



**APPLICATION GUIDELINES FOR SEPTEMBER 2012**  
**Masters in Public Health *and* Graduate Diploma in Public Health**  
**School of Public Health and Social Policy**  
**University of Victoria**  
<http://www.uvic.ca/publichealth>

**APPLICATION DEADLINE: FEBRUARY 17TH, 2012**

All application materials must be received in Graduate Admissions **in one envelope**. Do not submit application materials to the School of Public Health and Social Policy. Ensure official transcripts and references are in sealed envelopes, verified by the institution or referee.

**PREREQUISITE STATISTICS COURSE AND GRE**

An undergraduate statistics course is a required pre-requisite for entry to graduate programs in public health and social policy and must normally have been completed within the past ten years, with a grade of B or above.

**You may apply to the program without a stats course but are expected to complete it by August 31<sup>st</sup> prior to the program entry.**

No GRE examination is required for application to graduate programs in public health and social policy.

**YOU ARE REQUIRED TO SUBMIT**

**Please note documents can be submitted as hard copy (see address information below) or electronically using e-mail ([graddocs@uvic.ca](mailto:graddocs@uvic.ca)).**

1. Visit the Faculty of Graduate Studies web site for information on how to submit your documents. (To visit the Faculty of Graduate Studies web site click on this link [Submission of Documents](#))
  - Please supply your UVic student number if you studied at UVic in the past
  - Under **Admission Data section**, you must indicate **Full or Part Time** study
  - Under **Department section**: indicate School of Public Health and Social Policy
  - **Under Areas of Study and Research Interests** on the application, indicate **MPH or GDPH**
2. **Two references** on forms provided by the Faculty of Graduate Studies (To obtain the Reference Form click on this link [Reference Form](#))

Two references should come from individuals who can provide reliable assessment of the applicant's abilities; academic or professional references are acceptable, and are to be provided on the Faculty of Graduate Studies assessment form; additional letters may also be included with these forms.

**3. Official Transcripts** of all post secondary education

**4. A Letter of intent**

The *Letter of Intent* must include the items below, and not exceed two pages in length double-spaced (standard fonts & margins are required).

- Program choice
- Preferred area of focus and second choice of area of focus
- Purpose in seeking diploma or degree
- Describe how it would relate experience, goals and career plans
- Full or part time study

**5. CV/resume** (maximum three pages)

**Send to Graduate Admissions and Records in one envelope:**

<b>Mailing address:</b>	<b>Courier address:</b>
Graduate Admissions and Records University of Victoria PO Box 3025 STN CSC Victoria BC V8W 3P2 Canada	Graduate Admissions and Records University of Victoria University Centre A206 3800 Finnerty Road (Ring Road) Victoria, BC V8P 5C2

**CRITERIA FOR REVIEW OF APPLICATION AND SELECTION**

All applicants who meet the criteria for admission to the Faculty of Graduate Studies will be reviewed by members of the Admissions and Standards Committee of the School of Public Health and Social Policy, according to the following criteria.

1. Grade Point Average (GPA) (40 points)
2. Professional Experience and Community Service (20 points)
3. Letter of Intent (20 points)
4. References (20 points)

Possible points total = 100

The School will endeavor to select the strongest candidates in each of the four areas of focus. Once admitted to the program students may change their area of focus subject to individual academic advising with the Program Manager.

**IF YOUR APPLICATION GPA IS BETWEEN 5.0 AND 6.0, OR BELOW 5.0, ON THE UVIC SCALE OF 9.0**

Some applicants may:

- have exemplary careers and records of accomplishment yet have irregular undergraduate university records;
- have a GPA between 5.0 and 6.0 on the UVic scale of 9.0; or
- have a GPA below 5.0.

If one of these scenarios applies to you, please include an additional covering letter explaining why your GPA does not reflect your true ability to excel in the Graduate Diploma, or Masters Program, with your application materials.

**Additional guidelines for those applying to the Public Health Nursing area of focus:**

Applicants selecting the **Public Health Nursing** area of focus must provide official documentation of active practicing registration as a Registered Nurse, or equivalent, in the jurisdiction in which they will be completing the program, as well as a copy of current CPR certification level C or above upon admission and for the duration of the program.

Verification of active practicing registration can be in the form of an original letter from the licensing body or provision of your registration number for online verification, not a photocopy of your card. For CRNBC you can find the order form here: [CRNBC Form](#). Once official documentation of your RN registration is received or we have verified your registration online, a copy of your current RN card is required annually thereafter.

## **NOTIFICATION OF SUCCESSFUL APPLICANTS**

It is anticipated that letters of offer will be emailed in April of each year. Please ensure we have a current email address at all times. Guidelines for registration and course selection will follow, usually in May with follow up in July.

**There are three REQUIRED on site components in both graduate program options, at the beginning, middle and end of the program. All successful applicants to all programs will be required to attend the first onsite Gateway orientation prior to the program start in September. Dates TBA.**

**PLEASE NOTE that Graduate students are expected to be registered continuously for the duration of the program, for three terms per year: Sept-Dec, Jan-Apr and May-Aug. Temporary withdrawal time during the program must be formally approved, and appropriate fees paid.**