

# GDPA - How to Apply Guide

**Welcome to McMaster! Are you ready to start a new beginning at our School of Graduate Studies?**

Please choose the admit term you would like to apply for:

September  
 January  
 May

*Filter by Faculty*

Business  
 Engineering  
 Health Sciences  
 Humanities  
 Interdisciplinary  
 Science  
 Social Sciences

Filter

1. Visit [https://applygrad.mcmaster.ca/portal/start\\_your\\_app](https://applygrad.mcmaster.ca/portal/start_your_app) and select the **May** admit term and **Business** faculty as show

Program Open for Application	
Program	
Business (Post Degree)	Apply Now
Business Administration (EMBA)	
Business Administration MBA	
Business Administration MBA (Accelerated)	
Business Administration MBA (Blended Learning Part-time)	
Business Administration MBA (Co-Op)	
Business Administration PhD	
Finance MFin	
Professional Accountancy Graduate Diploma	Apply Now

2. From the program list, locate the **Professional Accountancy Graduate Diploma** program then click **Apply Now**

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## Application Management

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

3. Log in or create an account

## Application Management

Your Applications

Type

[Start New Application](#)

4. After creating your account, click **Start New Application**

**Start New Application** [X]

Select an application type:

Academic Year 2023-24  
Academic Year 2022-23

**Create Application** Cancel

**Start New Application** [X]

Select an application type:

Academic Year 2022-23

January 2023  
May 2023

**Create Application** Cancel

Use the sample list below to select the correct academic year and term:

Academic Year 2022-23 → May 2023

Academic Year 2023-24 → May 2024

Academic Year 2024-25 → May 2025

Academic Year 2025-26 → May 2026

Then click **Create Application**

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### Application Details

Started	11/25/2022
Status	In Progress
	Academic Year 2022-23
	<input type="radio"/> January 2023
	<input checked="" type="radio"/> May 2023

**Open Application** Cancel

6. Select your application term then click **Open Application**

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**Instructions**

[Personal Background](#)

[Select Program](#)

## Instructions Page

Thank you for your interest in McMaster University's School of Graduate Studies. We look forward to receiving and reviewing your application.

As a first step, please complete the **Personal Background** section, including **Citizenship**, in order to continue with your program selection. Once the program has been selected, you may complete the different sections of the application in any order.

Application Deadline: Please note the application deadline for the program to which you are applying. Ensure that you are aware of the program's application deadline as they differ by program. Your application must be submitted by midnight Eastern Time (EST) or it will not be accepted.

Only **complete** applications will be accepted. Applicants do not need to wait for all their references to be received by the university before submitting their application.

Please contact [gradadm@mcmaster.ca](mailto:gradadm@mcmaster.ca) for any technical issues faced while completing the application.

**Continue**

7. Review the instructions and click **Continue**

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**Personal Background**  
[Select Program](#)

## Personal Background


Please ensure the name, date of birth, and other personal details are as listed on the biographic data page of your passport or travel document.

**Single Name Only:** If you have only one name, enter it in the First NAME field and enter a period ( . ) in the Last NAME field. This will identify to us that you have only a single name.

**Former Name:** If you have a former 'Last Name', please enter it in the field provided.

**Preferred First Name:** This is optional and may be entered when your preferred name differs from your legal first name.

NOTE: Should a preferred name be entered into the application, both your preferred name and legal name will appear on official communications.



**Continue**

8. Fill in your personal information and click **Continue**

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**Select Program**

## Select Program

To access the open and close dates for programs, please click [here](#).

\* fields are mandatory.

Degree Type\*

Course Type \*

Faculty

Program\*

**Continue**

9. When selecting the program, fill in the fields as shown then click

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## Education

Please provide details of all post-secondary study you have undertaken, including current studies, even if a degree has not been awarded. Begin with the most recent (or current) institution attended, and continue in reverse chronological order. You will be required to provide a copy of the transcript for each institution for your application to be assessed.

Please do **not** include your high school academic history.

Institution	Degree	Dates Attended
<a href="#">Add Institution</a>		

[Continue](#)

10. Click **Add Institution** to report your education and upload your transcript

### Add Institution

1. If your institution does not auto-populate, please type in the full institution name correctly.
2. If your degree is not listed in the 'Name of Degree' field, please select 'Not Listed' and manually enter the name of your degree in the text box provided.
3. Please complete **all** fields below including at least one Area of Study.
4. Please do **not** include your high school academic history.
5. If transcripts are not in English, please upload official English translations in addition to the transcripts

Institution

Country

City

Province

Dates Attended  to

Level of Study

#### Submit Transcript

Please upload an electronic copy of your transcript from this institution. You may upload those pages now as a single- or multi-page PDF, or each page as a JPEG or TIFF image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

PDF or Scanned Pages  No file chosen

11. Follow the instructions to enter your education details and upload your unofficial transcript.

Applicants who completed their education at McMaster University must also upload their most up-to-date transcript here

Click **Save**

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## Education

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Please do **not** include your high school academic history.

Institution	Degree	Dates Attended
<a href="#">Add Institution</a>		
McMaster University	Degree/Diploma in progr...	09/2018-04/2022 <a href="#">Edit</a>

[Continue](#)

12. Make sure that your education has been added. If you completed additional postsecondary education, then please repeat steps 10 & 11

When done, click **Continue**

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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](#)

13. Confirm if the official language of instruction of your Education was in English.

If not, you will be asked to submit proof of your proficiency in the English language

When done, click **Continue**

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## Program Specific Questions

Question 1:  
**McMaster Students only:** I authorize the Admissions office to access my transcript internally to review my courses and grades, and determine my eligibility for the Professional Accountancy Graduate Diploma program

Yes  
 No  
 I am not a McMaster student

If you answered "Yes" to the question above, please enter your McMaster student ID:

[Continue](#)

14. In this section, McMaster students are asked to give us authorization to access their most up-to-date transcript during the admissions review cycle. We highly recommend selecting Yes as it will help us review your application faster. If you select No, then you will be contacted to submit the updated transcript at the end of every term.

Non-McMaster students should select "I am not a McMaster student"

When done, click **Continue**

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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.

Optional Document  No file chosen

14. If the transcript you previously uploaded doesn't include the list of courses you are registered in for this academic year, then please use this section to upload a letter from your institution confirming the courses you are registered in and their expected date of completion.

No additional documents

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## 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:

- Establish a record of the student's performance in programs and courses;
- To assist the University in the academic and financial administration of its affairs;
- To provide the basis for awards and government funding; and
- 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:

- The Canadian and Ontario government for the purposes of reporting purposes; and
- 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:

15. Read the declaration and sign it

When done, click **Continue**

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**Review**

## Review


If you are satisfied with your application and are ready to submit it, click **Finalize Application and Pay**.

**Finalize Application and Pay** Save for Later

16. In this section, you are confirming that you are satisfied with your application and are ready to submit it

If you missed any document or information, you will be informed in this page. You will not be able to submit until everything is complete

To proceed, click **Finalize Application and Pay**

 applygrad.mcmaster.ca

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

**OK** Cancel

17. A pop-window will appear where you will have to acknowledge that you would be unable to make changes to your application once it's submitted. Please note that we will be contacting you if we require any information from you.

To proceed, click **Ok**

## Submit Payment

**Payment Details**

<b>Description</b>	Application Fee
<b>Amount Due</b>	\$110.00

**Submit Payment**

18. Click **Submit Payment**



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Mandatory fields marked by \*


**Customer Details**

Customer ID: 675e3ea1-902a-46b9-93b9-feb4218f1bf9  
Email Address: [REDACTED]  
Note: Application Fee

**Cardholder Details**

Enter your card's billing address without any special characters.  
Postal/Zip Code\*:

**Payment Details**

Transaction Amount: \$ 110.00 (CAD)   
Order ID: mhp22334110434p26  
Please complete the following details exactly as they appear on your card.  
*Do not put spaces or hyphens in the card number.*

Cardholder Name\*:   
Card Number\*:   
Expiry Date (MMYY)\*:   
Card Security Code\*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

19. You will be directed to the payment screen where you will be asked to complete the payment fields and click **Process Transaction** when done.

Once your payment is successfully processed, your application is considered submitted and you will receive an email confirming the submission.