

## **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 of teaching 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 and 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 and attach to the M.Ed online application automatically.*

**Letters of Reference:** Two letters of reference are required, attesting to candidate’s ability to pursue graduate studies (one academic reference, one supervisor reference). At the time of submitting your online Master of Education application, please also send us via email, the names and email addresses of your confirmed referees, via email to: [facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca) .

Candidates should provide the names of 2 referees who can provide descriptive comments regarding the candidate’s suitability for the selected Program Stream.

Our Graduate Studies office will then forward the letter of reference form with directions, directly to each of the 2 named referees, for them to complete and return to our office via email in a timely manner. In your email to our Graduate Studies office, please be sure to include your full name, 6-digit student number, and the area of specialization that you are applying into. Please contact the Graduate Studies office in the Faculty of Education via email, should you have any questions: [facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca)