

## **Master of Education Application & Documents Deadline: February 15<sup>th</sup> (annually)**

### **How to apply to the Master of Education program:**

<https://webapp.brandonu.ca/pls/admission/f?p=114:LOGIN:8695234421363>

If you are “new” to Brandon University, there are presently 2 applications & 2 application fees (non-refundable).

**Step#1.** Apply online to the Central Admissions office, for the purpose of obtaining a student number. Their office will communicate via email for the original transcript(s) / application fee to be forwarded to their office.

**Step #2.** Once Central Admissions has provided a 6-digit student number, then immediately proceed and apply online to our Master of Education program prior to the February 15<sup>th</sup> application/documents deadline, and upload the required documents as outlined below. The Master of Education application fee is \$100.00 CDN, due at time of online application.

### **Documents for upload to the Master of Education online application only:**

-a (scanned) copy of your valid teaching certificate (in Manitoba, this is your wallet size card as issued by the Professional Certification Unit).

-a (scanned) copy of letter from your employer, confirming years of teaching experience (normally, a minimum of 2 years of experience are recommended before applying to the M. Ed). This letter must be from the employer (or division office), on letterhead, confirming dates of employment and details of position held). If one has less than 2 years’ experience with their current employer, and has taught previously, please request a teaching experience letter from each employer.

-Résumé or Curriculum Vitae (CV)

-Video/podcast presentation (optional): include a link to video or podcast within Résumé or CV

-Pre-Admissions Statement of Interest & Sample of Written Work. See directions on our site.

-\$100.00 M.Ed. application fee (due at time of online application).

*-do not upload your transcript(s), as that will be completed by the Graduate Studies office upon receipt of original document(s) when forwarded from the Central Admissions Office (for new students to BU only). For those whose B.Ed. degree is from BU, the transcript will upload & attach to the online application automatically.*

**Letters of Reference (2 required):** 1 must be academic reference & 1 must be from a supervisor. You will find our template to download/print via our online application site. The applicant shall complete page 1 of the BU reference letter template, and then forward the document to each of their 2 named referees to complete the remainder of the document. The referee(s) will then email their completed (signed & dated) letter of reference to our office (as stated on page 1) by the Feb. 15<sup>th</sup> application & documents deadline. For those who are “new” to BU and wish to request their letters of reference before they have received a student number from the Central Admissions Office, please enter “*applied for*” in the student number section on page 1, then save the document and forward on to your 2 referees for completion. The letters of reference are confidential documents, and not to be returned to the applicant at any time.

Please contact the Graduate Studies office in the Faculty of Education should you have any questions: [facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca)