Applying to the Master of Science in Midwifery at McMaster University

Begin your journey with the Master of Science in Midwifery program in 3 steps:

1. **Review** the Program's requirements & eligibility criteria: https://midwiferymasters.mcmaster.ca/admissions/
2. **Prepare** your application: https://midwiferymasters.mcmaster.ca/admissions/application-requirements/
3. **Submit** your application online: https://midwiferymasters.mcmaster.ca/admissions/submission_instructions/

> Once you start your application, you will be able to save your progress at any time – allowing your to leave and come back to your application at any time. However, be mindful of the application deadline as you will not be able to submit your application once the deadline has passed.

If you have questions about the **Master of Science in Midwifery** Program, including eligibility, what to include in your application, etc., check out our Frequently Asked Questions page on our website https://midwiferymasters.mcmaster.ca/about/frequently-asked-questions or contact us at midwiferymasters@mcmaster.ca

If you have a **technical issue** with the online application system, please send an email to gradadm@mcmaster.ca and include details such as error messages, your applicant ID, and screen shots, if appropriate. You can also find information on the technical-side of the application on the School of Graduate Studies website: https://gs.mcmaster.ca/how-to-apply/

Using the Online Application System:

To start, you will need to go to our online application portal:

https://applygrad.mcmaster.ca/portal/start_your_app

At the top of the page, you will see a few checkboxes.
1. Select **May** as your start term, and
2. **Health Sciences** as your faculty.
3. Then click the **Filter** button.

Scroll down the Midwifery program, and click on the **Apply Now** option next to the program stream you are interested in, either **Courses plus Capstone** or **Thesis**. You will be asked about full-time or part-time later.
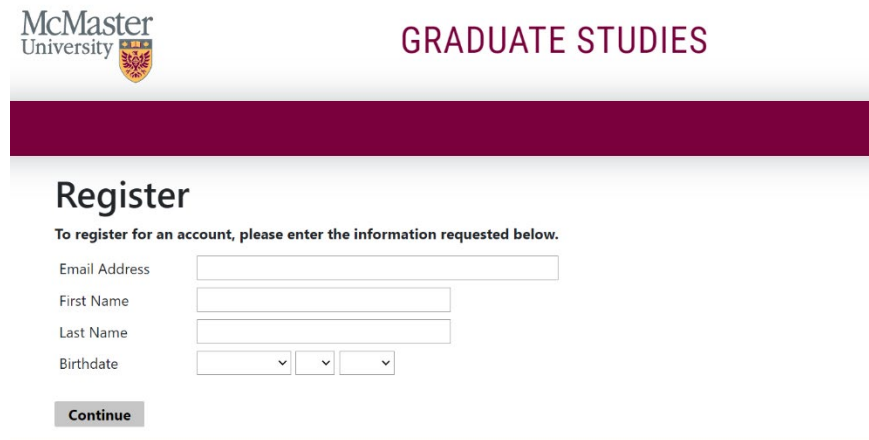
You will then be taken to a login screen. If you have already started an application, click the **login** button and jump to the **Start Your Application** instructions; if this is your first application to a graduate program at McMaster University this year, click the **Create an account** button and continue to the next step.

Create an Account

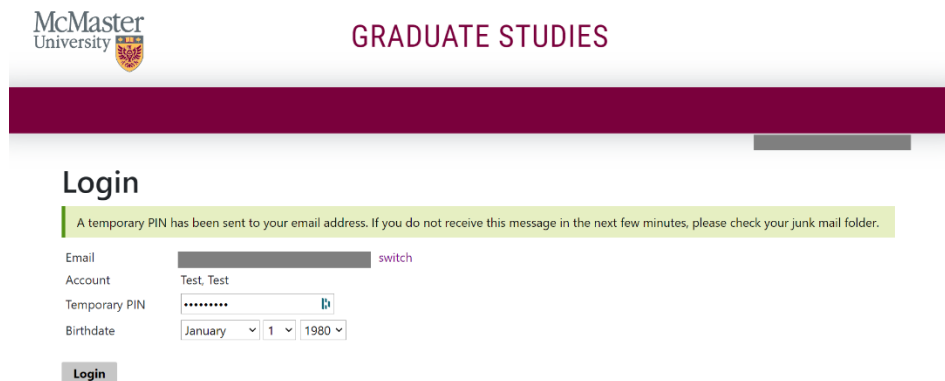You will be taken to a registration page.

Enter your **Email Address**, **First Name**, **Last Name**, and **Birthdate**, and click the **Continue** button. If you do not have a **Last Name**, please enter a period (.) in the Last Name field.
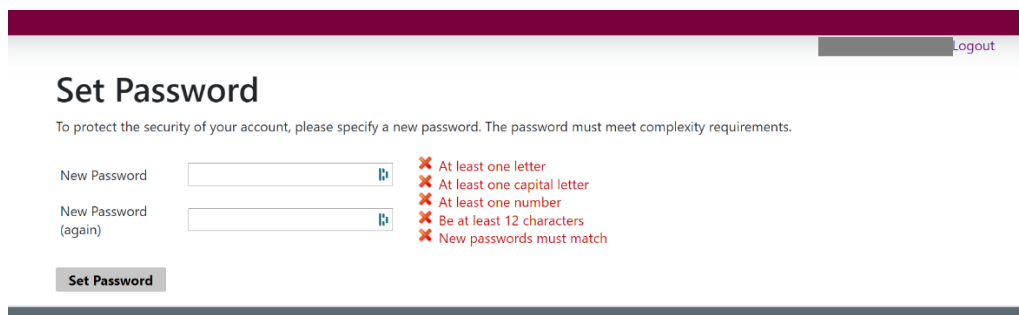
To confirm your account, you will receive an email with a **Temporary PIN** to the email address you provided in the previous step.

After you receive the email, enter the **PIN**, confirm your **Birthdate**, and click the **Login** button.

You will then be asked to set a password for your account. Create a password that meets the password requirements, and click the **Set Password** button. Keep this password safe; you will need it to access your application and check your application status after submitting it.

Start A New Application

After creating a password or logging in to your existing account, you will be taken to the **Application Management** page, where you can start your application.

Click on **Start a New Application**
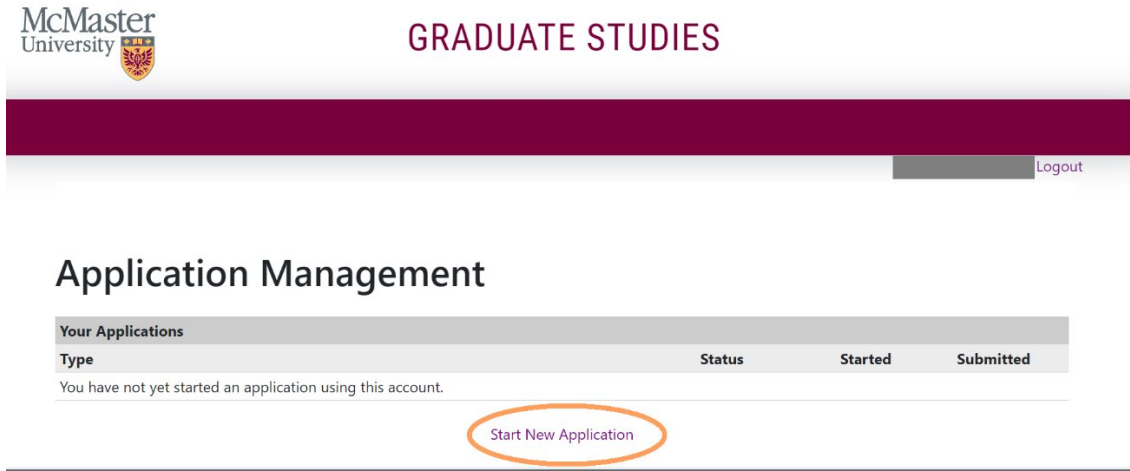
A window will pop up and ask you to select an application type.

1. Select **Academic Year 2022-23**,
2. Select **May 2023**, and
3. Click the **Create Application** button.
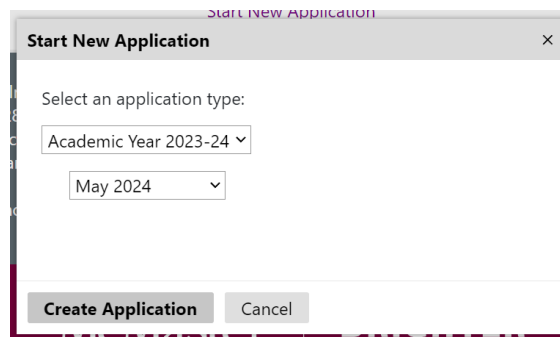
You will now see an in-progress application on the **Application Management** page.
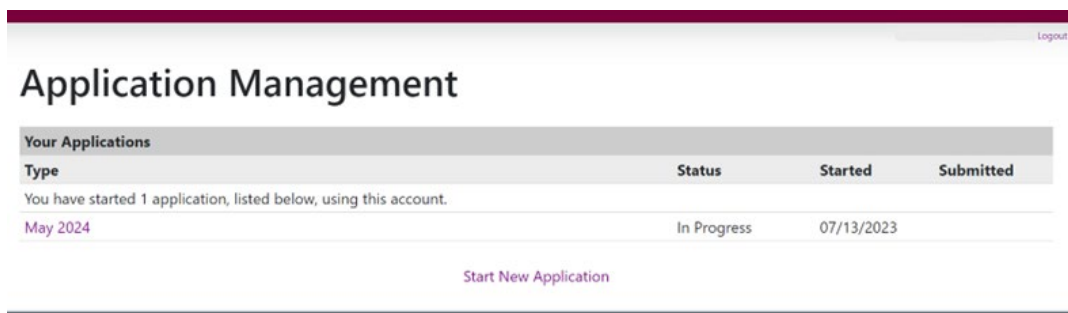
Start Your Application

Congratulations, you have started your application for our May 2024 program.

Anytime you need to re-access your application, instead of using the link you used to create a new application (*https://applygrad.mcmaster.ca/portal/start_your_app*) please use the following link to prevent accidentally creating an new application:

https://applygrad.mcmaster.ca/apply/

A window will pop up confirming that you are accessing your application.
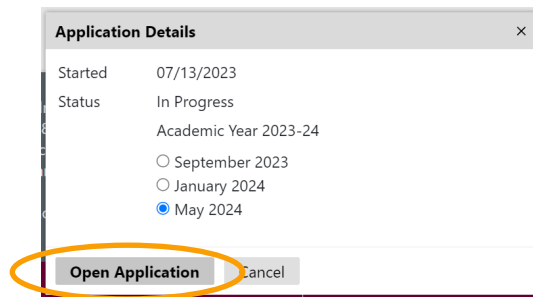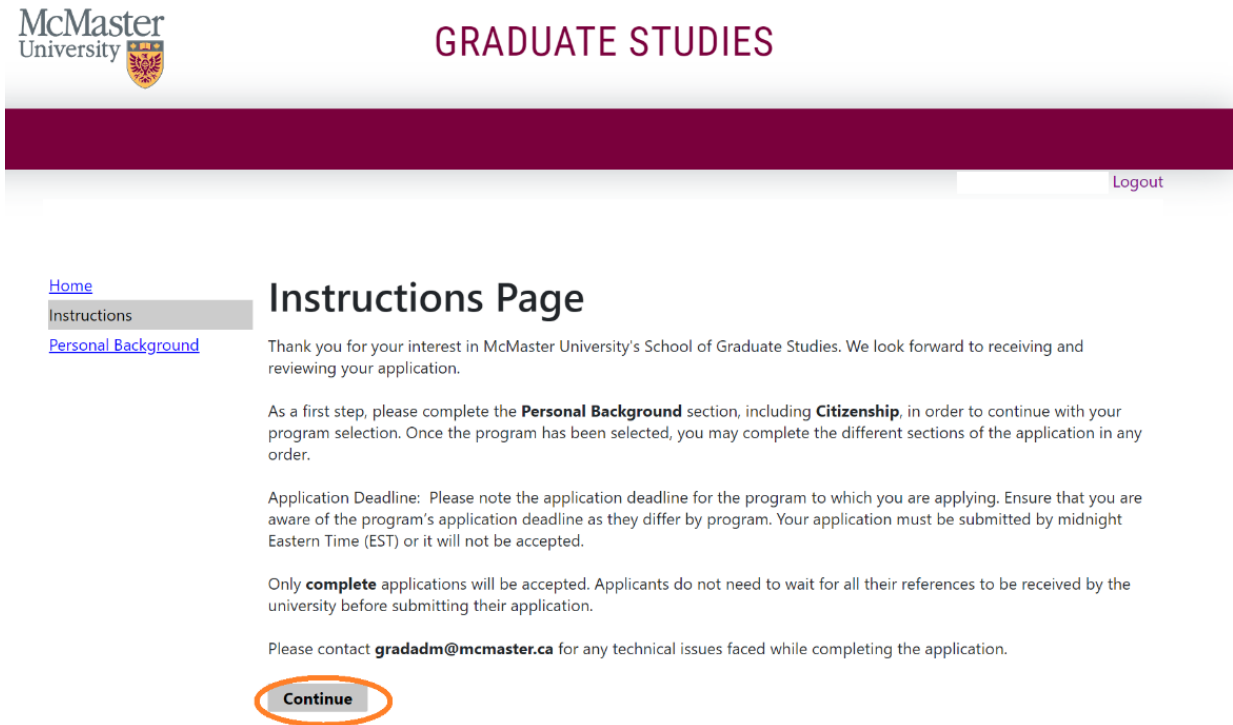
Click the **Open Application** button.

If the **Application Details** pop-up doesn't show up, click **May 2024** on your **Application Management** page, which will bring up the pop-up.
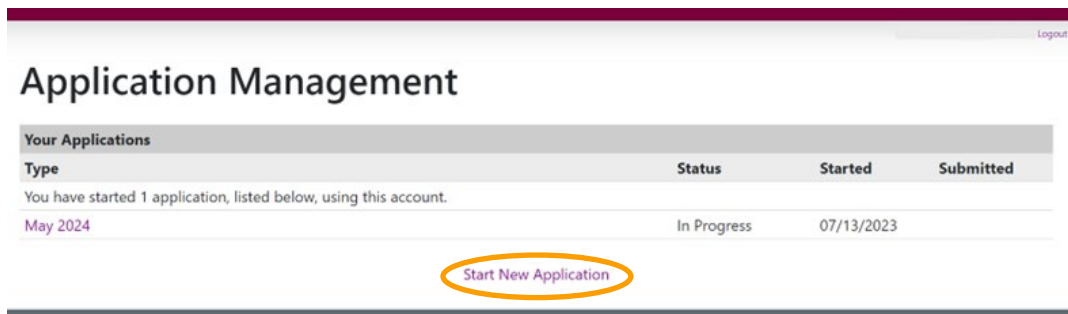
You are now inside your application.

After carefully reading the instructions on the **Instruction Page**, click the **Continue** button.

You will be taken to the **Personal Background** page.

On this page, you will be asked to enter information such as your name, address, biographical information, citizenship information, and history with McMaster University.

After you have entered your information, click the **Continue** button at the bottom of the page.

You will then be taken to the **Select Program** page.

Here, you must select whether you are interested in the **Courses plus Capstone** or **Thesis** stream and if you are interested in completing the Program as a **Full-Time** or **Part-Time** student.

Use the drop-down to select the following options based on your stream and course-load interest, then click the **Continue** button.

Note that the Program drop-down box will only appear after entering the **Degree Type**, **Course Type**, and **Faculty**.

Courses plus Capstone Part-Time	Courses plus Capstone Full-Time	Thesis Full-Time
Degree Type: **Masters**	Degree Type: **Masters**	Degree Type: **Masters**
Course Type: **Part-Time**	Course Type: **Full-Time**	Course Type: **Full-Time**
Faculty: **Health Sciences**	Faculty: **Health Sciences**	Faculty: **Health Sciences**
Program: **Midwifery (Courses plus Capstone)**	Program: **Midwifery (Courses plus Capstone)**	Program: **Midwifery (Thesis)**

After clicking **Continue**, you will be taken into your application and guided through the following steps.

Completing and Submitting Your Application

Now that you have provided some basic information about yourself and selected your Program of interest, you can complete the remainder of your application. Use the **Required Information and Documents Checklist** at the end of this guide to organize essential documents and information for the upcoming application steps.

Education

To complete the remainder of your application, begin by providing details of any post-secondary study you have undertaken on the **Education** page.

Beginning with the most recent (or current) institution attended.

After clicking **Add Institution**, a window will pop up.

Follow the instructions listed on this window to submit your **academic history** and an electronic copy of your **transcript** for each institution.

For more information on transcript requirements, including submitting transcripts in a language other than English, please refer to **Item 2. Your Previous Education & Academic Transcripts** on our website's **Application Requirements & Preparing Your Application** page.

After providing these details, click **Save** to return to the previous screen. Repeat these steps until your academic history is complete, then click **Continue.**

English Language Proficiency
You will be asked about your English Language Proficiency on the following page.

 For details on the **Master of Science in Midwifery** English Language Proficiency requirements and who is exempt from English language proficiency testing, please refer to **Item 6**: **Information on Your English Language Proficiency** on our website's **Application Requirements & Preparing Your Application** page.

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English Language Proficiency

Programs may have their own additional ELP Admissions requirements and applicants may be required to complete an English Language Proficiency Test.

Please click here to review the program specific requirements.

Did you complete a degree where the official language of instruction and evaluation was in English?
○ Yes
○ No

Continue

If you respond **Yes**, click **Continue.**

If you respond **No**, you will be prompted to provide details on a test of English Language Proficiency. You will need to enter details such as the test type, date of testing, and your final score(s). You will also need to upload a copy of the test report provided by the testing agency. Then, click **Continue.**

If you are exempt from providing these details, such as if English is your primary language or completed an Academic English as a Second Language program through a Canadian academic institution, please note that here and click **Continue.**

Program-Specific Questions

You will then be taken to the **Program Specific Questions** page.

For details on the Program-Specific Questions, please refer to **Item 5: Program-specific Questions** on our website's **Application Requirements & Preparing Your Application** page.

Read the instructions or prompt for each question carefully.

- Responding to Question 1 is optional.
- All other questions require a response.
- Responses to Questions 1, 2, and 3 should be less than 200 words each.

After completing your responses, click **Continue**.

eReferences

Next, you will be asked to provide **eReferences**

eReferences

Before completing this section, be sure to review the 'References' information in 'How to Apply' instructions on the School of Graduate Studies website.

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Review

The majority of our graduate programs require **TWO (2)** academic references. *Additional references will not be reviewed and may cause a delay in the evaluation of your application.*

- **Clinical References** - Some of our graduate programs require clinical references.
- **Professional References** - Some of our graduate programs require professional references
- **Professional Reference in lieu of Academic** - Not all programs will accept a professional reference in lieu of an academic reference.

NOTE: Failing to select the correct reference types **will** delay the evaluation of your application. To be sure what type of references you require, please **review program requirements**.

You will be required to indicate an email address for each referee. Your referees will receive an email message asking them to complete an eReference immediately after the 'Send to Recommender' button is clicked. You may wish to click on this button just before you submit the application.

If you need to change your reference or referee email address **after** submitting your application, you may do so through the Application Status Portal.

Name	Status

Add Recommender

The **Master of Science in Midwifery** program requires THREE (3) references, including TWO (2) academic references and ONE (1) professional reference. For more information, please refer to **Item 4: Your Three References** on our website's **Application Requirements & Preparing Your Application** page.

Upon clicking **Add Recommender**, a pop-up window will appear.

Here, you are asked to provide each recommender's name and contact information.

All fields are required, except for **Telephone** and **Personal message to recommender.** However, we strongly recommend that you include a personal message to your recommender as this will be included in our email to them.

Add Recommender   ✕

Type	○ Academic Reference
	○ Clinical Reference
	○ Professional Reference
	○ Professional in lieu of Academic Reference

Prefix [⌄]

First Name [   ]

Last Name [   ]

Organization [   ]

Position/Title [   ]

Relationship [   ]

Telephone [   ]

Email [   ]

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Personal message to recommender [   ]

Send To Recommender   Cancel

Click **Send To Recommender**, then **Continue** when three recommender's have been provided.

Upload Materials

Next, prepare your **Statement of Interest**, **Resume/CV**, and (if applying to the thesis stream) **a sample of your academic writing** to be submitted on the **Upload Materials** page.

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Upload Materials

The following materials are required for the successful completion of the application. This requirement is in addition to your post-secondary transcripts on the 'Education' page.

Please refer to the program website to ensure that you upload the required materials: **Review program requirements**.

NOTE: Uploading incorrect materials will delay the processing of your application.

Statement of Interest   Choose File   No file chosen

Resume/CV   Choose File   No file chosen

Continue

For additional details on what you need to include in your:

- **Statement of Interest**: Please refer to **Item 1: Your Statement of Interest**
- **Resume/Curriculum Vitae (CV):** Please refer to **Item 3: Your Resume/Curriculum Vitae (CV)**
- **Academic writing sample** (thesis-stream applicants only): Please refer to **Item 7: A Sample of Your Academic Writing**

on the **Application Requirements & Preparing Your Application** page of our website.

Click **Continue** to move to the next page, **Declaration.**

Declaration

In compliance with the McMaster University Act, 1976, and by applying to McMaster or by enrolling in a program at the University, students expressly acknowledge and agree that the collection, retention, use and disclosure of relevant personal information is necessary for McMaster University to:

a. Establish a record of the student's performance in programs and courses;
b. To assist the University in the academic and financial administration of its affairs;
c. To provide the basis for awards and government funding; and
d. To establish the student's status as a member of relevant student governmental organization.

Similarly, and in compliance with McMaster University's access to information and protection of privacy policies and Canadian and Ontario privacy laws, the University provides personal information to:

a. The Canadian and Ontario government for the purposes of reporting purposes; and

b. To appropriate student government organizations for the purposes of allowing such organizations to communicate with its membership and providing student government-related services consistent with the enrolment by a student at the University.

By applying and/or enrolling at McMaster University the student expressly consents to this collection, retention, use and disclosure of such personal information in this manner. Questions regarding the collection or use of personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.

In place of your signature, please type your full legal name:

Confirm

After reading the **Declaration** page, indicate your consent by typing your full legal name in the textbox and clicking **Confirm.**

Review

This is the final page and an opportunity for you to **review** your application.

You will receive the following message if there are any errors or missing information in your application. Along with a summary of items that require your attention.

> We have detected the following errors with your application.
> These errors must be corrected before submission.

Once your application is complete and any errors have been resolved, you will be given the option to: **Finalize Application and Pay** or **Save for Later.**

Finalize Application and Pay   **Save for Later**

Note: You cannot make changes to your application after it is submitted online. Before clicking **Finalize Application and Pay** ensure your application is accurate, complete, and ready for submission.

When you are satisfied with your application and are ready to submit it, click **Finalize Application and Pay** and continue to the **Payment** screen.

If you want to change your payment's currency, click the drop-down button at the bottom of the **Payment** screen and select your preferred currency.

Order Summary

🇺🇸 USD ▲   Total $85.27

Back   Checkout

Total amount may not exactly match sum of the amounts due to the currency conversion.
You will be charged the total amount shown in your chosen currency.

Click **Checkout** to finalize your payment. **Congratulations, you have successfully submitted your application online!**

Monitor Your Application Status

McMaster University — GRADUATE STUDIES

Logout

Welcome to your McMaster Applicant

Your Name !

Thank you for applying to McMaster University

'24 Spring - Midwifery (Program Stream)

Your current application status is Status

- To manage any applications in progress or start a new application, click here.

If you need to contact us regarding your application, provide your name and this reference number:

Status Update

An update to your application was last posted Date .

View Update >>

Application Checklist

Status	Details	Date
✔ Received	Transcript for Name of Institution and Degree/Diploma	08/08/2023
✖ Awaiting	Transcript for Name of Institution and Degree/Diploma	08/08/2023
✔ Received	Recommendation from Name of Referee Submitted on 10/14/2023.	10/14/2023
✖ Awaiting	Recommendation from Name of Referee Submitted on 10/09/2023.	10/09/2023
✔ Received	Recommendation from Name of Referee Submitted on 10/12/2023.	10/12/2023
✔ Received	Resume/CV	08/08/2023
✔ Received	Statement of Interest	08/08/2023

To re-send notification emails to your recommenders, re-visit the recommendations page, click "Edit", and then click "Send Reminder".

Recent Activities

Date	Details
08/08/2023	Payment Received: 110.00 CAD Application Fee

Verify Address

We have your addresses listed as follows:

Mailing Address
address

Permanent Address
address

Edit Addresses

Please ensure there is at least **one** Mailing and **one** Permanent Address.

Change Email Address   Change Password   Logout

Graduate Studies
Gilmour Hall, Room 212
1280 Main Street West
McMaster University
Hamilton, Ontario, Canada L8S 4L8

Phone: +1 905 525 9140

> After you have submitted your application and finalized payment, continue to monitor the status of your application on the **Status** page.

Help, Support & More Information

For additional details on what to include in your application, please see the **Admissions** and **Frequently Asked Questions (FAQ)** sections of our website

midwiferymasters.mcmaster.ca

And don't forget to click the **+** button for essential details and directions.

Or, contact us at

midwiferymasters@mcmaster.ca

For technical support with your online application, including contact information for technical support, how to save your progress and return to your application later, and how to pay the application fee, please see the **School of Graduate Studies Online Application Guide & Technical support page.**

We look forward to receiving your application!

McMaster University | Midwifery Graduate Program

Applying to the Master of Science in Midwifery

Required Information and Documents Checklist

Use this checklist to prepare, collect, and organize the information and documents required for your application.

☐ A statement of interest

In responding to specific questions outlined on our website, **your statement of interest** should describe how your **personal experiences have prepared you for this degree**. You should also identify your specific area of interest to provide insight into your **motivation and interest** in the Master of Science in Midwifery degree program.

Your statement should be no longer than 1250 words and uploaded as a PDF (.pdf) file.

☐ A resume/curriculum vitae (CV)

Applicants will be asked to provide an up-to-date resume or CV demonstrating the program's midwifery experience requirement: a **minimum of two years of full-time (or equivalent part-time) clinical experience** as a practicing midwife.

Your resume should be uploaded as a PDF (.pdf) file.

☐ Three references

Applicants must provide the names and contact information of **two (2) academic and one (1) professional recommender** in their online application. Consider preparing the name, position, organization, relationship (to you), and email address for each recommender before starting your online application.

☐ Academic history and transcripts

Prepare a list of and **collect academic transcripts from all post-secondary institutions** you have attended, even if a degree/diploma was not issued.

Your list should note the name of the institution; the county, city, and province/state of the institution; the dates attended (month & year, if possible); the level of study (undergraduate, graduate, etc.); and, if awarded, the name of the diploma/degree. You will be asked to enter this information directly into the application.

Transcripts should be uploaded as a PDF (.pdf) file. Transcripts in a language other than English must also include an official translation completed by an official translator.

☐ Program-specific questions

There are **three short-answer questions** inside the online application. You can preview these questions on our website. Consider preparing your responses before starting your online application.

Each answer should be no more than 200 words.

☐ English language proficiency

Applicants whose primary language is not English will be required to provide evidence of English language proficiency. Our website details the types of evidence accepted.

THESIS-STREAM APPLICANTS ONLY

☐ A sample of academic writing

Collect an academic writing sample, such as a **research paper or thesis** from when you were a student. It could also be something you have published, like an **article in a journal or a chapter in a book.** You could also use a piece of professional writing, such as **clinical guidelines** for your practice. This should be uploaded as a PDF (.pdf) file.

For more information about the documents and details required for your application, visit the **Application Requirements & Preparing Your Application** page on our website or **Contact Us**.

midwiferymasters.mcmaster.ca | midwiferymasters@mcmaster.ca

McMaster University

BRIGHTER WORLD