

2012 PhD School of Graduate Studies

The application for graduate study at the University of Toronto is available online. It is the applicant's responsibility to ensure all documents are submitted by the deadlines outline below. It is recommended that documentation be submitted well in advance of the deadlines to avoid any disappointment.

PLEASE READ AND FOLLOW ALL INSTRUCTIONS CAREFULLY.

ABOUT THE APPLICATION

Applications to the **Department of Italian Studies** must be submitted to the School of Graduate Studies (SGS) using an online application which is housed on a secure server at the University of Toronto.

The online application allows applicants to manage and submit biographical and educational information as well as specific documents (i.e. Statements of Intent, Curriculum Vitae, etc.) immediately to the University. Applicants can edit an in-progress application and check the status of all documents submitted using a secure password and User ID.

A valid email account is needed to complete the online application, as the University will correspond with applicants using email.

Applications are considered complete and can be reviewed only after all documentation is received by the graduate unit (this includes letters of reference submitted online by referees and official transcripts sent by mail). All documentation must be received at the Graduate Unit by the document deadline date.

Please read and be familiar with all deadlines.

HOW TO APPLY

1. Log in to the online application at the URL provided below.
2. Provide the biographical and education information requested
3. Be prepared to submit contact information for at least TWO referees. Be sure to inform your referees that you are doing this and that the University of Toronto, School of Graduate Studies will be contacting them by email.
4. Submit your payment (online payment is preferred but mail-in payment is available)
5. Arrange to submit Official Transcripts from each post-secondary institution that you have attended
6. Be aware of the deadline dates for application and documents.

DEADLINES

APPLICATION DEADLINE: January 15, 2012

Please complete all parts (biography, education, program of study, reference contact and payment) of the online application by this date.

DOCUMENT DEADLINE: January 31, 2012

Please supply all documents (original transcripts, letters of reference, statement of intent, statement of research & proposed plan of study, and sample of writing) to the Graduate Unit by this date. For **PhD Direct Entry**, please also include **statement of intent for direct entry**. Once all documents are received your application can be reviewed for admission. It is your responsibility to monitor the status of your documents in the online application and to follow up with your referees if references are not received in advance of deadlines.

MAKE AN APPLICATION Go to: <https://apply.sgs.utoronto.ca>

Frequently Asked Questions:**Do I require transcripts from all of the post-secondary institutions attended?**

YES, an official transcript is required from each university attended. Applicants who attended universities outside North America must provide notarized English translations to accompany all foreign documentation not written in English. Academic records must be enclosed in an envelope provided by the institution(s) and sealed or signed across the back of the envelope. These may be provided directly from the institution or through the applicant (DO NOT OPEN transcripts issued to applicant). Faxed records are not considered official. Documents will not be returned to the applicant.

If academic records are interim, pending completion of studies in progress, official final academic records indicating that the degree has been conferred must be submitted to the graduate office as soon as possible and before admission can be finalized.

Can I provide more than two reference letters?

Two reference letters are required, but we will accept one or two more.

Are there reference letter forms?

The Department of Italian Studies does not have special forms. Once you have confirmed your application information by moving to payment, the system will email your referees and ask them to provide references. They will be asked to submit an electronic copy of the reference in Word or PDF after logging in to the online application through a link the School of Graduate Studies will provide. If, in the rare case that your referee does not have email, you may collect the letter and submit together with your transcripts. The letter should be written on institutional letterhead. Ask your referee to provide you with the letter of reference in a sealed envelope, signed across the seal. Include the sealed and signed references when submitting your application. Do not open the envelope(s). Letters of reference will be part of the official student academic record. They are confidential and applicants/students will not have access to them.

What do you expect in the statement of research and proposed plan of study?

The statement should be approximately 1000 words describing your research interests is required. Begin this statement with a list of 4 or 5 KEY WORDS or PHRASES that relate to the proposed study. You may submit the statement online in Word or PDF format. The document can be saved by following the "Submit" link on the document status page in the online application.

Additional Information:

Application fee

Please be reminded that the **SGS application fee for 2012-2013 is \$110.00**. The application fee is non-refundable.

Refund Policy

Please be reminded that the **SGS On-line application fee is a non-refundable fee**. If an applicant applies to the wrong program then the applicant must submit a new application and pay another application fee if they wish to be considered for a different program other than what they initially applied for.

Application Process for Continuing University of Toronto Students

Applicants currently registered in a University of Toronto masters program, and continuing into the PhD in the same department, are required to apply in the same manner as any other applicant.

References

Letters of reference or reference forms as well as applicant authored documents will be submitted online to the SGS online admissions application.

University Closure in December

The University will be closed Wednesday, December 21 to Friday, December 30, 2011 inclusive. The admissions application system will remain online for the period but there will be no staff at SGS to monitor the system or to respond to applicant or referee enquiries.

Please do not schedule your application, payment, document or referee deadlines for the holiday period or the two work days preceding or following.