



## Graduate Application Checklist

### Master of Arts in Education (Curriculum Studies): Teaching English to Speakers of Other Languages (TESOL)

Please follow the checklist below to ensure that you submit a complete graduate application package. Non-disclosed transcripts and missing application documents can significantly delay file reviews or result in applications being cancelled. All application supporting documents need to be received before the [application deadline](#).

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#### Prerequisite Requirements

The minimum requirements for admission: Undergraduate degree in Education or related field, preferably an honours degree or equivalent. A high academic standing (normally a minimum of B (CGPA 3.0)) is expected. Evidence of one year of successful teaching experience (or equivalent).

Teachers in the local public-school system who do not meet the minimum CGPA requirement of 3.0 in their B.Ed. should contact our office ([graduate@msvu.ca](mailto:graduate@msvu.ca)) prior to applying to find out how to complete the required undergraduate upgrading courses.

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#### Document Submission checklist

**Official transcripts** 4-year bachelor's degree with a CGPA of 3.0 or above. Applicants who are teachers in the public-school system are to also submit their official transcripts of their Bachelor of Education degree or equivalent with a CGPA of 3.0 or above.

**Note on Official Transcripts:** When completing the [graduate application form](#) you are required to declare ALL completed degrees, diplomas and post-secondary certificates, programs that are currently in progress, incomplete studies, discontinued studies, non-degree studies/courses, courses or programs taken through university exchanges or by distance, failed courses and transfer credit courses. You are required to submit all of these official transcripts as part of your graduate application. **Failure to disclose and provide an accurate and complete educational history and transcripts from all institutions you attended may be considered an intentional omission.**

**Statement of Intent** – a 500-word statement outlining the applicant's academic background, reasons for applying to the program, and intended career goals. The applicant should also describe how the program will support their professional growth.

**Two letters of reference (one academic, one professional)** attesting to academic and work experiences, and personal characteristics.

**Resume** – Providing details of academic background, volunteer and work experience.

**ESL scores** – [MSVU ESL requirements can be found on our website](#).

**Upload** your unofficial test report as part of your application.

Official ESL test scores are required for applicants whose first language is not English, and who completed a degree from a country where the first language is not English. TOEFL and IELTS test takers can request electronic submission of scores to universities. An official paper score report ordered from the testing agency is required for all other tests.

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