** officially **accept** or **decline** the offer in uApply.

The Application Checklist
is below on page 3
1. **ON-LINE APPLICATION** will open **September 15th, 2018**: [www.mcgill.ca/uapply](http://www.mcgill.ca/uapply)
The deadline to apply and submit your required documents is **January 15th, 2019**.

2. **ONE-PAGE RESEARCH STATEMENT** To be uploaded with your online application. This is an academic statement and it should discuss why you are interested in Graduate Study in Political Science, your research intentions and agenda, and why McGill’s program fits your needs.

**MAXIMUM 1 PAGE SINGLE SPACED, CONCISE RESEARCH STATEMENT**

3. **WRITING SAMPLE (Ph.D. ONLY)**. ONE article-length (approximately 25-40 double-spaced pages) paper or publication that demonstrates your potential. Please upload this document with your online application.

4. **ONE OFFICIAL OR CERTIFIED TRANSCRIPT** from each University attended. For the initial application, please upload unofficial copies of transcripts (including translations). Only successful applicants will be required to submit 1 hard copy or certified copy of each transcript.

**Quebec University transcripts** sent electronically through CREPUQ will be considered official.

Make sure to contact your home institution and request documents to be sent electronically to McGill.

**Other applicants** who completed a degree elsewhere in Canada or abroad will be asked to upload unofficial transcripts, including translations. If the applicant is admitted, they will be required to submit 1 degree conferred official hard copy of their transcripts to Enrolment Services. If your transcript is in a language other than English or French, you must provide 1 original or certified copy in your home university’s official language as well as 1 certified translated copy either in English or French.

**Chinese Applicants**: In addition to the transcripts, **must** also provide 1 certified copy of their Graduation Certificate and 1 certified copy of their Degree Certificate from their University. These documents must be submitted in Chinese along with 1 certified English or French translation.

5. **TWO LETTERS OF RECOMMENDATION**

Applicants must provide their referee’s official email addresses when they apply. Referees will be prompted by email to upload their reference letters and answer a few mandatory questions. An email prompt is usually sent to the referee within 24 to 48 hours after the application has been submitted.

6. **GRE SCORES (Mandatory for all Ph.D. applicants. Not required for M.A. applicants)**

Use the following code to have your scores sent electronically to McGill: McGill 0935.

Please ensure that you write the test well in advance of the deadline for applications. See [http://www.gre.org](http://www.gre.org) for more information on registering for and taking the test.

7. **TOEFL SCORES (FOR BOTH M.A. & Ph.D., IF APPLICABLE)** TOEFL or IELTS is required for non-Canadian applicants whose mother tongue is not English and who have not completed a degree from a recognized institution where English is the main language of instruction. Minimum score of 600 on paper-based test or 100 on the internet-based test with each component score not less than 20. The IELTS (International English Language Testing Systems) with a minimum overall band of 6.5 is also acceptable. See [http://www.toefl.org](http://www.toefl.org) for more information on registering for and taking the test. Send TOEFL results to McGill code 0935- Political Science 89.

**IELTS RESULTS**: Please select “ARR Document Center” or contact the test centre directly to tell them to release the results to McGill. [http://takeielts.britishcouncil.org/find-out-about-results/results-process/test-report-form](http://takeielts.britishcouncil.org/find-out-about-results/results-process/test-report-form)

**DO NOT SEND IN THE RESULTS VIA MAIL/POST!**