

Masters of Science in Health Policy Research Program Application Instructions

Please note: The application deadline is March 15, 2008. (Applications will be accepted after this date, but consideration for funding requires a timely application submission) and; classes for the Program start on July 7, 2008.

You have been provided with two MS Word Forms. The first is the application form. The second is the reference letter form. Please read these instructions carefully

- 1) The application form should be filled out on the computer, not hand written.
- 2) When you fill out the application, it must be filled out completely. Do not put "refer to CV" for any of the information requested.
- 3) After you fill out the application, be sure to SAVE the form, using a filename that indicates your name (ie. JohnDoe application.doc).
- 4) Send the completed application form as an email attachment to the address below. The subject of your email should include "Application from <<insert your name>>"
- 5) The reference form should be sent electronically to the three people who will be writing recommendation letters for you with instructions for the referee to do the following:
 - a) Fill out the form and write a letter on your behalf
 - b) Both the form and the accompanying letter should have a signature.
 - c) If the signed form and letter are converted to a .pdf file, they can be sent electronically to the address below.
 - d) If submitting the form by mail it should be mailed to the address below
- 6) Your application will be reviewed when the form and all supporting documents have been received.
- 7) An initial review will be done. If we decide to proceed with the application, you will be contacted to schedule two interviews with Program faculty (usually within 1-2 weeks after a complete application is received)
- 8) After both interviews are complete a final review will be conducted and you should receive notice regarding admission within a month.

Please use this checklist to ensure that you have submitted all of the required materials:

- Application form (submitted electronically)
- Personal Statement stating your clinical background, research interests and reasons for pursuing the Program that you are applying to.
- Curriculum Vitae
- 3 recommendations, including the recommendation form and reference letter
- Official MCAT or GRE report
- Official transcripts from relevant undergraduate and graduate education sent directly from the institution.
- A picture of yourself (this is very helpful to us, but is not required)

Contact Address for all materials and questions:

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