

ADMISSION PROCEDURES AND POLICIES

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The University welcomes applications from Canadian and International students. All students must apply for and be granted admission to The University of Winnipeg's Graduate Studies Program. Acceptance is required before students may register in courses. Admission to graduate programs is competitive and meeting the minimum requirements does not guarantee admission.

Note: Joint Master's Program and graduate programs in Theology and Marriage and Family Therapy have Admissions protocols and procedures which are compatible with, but not identical to, the policies and procedures which follow.

Students seeking admission to Graduate Studies at The University of Winnipeg shall fill out the online application and upload supporting documentation:

<https://oa2.uwinnipeg.ca/OnlineAdmissions/Account/Login?ReturnUrl=%2fOnlineAdmissions>.

When the application files are complete, they shall then be forwarded to the appropriate Graduate Program Committee (GPC) for review and evaluation. The Graduate Program Committees shall forward their recommendations to the Office of the Dean of Graduate Studies. Official letters of acceptance or rejection shall be issued to the applicants by the Dean of Graduate Studies.

The Office of the Dean of Graduate Studies has sole authority to admit students, and all offers of admission are made by the Dean of Graduate Studies. 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.

ADMISSION REQUIREMENTS

Minimum Entry: Applicants should have a 4-Year degree from a recognized post-secondary institution and an overall GPA of 3.0 in order to be considered for admission to Graduate Studies.

PROGRAM SPECIFIC REQUIREMENTS: Prospective students are advised to consult the websites and printed material distributed by the program to which they wish to apply to ensure that they are aware of current information about procedures, requirements, and curriculum.

In some programs students may be considered for admission 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.

APPLICATION PROCESS

Students are encouraged to apply online for admission as early as possible. Once students are offered acceptance they generally begin their program of study in September. But students may also begin in January or in May in some programs. There are limitations on the number of students that can be accommodated.

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

All relevant information (including all reference to previous post-secondary education), supporting documentation, and the non-refundable application fee must be submitted with the application.

- Applicants will be notified as soon as possible after the deadline for applications has passed if they have not met the admission requirements.
- Consideration may be given to late applications received after the published application deadline dates. The decision to evaluate a late application shall be at the discretion of the appropriate Graduate Program Committee Chair.

Application Fee

Each time an applicant applies to the University for admission or readmission, an application fee is required. This fee, non-refundable and not applicable to tuition fees, must accompany the application for admission.

The University of Winnipeg application fees for Canadian citizens and permanent residents, and for International students applied by Student Services are subject to change. Please consult the website of the University for current applicable fees: <https://www.uwinnipeg.ca/future-student/apply/appl-fee.html>.

Document Requirements for All Applicants

Note: All documents submitted in support of an application must be originals. Student copies or photocopies are not acceptable. Replaceable documents submitted with an application become the property of the University and will not be returned. Irreplaceable documents (i.e., documents that cannot be replaced if lost or damaged) will be returned to the applicant if this is requested in writing at the time of the

application. The following supporting official documents must be submitted before any application will be considered:

1) Proof of English Language Proficiency

All applicants whose first language is not English must demonstrate that they are proficient in the use of the English language, by successfully completing one of the following English Language Assessment tests: TOEFL, IELTS, MELAB, CAEL or Level 5 of the 14-week University of Winnipeg Academic English Program. The test must have been taken within two years of the date a completed application is filed and official test scores must be forwarded directly to the Graduate Studies Admissions Office from the testing agency. Photocopies of test scores are not acceptable. Please consult individual programs for information on the level of scores required for application.

On occasion, a waiver may be granted if there is evidence of three or more years of education in a recognized post-secondary institution in which the language of instruction is English. (Requests for a waiver must be submitted at the time of application and will be considered on an individual, case-by-case basis **by the GPC**.) Appropriate services to assist students in improving their English language capabilities can be arranged through the English Language Program.

2) Statement of Interest

Applicants must submit a Statement of Interest (between 300-500 words) which concisely states each of the following:

- the stream of the graduate program the applicant intends to pursue
- the rationale for choosing this institution and, if applicable, the supervisor(s) with whom the applicant would like to work
- the major work the applicant wishes to pursue, whether research, scholarship or an artistic endeavour; its precise nature, purpose and proposed methodology or approach. **Applicants are strongly advised to consult with the appropriate representative of the program before completing this proposal.**

3) Curriculum Vitae or Other Achievements

Applicants must submit a curriculum vitae or 300-word statement of 'Other Achievements' which may include information about an exceptional commitment to a particular field of study, relevant employment history, extra-curricular activities, demonstrated ability to overcome adversity, or social, political or charitable interests. Students are invited to describe how the scholarship and proposed course of study would relate to their future plans.

4) Proof of Citizenship

The citizenship status of the applicant in Canada must be listed on the application form. Applicants who are Permanent Residents of Canada must include a copy of their documentation. International applicants will need to secure a Study Permit.

<http://www.uwinnipeg.ca/student/intl/information-for-all-students/visas-study-permits.html>

5) Confidential Letters of Recommendation

Applicants must supply two (2) letters of recommendation from individuals who have taught or supervised them in an area of study relevant to their application. Letters of recommendation should be uploaded by the referees on the online application, or sent directly to the Graduate Studies Enrolment Officer.

Note: Letters of recommendation may be e-mailed or faxed to the Graduate Admissions Office to meet the submission deadline as well as if there is difficulty in uploading on the online application. For the Master of Marriage and Family Therapy, official letters should be subsequently provided in the mail. .

Letters of recommendation are collected under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the Universities Act. They are required to evaluate applicants for admission to a graduate program, and for scholarship and other funding purposes. Letters of recommendation are treated as confidential and will be used only by individuals and committees who evaluate applicants.

6) Transcripts of Post-Secondary Education

Applicants must arrange to have **one (1)** official transcript sent directly to The University of Winnipeg from **each** of the post-secondary institutions they have attended. If a final transcript does not show that a completed degree has been conferred, an official/notarized copy of the diploma is also required. These documents must arrive in sealed, endorsed envelopes issued by the home institution(s) in order to be considered official.

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 translator or notary across the seal.

Falsified Documents

Applicants to The University of Winnipeg's Graduate Studies program must confirm that all statements made and all documentation submitted in support of his/her application are authentic, true, complete, and valid by either submitting the on-line application form, or signing the paper application form. Unsigned application forms are invalid, and will be returned to the applicant by the Graduate Studies Enrolment Officer for a signature.

Misrepresentation, falsification of documents, or the withholding of requested information with respect to the application, may result in the cancellation of a student's acceptance and registration or dismissal from the University.

The Graduate Studies Enrolment Officer may return transcripts, degree certificates, and reference letters to the original issuer for verification. The Dean of Graduate Studies may rescind a letter of admission or require that a student withdraw if it is determined that the student has submitted falsified documents in support of his or her application for admission. Applicants who have submitted falsified records to The University of Winnipeg or to another university will not be considered for admission at any time in the future. The University of Winnipeg shares the names of applicants who submit falsified documentation with Universities Canada, and Canada Immigration (the latter in the event the student requires/required a Study Permit to enter Canada).

Retention of Documents

Documents submitted by students who are accepted to Graduate Studies but do not register, as well as the documents supplied to support their application for admission, will be retained for one year from the date of acceptance. After this time period, the application form, transcripts and other materials related to the application will be destroyed.

Note: Irreplaceable documents (i.e., documents that cannot be replaced if lost or damaged) will be returned to the applicant if this is requested in writing at the time of application.

APPLICATION DUE DATES

The application and all required documentation must be received by the Graduate Studies Admissions Office by the following dates* in order for the student to be considered for funding. Consideration of applications received after the posted deadlines shall be at the discretion of the appropriate Graduate Program Committee Chair.

<u>Application Due Date</u>	<u>Starting Term (Month)</u>
December 1	Spring/Summer (May)
February 1	Fall (September)
September 1	Winter (January)

*Most programs use these dates; however, it is best to consult with specific programs to confirm application deadlines.

ACCEPTANCE TO GRADUATE STUDIES

Acceptance in time to register cannot be guaranteed to eligible applicants if the online *Application for Admission to Graduate Studies* form and/or the required documents are received after the specified application due date. Official notification of acceptance is mailed out as soon as possible after the application has been evaluated. Students must register for the term indicated as their starting term in the letter of acceptance. Students who wish to change the starting date for their program of study must notify and receive approval from the relevant Graduate Program Committee Chair. A student who seeks admission after being previously admitted and having withdrawn before classes begin shall complete a new application.

ADMISSION CATEGORIES

A student admitted to the University will receive one of the following **student categories**:

Full-time: Full-time students are students who: 1) are pursuing their studies as a full-time occupation; 2) identify themselves as a full-time student; and 3) plan to complete the program within the designated number of terms permitted for full-time students and do not exceed these limits. In a one-year Master's program, students are permitted three (3) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis. In a two-year Master's program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis.

**Note:* Individual programs may have their own policies which prescribe a shorter period of time (fewer number of terms) within which full-time students must complete their program of study.

***Note:* Students who hold apprenticeship positions (e.g. Teaching Assistantships or Research Assistantships) will not be required by supervisors to work more than an average of 10 hours per week in any academic term.

Part-time: Part-time students are students who: 1) do not meet the requirements for full-time status; and 2) plan to complete the program within the designated number of terms permitted for part-time students and do not exceed these limits. In a one-year Master's program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis. In a two-year Master's program, students are permitted twelve (12) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis.

Note: Individual programs may have their own policies which prescribe a shorter period of time (fewer number of

terms) within which part-time students must complete their program of study.

Continuing: Continuing students are students who do not complete their degree within the allotted number of terms appropriate to their full-time or part-time designation and who pay the corresponding fees for maintaining this status.

Qualifying Year: The Qualify Year status is intended for students who hold a first degree but require additional (core or prerequisite) courses to meet the entry requirements of a particular graduate program department.

The Qualifying Year of studies:

- shall be designed specifically for individual students by the appropriate Graduate Program Committee
- may be undertaken concurrently while undertaking English as an Additional Language training that has been recommended by Admissions or the department. The nature and structure of possible language training shall be arranged through the English Language Program.

Note: Admission to a Qualifying Year program does not guarantee future admission to a Master's program. Upon successful completion of the Qualifying Year, students may then re-apply for admission to Graduate Studies through the regular admission process.

Visiting: Visiting Students are students who are registered in a graduate degree program at another post-secondary institution in Canada or outside of Canada and would like to take courses at The University of Winnipeg for transfer credit back to their "home" institution.

Exchange: Exchange students are students coming to The University of Winnipeg from another university ("the home institution") under the auspices of a specific collaboration agreement between the two universities. The period of the exchange depends on the terms of the agreement and on the availability of space in classes.

Occasional: Graduate programs admit occasional students, i.e., those who are qualified to enroll in graduate courses but do not wish to enroll in a full program. While this category includes alumni of Graduate Studies at The University of Winnipeg, alumni applicants are asked to contact the Faculty of Graduate Studies for information on application procedures for the program in which they would like to take additional courses.