



GRADUATE ADMISSIONS AND RECORDS  
UNIVERSITY OF VICTORIA  
PO BOX 3025, STN CSC  
VICTORIA BC V8W 3P2 CANADA

# APPLICATION FOR ADMISSION FACULTY OF GRADUATE STUDIES

## INTERNET INFORMATION

The University of Victoria maintains information of interest to applicants on the worldwide web. The following sites may be of particular interest to new students:

UVicInfo (General Information) <http://www.uvic.ca>  
Graduate Admissions & Records <http://registrar.uvic.ca/grad>  
Graduate Awards <http://web.uvic.ca/gradstudies/fund>

Many academic departments also have web sites. They may be accessed through UVicInfo or Graduate Admissions and Records.

## FREEDOM OF INFORMATION/PROTECTION OF PRIVACY

The university collects the personal information on this form pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Acts. The information you provide on this form is used for purposes of admission, registration, and other decisions on your academic status and may be provided to the relevant students' society and alumni association. It may also be used for research purposes, but in those cases, individual identities will not be disclosed. If you wish further information, please contact the Office of the Registrar and Enrolment Services for an information sheet or read UVic Policy 4400, Access to Student Records at <http://registrar.uvic.ca/home/documents/access.html>

If you wish to have information on the status of your application released to a friend or relative, you must provide written permission.

## DEGREE PROGRAMS

The Faculty of Graduate Studies administers programs leading to the following degrees:

Master of Applied Science	Master of Nursing
Master of Arts	Master of Music
Master of Business Administration	Master of Public Administration
Master of Education	Master of Science
Master of Engineering	Master of Social Work
Master of Fine Arts	Doctor of Philosophy
Master of Laws	

Please consult our admissions brochure for specific departments and areas of emphasis.

## APPLICATION DEADLINES

	International Applicants	
SEPTEMBER entry:	15 December	15 February
JANUARY entry:	15 April	31 October
MAY entry:	15 September	28 February
JULY entry:	15 October	30 April

Applications received after these dates will still be accepted, but it may not be possible to process them in time for the desired entry point. Individual departments may have different deadlines - you should contact the relevant department directly. Not all departments admit new students for all entry points.

## ADMISSION REQUIREMENTS

- 1) Admission to a Master's program requires completion of a Baccalaureate degree (or equivalent from another country) from an accredited and recognized institution and
  - 2) A grade point average of 5.00 (B) in the work of the last two years (30 units) leading to the Baccalaureate degree.
  - 3) Admission to a PhD program requires completion of a Master's degree (or equivalent) from an accredited and recognized institution.
- These are minimum requirements. Most departments require higher grades. Please refer to the University calendar for more detailed information.

**APPLICATION FEE** - **\$100** If all post-secondary transcripts come from institutions within Canada.  
- **\$125** If any post-secondary transcripts come from institutions outside of Canada.

The application fee is \*\$100.00 CAD if all post-secondary transcripts come from institutions within Canada and \*\$125.00 CAD if any post-secondary transcripts come from institutions outside of Canada. This application fee is non-refundable and will not be credited towards fees. Applications will not be processed until the application fee is received. This requirement cannot be waived or deferred. Payment must be in Canadian funds drawn on a Canadian bank, or U.S. funds drawn on a U.S. bank or by Visa or Mastercard. Reactivations for a new academic session must also be accompanied by the application fee. DO NOT SUBMIT CASH! Cheques must be made payable to the University of Victoria.

\*This fee is subject to change without notice  
Revised NOV 2010

## SUBMISSION OF DOCUMENTS

Documents will not be returned - they become the property of the University of Victoria. If your originals are irreplaceable, submit copies for evaluation purposes. Unofficial parts of your application can be submitted in digital form to [graddocs@uvic.ca](mailto:graddocs@uvic.ca) (we prefer pdf documents). Documentation from applicants who are not admitted or do not take up an offer of admission will be kept on file for one year. All documents are routinely verified. Evidence of falsified documents will result in applicants being banned from the university. Information on falsified documents is shared with the Association of Universities and Colleges of Canada. (AUCC), and Canada Immigration in the event that a Study Permit is required to enter Canada.

## SELF-MANAGED APPLICATIONS

Students gather the documents required for their application and submit them with the application form. **In order to be considered official, transcripts must be received in envelopes sealed by the issuing institution.** Official TOEFL and GRE scores must be sent to the University of Victoria by ETS.

Your application cannot be processed until it is complete. Your file will not be considered complete until the following (if applicable) have been received (Items #1 to #4 are required of all degree and non-degree applicants. Visiting students see #6):

- 1) **TRANSCRIPTS** - Official transcripts must be sent directly to the University of Victoria from ALL post-secondary institutions you have attended. If the official transcript does not indicate the degree name and the degree conferral date, then an official degree certificate is also required. Copies of transcripts submitted by the applicant may be used for a preliminary evaluation, however, they are not considered official. If you have incomplete courses which are not listed on your official transcript, please complete the "courses in progress" form and return it with your application.
- \*\*SUBMISSION OF UNIVERSITY OF VICTORIA TRANSCRIPTS IS NOT NECESSARY.**

Transcripts (and degree certificates) in languages other than English or French, must be accompanied by word-for-word English translations provided by the institution issuing the academic records or by a certified translator. Translations must be submitted in sealed, endorsed envelopes from the translator.

- 2) **ASSESSMENT REPORTS** - On the forms provided, you must obtain reports from two professors or other academic authorities who are familiar with your work. Applicants to the MEd program must supply references from field supervisors. Letters of reference may be supplied in lieu of assessment reports. Students will not be permitted to see these documents. For an assessment letter to be considered official the report and the envelope seal must be signed by the assessor.

- 3) **GRE and GMAT** - The Graduate Record Examination (GRE) is required by some departments - check department entries in the Calendar. The Graduate Management Admission Test (GMAT) is required by the Faculty of Business. The GRE or GMAT is required by the School of Public Administration for international applicants. Scores must come directly from the testing agency.

- 4) **English Competency - TOEFL, IELTS (Academic) or MELAB** - The Test of English as a Foreign Language (TOEFL) is required of all international students whose first language is not English, and who have not resided in an English-speaking country for three consecutive years immediately prior to the application entry point. The minimum acceptable score is 575 on the paper-based test or an overall score of 90 on the Internet Based TOEFL (IBT), with the following minimum section requirements: Listening 20; Speaking 20; Reading 20; and Writing 20. Individual departments may set higher standards. Scores must come directly from the Educational Testing Service (ETS). Scores older than two years are not acceptable.

The International English Language Testing System - Academic (IELTS) A minimum overall score of band 6.5 with no score of less than 6.0 on each component, or a score of 90 on the Michigan English Language Assessment Battery (MELAB) will be accepted as an alternative to a

TOEFL score. Official test scores must be sent directly to the University of Victoria by the testing agency.

5) **OTHER** - Individual departments may request additional documentation directly. You may submit these parts of your application digitally to graddocs@uvic.ca and they will be recorded on your file. You should submit any additional documents as soon as possible.

6) **VISITING STUDENTS** - Students wishing to take courses for credit in a graduate degree program at their home institution must submit a Letter of Permission with this application. Transcripts and Assessment Reports are not generally required, but may be requested. International students will be required to provide transcripts and evidence of English competency. Students wishing to attend under the Western Deans' Agreement must submit the Western Deans' Agreement form. Students wishing to attend under other approved exchange agreements must comply with the provisions of those agreements.

### **FINANCIAL ASSISTANCE**

Applicants are cautioned that admission to a graduate program **does not** promise any funding from the University. University of Victoria graduate Fellowships are highly competitive and are awarded only to top candidates (comprising about 10% of the total number of registered students). Applicants with minimum qualifications should not expect any financial support from the Faculty of Graduate Studies.

1) **FELLOWSHIPS** - Only those applicants who have a grade-point average equivalent to 7.00 (A-) on the University of Victoria ninepoint scale on the last two years' worth of courses from their undergraduate degree, or have earned a First Class degree, will be considered for a University of Victoria Fellowship. Normally, only those applicants who indicate that they wish to enter in September can be placed in the competition for Fellowships. First consideration in making Fellowship awards is given to those applicants whose application form, official transcripts, assessment reports, and any other required supporting documentation have been received in the Graduate Admissions and Records Office by 15 February.

2) **ASSISTANTSHIPS** - If you wish to apply for a teaching or research assistantship, please contact the department concerned.

3) **EXTERNAL AWARDS (ie, SSHRC, NSERC, MRC, etc)** - If you have earned one of these awards, you must notify the Dean of Graduate Studies' office when you arrive on campus to begin your graduate program. As the holder of an external award such as SSHRC or NSERC, you may be eligible for an additional special scholarship from the University of Victoria.

### **INTERNATIONAL STUDENT APPLICATIONS**

1) **ADMISSION** - All applicants must have completed a Bachelor's degree equivalent to that offered at the University of Victoria. The minimum acceptable academic performance will vary depending upon the grading system used at your undergraduate institution. Some examples are:

"Class" :	Upper Second Class
Letter Grades:	"B" average or "B+" average
Four-point scale:	3.00 or 3.33

Please refer to the "Application for Graduate Admission" package for International students for equivalent degrees and grades for your country. Meeting the minimum standard does not guarantee acceptance by your chosen department.

2) **TRANSCRIPTS and ASSESSMENT REPORTS** - If the original transcripts are in a language other than English, they **MUST** be accompanied by a notarized translation.

3) **TOEFL** - This requirement will not be waived. (See #4 under SUBMISSION OF DOCUMENTS)

Students interested in studying in Canada should contact the nearest Canadian Consulate in order to determine the formal requirements for a student authorization. Authorization application procedures can take up to six months in some countries, so it is essential that you apply early.

### **TO ENSURE EFFICIENT PROCESSING**

Evaluations of graduate admission applications is time consuming. However there are many steps an applicant can take to make sure that the shortest time possible is required.

### **SELF-MANAGED APPLICATIONS**

Students gather the documents required for their application and submit them with the application form. **In order to be considered official, transcripts must be received in envelopes sealed by the issuing institution.** Official TOEFL and GRE scores must be sent to the University of Victoria by ETS.

- **Fill out the application form clearly and completely.** Illegible and incomplete forms will be returned.
- **Summarize information on the application form itself.** If you have attached a résumé, you will speed the process by also filling in the spaces on the application form. Do not omit information as this may delay the processing of your application.
- **Ensure that transcripts are included from ALL postsecondary institutions.** We require transcripts for all credit course work, not just that which you feel is relevant. If you have attended an institution for transfer credit to your home institution, we require an official transcript from the host institution. To expedite processing, you may provide unofficial copies of your transcripts (photocopies or opened official transcripts) for preliminary evaluation. If you are offered admission, official copies sent directly from the issuing institution will be required.
- **Ensure that all documents are submitted under the same name.** By using the enclosed routing slips, transcripts can be easily matched with your application. If documents are received with alternate spellings or different names, delays will undoubtedly occur.
- **Enclose your application fee.** If you are unable to afford the application fee, you may make arrangements for someone else (possibly a friend or family member) to pay it. If your application fee is being submitted by someone else, please provide their name so that we may match up the fee. The application fee cannot be waived.
- **Submit your application early.** The majority of applications are received in January and early February. If you apply early, processing time is generally shorter than during peak periods.



Return to:  
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**UNIVERSITY OF VICTORIA**  
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**VICTORIA BC V8W 3P2 CANADA**

**APPLICATION FOR ADMISSION**  
**FACULTY OF GRADUATE STUDIES**

**READ COVER SHEET**

Complete all sections — Incomplete applications will be returned. Do not use felt-tip pen.

**PERSONAL DATA**

University of Victoria student number:

TITLE:				
GENDER: M F	FIRST NAME	MIDDLE NAME(S)	SURNAME (FAMILY NAME)	SOCIAL INSURANCE NUMBER

DATE OF BIRTH:

DAY	MONTH	YEAR	CITIZENSHIP	NATIVE LANGUAGE
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MAILING ADDRESS - (Street address or PO Box)		
CITY/TOWN	PROVINCE/STATE	POSTAL CODE
	TEL	RES:
COUNTRY (IF NOT CANADA)	NO	BUS:
If you wish to receive correspondence by electronic mail, please provide your e-mail address here:		

IMMIGRATION STATUS: STUDENT AUTHORIZATION PERMANENT RESIDENT DATE OF ENTRY TO CANADA	ESTIMATED TOEFL SCORE (IF APPLICABLE)  PREVIOUS / OTHER SURNAME(S) (IF APPLICABLE)
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**ADMISSIONS DATE:** FULL TIME PART TIME

**ENTRY POINT:** SEPT JAN MAY JULY YEAR: \_\_\_\_\_  
(Check one only)

**PROGRAM Degree Program:** MA MAsc MBA MEd LLM  
**DESIRED:** MEng MFA MMus MN Dipl  
 MPA MSc MSW PhD Cert

**Department/School:** \_\_\_\_\_  
**Areas of Study and Research Interests:** \_\_\_\_\_  
**Proposed supervisor (if known):** \_\_\_\_\_

**Non-Degree Program:** Visiting (Letter of Permission or approved Exchange Agreement) Courses must be specified: \_\_\_\_\_  
 Unclassified (not seeking a degree)

List below **ALL** previous post-secondary institutions attended. Do not abbreviate names of institutions. Use additional sheet if necessary.

FROM MONTH/YEAR	TO MONTH/YEAR	NAME OF INSTITUTION(S)	LOCATION (CITY/COUNTRY)	DEGREE/DIPLOMA AWARDED/EXPECTED	DATE AWARDED/EXPECTED	ESTIMATED GPA

Assessment report forms (blanks enclosed) from two professors or other academic authorities who are familiar with your work. Applications to the MEd program must supply references from field supervisors. Visiting students are not required to supply Assessment reports. Please provide the name and address of each referee selected.

NAME	ADDRESS
(1)	
(2)	

Occupation since leaving the institutions listed (in detail). Use additional sheet to provide details. Teachers must indicate number of years of teaching experience, places, and grades taught.

YEARS	OCCUPATION	YEARS	OCCUPATION

List below any pertinent awards, honours or publications. Use additional sheet if necessary. Please provide year of award.

If you have applied for any departmental or external (eg, NSERC, SSHRC) funding, please give details. If you wish to apply for a teaching or research assistantship, please contact the department concerned.

**THIS SECTION IS OPTIONAL**

The information in this section is collected to assist the University's progress towards meeting its commitment to increase diversity in student recruitment & retention. Your response to these questions is voluntary. Information collected in this section will not be used for admission decisions. It will be used only for statistical purposes, unless you provide specific permission to share this information with appropriate student services.

If you are a member of one or more of these groups, please check off the appropriate items below. Please note that a person may belong to more than one designated group.

Completing this information is voluntary.

- I am an Aboriginal person: Metis, Inuit, First Nations, or non-status Aboriginal person.  
Please forward this information to the appropriate aboriginal services on campus.
- I have an ongoing disability.  
Because of my circumstances, I may need assistance in order to participate in my program. Please forward this information to the appropriate services available to students with a disability.
- I am a member of a visible minority: a member of an ethnic or racial group, other than Aboriginal peoples, who are non-Caucasian or non-white in colour, regardless of birthplace.
- I am a person of a minority sexual orientation or a transgendered person.

FOR OFFICE USE ONLY:
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**DECLARATION:** I hereby accept and submit myself to the statutes, rules and ordinances of the University of Victoria and to any amendments thereto which may be made while I am an applicant or student of the university, and I promise to observe the same. I authorize the university to verify any information provided as part of this application and understand that an admission granted on the basis of this application or supporting documents will be revoked if the information given is untrue in any material respect. I accept that the information on falsified documents is shared with the Association of Universities and Colleges of Canada.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_



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## ASSESSMENT REPORT (confidential when completed)

### FACULTY OF GRADUATE STUDIES

Referees must forward their recommendation directly to Graduate Admissions & Records or give to the applicant in a sealed and endorsed envelope to include with their application materials. To be considered official, the Assessment must be signed by the referee.  
A letter of reference may be supplied in lieu of an assessment report.

The University of Victoria accepts no responsibility for the interruption or continuance of any classes or courses of instruction as a result of an act of God, fire, riot, strike, or any cause beyond the control of the university.

**TO THE APPLICANT: Complete this section before photocopying and sending form to your two referees.**

					V00
TITLE	SURNAME	GIVEN NAMES (UNDERLINE ONE USED)	PREVIOUS SURNAME (IF APPLICABLE)	BIRTHDATE (DD/MM/YY)	UVIC STUDENT No. (IF KNOWN)
has applied to study for the degree of _____ in the Department/ School of _____					

**TO BE COMPLETED BY THE REFEREE:** Please return to the University with attachments if applicable.

- The University collects the personal information on this form pursuant to the University Act, RSBC 1996, c.468 and section 26 of the *Freedom of Information and Protection of Privacy* Acts. If you wish further information, please contact the Office of the Registrar and Enrolment Services for an information sheet or read UVic Policy 4400, Access to Student Records at <http://registrar.uvic.ca/home/documents/access.html>. **This report will not be released to the student by the University of Victoria. If you wish, you may provide a copy to the applicant. A summary of the information on this form may be provided according to the provisions of Freedom of Information/Protection of Privacy legislation.**
- I have known the student as:
  - An undergraduate student     A graduate student     In another capacity (specify) \_\_\_\_\_
  - How long and how well? \_\_\_\_\_
  - If currently completing a degree at your institution, please indicate the class of degree you expect the applicant to obtain: \_\_\_\_\_
  - If your University offers the graduate program this applicant seeks, would the applicant be accepted at your institution?
    - Yes                                       No (please give reasons)                                       Not applicable

3. Compared to others at the same academic or professional level, please evaluate the applicant in the following respects:

	Top 5 %	Top 10%	Top 25%	Top 40%	Average	Below average	No basis for judgement
Academic Preparedness							
Ability to Communicate: Orally							
In Writing							
Creativity & Capacity for Independent Thinking							
Industry & Reliability							
Initiative & Seriousness of Purpose							
Intellectual Capacity							
Research Skill or Potential							
Teaching Ability							
Professional Expertise							
Overall Rating							

4. Please add comments which will amplify and explain the ratings in #3 as well as assist in providing a complete picture of the applicant's abilities and potential. (Supply an additional letter if necessary.)

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5. Is the applicant's academic record an accurate index of scholastic ability?     Yes                       No                       Don't know  
If your answer is "no", please explain briefly, giving attention to research or professional performance. (Supply an additional letter, if necessary.)

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6. Recommendation for Admission to Graduate Studies:

- Highly recommended     Recommended     Recommended with reservations     Not recommended (please provide reasons)

**PLEASE PRINT \* Referee's Name, Title and Complete Mailing Address\*  
(Legible Business Cards, Labels or Stamps may be used)**

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Referee's Email, Telephone, Fax#, \_\_\_\_\_

Referee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Assessment will not be accepted if complete contact information is not provided.



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**COURSES IN PROGRESS  
 FACULTY OF GRADUATE STUDIES**

*If you are currently enrolled in courses or will be completing additional coursework before your entry point to the University of Victoria, please fill out and return a copy of this form with your application:*

STUDENT NAME: \_\_\_\_\_

PREVIOUS / OTHER SURNAME(S): \_\_\_\_\_

APPLYING FOR: \_\_\_\_\_  
PROGRAM DEPARTMENT FIELD OF STUDY

UVic STUDENT or APPLICATION ID NUMBER (if known): V \_\_\_\_\_

I am/will be completing the following courses at: \_\_\_\_\_ on: \_\_\_\_\_  
INSTITUTION DATE

<b>COURSE ABBREVIATION</b> <i>(i.e. ELEC320)</i>	<b>COURSE TITLE</b>	<b>COURSE WEIGHT</b> <i>(CREDITS, UNITS, HOURS, ETC)</i>	<b>UVic CRN</b> <i>(if applicable)</i>



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**GRADUATE APPLICATION FEE PAYMENT  
 SLIP**  
 (for payment by Visa or MasterCard ONLY)

**APPLICANTS NAME:** \_\_\_\_\_

**NAME AS IT APPEARS ON THE CREDIT CARD:** \_\_\_\_\_

**CARD NUMBER:** \_\_\_\_\_ **EXPIRY DATE:** \_\_\_\_\_  
MONTH/YEAR

**SIGNATURE OF CARD HOLDER:** \_\_\_\_\_

The application fee is \$100.00 CAD if all post-secondary transcripts come from institutions within Canada and \$125.00 CAD if any post-secondary transcripts come from institutions outside of Canada

**APPLICANT:**

Please complete a routing slip and include with your documents package. Ensure that a routing slip is included with any further documentation that needs to be submitted that they can be attached to your application.

This will speed the evaluation of your application.

**Please include this routing slip with your documentation package and send to:**



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CANADA

*Thank you for your assistance.*

University of Victoria Student #

(if known) \_\_\_\_\_

Name: \_\_\_\_\_

Family Name

First Name(s)

BIRTHDATE: DAY \_\_\_\_\_ MO \_\_\_\_\_ YR \_\_\_\_\_

I have applied for a: \_\_\_\_\_ degree  
ie. MA, MSc, PhD

in (Subject): \_\_\_\_\_

**Please include this routing slip with your documentation package and send to:**



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CANADA

*Thank you for your assistance.*

University of Victoria Student #

(if known) \_\_\_\_\_

Name: \_\_\_\_\_

Family Name

First Name(s)

BIRTHDATE: DAY \_\_\_\_\_ MO \_\_\_\_\_ YR \_\_\_\_\_

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CANADA

*Thank you for your assistance.*

University of Victoria Student #

(if known) \_\_\_\_\_

Name: \_\_\_\_\_

Family Name

First Name(s)

BIRTHDATE: DAY \_\_\_\_\_ MO \_\_\_\_\_ YR \_\_\_\_\_

I have applied for a: \_\_\_\_\_ degree  
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in (Subject): \_\_\_\_\_