



# **Master of Education Program**

Application Information Package



**BRANDON  
UNIVERSITY**

OCT 2024

## Master of Education Admission Requirements:

- Bachelor of Education Degree\*
  - Minimum GPA: 3.0
  - Valid teaching certificate
  - Two years of teaching experience (this must be from the employer, on letterhead, confirming dates employed and details of position held)
  - Two letters of reference, attesting to candidate's ability to pursue graduate studies (one academic reference and one supervisor reference)
  - Competence in spoken and written English. Written English competence will be measured by a sample of written work and a statement of interest (as below)
  - Résumé or Curriculum Vitae (CV)
  - Video/podcast presentation (optional): include a link to video or podcast within Résumé or CV
  - Pre-Admission Statement of Interest, and Sample of Written Work (*upload as separate documents*)
  - International students: please refer to the English Proficiency Requirements on the Brandon University website at: [English Proficiency Requirements | Future Students \(brandonu.ca\)](https://www.brandonu.ca/english-proficiency-requirements)
- \* Only in exceptional circumstances will students without a Bachelor of Education degree be considered for admission. Applicants with a relevant undergraduate degree and professional experience may apply.

## Annual Master of Education Application & Documents Deadlines:

### CANADIAN APPLICATION DEADLINE:

- For September – Feb. 25<sup>th</sup> (Central Admissions application and documents deadline)
- For September – March 15<sup>th</sup> (M.Ed. application and documents deadline)

### INTERNATIONAL APPLICATION DEADLINE:

- For September – December 15<sup>th</sup> (Central Admissions application and documents deadline)
- For September – January 15<sup>th</sup> (M.Ed. application and documents deadline)

**International Student Tuition Deposit:** please [click here](#) for important information!

For those successfully admitted to program, commencement would be for Fall term (September) only.

All supporting documents must be included in the online application.

Only completed applications will be considered following the respective deadline(s) as above.

Students must complete all Master of Education program requirements within six (6) years of the commencement date of their 1<sup>st</sup> graduate course registration.

## For more information, please contact:

Brandon University  
Faculty of Education  
Attention: Master of Education Program  
270-18<sup>th</sup> Street  
Brandon, Manitoba  
R7A 6A9  
Tel: (204) 727-7406  
[facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca)

## How to Apply Online: eff: October 1<sup>st</sup>:

1) Apply online to Central Admissions by their application & documents deadline:

[Login \(brandonu.ca\)](https://brandonu.ca)

- December 15<sup>th</sup>: International applicants only
- February 25<sup>th</sup>: Canadian applicants only

2) Once cleared by Central Admissions, continue and apply online to the Master of Education program by the application & documents deadline (see link under section 4):

- January 15<sup>th</sup>: International applicants only
- March 15<sup>th</sup>: Canadian applicants only

3) Have the following documents ready for upload to the online Master of Education application:

- scanned copy of valid teaching certificate
- letter from employer(s) confirming a minimum of 2 years of teaching experience (on letterhead)
- Résumé or Curriculum Vitae (CV)
- Statement of Interest\*
- Sample of Written Work\*

(\*please refer to our website for directions)

4) Complete the online Master of Education application, with your BU student number at: <https://webapp.brandonu.ca/pls/med/f?p=124:101>

Upload the documents as required, and pay the \$100.00 CDN application fee online, or by mail to our office, with cheque made payable to Brandon University.

5) 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 via email, the names and email addresses of your confirmed referees, to: [facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca). Candidates should provide the names of 2 referees who can provide descriptive comments regarding the

6) Ensure that all supporting documents are received by the Graduate Studies Office, and that your Master of Education application is completed and submitted online, by the respective deadline, with the required supporting documents uploaded at time of submitting the online application.  
(see above for the respective International and Canadian application deadlines)

candidate's suitability for the selected Program Stream. Our Graduate Studies Office will then forward the reference form directly to each named referee to complete and return via email. 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.

To confirm receipt of the Master of Education online application or supporting documents at any time, please contact the Graduate Studies Office at: [facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca)

Please include your full name and student number in all email inquiries.

**Master of Education Program**

**Phone: (204) 727-7406**

**Email: [facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca)**

### **What else do I need to know?**

- The “annual” Master of Education online application & documents deadline as posted on our website.
- International applicants only: **January 15<sup>th</sup>** (December 15<sup>th</sup> deadline for the Central Admissions application)
- Canadian applicants only: **March 15<sup>th</sup>** (February 25<sup>th</sup> deadline for the Central Admissions application)
- The decision of the Graduate Education Admissions Committee is final.
- A minimum GPA of 3.0 is required.
- Contact our Graduate Studies Office in the Faculty of Education via email to: [facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca) if you have any further questions.

### **Important Notes:**

- International Applicants only, will be notified via email of the final decision of the Graduate Education Admissions Committee by the end of February (annual). Please note: the International Student Tuition Deposit requirement and deadline for receipt. Further details on the deposit would follow directly from Central Admissions, to International applicants only, who are accepted to the Master of Education program.
- Canadian Applicants only, will be notified via email of the final decision of the Graduate Education Admissions Committee by the end of April (annual).
- For those who are accepted to the Master of Education program, an e-acceptance letter and e-information package will be sent via email from the Graduate Studies Office, following the final decision by the Graduate Education Admissions Committee.

## What to Expect in the Online Master of Education Application:

**Enter:** Full Name, Address, Student Number, Phone Number, Home/Work Email, BU Email.

For those whose surname may have changed, and from what currently appears on their BU student record, please be sure to contact Financial & Registration Services first at:

[finreg@brandonu.ca](mailto:finreg@brandonu.ca) for assistance with having your surname updated in advance of submitting your online Master of Education application.

**Select Degree Program:** 1<sup>st</sup> M.Ed: 36 credit hour Master of Education.

For those who have completed a 1<sup>st</sup> M.Ed. at BU, they would then select a 2<sup>nd</sup> M.Ed: 24 credit hour Master of Education, in another specialization area.

**Select Specialization Area:** Choices are: Educational Administration, Inclusive Education, Guidance & Counselling (*not available to International applicants*), and Curriculum & Pedagogy.

**Work Route:** Course route (all are accepted into this route initially).

**References:** Provide Names for each of your 2 referees, 1: academic and 1: supervisor.

**Certification:** Provide Current Teacher Classification Level (for Manitoba teachers only).

**Personal Goals:** Who I Am, My Academic Goals, Other Relevant Information.

**Supporting Documents:** Upload the following documents at time of online application:

- copy of your valid teaching certificate, as issued by the province, state or country in which you were certified to teach.
- Teaching Experience Letter: this must be from the employer, on letterhead, confirming dates employed and details of position held. Minimum: 2 years of full-time teaching experience.
- Pre-Admission Statement of Interest (see directions c/o website link below):  
[Admission and Application Procedures | Master of Education Program \(brandonu.ca\)](#)
- Sample of Written Work (see directions c/o website link below):  
[Admission and Application Procedures | Master of Education Program \(brandonu.ca\)](#)
- Resumé or Curriculum Vitae (CV)
- Video/podcast presentation (optional): include a link to video or podcast within *Résumé* or CV

**Master of Education Application Fee:** \$100.00 CDN, non-refundable. This is required to complete your application.

**Official Transcripts:** The Official Transcript(s) showing proof of degree conferral (graduation) must be received at the Central Admissions Office prior to their respective deadline (see above for the International and Canadian application deadlines). If your undergraduate (B.Ed.) degree is from Brandon University, you do not need to submit a transcript (unless you've attended another university since your degree at BU). The BU transcript will auto upload to your Master of Education online application at time of submission.



## How to Apply:

There is a 2-step process for all applicants, which includes 2 applications as outlined below:

1. Central Admissions Online Application: complete by the respective application & documents deadline (see below)

*(Note: for applicants who have graduated from Brandon University in 2022 or later, the Central Admissions application fee is waived)*

2. Once cleared by Central Admissions, proceed to the Master of Education Online Application, and complete all by the respective application & documents deadline (see below)

The 1<sup>st</sup> application, to Central Admissions, can take several weeks (or longer for those applying from outside of Canada), so be sure to apply online to Central Admissions well before their application deadline(s) as below, in order to, once cleared by Central Admissions to proceed, then move forward and complete the secondary online application for the Master of Education program, by the respective application & documents deadline(s) as outlined below, and on our website:

### INTERNATIONAL APPLICATION DEADLINE:

- For September – December 15<sup>th</sup> (Central Admissions application and documents deadline)
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### CANADIAN APPLICATION DEADLINE:

- For September – Feb. 25<sup>th</sup> (Central Admissions application and documents deadline)
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**International Student Tuition Deposit:** please [click here](#) for important information!

## Need Help?

See contact areas below:

<p>Brandon University Faculty of Education <b>Master of Education Program</b> 270-18<sup>th</sup> Street Brandon MB R7A 6A9 Email: <a href="mailto:facultyedgrad@brandonu.ca">facultyedgrad@brandonu.ca</a> Phone: 204-727-7406 (Office Assistant) 204-727-7380 (Graduate Chair)</p>	<p>Brandon University <b>Central Admissions Office</b> 270-18<sup>th</sup> Street Brandon MB R7A 6A9 Email: <a href="mailto:admissions@brandonu.ca">admissions@brandonu.ca</a> Phone: 204-727-7356 or 204-727-9784</p>
<p>Brandon University <b>Financial &amp; Registration Services</b> 270-18<sup>th</sup> Street Brandon MB R7A 6A9 Email: <a href="mailto:finreg@brandonu.ca">finreg@brandonu.ca</a> (include your full name &amp; student number) Phone: 204-727-9724 or 204-727-7313</p>	<p><b>Professional Certification Unit (Manitoba):</b> PO Box 700 402 Main Street Russell MB R0J 1W0 Email: <a href="mailto:certification@gov.mb.ca">certification@gov.mb.ca</a> Phone: 1-800-667-2378</p>

If you have any questions regarding the Master of Education application process or admission requirements, please feel free to contact the Graduate Studies Office via email directly to: [facultyedgrad@brandonu.ca](mailto:facultyedgrad@brandonu.ca) .

Please include your full name and student number (where available), in all email inquiries to Brandon University. Thank you!