

Document Checklist for Admission Applications

1) Transcripts, once you have placed a PDF copy of the transcripts on the online application form:

- **Canadian Applicants** must also provide official hard copy transcripts of **all college and university studies** (except University of Alberta transcripts) – including transfer credits courses to the department. **Please note, transcripts submitted to the department should be no older than one year; ‘issuing date on transcript’.**
- **Foreign Applicants** must provide the following transcripts:
 - ✓ Certified stamped hard copy of transcripts and diploma/degree certificates of **all college and university studies** (except U of A transcripts/degree certificates) in the original language and in English
 - ✓ The documents must be certified stamped by the institution where the degree/diploma was received; notarized copies of these documents are **NOT** acceptable.
 - ✓ **Please note, the ‘issuing date’ stated on the transcript submitted to the department should be no older than one year from the time of submission to the department.**

2) Three letters of reference on the Official Letter to Support Application form, which is provided on the online application form or a PDF copy of document from the referee. The referee attaches this document themselves to the online application form. The following is a list of who we are looking for to complete this requirement: Academic Instructors, Principals, Supervisors, etc.

Consideration for referee selection: As your referees will be asked about your academic abilities it is important to select individuals who can accurately assess this aspect of your work. Ideally your referees will be academic staff (e.g., Instructors in prior degree programs) who know the requirements necessary for successful completion of a graduate program.

3) Curriculum Vitae/Resume: Complete the form provided on the online application form or if you already have a computerized, detailed CV/Resume, please attached that to the online application form (PDF); just ensure that it includes the following:

- ✓ Academic Background (Degrees, Diplomas, Awards and Scholarships, Professional Certificates)
- ✓ Relevant Professional Employment Experience
- ✓ Other Pertinent Experience

4) Distinguished Life Achievement: Required is only required if you believe (or know) your grade point average (GPA) is below the minimum required by the Department to qualify for entrance into a graduate program. To be considered for admission by virtue of “demonstrated significant life achievement” your application must include:

- ✓ Demonstrate distinguished life achievement of a scholarly, creative, or professional nature in the field related to your intended program of study; **or**
- ✓ Provide evidence that you are likely to succeed in handling the rigor of the graduate program to which you seek admission

5) Statement of Intent which includes possible research interests and relevance of work experience (500 – 800 words for MEd applicants; 1000-1500 words for doctoral applicants). Avoid providing a narrative on your CV and/or non-academic background information unless it links directly to your research topic. To make an assessment, the admissions committee requires information on your research interests and will be looking for alignment with Department specialization areas and Faculty research areas.

- ✓ If you are applying to the master’s program, please state whether your undergraduate program integrated research-based activities. If you were engaged in undergraduate research activities, provide:
 - Explanation of why you want to complete a MEd
 - A description of your role and activities in the undergraduate research project
 - How the undergraduate research experience has prepared you for your master’s program\
- ✓ If you are applying to the doctoral program, state whether you completed your master’s degree in the thesis or course-based route. If you completed a thesis-based master’s briefly describe:
 - Your master’s program research (problem, methodology, topic, results)
 - Whether the results were published
 - How your master’s research relates to your proposed doctoral study
 - How your thesis has prepared you for your doctoral research
- ✓ Indicate whether or not your research supervisor is one of your referees.

- 6) English Language Requirement: **Foreign Applicants** must provide one of the following English Language Proficiency exam results: Canadian Academic English Language Assessment (CAEL); International English Language Testing System (IELTS); Michigan English Language Assessment Battery (MELAB); Pearson Tests of English (PTE) or Test of English as a Foreign Language (TOEFL). Please attach the results to the online application form.
- 7) Writing Sample: **Doctoral Applicants** applying to Adult Community and Higher Education, Indigenous Peoples Education, or Theoretical, Cultural and International Studies in Education, need to submit on the online application form the Master's thesis (or a project/capping exercise document) for review.
- 8) Confirmation of potential research supervisor. Before you list a potential faculty member as your supervisor on your application form, please contact the faculty member to confirm the possibility of supervision. Please note, if you are successful in obtaining a supervisor, this does NOT guarantee admission.