

APPLICATION GUIDE: In-Program Transfers

Last updated: October 9, 2025

There are four types of in-program transfers a current Master of Nursing student can request:

- [Field of Study](#)
- [Status Request \(Part-time to Full-Time\)](#)
- [MN Thesis Program Application](#)
- [Combined MN-PHCNP Program Application](#)

Request to Change Field of Study

To change your MN field of study - Leadership in Health Care Policy & Education (Field I) or Health & Illness of Individuals & Communities (Field II) - complete the [Status Change Request Google Form](#).

Request to Change Study Status

To request a change in status you must complete the [DCSN Status Change Request Google Form](#). The School of Nursing does not accept requests to transfer from full-time to part-time unless under exceptional circumstances. Note that a change in status from part-time to full-time requires consultation with the Graduate Program Administrator Mary Beth Halferty Kraay (mbkraay@torontomu.ca) and approval of the Graduate Program Director.

Additional documentation required with this request and uploaded to the Google Form:

- ✓ Completed Student section of the [Change of Status request form](#)
- ✓ A letter with detailed reasons for the request and substantiating documents where appropriate. If the application is health-related, submit a [Student Health Certificate](#) or equivalent documentation.
- ✓ A copy of your revised Program of Study (if applicable)
- ✓ A copy of your latest Progress Report (if applicable)

MN Thesis Transfer Application

MN Course Stream students can apply to transfer into the Thesis stream by submitting an [MN Thesis Transfer Application](#). As this is a highly competitive admissions process, internal applicants that do not meet the minimum academic requirements will not be considered for admission.

Transfer admission requirements:

- ✓ Overall CGPA of minimum 3.67 or A- in core MN courses MN8901, MN8902 and MN8903*
- ✓ Identification and agreement of Potential Supervisor(s)
- ✓ Brief Description of Proposed Research
- ✓ One new academic letter of recommendation, optional second new letter of recommendation

*If you have not yet completed all three core Master of Nursing courses, any confirmation to transfer will be made on a “Conditional” basis with the requirement that you have achieved at least a minimum overall (3.67) or A- CGPA by September 1st of the application year.

Any internal candidate that is offered admission is required to begin enrolment in the Thesis (MN8000A) by date/term stipulated in their Offer of Admission letter. Enrolment in the Thesis Stream is on a full-time basis only. Deferrals are not permitted.

Decisions related to Internal Funding will be made no later than the start of the fall term. Award and Scholarship considerations are dependent on availability of funding.

[RESEARCH TOPIC PROPOSAL AND SUPERVISOR](#)

Candidates applying to the Thesis Stream are required to submit a brief description of their proposed research and communication with potential supervisor(s).

Candidates are strongly advised to review [Faculty Profiles](#) to identify a faculty member whose research interests align with your own. It is also advisable that you contact your potential supervisor to discuss your research interests prior to submitting your application. If you require additional guidance to assist in identifying a potential Thesis Supervisor, please contact Mary Beth Halferty Kraay at mbkraay@torontomu.ca.

LETTERS OF RECOMMENDATION

Letters of recommendation are completed and submitted electronically by each referee and they are instructed to self-select the type of recommendation that they are submitting. Please note that we reserve the right to contact your referees for further information.

IMPORTANT: You should obtain each referee's consent to list them as a referee and confirm their correct email address *prior to completing the Referee section of the online application process*.

- Academic Recommendation. One of the references **MUST** be a **new** Academic Letter of Recommendation (e.g., a professor who taught you during your degree-level studies and who can speak to your intellectual capabilities, capacity to engage in research at a graduate level and leadership potential).
- Applicants will be asked to provide the name of a second reference. This may either be a brand new referee, or one of the two referees who wrote a letter for your initial MN application; in this case, they can either submit a fresh letter or you can request that their original letter be considered again.

Combined MN-PHCNP Transfer Application

Master of Nursing students can apply to transfer into the PHCNP stream by submitting a [Combined MN-PHCNP Transfer Application Form](#). Internal applicants must submit this form by **January 12, 2026**. As this is a highly competitive admissions process, internal applicants that do not meet the minimum academic requirements will not be considered for admission. Internal transfer applications are assessed in the same pool as new external applicants.

Transfer admission requirements:

- ✓ Overall CGPA of minimum 3.67 or A- in core MN courses MN8901, MN8902 and MN8903*
- ✓ Equivalent of two years of full-time nursing practice (3640 hours) within the past five years by September 1st of the academic year (confirmed via Verification of Employment Hours form)
- ✓ PHCNP Personal Essay
- ✓ 3 letters of recommendation (1 Clinical Practice, 1 Academic, 1 Professional)

*If you have not yet completed all three core Master of Nursing courses, any confirmation to transfer will be made on a "Conditional" basis with the requirement that you have achieved at least a minimum overall (3.67) or A- CGPA by May 1st of the application year.

Accepting an offer of admission is accepting a change to your Program of Study. Any transfer applicant that is offered admission is required to begin enrolment in the PHCNP Certificate starting in September of the application year. Transfer deferrals are not permitted.

[VERIFICATION OF EMPLOYMENT HOURS FORM](#)

The [Verification of Employment Hours form](#) is completed by your employer to provide evidence that you meet the nursing practice requirement of the equivalent of 2 years of full time work (a minimum of 3,640 hours within the past 5 years) as a Registered Nurse. Digital signatures are accepted but must be unique and not typed. Please note that the minimum hours requirement **must be met at the time of application.**

[PHCNP PERSONAL ESSAY](#)

Candidates applying to the Combined MN-PHCNP Program must submit a Personal Essay through the Google form. Answer each question in a comprehensive and personal manner, using examples of situations to illustrate your responses. Note that answers that are too brief and/or very general will receive a low score. The questions in the Google form are the same as the external [PHCNP Personal Essay](#).

[CURRICULUM VITAE](#)

An updated CV can be uploaded to the form, if desired. Otherwise, the CV from your original application to the MN program will be used. We are interested in your non-academic as well as your academic experience. Consider the categories listed below when you are developing your CV.

- Academic education (post-secondary degrees, diplomas, certificates)
- Continuing education (including workshops, professional development)
- Awards and honours
- Relevant presentations/publications/research
- Professional employment
- Current membership in professional organizations
- Committees (e.g., work related, professional)
- Relevant volunteer activities

[LETTERS OF RECOMMENDATION](#)

Letters of recommendation are completed and submitted electronically by each referee and they are instructed to self-select the type of recommendation that they are submitting. Please note that we reserve the right to contact your referees for further information. You can use the same academic and/or professional referees from your initial MN application, but we will ask

the referees to submit a new/updated letter. See our [Reference Letter Guide](#) for more details on what the admissions committee is looking for.

IMPORTANT: You should obtain each referee's consent to list them as a referee and confirm their correct email address *prior to completing the Referee section of the online application process*.

- Clinical Practice Letter of Recommendation. This letter of recommendation should come from an individual that is well acquainted with your nursing practice abilities, and would normally be your workplace healthcare manager or someone in a position to speak to the reference requirements.
- Academic Recommendation. One of the new letters MUST be an Academic Letter of Recommendation (e.g., a professor who taught you during your current or previous degree and who can speak to your intellectual capabilities, capacity to engage in research at a graduate level and leadership potential).
- Professional Recommendation. This new Letter of Recommendation must be submitted by a professional (non-academic) referee. This reference should come from a supervisor who is familiar with your professional accomplishments (e.g., leadership, contribution to the profession, involvement in professional organizations).

CONTACT

For further information about **the application process for program transfer** or any support with the Google forms please contact h1edwards@torontomu.ca