

Checklist

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

Deadline Date is December 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.*
- ☐ 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. Be prepared to provide a list of all graduate level research courses you have completed.
- ☐ Recommendation Letters: Two (2) recommendation letters from individuals familiar with your academic and/or professional work are required. Where possible, one of these recommendations should be from the supervisor of the work submitted as evidence of appropriate research capability, (i.e the Master's thesis advisor); and one should be from your preferred supervisor. 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.
- ☐ Research Capabilities: 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 successful 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 a research/scholarly/creative product and coursework equivalent to one of the above.
- ☐ CV/Resume: Please ensure that your CV/Resume includes your:
 - complete academic history
 - employment history (including educational or administrative work in a school, postsecondary, counselling, or related professions)



- service/volunteerism with organizations (such as, community organizations, non-governmental organizations, etc.)
 - committee involvement (in university, workplace, or community settings)
 - research project involvement including research assistant roles
 - research papers (including published, not published, and in-progress works)
 - research conference presentations
 - certifications (including teaching certificates)
 - awards
 - scholarships
 - other achievements
- ☐ **Research Proposal Statement:** You'll need to submit a research proposal statement of no more than 1000 words that situates your proposed research within the larger context of your area(s) of study in education and in relation to your previous professional and/or academic interests (as applicable). Identify the research question (or questions) that is (are) of interest to you and explain the significance of the proposed research project. Describe your positionality in relationship to the research and any theories that inform your proposed study and its design. Explain why pursuing your studies in the Faculty of Education at the University of Manitoba would be important to the proposed project.
- ☐ **Preferred Supervisor Support:** It is highly recommended that you contact those who you would like to name as your preferred supervisors and to confirm their interest and availability in taking on the role as your advisor. It is important that the preferred advisor can ensure that their area of expertise is a fit with your intended program and proposed research.
- ☐ **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.
- ☐ **English Language Proficiency test score (if applicable).** Please see the Faculty of Graduate Studies website for English language proficiency requirements: <https://umanitoba.ca/graduate-studies/graduate-student-admissions/requirements#english-language-proficiency-requirements>