

Admission Requirements

Admission to the Master of Education program is competitive. Applicants are assessed and admitted on a rolling basis during the application period as all required documents are received.

Applicants must provide evidence of at least **two years of successful teaching experience** and must have completed a **Bachelor of Education degree** from a recognized post-secondary institution with a minimum **GPA of 3.0**.

REQUIRED SUPPORTING DOCUMENTS

1. Resume

Your resume should highlight your background in education and leadership. Please email your resume to admissions@stmu.ca with the subject line “LAST NAME, First Name – MEd Resume”. It will be assessed based on the following:

- **Educational Experience:** Include all post-secondary institutions attended, degrees earned, and any additional academic achievements.
- **Professional Development:** Include relevant training, workshops, courses, or self-directed learning that demonstrates your commitment to growth in teaching or leadership.
- **Teaching Experience:** Outline your teaching roles, including grade levels, subjects, and total years of experience. This section should focus specifically on classroom-based work.
- **Leadership Experience:** Describe any leadership roles held outside of or in addition to teaching, including formal titles or informal responsibilities, and total years of experience.
- **Other Relevant Information:** Include seminars, webinars, conferences, or volunteer work that supports your leadership journey.
- **Writing Quality:** Ensure your resume is well-organized and free from spelling and grammatical errors.

2. Reference Form

You must submit a reference from a **Principal, Superintendent, or other educational administrator**. References from family, friends, or individuals who do not fall into one of these categories will **not** be accepted. All references must be submitted through our [confidential online form](https://stmu.ca/admission/masters-of-education-reference-form/) [https://stmu.ca/admission/masters-of-education-reference-form/]. The form will ask the referee to respond to the following areas and must include specific examples:

- **Communication Skills:** Your ability to communicate clearly and effectively in both written and verbal contexts.
- **Collaboration & Respect:** Your ability to work with others and demonstrate respect in professional or academic settings.
- **Research & Preparation Skills:** Your ability to gather information, prepare thoroughly, and approach tasks with academic rigor.
- **Leadership-Readiness Skills:** Your strengths in areas such as judgment, time management, conflict/crisis management, and interpersonal relationships (e.g., sound working relationships with students, parents, other teachers and staff).
- **Suitability for MEd & Leadership:** Assess your overall suitability for the MEd program and potential for success in a leadership role.

3. Letter of Intent

Your letter of intent should introduce you and explain your goals. It should be no more than **1-2 pages** long and a **maximum of 500 words**. Please email your letter of intent to admissions@stmu.ca with the subject line “LAST NAME, First Name – MEd Letter of Intent”. It will be evaluated on:

- **Introduction, Current Role, and Research Interests:** Briefly introduce yourself, describe your current professional role, and outline your research interests related to educational leadership.
- **Leadership Interest and Commitment to Equity, Diversity, and Inclusion (EDI):** Explain your interest in leadership and how your approach reflects a commitment to EDI and systemic change.
- **Preparation for Graduate Study:** Highlight experiences that have prepared you for the MEd program, including any online learning experience.
- **Writing Quality:** Ensure your letter is clearly written, well-organized, and free of spelling or grammatical errors.

4. Academic Records – Transcripts and Proof of Degree

You must include all institutions previously attended in your application and provide transcripts for all degrees obtained and courses taken at other institutions.

- Transcripts from participating [ApplyAlberta institutions](https://www.applyalberta.ca/about-applyalberta/participating-institutions/) [https://www.applyalberta.ca/about-applyalberta/participating-institutions/] will automatically be obtained your behalf.
- Transcripts from non-participating institutions will need to be provided directly from the institution to admissions@stmu.ca or sent via mail to:
 St. Mary's University
 Attention: Admissions
 14500 Bannister Rd SE
 Calgary, AB T2X 1Z4
- If your degree conferral is not indicated on your official transcript, then you must provide proof of degree completion (e.g., a photo of your degree parchment) to admissions@stmu.ca.
- Applicants who have completed their undergraduate degree(s) at St. Mary's University do not need to submit transcripts.
- High school transcripts are **not** required.

5. Evidence of Teaching Experience

Evidence of at least **two years** of successful teaching experience can be demonstrated in **one** of the following ways:

- A valid permanent professional teacher certificate.
- A letter confirming employment in an administrative role.
- A letter confirming employment in a leadership role with a school board.

Letters used to verify teaching or leadership experience must be written by someone other than the applicant. Acceptable authors include a principal, assistant principal, superintendent, department head, or another senior administrator who can speak to the applicant's role and responsibilities.