



APPLICATION FOR ADMISSION TO GRADUATE STUDIES INFORMATION AND INSTRUCTIONS

❖ **All new applicants for admission to Master's programs and for Non-Degree status should complete this form.**

Please read the instructions carefully before completing this form. Applicants must assemble all relevant documentation and submit the **complete package** to:

Graduate Studies Admissions Office

Dagmawit Habtemariam
University of Winnipeg
3D07B-515 Portage Avenue
Winnipeg, Manitoba R3B 2E9
Canada
Telephone: (204) 786-9309
Fax: (204) 774-4134
Email: d.habtemariam@uwinnipeg.ca

APPLICATION DEADLINE: MARCH 1ST, 2012

The receipt of all required materials is due by 4:30 p.m. on the deadline date or the next business day if the deadline falls on a weekend or holiday.

Incomplete applications are **not** forwarded to the departments for review. To meet the submission deadline, e-mails and faxes are accepted forms of transmission **except for** transcripts/evidence of degrees awarded.

NOTE: For applicants applying to more than one program, each application requires a separate form, fee and supporting documents.

The Office of the Associate Vice-President (Academic) and Dean of Graduate Studies [AVP(A)/DGS] has sole authority for admission, and all offers of admission are made by AVP(A)/DGS. Correspondence with a faculty member, department or school does not constitute approval for admission. All offers of admission are valid for the terms of entry indicated in the offer.

Applicants will not be permitted to register in the same academic term in which they are admitted unless otherwise arranged with the AVP(A)/DGS and the department of entry.

APPLICATION FEE: A non-refundable processing fee of \$75.00 for domestic students and \$90.00 for international students must be submitted with your application. Payment may be made by cheque, or money order, payable to The University of Winnipeg. Applicants with a previous University of Winnipeg Identification Number may pay at Student Services or online.

CONTACT US

GENERAL INQUIRIES:

Dagmawit Habtemariam
Graduate Studies Enrolment and Budget Officer
(204) 786-9309 d.habtemariam@uwinnipeg.ca

PROGRAM SPECIFIC INQUIRIES:

Indigenous Governance

Dr. Jacqueline Romanow, Graduate Coordinator
(204) 258-2963 j.romanow@uwinnipeg.ca

Applied Computer Science and Society

Dr. Simon Liao, Program Coordinator
(204) 786-9416 s.liao@uwinnipeg.ca

Bioscience, Technology and Public Policy

Dr. Richard Westwood, Program Coordinator
(204) 786-9053 r.westwood@uwinnipeg.ca

Cultural Studies

Dr. Mavis Reimer, Program Coordinator
(204) 786-9185 m.reimer@uwinnipeg.ca

Master's in Development Practice

Dr. Julie Pelletier, Director, MDP Graduate Program
(204) 786-9305 mdp@uwinnipeg.ca

Environmental Resource Development Economics (ERDE)

Dr. Melanie O'Gorman, Program Coordinator
(204) 786-9966 m.ogorman@uwinnipeg.ca

The following Masters programs are offered through the University of Winnipeg but require different application forms and procedures. Please refer to the contacts below for more information on applying for these programs or visit our website.

Theology

Sandy Peterson
Assistant Director of Studies
(204) 786-9320 s.peterson@uwinnipeg.ca

Marriage & Family Therapy

Dr. Mary Warmbrod
Director of MMFT Program
(204) 786-9156 m.warmbrod@uwinnipeg.ca

JOINT PROGRAMS:

History

Dr. Mark Meuwese
Co-Chair, Joint Master's Program
(204) 786-9010 m.meuwese@uwinnipeg.ca

Public Administration

Dr. Joan Grace
Graduate Co-Chair, MPA Program
(204) 786-9377 j.grace@uwinnipeg.ca

Religion

Dr. Albert Welter
Chair, Religious Studies Graduate Program
(204) 786-9202 a.welter@uwinnipeg.ca

Peace and Conflict Studies

Dr. Dean Peachey
Graduate Chair, Peace and Conflict Studies Program
(204) 988-7106 d.peachey@uwinnipeg.ca

APPLICATION GUIDE

This guide is numbered to correspond with each section of the application. Please use this as a **checklist** to ensure that you are submitting all of the required documents. ****Please complete this application in conjunction with the appropriate graduate program fact sheet, as programs may have slightly different requirements than those reflected on this application form.**

1. **WHEN DO YOU WANT TO BEGIN CLASSES?**

A) Indicate the academic term in which you wish to start your program.

B) Indicate if you wish to study on a full time or part time basis.

2. **PERSONAL INFORMATION**

FULL LEGAL NAME

Name: Print your full legal name, beginning with your last name.

Preferred Name: If you prefer to use a nickname or your middle name, indicate it here.

Previous Name: Maiden name, previous married name, or any name that might be on documents the University receives.

MAILING ADDRESS

The University will be mailing important information to this address. If you move, please go to Student Central to fill out a change of address form.

EMAIL

This address will be used for correspondence during the admission process. On admission, you will be given a U of W email address.

BIRTH DATE

In order to create student accounts at the University of Winnipeg, we require your date of birth.

ABORIGINAL ANCESTRY

Provision of this information is optional. It is used by the University to gain a better understanding of its student body and for statistical reporting. The Aboriginal Student Services Centre (ASSC) offers services, events and information on sources of funding that may be of interest to you. By declaring your status, you will help in the development of new services and events for First Nations, Métis and Inuit students.

3. **CITIZENSHIP**

Indicate your citizenship status in Canada and complete the relevant sections. If you are a Permanent Resident of Canada include a copy of your documentation. If you are an international student you will need to secure a Study Permit.

<http://www.uwinnipeg.ca/index/intl-studypermits>

4. **FIRST LANGUAGE**

Indicate your first language and any other languages spoken and written.

5. **CONSULTATION**

It is recommended that applicants consult with the academic department to which they are applying before submitting this application.

6. **EMERGENCY CONTACT**

Please name the person to be contacted in case of an emergency.

7. **FACULTY AND PROGRAM DETAILS**

Indicate the preferred Degree, Major, and Stream. Refer to the table on page 4 of the application guide for approved program options. Applicants may apply as Non-Degree solely for the purpose of enrolling in selected, specific graduate courses (excluding those in the Applied Computer Science & Society and Bioscience, Technology & Public Policy programs).

For additional information about programs and majors please consult our website at:

<http://www.uwinnipeg.ca/index/grad-studies-programs>

8. **CONFIDENTIAL RECOMMENDATION**

Supply two letters of recommendation from individuals who have taught or supervised you in an area of study relevant to the application.

Official/formal letters of recommendation must be received in a sealed envelope with the referee's signature across the seal, and can be sent directly to the Graduate Admissions Office or be part of the application.

NOTE: Letters of recommendation can be e-mailed or faxed to the Graduate Admissions Office to meet the submission deadline, however, *official letters will still be required.*

9. **POST-SECONDARY EDUCATION**

Provide official/notarized transcripts* of all academic work completed to date, sent directly from the issuing institution(s). If the final transcript does not show that a completed degree has been conferred, an official/notarized copy of your diploma is also required. These documents must be in a sealed, official university envelope with the official stamp of the university stamped across the seal.

NOTE: Transcripts in languages other than English and French should include a certified English (literal) translation submitted in a sealed envelope with the official stamp and signature of the Notary across the seal.

* Detailed course outlines for courses listed on transcripts may be requested by individual departments.

10. OTHER REQUIRED MATERIALS

A) ENGLISH LANGUAGE REQUIREMENT

For International Students Only

One of the following satisfies our requirement:

- A minimum TOEFL score of 550, or 213 on the computer-based TOEFL test, is needed.
- A minimum IELTS score of 6.5 based on Module A, B or C (the General Training Module is not acceptable).
- A passing grade in the highest level (Level 5) of the 14-week Academic English Program offered through the Division of Continuing Education, The University of Winnipeg.
- A minimum overall result of 60 on the Canadian Academic English Language Assessment (CAEL).
- A score of C on the Cambridge Certificate of Proficiency in English (CPE) exam.
- A minimum score of 80% on the Michigan English Language Assessment Battery (MELAB).
- Successful completion of AEPUCE (Academic English Program for University and College Entrance) offered through the University of Manitoba and Red River College.

The test should be or have been taken within a year of the date a completed application is filed.

For more detailed information, please contact the Graduate Studies Admissions Office.

International Students Website:

<http://www.uwinnipeg.ca/index/intl-index>

B) Plan of Study:

In 300 words, concisely state each of the following:

1. various components of the graduate program you would like to pursue
2. the rationale for this program, this institution and the supervisor(s) you would like to work with
3. the major work you wish to pursue, whether research, scholarship or an artistic endeavour: its precise nature, purpose and proposed methodology or approach.

You are strongly advised to consult with university professors before completing this proposal.

C) Other Achievements:

In 300 words, include other information which you have not had the opportunity to include in the application. Examples might include exceptional commitment to a particular field of study, relevant employment history, strong extra-curricular activities, demonstrated ability to overcome adversity, or social, political or charitable interests. Where possible, you can also demonstrate how the scholarship and proposed course of study would relate to your future plans. *A curriculum vitae or resume would qualify as meeting this requirement.*

D) Support Materials (Optional):

Provide any other documents that support your application such as a curriculum vitae, resume, publications, presentations; or outline conferences/workshops attended, your independent research, volunteer activities, organization memberships/support, etc.

11. APPLICATION FEE PAYMENT

Please check off method of payment and ensure payment is received by the deadline.

12. DESIGNATE

A designate will have the authority to request information on the status of your application on your behalf. A letter of permission signed by the applicant is required.

13. DECLARATION

Please ensure your application is complete and accurate before signing and dating the form.

ADMISSION REQUIREMENTS

MINIMUM ENTRY: Overall GPA of 3.0

NOTE: Individual Department's may have more specific academic requirements. Please see Departmental Fact Sheets, available from our website, for more information.

INDIGENOUS GOVERNANCE PROGRAM

Recognized 4-Year, Advanced or Honours Bachelor degree. This would include, but is not restricted to: Aboriginal/Indigenous/Native Governance or Studies, Business or Public Administration, Conflict/Dispute Resolution, Development Studies, Economics, Gender/Women's Studies, History, Law, Philosophy, Politics, and Sociology.

Students may also be admitted to the Master's program upon successful completion of a University of Winnipeg designed pre-Master's program which consists of a set of upper-level undergraduate courses.

<http://www.uwinnipeg.ca/index/grad-studies-ma-aboriginal-gov>

APPLIED COMPUTER SCIENCE & SOCIETY PROGRAM

Recognized Honours or 4-Year Bachelor of Science degree in Applied Computer Science, Computer Science, Computer Engineering, or Mathematics and if they present suitable selection of courses.

Students may also be admitted to the Master's program upon successful completion of a University of Winnipeg designed pre-Master's program which consists of a set of upper-level undergraduate courses.

<http://www.uwinnipeg.ca/index/grad-studies-ms-aps-s>

BIOSCIENCE, TECHNOLOGY & PUBLIC POLICY PROGRAM

Recognized 4-Year Bachelor of Science or equivalent with no grade less than C+ in the last two years of full time university study.

<http://www.uwinnipeg.ca/index/grad-studies-ms-btpp>

CULTURAL STUDIES PROGRAM

Recognized Honours or 4-Year Bachelor of Arts in English, or a joint Honours or 4-year B.A. in English and another subject such as Sociology, Politics, Gender Studies, or Anthropology. Other degrees and/or experience will be considered on a case-by-case basis.

Students may also be admitted to the Master's program upon successful completion of a University of Winnipeg designed pre-Master's/pre-qualifying program which consists of a set of upper-level undergraduate courses.

<http://www.uwinnipeg.ca/index/grad-studies-ma-eng-cs>

MASTER'S IN DEVELOPMENT PRACTICE PROGRAM

Admission is open to university graduates holding a relevant, recognized 4-Year General or Honours Bachelor degree with a cumulative grade point average of 3.0 or better in the last 60 credit hours of coursework.

Proficiency in a second language is also recommended for this program.

<http://www.uwinnipeg.ca/index/mdp-home>

MA in ENVIRONMENTAL, RESOURCE & DEVELOPMENT ECONOMICS (ERDE)

An Honours B.A. in Economics is the standard requirement. However, students with high standing in another discipline and adequate preparation in Economics may be eligible for admission. Students may also be admitted to the Master's program upon successful completion of a University of Winnipeg designed pre-Master's/qualifying program which consists of a set of upper-level undergraduate courses.

www.uwinnipeg.ca/erde

PRIOR LEARNING

In special cases where a student has had previous experience or academic qualifications, consideration will be given to his/her admission directly into the Master's program by a PLAR (Prior Learning Assessment and Recognition) mechanism. Please contact the pertinent Department for details.

ALL PROGRAMS

Admission will also depend upon the availability of a faculty member to supervise the student, and resources to support the student's research.

FINANCIAL ASSISTANCE

There are several categories of financial assistance available on a competitive basis for fully qualified students who will be registered full-time in a master's program:

- Scholarships, Research Awards, Teaching Assistantships and Teaching Fellowships [administered by the AVP(R)/DGS]
- Departmental Assistantships (administered by the corresponding Department)
- Support provided by faculty members (normally the student's supervisor) from research grants or contracts

NOTE: Admission to a graduate program does not ensure that financial support will be available.

For more information on scholarships, visit the following link: <http://www.uwinnipeg.ca/index/grad-studies-scholarps>

SPECIAL NEEDS

Should special assistance be required, please advise or contact the Special Needs Office:

Colin Russell
Director, Academic Advising and Special Needs
Phone: (204) 786-9337 E-mail: c.russell@uwinnipeg.ca

MASTER'S PROGRAMS

Faculty	Degree Program	Major/ Specialization	Stream
Arts	MA	Indigenous Governance	Thesis
			Course Work & Comprehensive Examination
			Co-operative Work Placement
Science	MSC	Applied Computer Science & Society	Thesis
			Course Work
Science	MSC	Bioscience, Technology & Public Policy	Thesis
Arts	MA	Cultural Studies	Course Work
Economics	MA	Environmental, Resource & Development Economics	Course Work
Multi-disciplinary	MDP	Masters in Development Practice	Coursework & Field Placement(s)

Major	Stream	Contact
History	Thesis	Carol Adam Graduate Secretary Phone: (204) 474-8401 carol_adam@umanitoba.ca
	Course	
	Archives	
Peace and Conflict Studies (Global College)	Thesis	Dean Peachey Graduate Chair Phone: 988-7106 d.peachey@uwinnipeg.ca
	Course & Comprehensive	
Public Administration (Politics)	Thesis	Val Myers Graduate Program Assistant Phone: (204) 474 9733 political_studies@umanitoba.ca
Religion (Religious Studies)	Thesis	Dr. Albert Welter Graduate Chair Phone: (204) 786-9202 a.welter@uwinnipeg.ca
	Course	

Degree Program	Stream/Concentration	Contact
Master of Arts	Peace & Justice Studies	Sandy Peterson Assoc. Registrar, Records, Transcripts & Special Events Phone: (204) 786-9320 Toll-free: 1-800-679-8496 s.peterson@uwinnipeg.ca Website: http://theology.uwinnipeg.ca/thehome.html
	Theology & Church History	
	Biblical Studies	
	Pastoral Theology	
MA in Spiritual Disciplines & Ministry Practices	Spirituality & Spiritual Care	
	Applied Ministry (CCS)	
Master of Divinity	Parish Nursing	
	Thesis	
Master of Sacred Theology	Applied Theology	
	Pastoral Care & Counselling	
	Biblical Studies	
	Historical & Contemporary Theology	

Degree Program	Stream	Contact
Master of Marriage and Family Therapy (MMFT)	Certificates in Marriage & Family Theory and Therapy (pre-Masters)	Mary Warmbrod Director of MMFT Phone: (204) 786-9156 m.warmbrod@uwinnipeg.ca
	MMFT Degree	

For more information on these programs, please visit the Aurora Family Therapy Centre website: <http://aurora.uwinnipeg.ca>



APPLICATION FOR ADMISSION

READ INSTRUCTIONS AND ANSWER QUESTIONS IN FULL. TYPE OR PRINT CLEARLY AND FIRMLY IN PEN USING UPPER AND LOWER CASE LETTERS. NOTE: A different Application Form is required if applying to the Faculty of Theology or for Marriage and Family Therapy or Joint Masters Programs.

For Office
Use Only

UW STUDENT I.D. NUMBER (To be assigned)					

1. WHEN DO YOU WANT TO BEGIN CLASSES?

A. FALL (Sept.-Dec.) WINTER (Jan.-Apr.) SPRING (May-Aug.) YEAR

B. FULL TIME STUDIES PART TIME STUDIES

2. PERSONAL INFORMATION (*Required Information)

* LEGAL LAST/FAMILY NAME(S)	* LEGAL FIRST/GIVEN NAME(S)	* LEGAL MIDDLE NAME(S)	* PHONE: HOME (INCLUDING AREA CODE)
PREFERRED NAME	PREVIOUS/MAIDEN NAME (IF APPLICABLE)		PHONE: CELL (INCLUDING AREA CODE)
* MAILING ADDRESS – APT #, STREET OR BOX # (THIS WILL BE USED FOR ALL CORRESPONDENCE)			PHONE: BUSINESS (INCLUDING AREA CODE) EXT.
* CITY/TOWN	* PROVINCE		FAX (INCLUDING AREA CODE) <input type="checkbox"/> HOME <input type="checkbox"/> WORK
* COUNTRY	* POSTAL CODE		* E-MAIL

* GENDER	* DATE OF BIRTH (DD-MM-YEAR)	A B O R I G I N A L A N C E S T R Y *
Male <input type="checkbox"/>	_____ - _____ - _____	First Nations (Status) <input type="checkbox"/>
Female <input type="checkbox"/>		First Nations (Non Status) <input type="checkbox"/>
		Métis <input type="checkbox"/> Inuit <input type="checkbox"/>
		Indigenous (Other) <input type="checkbox"/>
* Provision of this information is optional. It is used by the University to gain a better understanding of its student body. See #2 in the instructions for more information.		

Disability Services assists with confidential academic accommodation and support plans for students who identify as having a disability or temporary health condition. If you would like to be contacted as a student who may benefit from supportive services, please check this box and a member of the Disability Services team will contact you. For more information about the services offered, please contact (204) 786-9771 or <http://www.uwinnipeg.ca/index/services-disability>

3. CITIZENSHIP (CONFIRMATION OF PERMANENT RESIDENCY IS REQUIRED WITH THIS APPLICATION.)

Canadian Citizen <input type="checkbox"/>	Permanent Resident of Canada <input type="checkbox"/>	Study Permit (Student Visa) <input type="checkbox"/>	Other _____
Country of Birth _____	Country of Citizenship _____	If not born in Canada, Date of Entry (DD-MM-YEAR) _____ - _____ - _____	

4. FIRST LANGUAGE

English <input type="checkbox"/>	French <input type="checkbox"/>
Other _____	
Other languages spoken and written: _____	

5. CONSULTATION

Have you consulted with the corresponding academic unit? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes: Whom have you contacted? _____
Did the consultation involve an offer of financial support? Yes <input type="checkbox"/> No <input type="checkbox"/>

6. EMERGENCY CONTACT

LAST NAME, FIRST NAME	RELATIONSHIP	TELEPHONE NUMBER (INCLUDING AREA CODE)
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7. FACULTY AND PROGRAM DETAILS (Please indicate only one degree, major and stream)

DEGREE	MAJOR / SPECIALIZATION(S)	STREAM
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8. CONFIDENTIAL RECOMMENDATION: Letters are to be returned to the applicant in a sealed envelope, signed across the seal by the referee.
 NOTE: The responsibility lies with the student to complete the file.

LAST NAME (PLEASE PRINT)	FIRST NAME (PLEASE PRINT)	E-MAIL ADDRESS
LAST NAME (PLEASE PRINT)	FIRST NAME (PLEASE PRINT)	E-MAIL ADDRESS

9. POST SECONDARY EDUCATION

LIST ALL POST-SECONDARY INSTITUTIONS ATTENDED WHERE A **DEGREE WAS AWARDED OR WHERE YOU ARE CURRENTLY WORKING ON A DEGREE**. OFFICIAL TRANSCRIPTS (A transcript is considered official only if it is received from the issuing university in a sealed envelope which bears the official university stamp across the seal) ARE REQUIRED FOR EACH INSTITUTION ATTENDED.

POST-SECONDARY INSTITUTION	CITY / PROV. / COUNTRY	NAME OF DEGREE	DATE OF AWARD (DD-MM-YEAR)	LANGUAGE OF INSTRUCTION
			____ - ____ - ____	
			____ - ____ - ____	
			____ - ____ - ____	

LIST ALL OTHER POST-SECONDARY INSTITUTIONS ATTENDED WHERE A **DEGREE WAS NOT AWARDED BUT COURSES WERE TAKEN**. OFFICIAL TRANSCRIPTS ARE REQUIRED FOR EACH INSTITUTION ATTENDED.

POST-SECONDARY INSTITUTION	CITY / PROV. / COUNTRY	FROM DATE (DD-MM-YEAR)	TO DATE (DD-MM-YEAR)	LANGUAGE OF INSTRUCTION
		____ - ____ - ____	____ - ____ - ____	
		____ - ____ - ____	____ - ____ - ____	

10. OTHER REQUIRED MATERIALS

English Language Proficiency (if applicable) Included <input type="checkbox"/> To Follow <input type="checkbox"/>	Plan of Study Included <input type="checkbox"/> To Follow <input type="checkbox"/>	Other Achievements Included <input type="checkbox"/> To Follow <input type="checkbox"/>	(Optional) Support Material, please specify: _____ _____
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11. APPLICATION FEE PAYMENT

Cheque <input type="checkbox"/>	Credit Card <input type="checkbox"/>	Money Order <input type="checkbox"/>	Financial Services (previous UofW students Only) <input type="checkbox"/>	Online Payment (Currently not available) <input type="checkbox"/>
VISA <input type="checkbox"/>	Master Card <input type="checkbox"/>	Card Number _____	Expiry Date _____	Signature _____

12. If you wish a **designate** to have authority to request information on the status of your application please provide a signed letter and the following:

Name of Designate: _____ E-mail Address: _____
 Designates Phone Number: _____ Relationship to you: _____

13. DECLARATION – I hereby declare that the information I have submitted in this application is true and correct to the best of my knowledge. I understand that completion of this signed application permits the University of Winnipeg to request and/or confirm any information necessary to support my application for admission; that submission of any false statements or documents will result in the immediate and permanent cancellation of admission or registration to the University of Winnipeg; that information on falsifications will be shared with the Association of Registrars of Universities and Colleges of Canada; and that failure to disclose attendance at another post-secondary institution may lead to cancellation of this application.

The University of Winnipeg collects and creates information about students ("personal information") under the authority of the *University of Winnipeg Act*, and in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection and Electronic Documents Act*, for purposes of admission, registration, and other decisions on students academic status, and the administration of the University and its programs and services. Some of this information may be disclosed to the relevant students' society and alumni association, and will be reported as required by federal or provincial authority. Any misrepresentation may be shared with other post-secondary institutions. By enrolling in courses at the University of Winnipeg, students consent to the collection, use, and disclosure of personal information as described above.

Applicant's Signature _____

Date _____