



Master of Sacred Music Program Admission Requirements Application Procedures & Supplemental Materials

The online application and supplemental materials can be found on the Emmanuel College website at www.emmanuel.utoronto.ca/prospective

Section One: Admission Requirements

Applications for admission to Emmanuel College at the basic degree level are assessed according to academic and other criteria. The academic criteria are set out below under "Preparatory Requirement." The other criteria are the personal characteristics and interpersonal skills required to function effectively in the educational environment of this institution.

Emmanuel College of Victoria University in the University of Toronto is accredited with the Association of Theological Colleges and is a theological college of The United Church of Canada and reflects its theological tradition. We accept students from other denominations and faiths and all applicants are assessed on the basis of personal ability without regard to race, sex, age or sexual orientation.

Much of our instruction requires group discussion, and students are frequently required to work in teams. Willingness to work with and learn from peers; flexibility of mind and attitude; skill in resolving conflict and in reconciling differing priorities are among the characteristics sought. In order to thrive students should possess a medium-high level of computer literacy, including but not limited to: familiarity with word processing program (for example, MS Word), Email and navigating the Internet. Those admitted should be prepared to work with and learn from peers preparing for ordered and lay ministry and who come from diverse ethnic, racial, social and cultural backgrounds. It is expected that the applicant's personal statement and letters of reference will give ample evidence of these characteristics and abilities. An interview, requested by either the applicant or the College, may be required for further clarification.

Upon making offers of admission to its programs, Emmanuel College will ask applicants to indicate in writing whether they accept, decline, or defer for one year the College's offer of admission. If after a deferral of one year an applicant seeks a further deferral, Emmanuel College may require updated versions of some or all of the application materials and an application fee.

Preparatory Requirement

Entrance to Emmanuel's Master of Sacred Music program requires an Honours baccalaureate or equivalent degree from a University recognized by the University of Toronto. In some cases an undergraduate degree from a Pontifical university or from a member of the Association of Commonwealth Universities may be accepted.

For applicants to the Master of Sacred Music program the expectation is that the candidate will perform minimally at the level of a third-year university music program.

A minimum average of 70% or a CGPA of 2.7 is normally required.

In exceptional cases, Emmanuel College may admit to its MSMus program an application without a baccalaureate degree. Such applicants must: present evidence of the equivalent of at least one year's full-time study of Arts and Science in an accredited institution or equivalent institution, as assessed by the Admissions and Procedures Committee of the Toronto School of Theology; have been previously admitted as a "special status" (i.e. non-degree) student at Emmanuel College and have completed at least ten course credits, which may be counted towards the degree to which the applicant is seeking admission, and have life experience that has helped prepare him or her for theological study at the graduate level, as assessed by the Emmanuel College Admissions Committee. (Formal written approval of an applicant by The United Church of Canada or other religious body for a "shorter course" program leading to professional ministry will be considered evidence of meeting this requirement.)

Admission of such applicant will be consonant with the mission statement and stated academic policies of Emmanuel College. The number of non-baccalaureate students admitted to the MSMus program will not exceed ten percent of the enrolments of each of these programs.

English Language Competency

Emmanuel College wishes to ensure that all students have sufficient written and spoken English language skills to enable them to function in a classroom setting. Therefore, applicants whose first language is not English will be required to demonstrate their English language ability by taking one of the following tests and achieving the stated minimum result. Test results that are older than two years at the time of application cannot be accepted.

Test of English as a Foreign Language (TOEFL): if the test is taken in paper format, overall 580 and 5 in Test of Written English; if the test is taken in the computer-based format, overall 237 and 5 in essay writing; if the test is taken in internet format, 93 overall and at least 22 in each of the speaking and writing sections. The TOEFL institutional code used by Emmanuel College is that of the University of Toronto: 0982. International ESL-Academic Preparation Level 60 (Advanced) offered by the School of Continuing Studies at the University of Toronto. Required score: B.

International English Language Testing System (IELTS). Required score: 7.0.

The minimum required TOEFL and TWE scores do not provide assurance of the ability to undertake theological studies at Emmanuel. The College reserves the right, therefore, to interview applicants from abroad upon their arrival in Toronto.

Section Two: General Application Procedures

The online application and supplemental materials can be found on the Emmanuel College website at www.emmanuel.utoronto.ca/prospective

1. Complete the Emmanuel College [*Online Application for Basic Degree Programs*](#) available on the website. Please complete all sections carefully. The online application will prompt you to upload your personal statement and resume as attachments. Should you experience difficulty with the Online Application you may request a PDF version of the application from the Office of Admissions.

2. Provide a **personal statement**. The statement should be no more than two pages (double spaced) describing why you would benefit from studies at Emmanuel College, your vocational goals, your theology, your music education and training, your learning style, and what you think you would contribute to Emmanuel College. Be certain to put your name at the top of your statement.

The personal statement can be uploaded as an attachment to the online application form; therefore it is advantageous to have your statement ready before completing the application. You may however choose to submit it separately, by sending it by post or fax to the Office of Admissions or emailing it as an attachment to leanne.oneil@utoronto.ca.

3. Provide a **current chronological résumé**. The résumé can be uploaded as an attachment to the online application form; therefore it is advantageous to have your résumé ready before completing the application. You may however choose to submit the résumé separately, by sending it by post or fax to the Office of Admissions or emailing it as an attachment to leanne.oneil@utoronto.ca.

4. Submit a **general financial plan**. It should be included when you complete the application form. This plan should provide an overall stratagem for how you intend to fund your theological education indicating the percentage of your total expenses you intend to cover from savings, employment income, government student loans, other outside sources, and student financial aid from Emmanuel College (this plan is different from the financial aid application form). [General Financial Plan example](#).

5. Arrange for **official transcripts** from ALL post-secondary institutions attended to be forwarded to the Office of Admissions at Emmanuel College. To be official, these transcripts must be sent directly to the College by the institution concerned.

6. An **application fee** of fifty dollars Canadian (\$50.00 CAD) must be received before an application can be processed. You may pay [online](#) OR send by post a personal cheque or money order payable to Emmanuel College to: Office of Admissions, Emmanuel College, 75 Queen's Park Crescent, Toronto, ON M5S 1K7.

7. Arrange for **letters of recommendation** to be sent directly to Emmanuel College. Complete the Applicant section of the [Letter of Recommendation Cover Sheet](#) before providing the cover sheet to each person providing you with a reference. The Cover Sheet provides guidelines for completing and submitting the letter of recommendation. While completing the application you will be asked to provide the names of those providing references. The Cover Sheet can be located on the Applications section of the website or obtained from the Office of Admissions.

Letters of recommendation are required from each of the following sources:

- i) Minister/pastoral reference
- ii) Personal reference
- iii) Academic reference* *
- iv) Music teacher/peer
- v) If you are applying as a transfer student, your application will require a letter of recommendation from the Director of Basic Degree Studies or Dean of Students commenting on your academic standing and character.

** Ideally the academic reference should be a university professor or instructor. If it has been some time since you attended university, provide a reference from someone who holds a university degree and who is capable of assessing you according to the guidelines for an academic reference listed below.

The onus is on the applicant to identify appropriate alternatives if you are unable to identify a minister or former professor to provide a letter of recommendation.

The minister/pastoral and personal recommendations should comment upon the following: (a) character and personality; (b) emotional stability; (c) theological and faith commitments; (d) ability to work with and learn from others who have different theological beliefs, commitments, cultures and lifestyles; and (e) potential for ministry and/or theological study.

The academic reference should comment on the following: (a) intellectual and academic strengths and/or weaknesses; (b) critical and analytical skills; (c) maturity; (d) written and oral communication abilities; (e) integrity; (f) motivation and initiative; and (g) personal judgment.

The music teacher or music peer recommendation required for the MSMus program should be in the field with a minimum of 10 years of leadership experience and should comment on the following: (a) the nature of the relationship and the length of time the person writing the letter of recommendation has known the applicant; (b) the applicant's musical ability; and (c) the applicant's suitability for studies in advanced liturgical music.

8. **Supplemental music material** as outlined in the Demonstrating Your Musical Strengths section must be submitted by the application deadline.

9. A **personal 30 minute interview** will be scheduled once all the application documents

have been received. All applicants are requested to appear for a 30-minute personal interview unless distance is a factor, in which case a Skype or telephone interview may be arranged.

At such time, a performance audition for keyboardists and vocalists is normally slated (after May 4). Such performances will be adjudicated by the Director (or designate) and an instructor skilled in the arts of the medium selected. The candidate should prepare 30 minutes of music, demonstrating breadth and depth of repertoire; it is likely that the entirety of every piece may not be heard. In the event of a long-distance application, arrangements should be made to submit two copies of a video (CD or DVD). The focus of the video in all cases will be the applicant and not other performers.

10. English Language Competency. If English is not your first language you will need to demonstrate your English language ability by taking one of the language tests approved by the University of Toronto and arrange to have the official results sent to Emmanuel College before the application deadline. Further details about the tests and minimum required score levels can be found in the Preparatory Requirement section of the Emmanuel College Basic Degree Student Handbook.

All documentation is to be sent directly to:

Office of Admissions
Emmanuel College
75 Queen's Park Crescent
Toronto, ON M5S 1K7

leanne.oneil@utoronto.ca

t. 416-585-4454 f. 416-585-4516

We will confirm received documentation via email. Therefore, if you do not hear from us, we strongly advise you to contact us.

Application Deadline

March 30 – Admission for Fall Session

Notification of Acceptance

Applicants to the MSMus program will generally receive written notification of the admission decision in June.

Police Check

A Level 2 Police Check is required for all MDiv, LTh, MRE, MPS, MSMus and Diploma

students, and all other students taking courses requiring that they work with a “vulnerable” population. This will be completed after a student has been admitted.

Section Three: Demonstrating your Musical Strengths

Personal Interview

All applicants are requested to appear for a 30-minute personal interview unless distance is a factor.

At such a time, a performance audition for keyboardists and vocalists is normally slated (after May 4). Such performances will be adjudicated by the Director (or designate), and an instructor skilled in the arts of the medium selected. The candidate should prepare 30 minutes of music, demonstrating breadth and depth of repertoire; it is likely that the entirety of every piece may not be heard. The expectation is that the candidate will perform minimally at the level of a third-year Bachelor of Music undergraduate.

In the event of a long-distance application, arrangements should be made to submit a tape or DVD, but documentation needs to accompany such a document certifying the authenticity of the recording. Details are available upon request from the Director of the Master of Sacred Music program.

Supplemental Music Application Requirements for Conductors

In addition to the general application requirements stated in *Section One*, applicants are asked to prepare the following materials to be included with the application and received by the application deadline:

1. A video CD of two contrasting rehearsal segments (5-10 minutes each) for chorus or orchestra, as well as a segment of the final performance along with copies of the scores of pieces performed.
2. Applicants are asked to provide a comprehensive list of the repertoire they have studied and performed to be included in the application package.

Supplemental Music Application Requirements for Organists

In addition to the general application requirements stated in *Section One*, applicants are asked to prepare the following materials to be included with the application and received by the application deadline:

1. Applicants should arrange well in advance for rehearsal time on a local instrument, followed by a performance audition and personal interview. It is recommended that 30 minutes of organ music be prepared, on the level of a third-year undergraduate performance program, including one anthem accompaniment and one hymn with all verses. The organ repertoire for the audition must include:

- i) One Prelude and Fugue *or* major Chorale Prelude by J.S. Bach
- ii) One free composition selected from any era (not a chorale prelude)
- iii) One composition from the twentieth century.

2. Relevant recital programs should also be included as applicable.

Supplemental Music Application Requirements for Vocalists

In addition to the general application requirements stated in *Section One*, applicants are asked to prepare the following materials to be included with the application and received by the application deadline:

1. 30 minutes of repertoire are to be prepared for the audition. It should include at minimum:

- i) One aria by J. S. Bach
- ii) One aria from an oratorio
- iii) One classical sacred song (Barber, Vaughan Williams, Britten, etc)
- iv) One spiritual or art song

2. A Comprehensive list of vocal literature previously studied and performed. Recital programs may be included for information.

Supplemental Application Requirements for Guitarists and Pianists

Available upon request from the Director of the Master of Sacred Music program.

Supplemental Music Application Requirements for Composers

In addition to the general application requirements stated in *Section One*, applicants are asked to prepare the following materials to be included with the application and received by the application deadline:

- 1) A portfolio of several written works, including if possible, recordings of performance(s) of such personal compositions.
- 2) A self-addressed envelope for return of such scores, unless they are being picked up at the personal interview.

All applicants are reminded that use of photocopied materials without permission is prohibited.

