

Graduate Programs

Supplementary Information Package

Admissions Office
Mount Saint Vincent University
Halifax, Nova Scotia B3M 2J6
Canada
Tel: 902.457.6117
Fax: 902.457.6498
Email: admissions@msvu.ca

www.msvu.ca/beamountstudent/

Supplementary Information Package Instructions

Review the following information and submit completed documents along with your application for admission to graduate programs. Incomplete information will result in processing delays.

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
 - 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, if applicable
 - 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 FORMS

- Completed reference forms **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 by the program deadline specified.
- Referees may also provide their reference to the applicant in a sealed, signed envelope to be mailed with the applicants' information, if preferred. **Opened references sent directly from the applicant will not be accepted.**
- Most programs require one academic and one professional or two professional references with the exception of a) **MA School Psychology** requires two academic and one professional reference; b) **MA Women and Gender Studies** requires three academic references; c) **MSc Applied Human Nutrition, Internship Education Program** 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.

RESEARCH ASSISTANTSHIP and SCHOLARSHIP FORMS

- Optional. Please note any specific deadline dates.

APPLICATION DEADLINES FOR 2012/2013

January 15	MA, School Psychology
January 31	MSc, Master of Applied Human Nutrition
February 15	Graduate programs, except those listed with specific application deadlines
April 1	MA, Women and Gender Studies
November 2	January 2012 entrance for open graduate programs with available space

ADDITIONAL APPLICATION REQUIREMENTS

Applicants to Education graduate programs

- If you are applying to a Master of Education program that requires teaching experience and you have less than 2 years of teaching experience, you are encouraged to submit a letter of confirmation of employment from your local school board.

Applicants to the Public Relations graduate programs

- If you do not hold a Bachelor of Public Relations degree or equivalent, but do have 3 years of public relations work experience, you **must submit a portfolio** with your application. Return of the portfolio is at the discretion of the Department of Public Relations. Candidates who are accredited by the Canadian Public Relations Society or the International Association of Business Communicators are not required to submit a portfolio but should submit proof of accreditation.

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.

Applicants to the Research Master of Arts graduate program

- Please complete and submit the Supplemental Application Forms – Master of Arts, Research. A research program of study should be developed in conjunction with a faculty advisor at MSVU. The program of study should include a description of the program, courses to be completed, rationale for proposed research and tentative timeline for completion.

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.



Graduate Programs Referee Information Form

NOTE: This is not the application form for admission. Please complete the required on-line or PDF application form for graduate programs at www.msvu.ca/beamountstudent/

Applicant Information

please print

_____	_____	_____	_____	_____
Last Name	First and Middle Names	Former Last Name (s) (if applicable)		
_____	_____	_____	_____	_____
Permanent Mailing Address	City	Prov	Country	Postal Code
_____	_____	_____	_____	_____
Local Mailing Address	City	Prov	Country	Postal Code
_____	_____	_____		
Permanent Telephone	Cellular Telephone	Work Telephone		

Email address				

Program of Study

_____ On-Campus Off-Campus, Location: _____

Please list your references below. **Applicants are responsible for requesting that referees forward completed reference forms to the Admissions Office by the specified program deadlines.**

Two completed reference forms are required for all programs **except**: School Psychology (requires two academic and one professional reference) and Women and Gender Studies (requires three academic references).

	Referee 1	Referee 2	Referee 3
Name	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
Telephone	_____	_____	_____
Email	_____	_____	_____

_____ Signature of Applicant _____ Date (dd/mm/yyyy)

Forward completed application package by the program deadline date to:

**Admissions Office
 Mount Saint Vincent University
 166 Bedford Highway
 Halifax, Nova Scotia B3M 2J6
 CANADA
 Fax: 902.457.6498
 Email: admissions@msvu.ca**



Graduate Programs Statement of Intent Form

Please complete, sign and date the following form and submit it with your written **statement of intent**. Your statement of intent should be submitted as a separate document, preferably typed, and approximately 1-2 pages in length, although it can be longer if necessary. If you wish, you may scan and email both this form and your statement to admissions@msvu.ca or mail directly to the MSVU Admissions Office.

In your statement of intent, please outline your knowledge of and purpose in applying to your selected graduate program. Identify your future career goals and discuss how completion of the program will help you achieve these goals. Comment on how your past experiences (work, volunteer, academic) may be helpful in your intended program of study. If you are applying to a program requiring a thesis, please indicate your area of research interest. Applicants to cohort programs should specify details of their cohort (location, start date, concentration and school board).

Applicants to the Master of Arts, Public Relations and Master of Public Relations graduate programs must submit their statement of intent as a personal 800-word essay.

Applicant Information

please print

Name		Program of Study		
Mailing Address	City	Prov	Country	Postal Code
Home Telephone	Work Telephone	Degree Completed		
Signature of Applicant		Date (dd/mm/yyyy)		

Forward your completed application package by the program deadline date to:

**Admissions Office
Mount Saint Vincent University
166 Bedford Highway
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Graduate Programs Research Assistantship Form

If you are interested in an assistantship for the current academic year, please submit this form. Priority will be given to full-time students. Those students who are on a paid sabbatical leave are not eligible to apply.

Applicant Information

Name _____ Email address _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____

Program of Study

choose one

- Applied Human Nutrition
- Child and Youth Study
- Family Studies and Gerontology
- Public Relations
- School Psychology
- Women and Gender Studies

Education Programs:

- Curriculum Studies
- Educational Foundations
- Educational Psychology
- Elementary and Middle School Education
- Literacy Education
- Studies in Lifelong Learning

Please describe any skills or previous experience related to research you may have and attach a separate sheet if necessary.

- Are you or will you be on paid sabbatical leave? Yes No
- Are you or will you be employed while studying? Yes No
- Are you or will you receive any other forms of financial assistance? Yes No
- Are there extenuating circumstances you would like us to consider in reviewing this application? Yes No

If yes, please provide details: _____

Signature of Applicant

Date (dd/mm/yyyy)

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Graduate Programs Academic Reference Form

Applicant Information

Name _____ Program Applying to _____

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 _____ Signature _____

please print

Position _____ Institution / Company _____

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Date (dd/mm/yyyy) _____

<p><u>Forward completed reference to:</u></p> <p>Admissions Office Mount Saint Vincent University 166 Bedford Highway Halifax, Nova Scotia B3M 2J6 CANADA</p> <p>Fax: 902.457.6498 Email: admissions@msvu.ca</p>	<p><u>Application Deadlines for 2012/2013:</u></p> <p>January 15 Master of Arts, School Psychology</p> <p>January 31 Master of Applied Human Nutrition Master of Science, Applied Human Nutrition</p> <p>February 15 Graduate Programs (except those listed with specific application deadlines)</p> <p>April 1 Master of Arts, Women and Gender Studies</p> <p>November 2 January 2012 entrance for open graduate programs with available space</p>
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Graduate Programs Professional Reference Form

Applicant Information

Name _____ Program Applying to _____

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 _____ Signature _____

please print

Position _____ Institution / Organization _____

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Date (dd/mm/yyyy) _____

<p><u>Forward completed reference form to:</u></p> <p>Admissions Office Mount Saint Vincent University 166 Bedford Highway Halifax, Nova Scotia B3M 2J6 CANADA</p> <p>Fax: 902.457.6498 Email: admissions@msvu.ca</p>	<p><u>Application Deadlines for 2012/2013:</u></p> <p>January 15 Master of Arts, School Psychology</p> <p>January 31 Master of Applied Human Nutrition Master of Science, Applied Human Nutrition</p> <p>February 15 Graduate Programs (except those listed with specific application deadlines)</p> <p>April 1 Master of Arts, Women and Gender Studies</p> <p>November 2 January 2012 entrance for open graduate programs with available space</p>
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Graduate Programs Scholarship Application Form

Applicant Information

Name _____ Email address _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____

Program of Study

choose one

- Applied Human Nutrition
- Child and Youth Study
- Family Studies and Gerontology
- Public Relations
- School Psychology
- Women and Gender Studies

Education Programs:

- Curriculum Studies
- Educational Foundations
- Educational Psychology
- Elementary and Middle School Education
- Literacy Education
- Studies in Lifelong Learning

Please indicate which scholarship(s) you wish to apply for. If the scholarship is not listed, please indicate in the space provided. Deadline for scholarship application is **March 1** unless otherwise stated. Applications should be made to the individual's Department or the Dean of Graduate Studies. This form can also be submitted with the application package to the Admissions Office.

More information regarding scholarships can be found on-line at

<http://www.msvu.ca/en/home/student-services/registrars-office/scholarship-bursaries/graduate-studies-scholarship-list.aspx>

- John Ardenne Memorial Endowed Scholarship for Women (**Application deadline: March 30**)
- The Patricia S. Barnes Memorial Endowed Scholarship
- The George Cheong and Sons Memorial Endowed Scholarship
- The Harvella Scholarship
- The Naomi L. Hersom Endowed Scholarship
- Women and Gender Studies Graduate Scholarship (**Application deadline: January 31**)
- M. Jane A. Egan Memorial Endowed Graduate Scholarship in Applied Human Nutrition
- BMO Financial Group Endowed Graduate Scholarship

Other: _____

Signature of Applicant

Date (dd/mm/yyyy)

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Supplemental Application Form
Research Master of Arts
Part I – Academic Background and Research Experience

NOTE: ONLY applicants to the Research Master of Arts program need to complete this form.

Applicant Information

Name _____ Program of Study: _____

please print

Mailing Address _____ City _____ Prov _____ Country _____ Postal Code _____

Home Telephone _____ Work Telephone _____ Degree Completed _____

Applicants must contact the Director of Graduate Education in the Faculty of Education and their proposed supervisor prior to completing this form. The program must be approved by the Graduate Studies Program & Policy Committee before the applicant is admitted.

Academic background and research experience. Please provide a typed, one page (maximum) description of the relevant academic and previous research experience you have that has prepared you to undertake this proposed research. This may include previous degrees and courses undertaken, undergraduate or graduate theses, or research projects or papers completed.

Signature of Applicant

Date (dd/mm/yyyy)

Signature of Director of Graduate Education, Faculty of Education

Date (dd/mm/yyyy)

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Email: admissions@msvu.ca



**Supplemental Application Form
Research Master of Arts
Part II – Proposed Area of Research**

NOTE: ONLY applicants to the Research Master of Arts program need to complete this form.

Applicant Information

_____	_____	_____		
Name		Program of Study:		
_____	_____	_____	_____	_____
Mailing Address	City	Prov	Country	Postal Code
_____	_____	_____		
Home Telephone	Work Telephone	Degree Completed		

Prior to completing this form, applicants **must** contact the Director of Graduate Education in the Faculty of Education and their proposed Faculty Supervisor. The program must be approved by the Graduate Studies Program & Policy Committee before the applicant is admitted.

Proposed area of research. Please provide a description of the research you propose to undertake. This should demonstrate that you are familiar with the literature in the field and have identified a specific focus or question for study. Please use the space below and attach an additional sheet if required.

_____	_____
Signature of Applicant	Date (dd/mm/yyyy)
_____	_____
Signature of Director of Graduate Education, Faculty of Education	Date (dd/mm/yyyy)

Forward your completed application package by the program deadline date to:

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Email: admissions@msvu.ca**



**Supplemental Application Form
Research Master of Arts
Part III – Proposed Program of Study**

NOTE: ONLY applicants to the Research Master of Arts program need to complete this form.

**Applicant
Information**

_____	_____	_____		
Name		Program of Study		
<i>please print</i>				
_____	_____	_____	_____	_____
Mailing Address	City	Prov	Country	Postal Code
_____	_____	_____		
Home Telephone	Work Telephone	Degree Completed		

Prior to completing this form, applicants **must** contact the Director of Graduate Education in the Faculty of Education and their proposed Faculty Supervisor. The program must be approved by the Graduate Studies Program & Policy Committee before the applicant is admitted.

Proposed program of study. Please provide a proposed program of study which includes any courses to be completed and their unit value together with the unit value of the thesis. Please provide the proposed title for any independent study courses.

Signature of Applicant

Date (dd/mm/yyyy)

Signature of Supervisor

Date (dd/mm/yyyy)

Signature of Director of Graduate
Education, Faculty of Education

Date (dd/mm/yyyy)

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