

Graduate Programs

Supplementary Information Package

Mount Saint Vincent University
Halifax, Nova Scotia B3M 2J6
Canada

Tel: 902.457.5502

Fax: 902.457.6498

Email: admissions@msvu.ca

www.msvu.ca/beamountstudent

Supplementary Information Package Instructions

Review the following information and submit completed documents to the Admissions Office by mail, fax or email. In addition to this Supplementary Information Package, you must complete the online graduate program application form at www.msvu.ca/applynow. Incomplete information will result in delays in the assessment of your application.

REFEREE INFORMATION FORM

- Complete, sign and date the Referee Information Form.

RÉSUMÉ

- Submit a curriculum vitae or résumé, which should include:
 - Formal education including degrees, internships, certificates, etc.
 - Related work and volunteer experiences.
 - Awards, accomplishments, interests and activities.

STATEMENT OF INTENT

- Submit a signed statement of intent, outlining:
 - Reasons for applying to the graduate program.
 - Expectations of the program and your career goals.
 - Particular area of research interest or proposed thesis topic (for applicants to Master of Arts, Master of Arts in Education, Master of Science, Research Master of Arts).
 - Cohort details for MEd program, if applicable.

Note: Applicants to the Public Relations graduate programs must present the statement of intent as an 800 word essay.

REFERENCE LETTERS

- Reference letters **are required** for all programs.
- Send the appropriate reference form to your referee. The referee must send the completed reference form, **along with a reference letter**, by email, fax or mail directly to the Admissions Office or to the applicant in a sealed, signed envelope, if preferred.

Note: Opened references sent directly from the applicant will not be accepted.

- Most programs require one academic and one professional reference or, if you have been out of school for five years or more, two professional references, with the exception of
 - **MA School Psychology**, which requires two academic and one professional reference.
 - **MA Women and Gender Studies**, which requires three academic references.
 - **MSc Applied Human Nutrition, Internship Education Program**, which requires one professional reference to be completed by a professional dietitian with active registration in either a Provincial Dietetics Association or a College of Dietitians and one academic reference to be completed by a nutrition/dietetics faculty member.
- Reference letters must be dated no more than one year prior to the date on which you submit your online application form.

TRANSCRIPTS

- Submit an official transcript (in the university's sealed envelope) from each post-secondary institution you have attended. Transcripts can be sent directly from the issuing institution to the Admissions Office by fax, or enclosed (in the university's sealed envelope) with the application package.

Note: Transcripts are not accepted by email, and applicants do not have to submit a transcript for course work taken at the Mount.

ADDITIONAL APPLICATION REQUIREMENTS

Applicants whose first language is not English

- If your first language is not English, you must submit official test results (TOEFL, IELTS, CanTest, Melab, or CAEL) with acceptable scores. These scores must be for tests completed no more than two years before the application date.
- If you have completed English as a Second or Additional Language programs, you are encouraged to submit course transcripts or certificates of completion.

Applicants to Education graduate programs

- If you are applying to a Master of Education program that requires teaching experience and you have less than two years of teaching experience, you are encouraged to submit a letter of confirmation of employment from your local school board.

Applicants to the Public Relations graduate programs

- If you do not hold a Bachelor of Public Relations degree or equivalent, but do have three years of public relations work experience, you **must submit a portfolio**, along with the Portfolio Submission Form, with your application. Return of the portfolio is at the discretion of the Department of Communication Studies.
- Candidates who are accredited by the Canadian Public Relations Society or the International Association of Business Communicators are not required to submit a portfolio but should submit proof of accreditation.

Applicants to the Women and Gender Studies and Family Studies and Gerontology graduate programs

- Please include a sample of your writing that you believe demonstrates your potential as a graduate student. You may want to include a brief paragraph explaining why you

consider your submission to be a good example of your potential to undertake graduate work.

- Suggested length of writing samples
 - Family Studies and Gerontology: 10 – 15 pages
 - Women and Gender Studies: 15 – 20 pages

Note: Do not submit writing samples that exceed 25 pages.

Applicants who do not have an undergraduate degree or equivalent

- Complete and submit the Prior Learning Assessment (PLA) Application and the Portfolio Submission/Release.
- Submit a portfolio that demonstrates how your prior learning is equivalent to an undergraduate degree program.

Applicants to the Research Master of Arts (Education) graduate program

- Complete and submit the Supplemental Application Forms Research Master of Arts, Part I, II & III. A research program of study should be developed in conjunction with a faculty advisor at the Mount. The program of study should include a description of the program, courses to be completed, rationale for proposed research and tentative timeline for completion.
- You should consult a faculty member in the Faculty of Education who may be willing to serve as your thesis supervisor before submitting an application to the Research Master of Arts (Education) program. Visit <http://www.msvu.ca/en/home/programsdepartments/education/facultyresearch/default.aspx> for information on faculty research interests.
- You may also be asked to submit a writing sample, particularly if you have not completed substantive research and writing projects in a graduate program, or if you have not previously completed graduate studies in English.

NEXT STEPS in the APPLICATION PROCESS

- The Admissions Office will inform applicants of omissions to their files and forward complete application files to appropriate departments for admissions assessment.
- Applicants may be contacted directly by the department to provide additional documentation or to participate in an interview.
- Individual departments will interview candidates (where applicable), make admission decisions, determine degree requirements, assign faculty advisors and notify the Admissions Office of admission decisions. The Admissions Office will notify applicants of official admission decisions.
- All Mount regulations regarding plagiarism, cheating and misrepresentation apply to any documents submitted in support of an application. Please refer to the online Graduate Calendar for a description of these regulations.
- If you are offered admission to a graduate program, please contact your academic advisor to learn about scholarships, bursaries, research assistantships, and other funding opportunities.

CONTACT US

Submit application materials to:

Admissions Office
Mount Saint Vincent University
Halifax, Nova Scotia B3M 2J6
Canada

Tel: 902.457.6117
Fax: 902.457.6498
Email: admissions@msvu.ca

For inquiries:

Tel: 902.457.5502
Email: graduate@msvu.ca

APPLICATION DEADLINE FOR SEPTEMBER 2017 PROGRAM START

January 15, 2017 Master of Arts in School Psychology

January 31, 2017 Master of Applied Human Nutrition
Master of Science Applied Human Nutrition
Master of Arts in Women and Gender Studies*
**deadline for scholarship consideration for this program*

February 15, 2017 Master of Arts in Child & Youth Study
Master of Arts in Communication
Master of Arts in Education**
Master of Education**
Master of Arts in Family Studies and Gerontology
Master of Family Studies and Gerontology
Master of Public Relations

***Some cohorts and programs in the Faculty of Education maintain different application deadlines, and some Education programs accept applications year-round. To find out about these deadlines, contact the Faculty of Education at education@msvu.ca or 902.457.6178 or toll-free within Canada 1.877.433.2889.*

April 1, 2017 Master of Arts in Women and Gender Studies

APPLICATION DEADLINE FOR JANUARY 2017 PROGRAM START

November 2, 2016 Open graduate programs with available space*
**For information, email graduate@msvu.ca or call 902.457.5502.*



Graduate Programs Referee Information Form

Note: This is not the application form for admission.

Please complete the required online application form for graduate programs at www.msvu.ca/applynow.

**Applicant
Information**

_____ Last Name _____ First and Middle Names _____ Former Last Name (s) (if applicable)

please print

_____ Permanent Mailing Address _____ City _____ Prov _____ Country _____ Postal Code

_____ Local Mailing Address _____ City _____ Prov _____ Country _____ Postal Code

_____ Permanent Telephone _____ Cellular Telephone _____ Work Telephone

_____ Email Address

**Program of
Study**

_____ On-Campus Off-Campus, Location: _____

Please list your references below. **Applicants are responsible for requesting that referees forward completed reference forms to the Admissions Office by the specified program deadlines.**

Two completed reference forms are required for all programs **except**: School Psychology (requires two academic and one professional reference) and Women and Gender Studies (requires three academic references).

Referee 1

_____ Name

please print

_____ Address

_____ Email Address _____ Telephone

Referee 2

_____ Name

please print

_____ Address

_____ Email Address _____ Telephone

Referee 3

_____ Name

please print

_____ Address

_____ Email Address _____ Telephone

_____ Signature of Applicant

_____ Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

**Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498
Email: admissions@msvu.ca**



Graduate Programs Statement of Intent Form

Please complete, sign and date the following form and submit it with your written **statement of intent**. Your statement of intent should be submitted as a separate document, preferably typed, and approximately 1-2 pages in length, although it can be longer if necessary. If you wish, you may scan and email both this form and your statement to admissions@msvu.ca or mail directly to the Admissions Office.

In your statement of intent, please outline your knowledge of and purpose in applying to your selected graduate program. Identify your future career goals and discuss how completion of the program will help you achieve these goals. Comment on how your past experiences (work, volunteer, academic) may be helpful in your intended program of study. If you are applying to a program requiring a thesis, please indicate your area of research interest. Applicants to cohort programs should specify details of their cohort (location, start date, concentration and school board).

Note: Applicants to the Master of Arts in Communication Studies and Master of Public Relations graduate programs must submit their statement of intent as a personal 800 word essay.

Applicant Information

please print

Name _____		Intended Program of Study _____		
Mailing Address _____	City _____	Prov _____	Country _____	Postal Code _____
Permanent Telephone _____	Cellular Telephone _____	Work Telephone _____		
Email Address _____		Degree Completed _____		
Signature of Applicant _____		Date (dd/mm/yyyy) _____		

Forward your completed application package by the program deadline date to:

Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498
Email: admissions@msvu.ca



Graduate Programs Academic Reference Form

Applicant Information

Name _____ Intended Program of Study _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Please check the box below that best reflects the academic qualities of the applicant. We also require your written assessment of the applicants' qualities. Please attach a separate reference letter to this form and submit by the specified deadline date.

Academic Qualities	Outstanding (Top 5-10%)	Above Average (Top 25%)	Average (Top 50%)	Below Average	Unable to Comment
Academic achievement and aptitude					
Problem solving / critical thinking					
Oral and written communication					
Research ability / ability to conduct independent research					
Interpersonal skills					
Openness to learning and flexibility					
Organizational ability					
Initiative					
Perseverance					
Overall aptitude for graduate study					

How long have you known the applicant and in what capacity? _____

Referee Information

Name _____

please print

Position _____ Institution / Company / Organization _____

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Email Address _____

Signature _____ Date (dd/mm/yyyy) _____

Forward completed reference to:

Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA

Fax: 902.457.6498
Email: admissions@msvu.ca

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Master of Arts in Communication
Master of Arts in Education**
Master of Education**
Master of Arts in Family Studies and Gerontology
Master of Family Studies and Gerontology
Master of Public Relations
***Some cohorts and programs may have different application deadlines*

April 1, 2017 Master of Arts in Women and Gender Studies

APPLICATION DEADLINE FOR JANUARY 2017 PROGRAM START

November 2, 2016 Open graduate programs with available space*
**For information, email graduate@msvu.ca or call 902.457.5502.*



Graduate Programs Professional Reference Form

Applicant Information

Name _____ Intended Program of Study _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Please check the box below that best reflects the academic qualities of the applicant. We also require your written assessment of the applicants' qualities. Please attach a separate reference letter to this form and submit by the specified deadline date.

Professional Qualities	Outstanding (Top 5-10%)	Above Average (Top 25%)	Average (Top 50%)	Below Average	Unable to Comment
Oral and written communication					
Interpersonal skills					
Professional and ethical behaviour					
Commitment to professional and intellectual development					
Ability to work independently					
Ability to work collaboratively					
Responsibility					
Initiative					
Overall assessment					

How long have you known the applicant and in what capacity? _____

Referee Information

Name _____

please print

Position _____ Institution / Company / Organization _____

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Email Address _____

Signature _____ Date (dd/mm/yyyy) _____

Forward completed reference to:

Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA

Fax: 902.457.6498
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Master of Arts in Education**
Master of Education**
Master of Arts in Family Studies and Gerontology
Master of Family Studies and Gerontology
Master of Public Relations
***Some cohorts and programs may have different application deadlines*

April 1, 2017 Master of Arts in Women and Gender Studies

APPLICATION DEADLINE FOR JANUARY 2017 PROGRAM START

November 2, 2016 Open graduate programs with available space*
**For information, email graduate@msvu.ca or call 902.457.5502.*



Supplemental Application Form Portfolio Submission/Release Form

Note: Only applicants who are submitting a portfolio are required to complete this form. You are required to submit a portfolio if:

- You are applying to the Master of Public Relations, and you do not hold a Bachelor of Public Relations degree or equivalent but do have three years of public relations work experience. Candidates who are accredited by the Canadian Public Relations Society or the International Association of Business Communicators are not required to submit a portfolio but should submit proof of accreditation.

or

- You are applying to a graduate program, but you have not completed an undergraduate degree. In addition to this form, you must complete and submit the Prior Learning Assessment (PLA) Application form.

Applicant Information

Name _____ Intended Program of Study _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Cellular Telephone _____ Work Telephone _____

Email Address _____

Do you want your portfolio returned to you? No Yes

Note: The return of the portfolio is at the discretion of the department. If you indicate that you want your portfolio returned to you, you have three months after the release notification to claim your portfolio. Unclaimed portfolios will be destroyed.

If you would like your portfolio returned, how would you like to be contacted to arrange its return?

- Telephone number provided above
- Email address provided above
- Mailing address provided above
- Other: _____

Signature of Applicant _____

Date (dd/mm/yyyy) _____

OFFICE USE ONLY

Release Notification

Notified By _____ Notification Date (dd/mm/yyyy) _____

Notified via: Method requested above Other: _____

Release Authorization

- Portfolio claimed by student
- Portfolio claimed by authorized third party
- Identification provided

Name of third party _____

Signature of Student (or authorized third party) _____

Date (dd/mm/yyyy) _____

Registrar's Office Signature _____

Date (dd/mm/yyyy) _____

Forward your completed application package by the program deadline date to:

Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498
Email: admissions@msvu.ca



Supplemental Application Form Prior Learning Assessment (PLA) Application

Note: Only applicants who you have not completed an undergraduate degree program are required to submit this form. In addition to this form, you are required to submit a portfolio and the Portfolio Submission/Release Form.

Applicant Information

Name _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Cellular Telephone _____ Work Telephone _____

Email Address _____

I, the undersigned, am applying for permission to submit a portfolio for Prior Learning Assessment for admission to the following graduate program:

Intended Program of Study _____

Signature of Applicant _____

Date (dd/mm/yyyy) _____

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment (PLA) is the assessment and evaluation of learning acquired through work/life experiences. The basic principle of PLA is that any learning that can be identified, described and demonstrated is important and valid.

Mount Saint Vincent University's Graduate Academic Calendar includes our policy for considering prior learning in evaluating applications for admission:

2.1.8 Recognizing Prior Learning

When making admission decisions, Graduate Admission Committees may consider an applicant's prior learning and experience gained through employment or other non-curricular activity. Such consideration will be given only when the applicant has gained professional experience, and/or professional accreditation, and/or professional recognition in a field relevant to the intended program of study. Admission decisions will be based on an assessment of the applicant's potential for success in graduate study. Individual graduate programs can decide whether to recognize prior learning in admission decisions. Interested applicants should consult with the relevant graduate program coordinator.

Applicants wishing to be considered for admission on the basis of prior learning must submit a portfolio that demonstrates that the prior learning represents the equivalent of an undergraduate degree required for admission to a graduate program. Assessment of a portfolio for evidence of prior learning is at the discretion of the graduate program.

Normally a portfolio should contain:

- A description of learning experiences.
- An identification of the knowledge, skills, and abilities related to course learning outcomes.
- Supporting documentation to verify the learning claimed.

Forward your completed application package by the program deadline date to:

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Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498
Email: admissions@msvu.ca



**Supplemental Application Form
Research Master of Arts (Education)
Part I – Academic Background and Research Experience**

Note: Only applicants to the Research Master of Arts program in Education are required to complete this form.

Applicant Information

Name	_____				Intended Program of Study	_____
<i>please print</i>	Mailing Address	City	Prov	Country	Postal Code	_____
Home Telephone	Cellular Telephone	Work Telephone		_____		
Email Address	_____				Degree Completed	_____

Prior to completing this form, applicants **must** contact the Director of Graduate Education in the Faculty of Education and their proposed Faculty Supervisor. The program must be approved by the Graduate Studies Program & Policy Committee before the applicant is admitted.

Academic background and research experience. Please provide a typed, one page (maximum) description of the relevant academic and previous research experience you have that has prepared you to undertake this proposed research. This may include previous degrees and courses taken, undergraduate or graduate theses, research projects or papers completed.

Signature of Applicant

Date (dd/mm/yyyy)

Signature of Director of Graduate Education,
Faculty of Education

Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

**Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498
Email: admissions@msvu.ca**



**Supplemental Application Form
Research Master of Arts (Education)
Part II – Proposed Area of Research**

Note: Only applicants to the Research Master of Arts program in Education are required to complete this form.

Applicant Information

Name _____ Intended Program of Study _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Cellular Telephone _____ Work Telephone _____

Email Address _____ Degree Completed _____

Prior to completing this form, applicants **must** contact the Director of Graduate Education in the Faculty of Education and their proposed Faculty Supervisor. The program must be approved by the Graduate Studies Program & Policy Committee before the applicant is admitted.

Proposed area of research. Please provide a description of the research you propose to undertake. This should demonstrate that you are familiar with the literature in the field and have identified a specific focus or question for study. Please use the space below and attach an additional sheet if required.

Signature of Applicant

Date (dd/mm/yyyy)

Signature of Director of Graduate Education,
Faculty of Education

Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

**Admissions Office
Mount Saint Vincent University
166 Bedford Highway
Halifax, Nova Scotia B3M 2J6
CANADA
Fax: 902.457.6498
Email: admissions@msvu.ca**



**Supplemental Application Form
Research Master of Arts (Education)
Part III – Proposed Program of Study**

Note: Only applicants to the Research Master of Arts program in Education are required to complete this form.

**Applicant
Information**

Name _____ Program of Study: _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Degree Completed _____

Prior to completing this form, applicants **must** contact the Director of Graduate Education in the Faculty of Education and their proposed Faculty Supervisor. The program must be approved by the Graduate Studies Program & Policy Committee before the applicant is admitted.

Proposed program of study. Please provide a proposed program of study which includes any courses to be completed and their unit value together with the unit value of the thesis. Please provide the proposed title for any independent study courses.

Signature of Applicant

Date (dd/mm/yyyy)

Signature of Faculty Supervisor

Date (dd/mm/yyyy)

Signature of Director of Graduate Education,
Faculty of Education

Date (dd/mm/yyyy)

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Halifax, Nova Scotia B3M 2J6
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