



## Graduate Application Checklist

### Master of Education (Elementary and Middle School Education)

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](#).

---

#### Prerequisite Requirements

The minimum requirements for admission to this degree are a bachelor's degree **and** a Bachelor of Education or equivalent as well as evidence of one year of successful teaching experience (or equivalent) at the elementary or middle school level. Admission is on a competitive basis and meeting the minimum requirements does not guarantee admission.

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.

---

#### Document Submission checklist

**Official transcripts** 4-year bachelor's CGPA of 3.0 or above. Applicants who are teachers in the public school system are to 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** – Outline your knowledge of and purpose for applying to our program, identify your future career goals, and comment on how completion of the program will help you achieve these goals. Also explain how your past work, volunteer, and academic experiences may be helpful in this intended program of study.

**Two letters of reference (one academic, one professional)**

**Resume** – Providing details of experience in an area related to the child and youth field

**[APPLY NOW](#)**