



# **Master of Education Program**

Application Information Package



# BRANDON UNIVERSITY

## 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). Enter the full names, positions, and email addresses of your 2 referees (1 academic and 1 supervisory) while you are completing our online Master of Education application.
  - 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)
  - Statement of Interest, and Sample of Written Work (*upload as 2 separate documents*)
  - Résumé or Curriculum Vitae (CV)
  - YouTube Video reference (optional): if you would like to include a private link to a YouTube video that you have created to support your application, you may insert the URL in a section as provided on the M.Ed. application.
- International applicants: 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: effective: October 1<sup>st</sup>:**

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

[Login \(brandonu.ca\)](http://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. These are 2 separate documents to be uploaded online.

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 Master of Education application fee online at time of application submission.

5) Letters of Reference Directions: Please enter the full names, positions, and email addresses of your 2 referees (1 academic and 1 supervisory) while you are completing our online Master of Education application.

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)

5) Letters of Reference (continued):

Once the Master of Education application is submitted online, our Graduate Studies office will then forward a confidential letter of reference form directly to each referee, for them to complete and return to our office via email by: January 15<sup>th</sup> deadline for International applicants & March 15<sup>th</sup> deadline for Canadian applicants.

To confirm receipt of the Master of Education online application or supporting documents at any time, please contact our Graduate Studies Office directly 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 on your student record, well 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 Brandon University, they would then select a 2<sup>nd</sup> M.Ed.: 24 credit hour Master of Education, in another specialization area.

### Specialization Areas (4):

Educational Administration, Curriculum & Pedagogy\*, Inclusive Education (online only), Guidance & Counselling\*

\*not available to International applicants

\*not available for the 2026-27 year start, as it is only available to those identified within the OCN Community-Based Cohort

**Note:** While only one (1) Area of Specialization selection is required for the Master of Education application, you may choose to select up to three (3) Areas of Specialization on your application.

This process allows applicants who were not granted admission into their first choice, an opportunity to have their application considered for a second or third Area of Specialization.

The first Area of Specialization option that you check will be your primary selection; you are not required to enter a comment for your first selection.

The order in which you check the Area of Specialization checkbox options determines your ranking of the Area of Specialization you choose.

Please note that if you are selecting more than one (1) Area of Specialization, you will be prompted to provide a comment for each additional specialization selection. Your comment should provide rationale explaining how it supports your academic goals.

**Route for Program:**

Course route (all are accepted into this route initially, however a student may apply for Thesis-route after successful completion of 15 credit hours)

**References:** Applicants will enter the full names, positions, and email addresses of their 2 referees (1 academic and 1 supervisory) while they are completing our online Master of Education application. Once the Master of Education application is submitted online, our Graduate Studies office will then forward a confidential letter of reference form directly to each referee, for them to complete and return to our office via email by: December 15<sup>th</sup> deadline for International applicants & March 15<sup>th</sup> deadline for Canadian applicants.

**Certification:** Provide Current Teacher Classification Level (*e.g. level 5, for MB teachers only*).

**Personal Goals:** Who I Am, My Academic Goals.

**Supporting Document for Master of Education Application:**

Prepare the following documents in advance, and have saved and ready to upload at time of submitting your online Master of Education 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.
- 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)
- YouTube Video reference (optional): if you would like to include a link to a YouTube video that you have created to support your application, you may insert the URL in a section as provided on the M.Ed. application.

**Master of Education Application Fee:** \$100.00 CDN, non-refundable, is required at time of application submission online.

**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 (Bachelor of Education) degree is from BU, you do not need to submit a BU transcript as it will auto upload to your online Master of Education 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 2023 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 as are outlined below and on our website:

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## Need Help?

See contact areas below:

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)	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
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 & student number) Phone: 204-727-9724 or 204-727-7313	<b>Manitoba Professional Certification Unit:</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

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)

**Reminder:** please include your full name and student number (where available) in all email inquiries to Brandon University. Thank you!