



Checklist

Required Documentation to be submitted for Application to the Ph.D. in Education Program

Deadline Date is December 1

- 1. Go to the Graduate Student Admissions website (Faculty of Graduate Studies) and follow the step-by-step instructions to apply for graduate studies at the University of Manitoba. Once you have created an account in the system, you can login and update your application anytime. The online application requires an application fee.
Please note: You can no longer make updates once you submit your application.
- 2. Academic History: Submit transcripts from all recognized, post-secondary institutions attended other than the University of Manitoba. For initial assessment purposes, copies of unofficial transcripts (uploaded to the online application) are acceptable and preferred. Official transcripts will only be required by the Faculty of Graduate Studies if you are recommended for admission.
- 3. Recommendation Letters: Two (2) recommendation letters from individuals familiar with your academic and/or professional work are required. Where possible, one of these letters must be from the supervisor of the work submitted as evidence of appropriate research capability (e.g. the Master's thesis advisor). The letters are submitted by referees via the online application system. You will be asked to provide name and contact information for each person providing a letter; those individuals will be contacted through the system and asked to complete the form and upload a letter of recommendation.
- 4. Research Capability: Submit evidence of appropriate research capability as evidenced by one of:
 - i. thesis from a recognized institution;
 - ii. major research paper from a recognized institution plus a successfully completed 3 credit-hour 7000-level (or equivalent) research methods course;
 - iii. major contribution to a research article published in a refereed journal plus a successfully completed 3 credit-hour 7000-level (or equivalent) research methods course; or
 - iv. a research/scholarly/creative product and coursework equivalent to one of the above.Upload a copy of your thesis, major paper, research article to the system.
- 5. CV/Resume: Submit a CV or resume indicating evidence of appropriate occupational and/or service experience, including educational or administrative work or service in a school, post-secondary or similar setting; practice in school counseling, psychology, or related profession; or equivalent work, service, or practice. Include any relevant awards, scholarships, abilities, or authorships.
- 6. Statement of Intent: A statement of intent, of not more than 1000 words, outlining your research focus.
- 7. Supervisor Support: Applicants applying to study in an area not subsumed in an existing program area (*Ad Hoc*) must also include a letter of support from the proposed advisor, outlining: i) the proposed advisory committee; ii) the proposed research focus and program of studies; and iii) associated resource requirements.
- 8. Proposed Program of Study: Submit a proposed program of study using the [FGS Ph.D. Program of Study Form](#). This is a proposed program for the purpose of admission only; the final program of study will need to be approved after admission, ideally within the first term of study.



- ❑ 9. Program Approval Form: Submit the completed [Education Ph.D. Program Approval Form](#). This is for the purpose of admission only; the final Program Approval Form will need to be approved after admission.
- ❑ 10. Funding and Awards: Indicate if you have secured funding or will be applying for funding from any of the awards listed. Please note that selecting an award from the list will not in any way help or hinder your opportunity to apply for or receive this award. Information about the UMGF and additional funding opportunities are available online on the Faculty of Education and Faculty of Graduate Studies websites.
- ❑ 11. English Language Proficiency test score (if applicable). Please see the Faculty of Graduate Studies website for English language proficiency requirements:
<http://umanitoba.ca/graduate-studies/graduate-student-admissions/requirements/international-graduate-student-requirements#english-language-proficiency-requirements>

*Links to the two (2) program forms are also provided below:

The Faculty of Graduate Studies Ph.D. Program of Study Form:

<http://umanitoba.ca/graduate-studies/sites/graduate-studies/files/2020-07/phd-program-of-study.pdf>

The Education Ph.D. Program Approval Form:

http://umanitoba.ca/faculties/education/media/PhD_Ad-Hoc124H_fillable_Oct.2020.pdf