

# 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. Faculty of Graduate Studies acceptance is required before students register in courses. Admission to graduate programs is competitive and meeting the minimum requirements does not guarantee admission.

**Note: Joint Master's Programs 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: [Online](#) application

When the application files are complete, they will 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.**

## 1. ADMISSION REQUIREMENTS

**a. Minimum Entry Requirements:** 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.

**b. 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 Qualifying Year, which consists of a set of upper-level undergraduate courses.

## 2. APPLICATION PROCESS

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

**Note:** For applicants applying to more than one program, each application requires a separate online application, 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.

### a. 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](#).

### b. Document Requirements for All Applicants

**Note:** 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:

#### - 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, CAEL, Duolingo, Cambridge Assessment English, PTE, AEPUCE, or Level 5 of 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. For initial assessment purposes only, copies of test scores (uploaded to your application) are acceptable and preferred. Please consult individual programs for information on the level of scores required for application. Some programs

require a higher score. More information and a list of English-exempt countries may be found here: [English Language Requirements](#) | [Future Student](#) | [The University of Winnipeg \(uwinnipeg.ca\)](#)

#### **- Plan of Study/Statement of Interest/Letter of Intent/Research Proposal**

All programs require a supplementary narrative statement. Please consult with the program factsheet for program-specific requirements. Students are invited to describe how their proposed course of study relates to their future plans

#### **- Curriculum Vitae or Other Achievements**

Applicants are invited to submit a curriculum vitae and/or statement of Other Achievements which demonstrates accomplishments and experience beyond those recorded in academic transcripts. This document 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. Please consult the factsheet of the program to which you are applying.

#### **- 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 or attach a copy of their documentation. International applicants will need to secure a Study Permit that must be submitted to the Registrar at the time of registration. [Graduate Student Registration and Orientation Guide](#) | [Graduate Studies](#) | [The University of Winnipeg \(uwinnipeg.ca\)](#).

#### **- Confidential Letters of Recommendation**

Applicants must supply a minimum of two (2) letters of recommendation and reference forms from individuals who have taught or supervised them in an area relevant to their application. In the case of the MMFT program, three (3) letters must be supplied. Letters of recommendation and reference forms should be submitted via the on-line application system.

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.

#### **- 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) or be received via official electronic delivery from the issuing institution (s) in order to be considered official.

For initial assessment purposes, copies of unofficial transcripts (uploaded to your application) are acceptable. Official transcripts will be required if you are recommended for admission.

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.

#### **c. Falsified Documents**

Applicants to The University of Winnipeg's Graduate Studies programs confirm that all statements made and all documentation submitted in support of their applications are authentic, true, complete, and valid by submitting the on-line application form.

**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 Admission and Student Tracking 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 their 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 the Association of Registrars of the Universities and Colleges of Canada (ARUCC), and Canada Immigration (the latter in the event the student requires/required a Study Permit to enter Canada).

#### **d. Retention of Documents**

Documents submitted by students who are accepted to Graduate Studies but who 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. 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.

### **3. APPLICATION DUE DATES**

The application and all required documentation must be received by the Graduate Studies Admission and Student Tracking Officer by the following dates in order for the student to be considered for program funding. Consideration of applications received after the posted due dates shall be at the discretion of the appropriate Graduate Program Committee Chair.

#### **Application Due Date    Starting Term (Month)**

February 1	Fall (September)
July 1	Winter (January)

The Faculty of Graduate Studies Office will not send letters of admission after these dates:

- Fall term: May 1 (international students), July 15 (domestic students)
- Winter term: September 1 (international students), Nov 15 (domestic students)

### **4. ACCEPTANCE TO GRADUATE STUDIES**

**Graduate Student:** A graduate student is a student accepted into a University of Winnipeg graduate program, or accepted as a visiting student in a graduate course(s) at The University of Winnipeg. Graduate students are expected to read all relevant documents and the Graduate Studies Calendar in order to become familiar with all regulations and deadlines relating to their programs and the Faculty of

Graduate Studies. Graduate students are responsible for their progress through their programs and must ensure that they submit appropriate forms to their graduate program, relevant university administrative unit, and the Faculty of Graduate Studies for signature and processing, that their registration is accurate and does not lapse, and that they pay all the fees required by the deadline dates.

Official notification of acceptance is sent 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 Faculty of Graduate Studies to do so. A student who seeks admission after being previously admitted and having withdrawn before classes begin must 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 graduate program, students are permitted three (3) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis. In a two-year graduate program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis. In a three-year graduate program, students are permitted nine (9) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis.

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 graduate program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis. In a two-year graduate program, students are permitted twelve (12) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis. In a three-year graduate program, students are permitted eighteen (18) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis.

For more information, see Normal Patterns of Completion tables found in section VII of The Faculty of Graduate Studies Policies and Guidelines under Graduate Degree Time Limits.

**Conditional Admission:** Conditional admission will be considered for academically qualified, degree-seeking students, who have not met the minimum ELP requirement for admission to a graduate program, but are otherwise qualified for admission to a graduate program. Conditional admission allows students to apply for a study permit and to begin their studies in the University's English Language Program only. Concurrent registration in the English

Language Program and a graduate program is not permissible. Upon successful completion of the highest level of the certificate program (Academic Level 5), the student will proceed directly into the graduate degree program in the next intake for the graduate program to which they have been conditionally admitted.

To be considered for conditional English language proficiency admission, the applicant must meet the following criteria:

- Have academic qualifications that satisfy the requirement of the graduate-level program to which they seek to be admitted;
- Have a score of at least 61 in TOEFL iBT with minimum scores of Reading 15, Listening 15, Writing 14, and for IELTS a minimum of 5.5 overall;
- Be recommended for conditional English language proficiency admission by the relevant Graduate Program Committee.

**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. All students must be continuously registered in order to retain their email accounts and access to the library and laboratories. Failure to maintain continuance status may result in a student being designated inactive or involuntarily withdrawn. See Section 6 for more information.

**Qualifying Year:** The Qualifying 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. Qualifying Year status will be recommended by the appropriate Graduate Program Committee (GPC) and programs of study will be designed specifically for individual students.

Admission under the Qualifying Year status does not guarantee future admission to a graduate program. Upon successful completion of the Qualifying Year courses, students must apply for admission to Graduate Studies through the regular admission process. The application fee is waived for students re-applying after completion of a Qualifying Year. The Qualifying Year status is not available in every graduate program. Students are advised to direct questions about the availability of this status to the Graduate Program Committee Chair of the program to which they are seeking entry.

### Qualifying Year Admission Process:

Students do not apply directly for a Qualifying Year; rather the Qualifying Year status is assigned to applicants to address gaps in their admission eligibility. This status will be considered by a Graduate Program Committee if a student demonstrates potential and is close to qualifying for a graduate program. Qualifying Year students will normally have the equivalent of a 4-Year degree from a recognized post-secondary institution and an overall GPA of at least 3.0/4.5. In some cases, the additional courses assigned for a Qualifying Year may qualify a student with a three-year degree for a four-year degree, which is a requirement for most graduate programs.

A Graduate Program Committee recommends an applicant for Qualifying Year status. If the GPC recommendation is approved by the Dean of Graduate Studies, the Faculty of Graduate Studies will send a letter to the student explaining that they are not admissible to the graduate program, but are accepted under Qualifying Year status. The Qualifying Year is customized for each student based on the gaps in the

applicant's undergraduate degree. The undergraduate courses assigned to be taken by the Qualifying Year student could be from one particular department or discipline or from a variety of departments. To be eligible for the graduate program of their choice, Qualifying Year students must complete the courses prescribed for them with a minimum GPA of 3.0/4.5 (B) and a minimum grade of C in each course. Specific GPCs may identify further requirements, including higher grade requirements, for admission to their program. At the end of the Qualifying Year the student will be required to re-apply for entry in the Master's program, at which time the Graduate Program Committee will reassess the student's eligibility for admission. Successful completion of a Qualifying Year does not guarantee acceptance into a graduate program.

**Occasional Students:** Some graduate programs admit Occasional Students, i.e., those who are qualified to enrol in graduate courses but do not wish to seek a graduate degree. 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.

Students applying for admission to a graduate course must follow the regular administrative process for application to Graduate Studies. Graduate programs will determine the maximum number of credit hours in which an occasional student can register for credit or audit.

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

**Exchange Students:** Exchange students are students coming to The University of Winnipeg from another university 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.

**Visiting Graduate Fellow:** Visiting graduate fellows are students registered in graduate programs elsewhere in Canada or abroad who wish to work with one or more faculty members at The University of Winnipeg for a period of a few months to a year. During this time they would attend graduate courses and/or conduct research. Students who are applying to the Visiting Graduate Fellow program should be well advanced in their graduate programs and be ready to function independently in The University of Winnipeg's environment.

Visiting Graduate Fellows are expected to deliver a presentation on their research to the campus community at least once during the course of their tenure on campus. Students interested in this designation should contact the graduate program directly. Graduate programs wishing to designate a graduate student as a Visiting Graduate Fellow should consult with the Faculty of Graduate Studies.