

### Application for Admission Fee \$60

Subsequent applications for readmission to a level of studies are assessed an application fee of \$15.

**Note:** Effective Fall 2011, applicants for readmission to a level of studies may be charged the full application fee.

### Checklist

- Please refer to the **Application Instructions** insert as you complete this **Application Form**.
- Complete this form and **sign it**. Pages 2 to 3 can be completed online before printing and signing it.
- Send this form with the **Application for Admission Fee** to the **Registrar's Office and Student Services (ROSS)** (see address below). Please make your cheque or money order payable to the "University of Lethbridge."
- Arrange for all required documents and transcripts to be sent to the **Registrar's Office and Student Services (ROSS)**.

### Funding Opportunities

Refer to Section 8. Financial Assistance in Part 14 - School of Graduate Studies in the current UofL Calendar.

Consider contacting the offices of Research Services (online: [www.uleth.ca/rch](http://www.uleth.ca/rch); phone: 403-329-2431) and Scholarships and Student Finance (online: [www.uleth.ca/ross/student\\_finance](http://www.uleth.ca/ross/student_finance); phone: 403-329-2585) for funding opportunities.

University of  
Lethbridge



### Return to:

**Registrar's Office and Student Services (ROSS)**

**University of Lethbridge**  
**4401 University Drive**  
**Lethbridge, Alberta, Canada**  
**T1K 3M4**

**Phone: 403-320-5700**  
**Fax: 403-329-5159**  
**[www.uleth.ca](http://www.uleth.ca)**

*The application and admission information contained in this document is accurate as of February 9, 2009. Students should consult the current University of Lethbridge Calendar and contact the School of Graduate Studies (online: [www.uleth.ca/sgs](http://www.uleth.ca/sgs); phone: 403-329-2793) for the most current information.*

The personal information collected on or in conjunction with this form is collected under the authority of the *Post-secondary Learning Act* (Alberta), the *Freedom of Information and Protection of Privacy Act* (Alberta), the *Statistics Act* (Canada), and the *Taxation Act* (Canada). It is required to determine your eligibility for admission and will be used to contact you regarding University programs and services. It will form part of your record as an applicant, student, and alumnus and will be disclosed to academic and administrative units according to the University's Confidentiality of Student Records Policy. Specific data elements will be disclosed to the Federal and Provincial Governments to meet reporting requirements and to the Students' Union and Graduate Students' Association in accordance with the University's Confidentiality Policy. At the University of Lethbridge, only a student's name, registration and graduation status, and degree/diploma/certificate awarded are defined as the student's public record. All other information is considered confidential and will be used and disclosed in accordance with privacy legislation. For more information regarding the collection or use of this information, please contact the Associate Vice-President (Student Services) and Registrar (403-329-2233).

# APPLICATION FOR ADMISSION - Master's Degree Programs

If available,  
University of Lethbridge ID Number

Please refer to the 'Application Instructions' insert

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## PERSONAL INFORMATION

### 1. Name

The following names must be your **legal** names for use on all official University of Lethbridge documentation. Please PRINT clearly.

Last Name/Family Name:	
First Name:	Middle Name:
Former Last Name(s)/Family Name(s) (if applicable):	
Preferred First Name:	

### 2. Current Address (All correspondence regarding your application to the University will be sent to this address)

Apartment and Street Address, and/or Box Number:		
City or Town:	Province:	
Country:		
Postal Code:	Area Code	Telephone:

### 3. Permanent Address (if different from Current Address)

Apartment and Street Address, and/or Box Number:		
City or Town:	Province:	
Country:		
Postal Code:	Area Code	Telephone:

### 4. Email Address and/or Fax Number

**Confidentiality:** Students admitted to the UofL receive a University email account, and the University publishes an online directory of student email addresses. As online communication is a major component of student success at the UofL, students are strongly encouraged to have their email address listed as part of the online Campus Directory, which is accessible only to members of the UofL community. You must contact the Registrar's Office and Student Services (ROSS) if you wish to have your email address excluded from this directory.

### 5. Gender/Date of Birth/Social Insurance Number/ Marital Status

Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth: <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr><tr><td> </td><td> </td><td> </td></tr></table> Example: 01 JAN 1981	Day	Month	Year			
Day	Month	Year					

Social Insurance Number: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Not Married

### 6. Aboriginal Ancestry

If you wish to declare that you are of North American Aboriginal ancestry, within the meaning of the Canadian Constitution Act of 1982, please specify:

First Nations: Status     Non-Status     Métis     Inuit

### 7. Immigration Status

(Check one only):

Canadian Citizen     Permanent Resident (Landed Immigrant)  
 Student Visa     Other Visa (please specify): \_\_\_\_\_

Do you have a current Study Permit for Canada?

Yes, Expiry Date: \_\_\_\_\_     No

### 8. Country of Citizenship

If you checked Canadian Citizen in Question 7, go to Question 9.

If you checked any status other than Canadian Citizen, your application cannot be processed unless your Country of Citizenship is indicated:

Country of Citizenship: \_\_\_\_\_

### 9. To Act on Your Behalf

You may authorize someone to act on your behalf, with respect to admission and registration. **If you wish to authorize a designate, please complete the following:**

Designate's Last Name/Family Name:	
First Name:	Middle Name:
Relationship to Applicant:	
Apartment and Street Address, and/or Box Number:	
City or Town:	Province:
Country:	
Postal Code:	Area Code    Telephone:

## APPLICATION DETAILS

### 10. Have you ever applied for admission to the UofL, attended as an Unclassified (formerly Occasional) Student, or been issued a UofL ID number?

Yes     No

### 11. Are you currently registered as an Unclassified Student at the UofL?

Yes     No

### 12. Semester you wish to begin attendance (check one only):

Fall (Sept to Dec)     Spring (Jan to Apr)     Summer (May to Aug)

Year			

(Note: Refer to the Application Deadlines on p. 4 of the Applications Instructions insert.)

### 13. Student Type (check one only):

Undergraduate Degree Holder  
 Returning After an Approved Leave of Absence  
 Returning After an Absence

### 14. Visiting Student (complete if applicable):

I am applying as a Visiting Student under a Letter of Permission from my home institution.

### 15. First Spoken Language:

What is the language you first spoke and still understand? \_\_\_\_\_

### 16. Graduate Management Admission Test (GMAT) M.Sc. (Management) only:

A standardized graduate achievement test is normally required. GMAT requirements will be reviewed on a case-by-case basis for applicants who already have a graduate degree. Indicate the score and the date taken/completed. The most recent score will be used for admission purposes. Official documents must be sent to the Registrar's Office and Student Services (ROSS).

Score \_\_\_\_\_ Date 

Day	Month	Year

# PROGRAM DETAILS

17. Complete the information in one of the following boxes:

Master of Arts or Master of Science Degree program (choose one):

Master of Arts (M.A.)       Master of Fine Arts (M.F.A.)

Master of Science (M.Sc.)       Master of Music (M.Mus.)

Major: \_\_\_\_\_

Concentration (Optional) (Available to applicants choosing an Individualized Multidisciplinary major; see #17 in the Application Instructions): \_\_\_\_\_

Name of Potential Supervisor: \_\_\_\_\_

Master of Education Degree program (choose one):

M.Ed. (General)

M.Ed. (Counselling Psychology) (Next intakes in 2009, 2011)

M.Ed. (Educational Leadership) (Next intake in 2010)

M.Ed. Distance Cohort \_\_\_\_\_ (indicate cohort location)

(M.Ed. Distance Cohorts must be pre-arranged and approved by the Office of Graduate Studies and Research in the Faculty of Education prior to application for admission.)

Indicate participation:       Full-time       Part-time

Master of Science (Management) Degree program:

M.Sc. (Management)

Major: \_\_\_\_\_

Campus Alberta Applied Psychology (CAAP) programs (choose one):

Master of Counselling (Next intake in 2009)

Post-Graduate Certificate in Counselling (Next intake in 2009)

Post-Master's Certificate in Counselling (Next intake in 2009)

18. **Alternate Choice:** Indicate alternate program (If for any reason you are not admitted to your first program choice, you may be considered for admission to an alternate program).

Program: \_\_\_\_\_ Major (if applicable): \_\_\_\_\_

## PREVIOUS AND CURRENT EDUCATION

19. Post-Secondary Education (List all post-secondary institutions you have attended or are attending, starting with the most recent. If more space is required, attach a separate sheet.)

Institution	City	Province (Country if outside Canada)	From		To	
			Month	Year	Month	Year
_____	_____	_____	_____	_____	_____	_____
Reason for Attending:			Academic credentials awarded/conferral date (if any):			
Degree <input type="checkbox"/> In Progress <input type="checkbox"/> Complete			_____			
Diploma/Applied Degree <input type="checkbox"/> In Progress <input type="checkbox"/> Complete			_____			
Other <input type="checkbox"/> _____			_____			

Institution	City	Province (Country if outside Canada)	From		To	
			Month	Year	Month	Year
_____	_____	_____	_____	_____	_____	_____
Reason for Attending:			Academic credentials awarded/conferral date (if any):			
Degree <input type="checkbox"/> In Progress <input type="checkbox"/> Complete			_____			
Diploma/Applied Degree <input type="checkbox"/> In Progress <input type="checkbox"/> Complete			_____			
Other <input type="checkbox"/> _____			_____			

Institution	City	Province (Country if outside Canada)	From		To	
			Month	Year	Month	Year
_____	_____	_____	_____	_____	_____	_____
Reason for Attending:			Academic credentials awarded/conferral date (if any):			
Degree <input type="checkbox"/> In Progress <input type="checkbox"/> Complete			_____			
Diploma/Applied Degree <input type="checkbox"/> In Progress <input type="checkbox"/> Complete			_____			
Other <input type="checkbox"/> _____			_____			

20. **Application for Admission Fee:** Non-refundable Application for Admission Fee of \$60 must accompany this form. Applications received without this fee will be returned to the applicant.

Payment enclosed:       Cheque       VISA      Card Number: \_\_\_\_\_      Expiry Date: \_\_\_\_\_

Money Order       MasterCard      Cardholder Signature: \_\_\_\_\_

21. **Declaration of Applicant:** With regard to this application, I certify the particulars furnished are true and complete in all aspects, and no information has been withheld. I understand that falsifying documents or information on this application may result in penalties up to and including immediate permanent dismissal from the University. I understand that misrepresentation, falsification of documents, and/or the withholding of requested information in regard to this application are serious offences that may result in prosecution under the University of Lethbridge Calendar policies and/or the Criminal Code of Canada.

**Falsified documents may be shared with other authorities for prosecution under the Criminal Code of Canada, and information regarding applicants who submit falsified documents may be shared with other educational institutions.**

I certify I will not, after admission to the University of Lethbridge, be simultaneously enrolled in a degree or diploma program at another institution (unless as a Visiting or Exchange Student). I understand that completion of this application allows the University of Lethbridge to request from other institutions any applicant's transcripts in addition to those already submitted. I understand the University reserves the right to cancel any admission ruling on medical or other grounds.

In addition, I (student/debtor/undersigned) agree, as a condition of registering at the University of Lethbridge, to pay interest charges to the University of Lethbridge on any sum that becomes due and payable according to the terms listed on the reverse side of this form.

I UNDERSTAND AND AGREE TO THE FOLLOWING:

- My personal information pertaining to my post-secondary academic record and enrolment status may be released and exchanged by and between Alberta Scholarship programs (and other provincial scholarship programs if applicable) and the University of Lethbridge for the purpose of determining my eligibility for a scholarship.
- The University of Lethbridge is authorized to release my name, name of the award, and program information if I receive a scholarship.
- The University of Lethbridge may share information regarding my application with other educational institutions if I am found to have submitted falsified documents.

**I agree, if admitted to the University of Lethbridge, to comply with the regulations of the University. I understand my admission will not be final until my file is complete and all required documents have been received. Further, I agree to the disclosure of information as described on the front page of this form.**

Applicant's Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

FOR OFFICE USE ONLY	
<input type="checkbox"/> Non-Refundable \$60 Application for Admission Fee received	<input type="checkbox"/> Letter of Recommendation forms <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Application for Admission Fee waived	<input type="checkbox"/> GMAT (M.Sc. (Management) only)
<input type="checkbox"/> Transcripts	<input type="checkbox"/> English Language Proficiency
	<input type="checkbox"/> Curriculum Vitae (applicant)
	<input type="checkbox"/> Curriculum Vitae (potential supervisor)
	<input type="checkbox"/> Appointment of Graduate Research Assistantship (Trust Funds) form (M.A./M.Sc. only)
	<input type="checkbox"/> Program Proposal and Endorsement form (M.A./M.Sc. only)
	<input type="checkbox"/> Letter of Support (potential supervisor) (M.A./M.Sc. only)
	<input type="checkbox"/> Verification of Teaching/Counselling Experience (M.Ed. only)
	<input type="checkbox"/> Letter of Intent (M.Ed. and M.Sc. (Management) only)

# Admission Requirements

If admitted, your admission will be final when your file is complete and all required documents have been received.

## English Language Proficiency (ELP) Requirement

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

- Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).

- Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **Part 6, Section 3.b.1 in the UoL Calendar**).
- Most recent official TOEFL (Test of English as a Foreign Language) score (UoL institutional code is 0855), taken within the last two years; any of the following:
  - a) a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
  - b) a computer-based TOEFL of at least 237 and an Essay score of at least 5.0; or a
  - c) a computer-based iBT TOEFL of at least 93.Website: <http://www.toefl.org/>

- Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.  
Website: <http://www.ielts.org/>
- Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.  
Website: <http://www.cael.ca/>  
Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of Graduate Studies, whose decision shall be final.

## M.A./M.Sc. Program :

Applicants normally must meet the following minimum requirements before the University will consider admission:

- A University of Lethbridge baccalaureate degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs (see **section 3.b.4. in Part I - Admissions of the UoL Calendar**).
- A minimum grade point average of 3.00 (on a 4.00 scale) on the last 20 graded university-level semester courses.

Applicants are considered on a case-by-case basis. Preference is given to students whose proposed research is related to the supervisor's funded research program.

**Refer to the Application Instructions Insert:** In addition to the *Application for Admission* form and *Application for Admission* fee, additional documentation—including but not limited to Academic Transcripts, *Letter of Recommendation* forms, *Program Proposal and Endorsement* form, *Letter of Support* (from potential supervisor), *Curriculum Vitae* (potential supervisor and applicant), *Appointment of Graduate Research Assistantship (Trust Funds)* form—is required in order to complete the application. Refer to the M.A. or M.Sc. Program Application Procedure in the *Application Instructions* insert.

Contact the School of Graduate Studies (online: <http://www.uleth.ca/sgs/>; phone: 403-329-2793) for more information.

## M.Ed. (General), M.Ed. (Counselling Psychology), and M.Ed. (Educational Leadership):

Applicants normally must meet the following minimum requirements before the University will consider admission:

- A University of Lethbridge Bachelor of Education degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs (see **section 3.b.4. in Part I - Admissions of the UoL Calendar**).
- Evidence of academic ability and promise—normally a minimum grade point average of 3.00 (on a 4.00 scale) on the most recent 20 university-graded courses.
- Approximately two years of successful teaching (or other relevant educational/counselling experience).

Other applicants will be considered on a case-by-case basis.

Candidates preparing themselves for a career which involves teacher certification must hold Professional Teaching Certification at the time of admission; this program does not lead to a recommendation from the University for Professional Teacher Certification.

**Counselling Psychology:** Applicants must meet the academic qualifications listed above. Students are admitted to a M.Ed. (Counselling Psychology) cohort on a competitive selection basis using the following criteria: grade point average; relevancy of undergraduate degree (preference for degrees in Education or Psychology, followed by degrees in Social Work or Nursing); breadth of undergraduate courses in counselling, educational psychology, or psychology; relevant work and/or volunteer experience; and results of interview by the Counselling Psychology Selection Committee.

**Educational Leadership:** Applicants must meet the academic qualifications listed above. Students are admitted to the M.Ed. (Educational Leadership) program on a competitive basis using the following criteria: related experience (preference for applicants who have leadership experience and/or demonstrated leadership potential) and results of an interview by the Educational Leadership Selection Committee.

**Refer to the Application Instructions Insert:** In addition to the *Application for Admission* form and *Application for Admission* fee, additional documentation—including but not limited to Academic Transcripts, *Letter of Reference* forms, *Curriculum Vitae*, *Letter of Intent*, *Evidence of teaching/counselling experience* supported by employer—is required in order to complete the application. Refer to the M.Ed. Program Application Procedure in the *Application Instructions* insert.

Contact the Office of Graduate Studies and Research in the Faculty of Education (online: <http://www.uleth.ca/edu/>; email: [edu.masters@uleth.ca](mailto:edu.masters@uleth.ca); phone: 403-329-2425; 1-800-666-3503) for more information.

## M.Sc. (Management) Program:

Applicants normally must meet the following minimum requirements before the University will consider admission:

- A University of Lethbridge Bachelor of Management degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. A baccalaureate degree, or its academic equivalent, in disciplines other than Business or Management will be considered on a case-by-case basis. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs (see **section 3.b.4. in Part I - Admissions of the UoL Calendar**).

- A minimum grade point average of 3.00 (on a 4.00 scale) on the last 20 graded university-level semester courses.

**Refer to the Application Instructions Insert:** In addition to the *Application for Admission* form and *Application for Admission* fee, additional documentation—including but not limited to Academic Transcripts, *Letter of Recommendation* forms, *Letter of Intent* (1,000 words), *Curriculum Vitae*, *GMAT Score* (normally required)—is required in order to complete the application. Refer to the M.Sc. (Management) Program Application Procedure in the *Application Instructions* insert.

Contact the Graduate Programs and Research Office, Faculty of Management (online: <http://www.uleth.ca/man/>; phone: 403-380-1819; email: [m.sc.management@uleth.ca](mailto:m.sc.management@uleth.ca)) for more information.

## Campus Alberta Applied Psychology (CAAP) programs:

### Master of Counselling, Post-Graduate Certificate in Counselling, and Post-Master's Certificate in Counselling

Contact the Office of Graduate Studies and Research in the Faculty of Education (online: <http://www.uleth.ca/edu/caap/>; email: [caap@uleth.ca](mailto:caap@uleth.ca); phone: 403-329-2256; 1-800-666-3503) for more information.

## Interest Agreement Information

### INTEREST ON OVERDUE ACCOUNTS

Any sum that becomes due and payable to the University of Lethbridge shall bear simple interest at the rate of the Bank of Montreal prime lending rate plus 5% per annum from the date that it first became due and payable. Any payments made shall be applied firstly against interest accrued and, thereafter, against the principal balance owing.

A simple interest charge of prime plus 5% per annum will be added to the principal balance outstanding at the close of the applicable deadline date and to the outstanding principal amount at the close of the first day of each successive month that the account remains unpaid. Interest charges will be exempted for special circumstances upon written confirmation of a student loan, sponsorship or scholarship. The

Cash Office must be notified of such circumstances prior to the deadline. Post-dated cheques may be presented to the Cash Office, but interest charges will begin to accumulate after the applicable deadline date.

Notwithstanding any policy of the University, by submission of this application, the applicant agrees that if in default of any obligation to the University, the information contained in this application and other documentation held by the University from time to time, and which is related to the applicant, may be used by the University or any agent acting on its behalf for all purposes regarded by the University as necessary in the conduct of its affairs.

### PAYMENT DEADLINE DATES

**Academic, Graduate Students' Association, Students' Union, CKXU & Meliorist Fees:**

#### Housing Fees:

#### Residence Dining Plan:

Fall Semesters	October 1
Single Student Housing	
First day of class	First day of Semester (Fall, Spring)
Spring Semesters	February 1
Family Townhousing	First day of every month
Summer Session	Day After Add/Drop

### PERSONAL INFORMATION

- 1. Name:**
  - Please PRINT clearly.
  - Full legal name required - no initials.
  - Indicate any former last names, if applicable (e.g., maiden name).
- 2. Current Address:**
  - Information about your application will be sent to this address.
- 3. Permanent Address:**
  - Complete only if different from your Current Address.
- 4. Email Address and/or Fax Number:**
  - Enables the University to communicate with you more quickly.
  - **Note:** Official University correspondence is sent via Canada Post.
- 5. Gender/Date of Birth/Social Insurance Number/Marital Status:**
  - Required for scholarship, statistical reporting, and income tax purposes.
- 6. Aboriginal Ancestry:**
  - If submitted, this information will be used for statistical purposes and to notify Aboriginal students of events or opportunities specifically of interest to them.
  - This information will not affect the admission decision.
- 7. Immigration Status:**
  - If you are on a Student Visa, or if you are a Permanent Resident (Landed Immigrant), you are not a Citizen of Canada.
  - Indicate whether you have a current Study Permit for Canada.
- 8. Country of Citizenship:**
  - If you are not a Canadian Citizen, your application cannot be processed without your Country of Citizenship.
- 9. To Act on Your Behalf:**
  - You may authorize someone to act on your behalf. For example, if you are away, your designate could call to check the status of your application, register for you, or order a transcript to be sent to another institution or to an employer.
  - You must complete this section each time you submit an Application.
  - You may change or delete this information at any time by writing to the Registrar’s Office and Student Services (ROSS).

### APPLICATION DETAILS

- 10. Previous Application/Open Studies Student/UofL ID:**
  - An ID number was issued if you were involved with the Music Conservatory (e.g., a member of an ensemble), used a fitness facility (e.g., weight room or pool), participated in the University’s *Connections* program, or received an information package.
- 11. Current Registration:**
  - Check one only.
- 12. Semester:**
  - Certain programs accept applicants only in certain semesters (e.g., M.Ed. applicants are admitted only in Summer semesters). Refer to the Application Deadlines on p. 4 of this insert.
  - Check one only.
- 13. Student Type:**
  - *Undergraduate Degree Holder.* An applicant who possesses an undergraduate degree from an accredited or recognized institution.
  - *Returning After an Approved Leave of Absence.* An applicant who was previously admitted to a University of Lethbridge program, subsequently granted a Leave of Absence, and now wants to resume study in their program.
  - *Returning After an Absence.* An applicant who was previously admitted to a University of Lethbridge program, completed one or more semesters at the University, and subsequently interrupted their continuing student status prior to the completion of the program (whether the interruption was voluntary or involuntary on the part of the student) without being granted an approved Leave of Absence.
- 14. Visiting Student:**
  - A Letter of Permission is required from your home institution.
- 15. First Spoken Language:**
  - The language you first spoke and still understand.
  - If your first language is not English, you must meet the University’s English Language Proficiency Requirement.
- 16. Graduate Management Admission Test (GMAT):**
  - M.Sc. (Management) only.
  - A standardized graduate achievement test is normally required. This requirement may be waived if a student is able to demonstrate that they are sufficiently qualified to succeed in the program. To see if this applies to you, contact the Graduate Programs and Research Office, Faculty of Management (phone: 403-380-1819; email: [msc.management@uleth.ca](mailto:msc.management@uleth.ca)).
  - Although the GMAT is preferred, the GRE or alternative graduate entrance exam will be considered where circumstances merit the substitution.
  - GRE scores will be reviewed on a case-by-case basis.

- GMAT requirements will be reviewed on a case-by-case basis for applicants who already have a graduate degree.
- GMAT will not report scores older than five years.
- GMAT scores must be sent directly from the testing agency to the Registrar’s Office and Student Services (ROSS).

### PROGRAM DETAILS

- 17. Program:**
  - Declare a program – M.A., M.Sc., M.Ed. (General), M.Ed. (Counselling Psychology), M.Ed. (Educational Leadership), M.Sc. (Management), or Campus Alberta Applied Psychology (CAAP) programs.
  - If you declared M.Ed. and are applying for a Distance Cohort, indicate location.
  - If you declared M.Ed., indicate full-time or part-time studies.
  - All M.A. or M.Sc. applicants must indicate a potential supervisor and declare a major. If you declared an Individualized Multidisciplinary major, you may elect to complete a Concentration. Social Sciences Concentrations are available to M.A. applicants in Anthropology, Kinesiology, Sociology, or Women’s Studies. Contact the School of Graduate Studies for more information.
- 18. Alternate Choice:**
  - If for any reason you are not admitted to your first program choice, you may be considered for admission to an alternate program.

### Master’s Program Grid

**Degree - M.A. (offered in the Faculty of Arts and Science and the Faculty of Fine Arts)**  
**Major - Agricultural Studies, Anthropology, Archaeology, Art, Canadian Studies, Dramatic Arts, Economics, English, French, French/German, French/Spanish, Geography, German, History, Kinesiology, Individualized Multidisciplinary\*, Music, Native American Studies, New Media, Philosophy, Political Science, Psychology, Religious Studies, Sociology, Urban and Regional Studies, Women’s Studies**

\* Students who choose an Individualized Multidisciplinary major may elect to complete a Concentration—e.g., Social Science Concentrations are available in Anthropology, Kinesiology, Sociology, or Women’s Studies; see Section c.3 in Part 14 - School of Graduate Studies of the UofL Calendar (p. 282).

**Degree - M.Sc. (offered in the Faculty of Arts and Science and the Faculty of Health Sciences)**

**Major - Addictions Counselling, Agricultural Biotechnology, Agricultural Studies, Archaeology, Biochemistry, Biological Sciences, Chemistry, Computer Science, Computer Science and Geographical Information Science, Environmental Science, Exercise Science, Geography, Health Sciences, Kinesiology, Mathematics, Individualized Multidisciplinary, Neuroscience, Nursing, Physics, Psychology**

**Degrees - M.Ed. (General), M.Ed. (Counselling Psychology), M.Ed. (Educational Leadership)**

**Major - Not Applicable**

**Degree - M.Sc. (Management)**

**Major - Accounting, Finance, Human Resource Management and Labour Relations, Information Systems, International Management, Marketing, Policy and Strategy**

#### Campus Alberta Applied Psychology (CAAP) programs

**Degree - Master of Counselling (offered in the Faculty of Education)**

**Major - Not Applicable**

**Specializations - Counselling Psychology, School Counselling, or Career Counselling**

**Certificates - Post-Graduate Certificate in Counselling and Post-Master’s Certificate in Counselling (offered in the Faculty of Education)**

**Major - Not Applicable**

### PREVIOUS AND CURRENT EDUCATION

- 19. Post-Secondary Education:**
  - If you require more space than is provided, please continue on a separate sheet.
- 20. Application for Admission Fee:**
  - Applications without the \$60 non-refundable Application for Admission Fee will be returned.
- 21. Declaration of Applicant:**
  - Please ensure that your application is complete and accurate in every respect before signing the form. This application becomes a legal document that presumes responsible action on the part of both the University of Lethbridge and the prospective student.
  - Misrepresentation, falsification of documents, or the withholding of requested information in regard to this application are serious offences that may result in prosecution under the University of Lethbridge Calendar policies and/or the Criminal Code of Canada.

### M.A. or M.Sc. Program Application Procedure

The application package for the M.A. or M.Sc. program is available from the School of Graduate Studies (online: <http://www.uleth.ca/sgs/>; phone: 403-329-2793) and includes the following forms:

- *Application for Admission - Master's Degree Programs* form
- *Program Proposal and Endorsement* form
- *Letter of Recommendation* forms
- *Appointment of Graduate Research Assistantship (Trust Funds)* form

Applicants should begin work on the application package as soon as possible (see Application Deadlines on p. 4 of this insert).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

**Note:** *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in Table 1 below (see also Admission Requirements on p. 4 of the *Application for Admission* for academic qualifications for admission).

<b>STEP 1 - Applicant finds a potential supervisor</b>	<p>To find a potential supervisor, the applicant contacts a University of Lethbridge faculty member with expertise in the applicant’s research area. The research interests of faculty members interested and eligible to participate in graduate studies are available from the School of Graduate Studies (<a href="http://www.uleth.ca/sgs/">http://www.uleth.ca/sgs/</a>) or the Chair of the department.</p> <p>The applicant is advised to provide the potential supervisor a copy of unofficial transcripts in the consultation process.</p> <p>Should the previous program undertaken by the applicant show weaknesses, additional course work or other study may be required. Such work will not count toward the requirements for the master’s degree.</p>	
<b>STEP 2 - Complete the Application Package</b>	Get application package	Application packages are available from the School of Graduate Studies (online: <a href="http://www.uleth.ca/sgs/">http://www.uleth.ca/sgs/</a> ; phone: 403-329-2793).
<b>A. Applicant’s Responsibility</b>	Application for admission	<p>Applicant completes and submits the <i>Application for Admission - Master's Degree Programs</i> form with the application fee and arranges for the following documents to be submitted to the Registrar’s Office and Students Services (ROSS):</p> <ul style="list-style-type: none"> <li>• Official academic transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to ROSS</li> <li>• Three academic references (each referee completes a <i>Letter of Recommendation</i> form and submits it to ROSS. The applicant must have studied with at least one referee)</li> <li>• Applicant’s Curriculum Vitae (c.v.) (include academic background, work experience, awards, scholarships, and publications)</li> <li>• Financial Support documentation (financial assistance from external agencies or other sources, if any)</li> <li>• Evidence of English Language Proficiency must be presented by all applicants whose first language is not English (refer to English Language Proficiency (ELP) Requirements on p. 4)</li> <li>• If additional documentation is required, the School of Graduate Studies will contact the applicant</li> </ul>
<b>B. Supervisor’s Responsibility</b>	Program proposal and endorsement	<p>The supervisor completes and/or processes the following documentation:</p> <ul style="list-style-type: none"> <li>• <i>Program Proposal and Endorsement</i> form (Part One and Part Two)</li> </ul> <p><b>Note:</b> The supervisor is advised to request from the applicant unofficial transcripts and other documentation to ensure they meet the minimum admission requirements.</p> <ul style="list-style-type: none"> <li>• Letter of support including funding and resource information</li> <li>• Supervisor’s Curriculum Vitae (c.v.)</li> <li>• <i>Appointment of Graduate Research Assistantship (Trust Funds)</i> form (if the supervisor is directing research support to the applicant)</li> </ul>
<b>STEP 3 - Applicant submits application package</b>	<p>The applicant submits the original package, plus the application fee, to ROSS. The M.A. or M.Sc. Program Committee reviews the application package.</p> <p><b>Note:</b> It is the responsibility of the applicant to ensure the application is complete, including documentation submitted by the prospective supervisor.</p> <p>The Dean of the School of Graduate Studies informs the applicant of the M.A. or M.Sc. Program Committee’s decision. Applicants and their faculty supervisors will be notified of admission status by May 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p> <p>Applicants may also be called for an interview with the M.A. or M.Sc. Program Committee.</p>	
<b>STEP 4 - Applicant completes thesis proposal</b>	<p>As a condition of admission, the applicant, after being admitted to the program, must complete a thesis proposal and submit it to the School of Graduate Studies. This proposal is due six weeks after the student registers in his/her first semester.</p>	

### M.Ed. (General), M.Ed. (Counselling Psychology), and M.Ed. (Educational Leadership) Programs Application Procedure

The application package for the M.Ed. program is available from the Office of Graduate Studies and Research in the Faculty of Education (online: <http://www.uleth.ca/edu/>; email: [edu.masters@uleth.ca](mailto:edu.masters@uleth.ca); phone: 403-329-2425; 1-800-666-3503) and includes the following forms:

- Application for Admission - Master's Degree Programs form
- Letter of Reference forms

Applicants should begin work on the application package as soon as possible (see Application Deadlines on p. 4 of this insert).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

**Note:** Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.

Eligible applicants must apply for admission by following the process outlined in Table 2 below (see also Admission Requirements on p. 4 of the Application for Admission for academic qualifications for admission).

<b>STEP 1 - Applicant completes the application package</b>	Get application package	Application packages are available from the Office of Graduate Studies and Research in the Faculty of Education (online: <a href="http://www.uleth.ca/edu/grad/">http://www.uleth.ca/edu/grad/</a> ; email: <a href="mailto:edu.masters@uleth.ca">edu.masters@uleth.ca</a> ; phone: 403-329-2425; 1-800-666-3503).
	Application for admission	Applicant completes the Application for Admission - Master's Degree Programs form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of reference	One academic referee and two referees with whom the candidate has worked professionally, preferably a superintendent of schools, school principal, or similar authority, complete a Letter of Reference form and submit it to ROSS.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A Letter of Intent indicating in general terms the candidate's reason for applying (e.g., the specific nature of interest in the program and the intended career outcome upon completion).
	Validation of teaching experience	The applicant must provide evidence of at least two years of successful teaching or other relevant educational experience (confirmed by an employer or someone in an equivalent supervisory capacity, such as human resources/payroll office).
	Financial assistance	Applicants intending to pursue full-time studies may apply for a graduate assistantship through the Faculty of Education by completing the Student Application for Graduate Assistantship - Master of Education form available online at <a href="http://fusion.uleth.ca/crdc/education/gradforms/studentform.cfm">http://fusion.uleth.ca/crdc/education/gradforms/studentform.cfm</a> .
Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.	
<b>STEP 2 - Applicant submits application package</b>	The applicant submits the original package, plus the application fee, to ROSS. The M.Ed. Program Committee reviews the application package.	
	Acceptance into the M.Ed. (General) program is contingent upon an endorsement by the Assistant Dean of Graduate Studies and Research in the Faculty of Education (M.Ed. Program) that adequate supervision in the area of the applicant's interest is available.	
	Applicants to the M.Ed. (Counselling Psychology) program who have been short-listed will be interviewed by the Counselling Psychology Selection Committee, who will make a recommendation for admission to the M.Ed. Program Committee.	
	Applicants to the M.Ed. (Educational Leadership) program who have been short-listed will be interviewed by the Educational Leadership Selection Committee, who will make a recommendation for admission to the M.Ed. Program Committee.	
The Assistant Dean of Graduate Studies and Research in the Faculty of Education informs the applicant of the M.Ed. Program Committee's decision. Applicants will be notified of admission status by April 1. Successful applicants will be advised of registration procedures at that time.		



**M.Sc. (Management) Program Application Procedure**

The application package for the M.Sc. (Management) program is available from the Faculty of Management’s Graduate Programs Office (online: [www.uleth.ca/man/programs/graduate/application.shtml](http://www.uleth.ca/man/programs/graduate/application.shtml); email: [msc.management@uleth.ca](mailto:msc.management@uleth.ca); phone: 403-380-1819) and includes the following forms:

- *Application for Admission - Master’s Degree Programs* form
- *Letter of Recommendation* forms

Applicants should begin work on the application package as soon as possible (see Application Deadlines below).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

**Note:** *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in Table 3 below (see also Admission Requirements on p. 4 of the *Application for Admission* for academic qualifications for admission).

<b>Step 1- Applicant completes the application package</b>	Get application package	Application packages are available from the Program Coordinator in the Faculty of Management’s Graduate Programs Office (online: <a href="http://www.uleth.ca/man/programs/graduate/application.shtml">http://www.uleth.ca/man/programs/graduate/application.shtml</a> ; email: <a href="mailto:msc.management@uleth.ca">msc.management@uleth.ca</a> ; phone: 403-380-1819).
	Application for admission	Applicant completes the <i>Application for Admission - Master’s Degree Programs</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar’s Office and Student Services (ROSS).
	Letters of recommendation	Three referees, who are able to speak to the applicant’s ability and aptitude for graduate studies, each complete a <i>Letter of Recommendation</i> form and submit it to ROSS.
	Applicant’s c.v.	The applicant’s curriculum vitae (c.v.) must be included in the application package. The applicant’s c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A 1,000-word Letter of Intent, outlining the applicant’s interest in pursuing graduate studies, and particularly in the selected management major.
	GMAT or GRE	Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) scores are to be sent directly from the testing agency to ROSS.
Additional documentation	If additional documentation is required, the Faculty of Management’s Graduate Programs Office will contact the applicant.	
<b>Step 2- Applicant submits application package</b>	The applicant submits the original package, plus the application fee, to ROSS. The M.Sc. (Management) Program Committee reviews the application package.	
	The M.Sc. (Management) Director informs the applicant of the M.Sc. (Management) Program Committee’s decision. Applicants will be notified of admission status by May 1 (Round 1) and July 1 (Round 2). Successful applicants will be advised of registration procedures at that time.	
	Applicants may also be called for an interview with the M.Sc. (Management) Program Committee.	
	If the previous program undertaken by the student is deemed not equivalent to a 40 semester course baccalaureate degree, additional course work or other study may be required. Such work will not count toward the requirements for the master’s degree.	

**Application Deadlines for all Master’s Programs**

Program	Semester of Admission		
	Summer 2009	Fall 2009	Spring 2010
Master of Arts or Master of Science	March 1	March 1 (First Round)*	Oct.1
	–	May 1 (Second Round)*	–
Master of Counselling (Campus Alberta Applied Psychology)	Feb. 1	–	–
Master of Education (General)	Feb. 1	–	–
Master of Education (General) with Specialization in Educational Leadership	Feb. 1	–	–
Master of Education (Counselling Psychology)	Feb. 1	–	–
Master of Fine Arts	–	March 1	–
Master of Music	–	March 1	–
Master of Science (Management)	–	March 1 (First Round)	–
	–	May 1 (Second Round)	–
<b>Graduate Post-Baccalaureate Certificates</b>			
Post-Graduate Certificate in Counselling (Campus Alberta Applied Psychology)	Feb. 1	–	–
<b>Post-Master’s Certificates</b>			
Post-Master’s Certificate in Counselling (Campus Alberta Applied Psychology)	Feb. 1	–	–

*\* There are two rounds of admission for Fall (September 1) entry to the M.A. or M.Sc. and Ph.D. programs. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before March 1. Applicants who can confirm funding before March 1 should submit their application for the First Round of admission. Spaces are limited in these programs; early applications are encouraged. Applicants who choose an M.A. Individualized Multidisciplinary major with a Social Sciences Concentration in Anthropology, Kinesiology, Sociology, or Women’s Studies are accepted for admission to the Fall semester only and must apply by March 1 or May 1.*

**Note:** Overseas applicants are encouraged to submit applications and all necessary supporting documents three months in advance of the deadlines shown here. Should the deadline for application fall on a day when the University is closed, applications will be accepted until the end of the next working day.