

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 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 to the MSc Applied Human Nutrition, Internship Education Program

- Please include a two-page research proposal including references**, or for applicants who have not yet identified

a specific research plan, a two-page description of research interest(s) including references**

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: graduate.documents@msvu.ca

For inquiries:

Tel: 902.457.5502

Email: graduate@msvu.ca

APPLICATION DEADLINE FOR SEPTEMBER 2021 PROGRAM START

December 15, 2021	Master of Arts in School Psychology <i>*for a September 2022 start*</i>	
January 31, 2022	Master of Applied Human Nutrition Master of Science Applied Human Nutrition	
February 1, 2022	Master of Arts in Women and Gender Studies*	<i>*deadline for scholarship consideration for this program</i>
February 15, 2022	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	<i>**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.</i>

APPLICATION DEADLINE FOR JANUARY 2022 PROGRAM START

November 2, 2021 Open graduate programs with available space*
**For information, email graduate@msvu.ca or call 902.457.5502.*



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Note: This is not the application form for admission.

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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: graduate.documents@msvu.ca

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APPLICATION DEADLINE FOR JANUARY 2021 PROGRAM START	
November 2, 2021	Open graduate programs with available space* <i>*For information, email graduate@msvu.ca or call 902.457.5502.</i>



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:

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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 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.

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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

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Notified By Notification Date (dd/mm/yyyy)

Notified via: Method requested above Other: _____

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Portfolio claimed by student Identification provided

Portfolio claimed by authorized third party

Name of third party

Signature of Student (or authorized third party) Date (dd/mm/yyyy)

Registrar's Office Signature Date (dd/mm/yyyy)

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**Supplemental Application Form
Research Proposal¹
Master of Science in Applied Human Nutrition (MScAHN)
Master of Science in Applied Human Nutrition with Internship Education
Program (MScAHN-IEP)**

To be completed by the applicants for the Master of Science in Applied Human Nutrition (MScAHN) and Master of Science in Applied Human Nutrition with Internship Education Program (MScAHN-IEP)

First name

Last name

Program (select one only): MScAHN MScAHN-IEP.

Intended thesis supervisor:

Background

Rationale

¹ Those applicants who have not yet identified a specific research plan, may submit a two-page description of research interest(s) including references. The purpose of this research proposal is to evaluate a research potential and writing skills of the applicants. Please use the following format: two pages, font: Times New Roman 11, single spacing, margins: 1.5 cm, citation style: APA style (<https://libguides.msvu.ca/apa>).

Objective(s)

Methodology

Expected outcome

References

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