

Harvard Medical School Master's Programs

Step-through of application

Thank you for your interest in Harvard Medical School's Master of Medical Sciences and Master's programs! This document includes a sample application so you can get a sense of the application process.

Harvard Medical School hosts several Master's programs. To see a complete list of programs, visit Harvard Medical School Graduate Education [website](#).

Note that the links for Master's programs are further down that webpage, after the links for the PhD programs.

The HMS Master's programs applications are similar, but each application may have slightly different essay questions and requirements. Applicants must submit a separate application for each Master's program they wish to apply to.

To start an application to a Master's program

1. Go to the website: [Harvard Medical School Graduate Admissions](#)

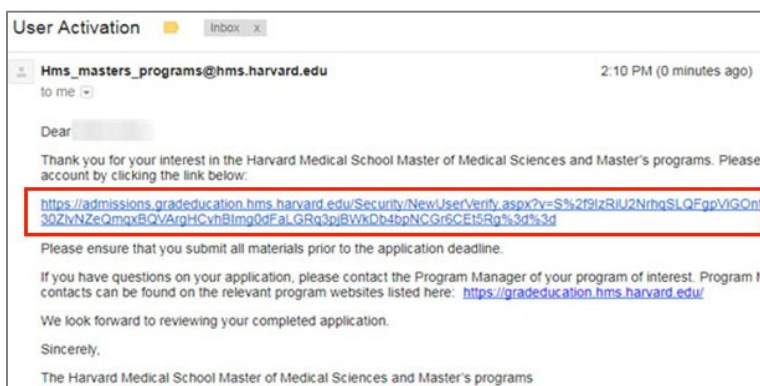
2. Create your account: Click the "New applicant" link under the "Password" box

Type in the information requested on the form. Be certain that your password includes at least one upper case letter and one special character

3. User activation email

The system will send an email to your email account, so you will receive an email like the one shown in screenshot step Click on the link shown in the red box in Step 3 screenshot.

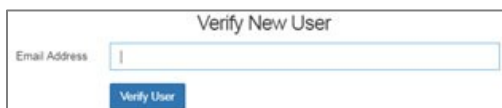
Step 3 screenshot: User Activation email



4. Verify your email

A new screen will open with the title "Verify New User." Enter your email into the box on that page and click the blue "Verify User" button as shown in the Step 5 screenshot.

Step 4 screenshot: Verify New User Screen



5. Log in using your new log in and password

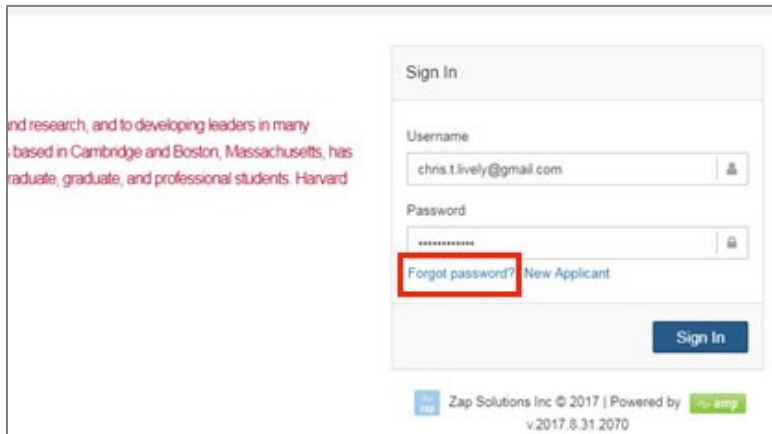
You will see the screen below in the Step 5 screenshot. Click the blue login link shown in the red box below. You will return to a page with boxes for the username and password. Log in with your email and the password you selected.

Step 5 screenshot: Verify New User follow up screen



If you forget your password, then you can go to Harvard Medical School Graduate Education Admissions and click the “Forgot Password?” link (see red square below in the Forgot password screenshot) under the password box to reset your password.

Forgot password screenshot. Log in screen showing “Forgot password?” link



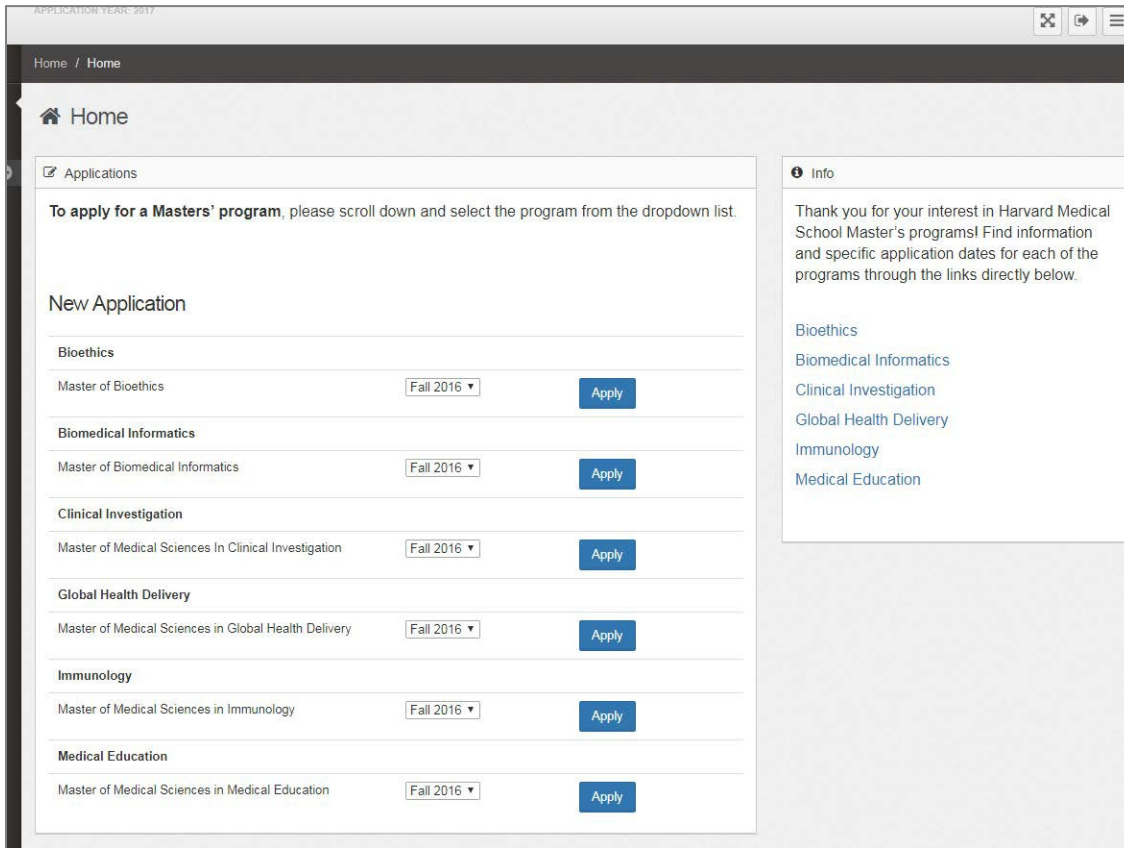
6. Select program to apply to.

Next you will see the screen shown in the Step 6 Select program screenshot. Click the blue “Apply” button next to the program you want to apply to. You will see a prompt confirming that you want to start an application for that program. Click “yes” to confirm.

Note that the program date will be the year you are **entering** the program, so if you are applying to enter the program in the summer of 2018, you would select “summer 2018” from the dropdown list.

If you need to read more about the programs, you may click the program links on the menu on the right side of the page.

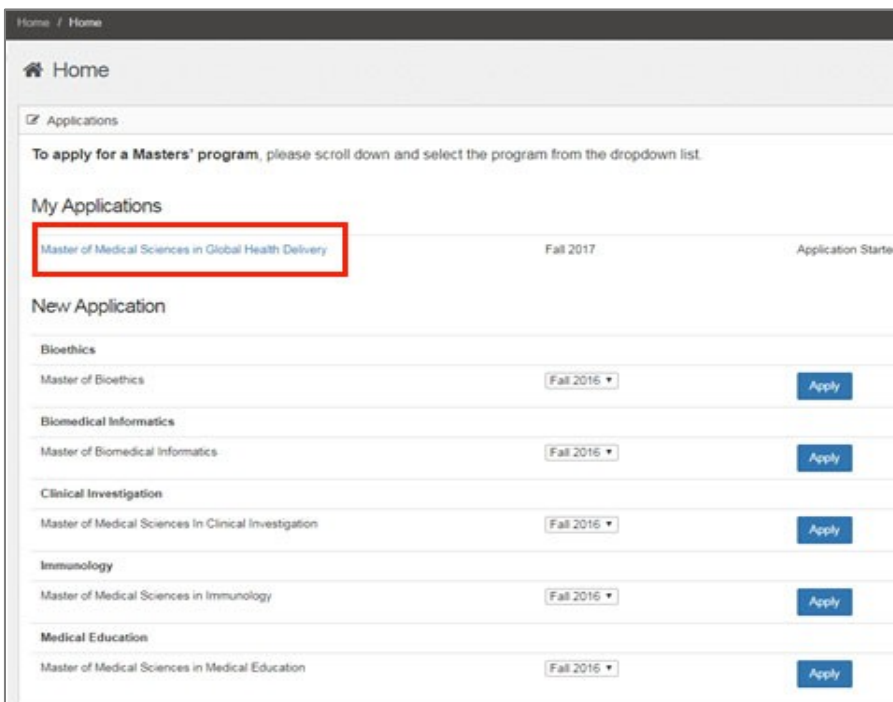
Step 6 Screenshot: Select program



7. Start application

After you have selected a program to apply to, you will see a link to the application that is over the other programs as shown below in the red circle in the Step 7 screenshot. Click on that link to start your application.

Step 7 Screenshot: Start application



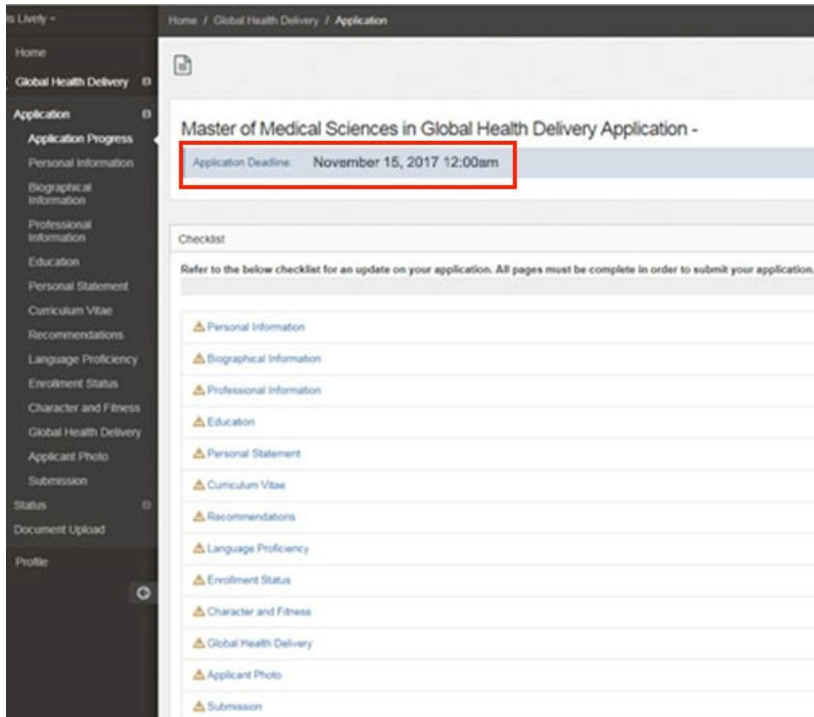
8. Materials for application

All the materials needed for the application are listed on the next window, shown below in the Step 8 Screenshot. Click on the blue link for the item and type in or upload the information requested.

Also, note that the deadline for all the materials for this specific program is on the top of the page.

Please note that HMS Master's programs have different deadlines, and be certain to refer to the deadline of the program you are applying to, which should be shown at the top of the application as shown in the red circle in the screenshot below.

Step 8 Screenshot: Materials for application



9. Personal Information

Type in the information requested on this page.

10. Education

On schools attended, type the name of the university/college you attended. The system will try to find your school in their list of colleges/universities. If the system cannot find your school, the first box will display the text "Other" and you will be able to enter your school in the lower text box (see Step 10a screenshot School not on list screenshot).

The Immunology program requires a "Major GPA" and "Overall GPA". Other programs will take this information but do not require it.

Start date is the date you began school, and end date is your graduation date. You can upload an unofficial transcript by clicking "Choose file."

After you have entered information for a school, be certain to click "Add" (see the red circle below) to save that school information. If you do not click "Add" then the school information will not save, and you will need to enter it again.

Step 10 Screenshot: Education

Schools Attended

Please enter all institutions that you have attended.
Please click the Add button after entering Education information in order to add/save your entry.

This page is incomplete

School Name	Date	Major	Degree	Overall GPA	Major GPA	Transcript
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Add New School

School

Type the name of the school in the box and select one from the list. If you cannot find your school, select other and enter the name in the box below.

CORNELL UNIV

This is my primary undergraduate school.

Major: biology Major GPA: #.#

Overall GPA: #.#

Start Date: 09/01/2009 End Date/Expected Date: 10/01/2014

Degree Status: Completed Degree Objective: Bachelor of Science

Transcript: Choose File No file chosen

Add Cancel

Please click the Add button after entering Education information in order to add/save your entry.

Save Save and Continue

Step 10a Screenshot: School not on list

School Name	Date	Major	Degree	Overall GPA	Major GPA	Transcript
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Add New School

School

Type the name of the school in the box and select one from the list. If you cannot find your school, select other and enter the name in the box below.

Other

Please select a school from the list

✖ School Name:

Other

This is my primary undergraduate school.

Major: biology Major GPA: 4.0

Overall GPA: 4.0

Start Date: 09/15/2010 End Date/Expected Date: 09/15/2014

Degree Status: Completed Degree Objective: Master of Science

Transcript: Choose File No file chosen

Add Cancel

11a. Recommendations

Type the contact information for your Recommenders and select whether you waive your right to see the evaluation or whether you would like to retain your right of access. Click “Update” at the bottom of the page.

Step 11a Screenshot: Recommendation

The screenshot shows a web browser window with the URL <https://admissions.gradeducation.hms.harvard.edu/Applicant/Application/Reference.aspx/3>. The page title is "Recommendations" and the application year is 2017. The user is logged in as Chris Lively. The left sidebar contains a navigation menu with options: Home, Global Health Delivery, Application (with sub-items: Application Progress, Personal Information, Biographical Information, Professional Information, Education, Personal Statement, Curriculum Vitae), Recommendations (highlighted), Language Proficiency, Enrollment Status, Character and Fitness, Global Health Delivery, Applicant Photo, Submission, Status, and Document Upload. The main content area has a breadcrumb trail: Home / Global Health Delivery / Application / Recommendations. Below the breadcrumb is a document icon and the heading "Recommendations". A message states: "Enter your recommender information below. Once the recommender(s) have been added, click the 'Send Request' button to send your recommender an email. This will prompt the recommender to login to the system in order to upload their recommendation." A yellow warning banner indicates: "This page is incomplete." The "Edit Recommendation Provider" form contains the following fields: First Name (Sara), Last Name (Jones), Middle Name (E), Institution Affiliation (WHO), Phone (888-111-1111), Email (mmscghd@hms.harvard.edu), Confirm Email (mmscghd@hms.harvard.edu), and Relationship to Applicant (Faculty Member). At the bottom, there are two radio buttons: "I voluntarily waive and relinquish my right of access to this evaluation" (unselected) and "I retain my right of access to this evaluation" (selected). There are "Update" and "Cancel" buttons at the bottom.

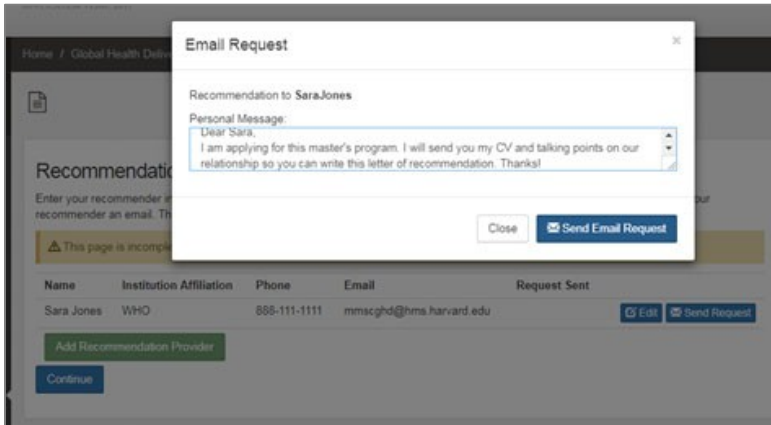
11b. Recommendation request

Click the “send request” button on the right, and you will be able to send a message to the recommender.

Be certain to send them an email with your resume/CV so they can review it as they write their recommendation for you. The recommender will receive an email that includes the message you write in the box as well as instructions on how to log into the system and upload their recommendation letter.

You will see a note on the online application that indicates when the recommender sends their letter.

Step 11b Screenshot: Recommendation request



12. Language Proficiency

All applicants to HMS Master’s programs must demonstrate proficiency in English. Proficiency is demonstrated by one of the following:

- If English is your native language
- If you have completed 4 years of an undergraduate degree or 2 years of a graduate degree in English

If none of the above apply, then you need to submit TOEFL or IELTS scores. Upload the score report on this tab.

13. Enrollment status

Some programs offer a part-time status.

For more information on whether the program you are applying to has a part-time status, contact the program manager.

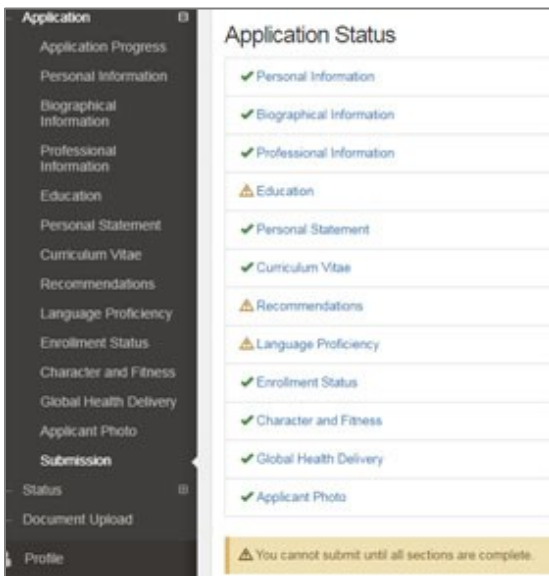
14. Standardized tests

Some HMS Master’s programs require standardized tests and some do not. Submit the information requested by the program you are applying for on this page.

15. Application Status

A green checkmark indicates that you have completed that section. A yellow triangle means you need to complete more in that section. In the Step 16 screenshot, the applicant needs to complete the Education, Recommendations and Language Proficiency sections.

Step 15 Screenshot: Application status



16a. Application Fee

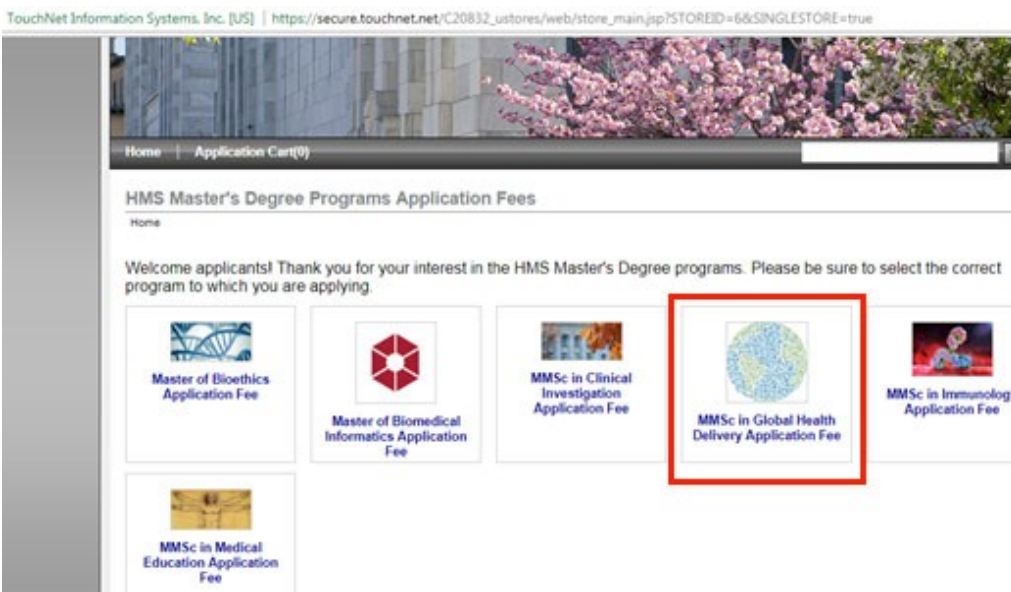
There is an application fee of \$100 for all HMS Master's programs.

To pay that fee, select the Application fee tab and click the "here" on the statement below "Click here to submit your application fee."

You will be taken to another website called "Touchnet" shown in Screenshot 16a: Application fee

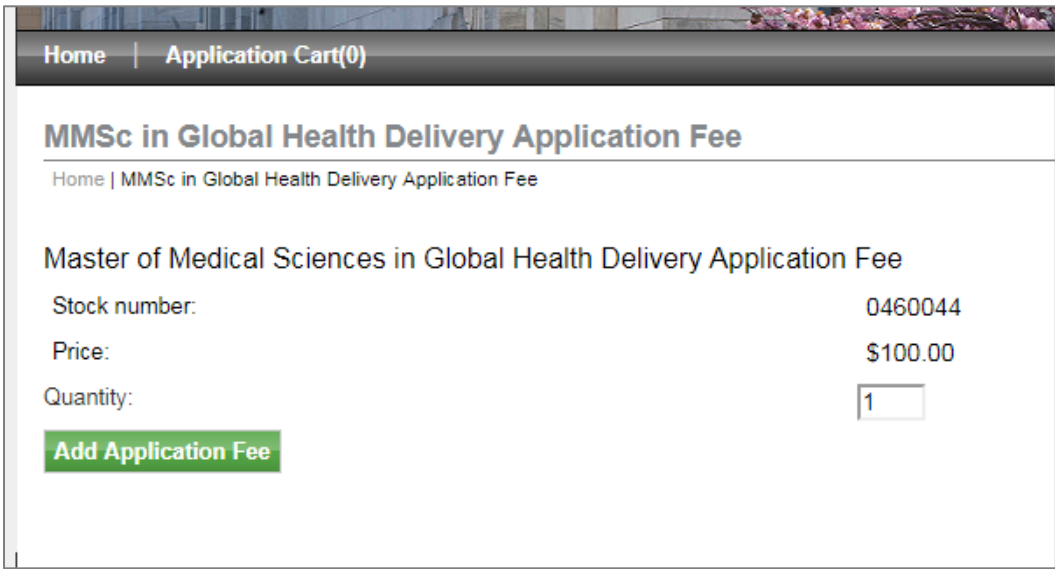
Click the icon of the program you are applying to. In this case, we are applying to the Master of Medical Sciences in Global Health Delivery, shown in the red box below.

Screenshot 16a: Application fee



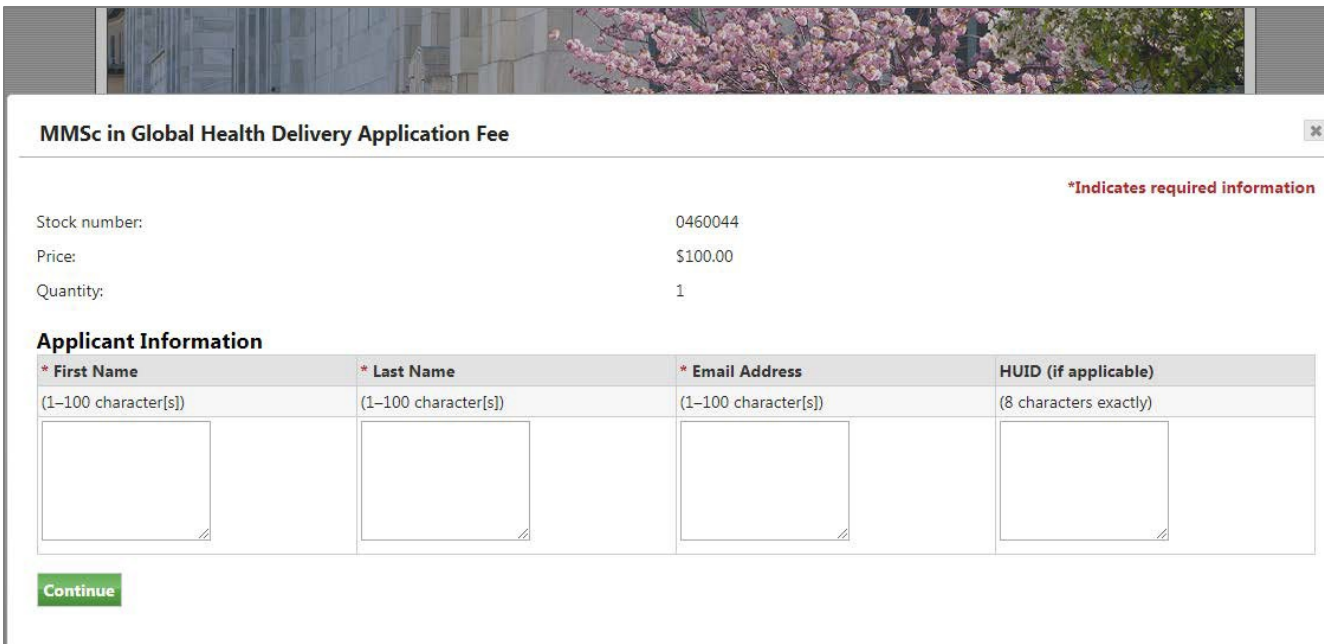
Indicate how many applications you are paying for (most likely just one) and click the “Add Application Fee” button shown in Screenshot 16b.

Screenshot 16b: Application fee count



Complete the information in the fields shown in Screenshot 16c. Note that “HUID” (which stands for Harvard University Identification number) is not required.

Screenshot 16c: Applicant information



You will then enter your email as shown in Screenshot 16d.

Screenshot 16d: Applicant email

Home | Application Cart(1) Search

Delivery Address

Home | Application Cart | Address | Payment Methods | Review | Receipt

Contact Information

Please enter the email address for this Application.

***Indicates required information**

Email Address:*

[Continue](#)

Application Summary

Item Total:	\$100.00
Total:	\$100.00

Items in your Application Cart

Item Name	Quantity	Amount
MMSc in Global Health Delivery Application Fee Stock number: 0460044	1	\$100.00
First Name: i		
Last Name: i		
Email Address: i@i.com		
Total:		\$100.00

You will then enter your payment information as shown in screenshot 16e.

Screenshot 16e: Payment method

Home | Application Cart(1) Search

Payment Methods

Home | Application Cart | Address | Payment Methods | Review | Receipt

Payment Method

Please select your payment method.

***Indicates required information**

Payment Method:* Credit Card

Credit Card

Card Type:*

Credit Card Number:*

Expiration Date:* 09 2017

Security Code:* [View example](#)

Credit Card - Available credit card issuers.

Application Summary

Item Total:	\$100.00
Tax:	\$0.00
Total:	\$100.00

Billing Information

Name:*

Address Line 1:*

Address Line 2:

City:*

State:*

ZIP Code:*

Country:*

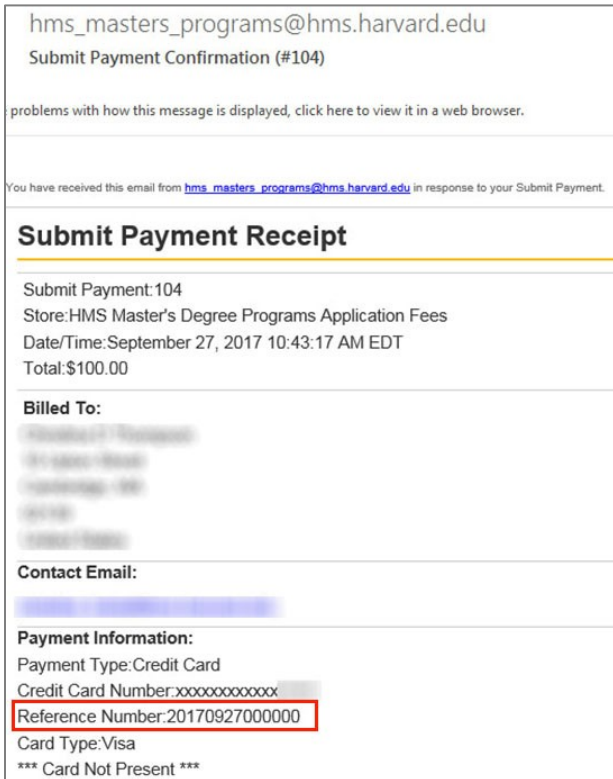
[Continue](#)

Click through the remaining screens. Once you have submitted payment information, you will receive an email receipt.

17. Check email to get reference number

Check your email for an email from “hms_Master’s_programs@hms.harvard.edu.” Find the Reference Number as shown in the red square in Screenshot 18.

Screenshot 17: Payment receipt



18. Enter Payment reference number into application

Log back into your application at admissions.gradeducation.hms.harvard.edu, click on “Admission fee” and copy and paste the Reference Number into the field marked “Reference Number”.

19. Certify application to be true and submit

You cannot edit your application after you submit it, so please be certain to review your application thoroughly. Once you have completed all the fields on the application, you will see a statement certifying that the information you provided is true. Click the checkbox and type your name, and your application will be submitted. You will receive an email confirming that your application has been received.

Program managers will follow up with applicants directly regarding next steps for the application. Thank you again for your interest in the Harvard Medical School Master’s programs!

Document reviewed 10/3/18.