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,** including certificate programs (except University of Alberta transcripts) to our Faculty of Graduate Studies and Research (FGSR) office.

- **International Applicants** must provide certified stamped hard copy of transcripts and diploma/degree certificates of **all college and university studies,** including certificate programs (except U of A transcripts/degree certificates) in the original language and in English

  Note: Canadian/International: hard copies of transcripts are not to be submitted/sent to the U of A until <u>after</u> and admission offer has been extended.

- Please see FGSR's website for further information concerning original language/English copies: https://www.ualberta.ca/graduate-studies/about/graduate-program-manual/section-5-admissions/5-7-international-documents

- Please see FGSR's website for information about uploading transcripts to online applications: https://www.ualberta.ca/graduate-studies/prospective-students/academic-documents-requirements

2) Three letters of reference. The referee has the option to complete the online form provide, to submit a letter or both. If submitting a letter, please inform them that the letter must be on **<u>official letterhead and signed by the referee</u>** when submitted online. The referee will receive a link by email about this once the applicant have submitted their online application to the U of A. The following is a list of who we are looking for to complete this requirement: Academic Instructors, Principals, Supervisors, etc.

<u>Applicants</u>: It is best to submit the online application two weeks prior to the posted deadline to allow the referees time to submit their documents by the deadline. All application documents are to be submitted, including the reference letters, by the stated application deadline.

<u>Consideration for referee selection:</u> The referees should include information about an applicant's academic abilities. Therefore, ideally, the referees should 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 via the online application 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 only if an applicant's grade point average (GPA) is below the minimum required by the Department (and FGSR) to qualify for entrance into a graduate program. To be considered for admission by virtue of "demonstrated significant life achievement" your application must include a document that outlines:
   - ✓ 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 is separate from the Distinguished Life Experience document above) 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: **International applicants or applicants with international education** 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).   For information on department minimums, etc. please see department website: https://www.ualberta.ca/educational-policy-studies/programs/graduate-programs/entrance-requirements. The results of this exam **MUST** be uploaded to the online application **BEFORE** submission. Please see FGSR's website for countries and/or institutions exempted from this requirement: https://www.ualberta.ca/graduate-studies/prospective-students/international-admissions-protocol/english-language-proficiency/exemptions. **No exceptions to this list will be considered.**

7) Writing Sample: **Only Doctoral Applicants** submit a writing sample. NOTE: **only doctoral students applying** to Adult Community and Higher Education, Indigenous Peoples Education, or Social Justice International Studies in Education are required to submit a writing sample. Recommended: Master's thesis (or a project/capping exercise document).

8) Confirmation of potential research supervisor (Doctoral Students only). Before you list a potential faculty member as your supervisor on your online application, please contact the faculty member to confirm the possibility of supervision.

NOTE: if you are successful in confirming a potential supervisor, the confirmation does NOT guarantee graduate admission.