

## GRADUATE DIPLOMAS IN ETHICS AND PUBLIC AFFAIRS

### INSTRUCTIONS FOR REQUIRED DOCUMENTS

After you have submitted your online application and paid the non-refundable application fee of \$100 per program through the Ontario University Application Centre (OUAC), Carleton will email you instructions on how to access Carleton Central (where all of your application information is stored). Your Carleton User ID that you will need to access Carleton Central will be assigned and sent to you in that email. Please note that it may take 1-3 business days from the time your application fee has been processed for you to receive this email.

**Transcripts** (all post-secondary transcripts are required)

**CV/Resumé** (1 required)

*See page 2 of this document for specific instructions.*

**Writing Sample** (1 required)

*Your writing sample must be a maximum of 6000 words.*

**Language Proficiency** (ESL Test Scores, if applicable)

You must upload your required documents as described and failure to do so will delay the processing of your application. For general information regarding required documents, please visit:

<http://graduate.carleton.ca/apply-online/required-documents>

**Note:** All fillable forms must be saved to your computer first before completing them in Adobe Acrobat Reader. Completing these form(s) within your browser's built-in viewer may cause compatibility issues.

**Departmental Contact Information:**

Email: [Sandra.Kirkpatrick@carleton.ca](mailto:Sandra.Kirkpatrick@carleton.ca)

## Specific Instructions for the CV/Resumé

The CV/Resumé will be helpful for the admissions committee in understanding your achievements and abilities. For most applicants, this document will be 1-3 pages in length and will include the following information:

- Name and Contact Information (phone, email);
- Citizenship and languages both spoken and read
- Education (completed or in progress)
- Thesis titles (completed or in progress)
- Brief description of research Interests
  - *These should be in point form as you will elaborate this information in the Statement of Intent*
- Scholarships received
- Publications, if any
- Presentations, if any
- Research experience
  - *This should include paid or volunteer positions, with brief descriptions and organized by date. You should also include the names of your supervisor(s).*
- Practitioner experience
  - *This should include paid or volunteer experience on public issues and should highlight, if possible, work on issues on which you wish to conduct research.*

This document must be uploaded in Carleton Central as a PDF under the document type: *CV/Resume*