

## **Tri-University Graduate Program in History**

### **INSTRUCTIONS FOR APPLICANTS**

#### **M.A. and Ph.D.**

**Applicants must apply on-line through one of the three participating universities: University of Guelph, University of Waterloo, Wilfrid Laurier University. The application fee (varies by university) is payable on line.**

**All three universities are linked to the Ontario Universities Application Centre:**

<http://www.grad.uwaterloo.ca/students/applyingonline.asp>

[http://www.wlu.ca/page.php?grp\\_36&p=635](http://www.wlu.ca/page.php?grp_36&p=635)

<http://www.uoguelph.ca/graduatestudies/>

Applicants to the **University of Guelph** and **Wilfrid Laurier University** are asked to follow the current application process as outlined below.

Applicants to the **University of Waterloo** are asked to follow the regulations for applying as specified for the University of Waterloo on-line system. In addition to those documents that are required to be submitted on-line to the University of Waterloo, applicants are welcome to submit hard copies directly to the Tri-University Graduate Program in History office c/o the University of Guelph.

As this is a self-administered application package, you must assemble all relevant documentation and forward the complete package to the **Director, Tri-University Graduate Program in History, c/o University of Guelph, Guelph, Ontario N1G 2W1**. Transcripts forwarded to you in sealed envelopes are confidential and **MUST REMAIN SEALED**. To be considered in the first round of admissions, applications must be received by 1 February. The admissions committee will, however, continue to review applications received after that date.

**TRANSCRIPTS.** Please submit one certified copy of all post-secondary transcripts from institutions you have attended and/or are now attending. These transcripts will be returned to you sealed and signed for submission with your complete application package. **(DO NOT OPEN)**. Uncertified copies of transcripts will not be accepted. Transcripts in languages other than English or French must be accompanied by a certified literal translation.

**LETTERS OF RECOMMENDATION.** Two for the M.A., three for the Ph.D. Upon request, Professors with whom you have studied are to complete the reference form. Letters of recommendation are to be returned to you for inclusion in the application package. **Letters of recommendation must bear an original signature and must be submitted in sealed envelopes with your referees signature across the seal.**

**INTERNATIONAL APPLICANTS.** We require certification of English language proficiency (i.e., TOEFL). Please instruct the testing agency to forward official test results directly to the Director, Tri-University Doctoral Program.

All applications to the Tri-University Graduate Program in History are assessed by a committee with representatives from each of three universities and this committee will make a recommendation as to your admission. Official admission will be in the form of an Offer of Admission which is issued only by the

Faculty of Graduate Studies (Guelph and Laurier) or a Permit to Register which is issued by the University Graduate Office (Waterloo).

### **LIST OF APPLICANT REQUIREMENTS:**

- ( ) A copy of the on-line application summary.
- ( ) Completed recommendation letters/forms. Recommendation letters/forms must be returned in sealed envelopes signed across the seal by your referee.  
M.A. - two references  
Ph.D. - three references
- ( ) Official transcripts or authorized grades and/or degrees from your university. Transcript in languages other than English or French must be accompanied by a certified literal translation.
- ( ) A résumé of your academic and work experience, including any publications and scholarly papers presented and/or any other information that might be helpful to the admissions committee. The résumé must be signed by the applicant and the résumé of the work experience must indicate the language of business at each place of employment.
- ( ) A statement of your research interests. We suggest that this should be at least 2 pages in length (single-sided) and should explain your reasons for pursuing graduate studies, your interest in the areas in which you would like to work and, in the case of applicants to the Ph.D. program, a description of your proposed thesis topic.
- ( ) A sample of your scholarly writing (single-sided). For students applying to the Master's program a sample of a recent 4<sup>th</sup> year paper (single-sided). For doctoral students this should be a portion of a major research paper or thesis or a paper written for a graduate course. Please note that papers will not be returned to applicants.
- ( ) Advisor preference form
- ( ) **In the case of international applicants**, an official statement of your acceptable English-language test results, and an official statement (affidavit or notarized statement from the sponsor) regarding funding, where applicable.

Application packages are to be submitted to:

The Director  
Tri-University Graduate Program in History  
c/o University of Guelph  
50 Stone Road East  
Guelph, ON N1G 2W1

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