



Master’s Programs Educational Leadership (International Cohort) Admission Guide

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Who Can Apply

The minimum University requirements for admission to a master’s program are as follow:

- a) a bachelor’s degree from a recognized university, or the equivalent, in a relative discipline;
- b) a cumulative grade point average of at least 3.0;
- c) three letters of reference (two should be written by referees who are able to comment on academic competence and make an informed judgment about the likelihood of success in graduate study);
- d) English language competency through the achievement of a satisfactory score on TOEFL or IELTS (See also ‘English Language Competence’);
- e) A successful oral interview with an SFU representative;
- f) Teaching or tutoring experience an asset.

How to Apply

STEP 1 – REVIEW APPLICATION REQUIREMENTS

Please refer to the “Who can apply section”.

STEP 2 – COMPLETE THE PAPER APPLICATION FORM

Complete the SFU Application for Graduate Studies form. On the application form check the ‘**Fall**’ box as this is the semester that you wish to register in; and under ‘Academic intentions’, please indicate you are applying for the **MEd in ELP (International)** program. In the Degree Program section check the ‘**MEd**’ box.

If you have any questions, please email the Graduate Programs office at intlmed@sfu.ca.

STEP 3 – PAY APPLICATION FEE

Pay the non-refundable \$125 graduate application fee by providing credit card information on your application form or submit a cheque or money order.

STEP 4 – SEND SUPPORTING DOCUMENTS

Please mail **ALL** supporting document to the appropriate address indicated below.

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| Applicants from within China submit supporting documents to: | Applicants from within Canada or elsewhere submit supporting documents to: |
| Can-Zhong International Education | MED Program Assistant – Educational Leadership (International Cohort) |
| Rm. 1606 F16 Jingde Building | Graduate Programs |
| NO. 319 Changde Road | Faculty of Education |
| Shanghai, China 200040 | Simon Fraser University |
| T: 086-21-62186078 | 8888 University Drive |
| E: can8@canzhong.cn | Burnaby, BC |
| or | Canada, V5A 1S6 |
| Frank Wang | |
| E: fwang56@hotmail.com | |

Supporting Documents:

- A) SFU Application for Graduate Studies.**
- B) Official transcripts** for credit courses from the Registrar of each post-secondary institution you attended is required. Only one copy is required. If the transcripts are issued to you, they must be signed and sealed by your post-secondary institution. We can accept photocopies of your transcripts if originals are not immediately available; however, originals must be sent prior to official acceptance.
- C) Translated version of official transcripts.**
- D) Three Letters of Reference.** Submit three confidential letters of reference from supervisors and or instructors. If possible, please include one academic reference. All letters should be submitted in sealed envelopes. Emails are not accepted.
- E) Resume.** Submit a resume showing employment, volunteer activities, education, and other appropriate information.
- F) The Letter of Intent** is a very important part of your application. It should be typed, spell-checked, written in a paragraph form and about 2 pages long. Describe in a paragraph form your professional accomplishments (teaching experience, other work experience, scholarships received, awards received, membership in organizations, field of university degree, thesis topic if applicable). Give reasons why you want to:
 - Pursue graduate studies
 - Take a graduate program in Canada
 - Take graduate studies specifically in education
 - Take the TEFL/ESL MED program
 - Describe what specific career goals you have for the future, how the TEFL/ESL MEd will help you fulfill your career goals, and what specifically you hope to gain professionally from the program
- G) TOEFL/IELTS:** Complete one of these tests and submit original test scores (See also ‘English Language Competence’)
- H) Writing Sample:** Submit a writing sample expressing ideas in clear and appropriate language. A copy of a recent academic paper or report that develops one focus to a logical conclusion is acceptable.

- I) Checklist.** Check your application package is complete prior to submitting.

STEP 5 – CHECK APPLICATION STATUS

- You will be notified in writing by the Dean of Graduate Studies office if you have been accepted into the program and the conditions of your acceptance
- Accept or decline the offer as soon as possible by informing us by email at intlmed@sfu.ca
- Notes: official letters of acceptance are only valid for the academic year indicated in the letter; if you are unable to accept the term offered, the department reserves the right to reconsider your acceptance

Application Deadline

The MEd Educational Leadership (International Cohort) program is offered once a year from late July or early August to the next December. Applications are accepted from November 15 to **December 31**. Late applications may be considered. Contact us at intlmed@sfu.ca for further information.

English Language Competence

English is the language of instruction and communication in the University. Accordingly, an applicant whose primary language is not English or whose previous education has been conducted in another language must demonstrate command of English sufficient to pursue graduate studies in the chosen field. Applicants normally will be required to achieve a satisfactory score on a standardized English Test acceptable to the University. This test must include a written component. The Test of English as a Foreign Language (TOEFL) including reading, writing, speaking, and listening components, is acceptable for this purpose. The IELTS (International English Language Testing Systems) is also acceptable. The minimum university requirements for test scores are:

- TOEFL IBT (Internet Based Test) 88 (minimum score of 20 in each category); **or**
- TOEFL PBT (Paper Based Test) 570 and TWE 5; **or**
- TOEFL CBT (Computer Based Test) 230; **or**
- IELTS 7.0 overall band score

Further details about the above tests may be obtained from the following:

TOEFL and TWE: www.ets.org IETLS: www.ielts.org

After Applying

1. The Education Graduate Admission Committee will review your application and arrange a time for an oral interview with you either in person or by phone. The interview will take approximately 30 minutes followed by a written component for 45 minutes.
2. Admission to Graduate Programs in the Faculty of Education requires approval at two levels:
 - the Faculty of Education
 - the University Senate Graduate Studies Committee

When the Faculty of Education recommends the student be admitted to the MEd Educational Leadership (International Cohort) program, the student file with all relevant documents will be forwarded to the Dean of Graduate Studies office for approval. In the meantime, a recommendation letter from the Director of Graduate Programs at the Faculty of Education will be mailed to the student.

3. Within 14 business days of receiving the recommendation letter, a confirmation of the intent to enroll in this program should be emailed to intlmed@sfu.ca
4. The deposit should be wired to Simon Fraser University before the deadline (deposit and the deadline will be specified in the recommendation of letter).
5. Once the University Senate Graduate Studies Committee approves the application, an offer of admission will be sent by email and by mail. Candidates approved for admission will sometimes be admitted conditionally. The condition of admission will always be stated in the admission letter issued by the Dean of Graduate Studies office. Some examples are:
 - Your admission is contingent on satisfactory completion of your degree from xxx University;
 - Your admission is contingent on receipt of an official transcript showing completion of the degree

For conditional admission, students are required to submit relevant documents no later than the end of their second term at Simon Fraser University.

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| Upon Acceptance to the Program |
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A letter detailing the pre-arrival program will be sent to the student by mail or email by early June. Upon receiving this letter, the student should inform us of the following by email at intlmed@sfu.ca:

- that he/she has obtained a visa by late June (date will be specified in the letter)
- that he/she will or has paid the remainder of tuition fees by July 15
- his/her arrival time with detailed flight information so we can provide pickup service at the airport or let us know if this service is not required
- whether he/she wants us to reserve on-campus accommodation for the first-week upon arrival, please let us know by July 10
- whether he/she needs us to apply for the International Student Medical Plan offered by David Cummings Insurance for the first 3 months of his/her stay in Canada