

BEd APPLICATION CHECKLIST

- UBC Faculty of Education **Online Application** form completed
- The Bachelor of Education **Supplemental Application** forms including:
 - BEd Supplemental Application [i.e. Summary of Experience and Experience Essay written], AND
 - The Academic Requirements Form for your chosen option,
 - Both submitted on-line at the UBC Student Service Centre
- Two (only) confidential Referee Reports** (in sealed envelopes signed across the flap by the referee). Reference reports can be submitted directly to the Teacher Education Office by the referee.
- Submit payment of a **non-refundable application fee** by credit card through the online application system.
 - \$60.00 (if presenting documents from Canadian institutes), or
 - \$90.00 (if presenting documents from non-Canadian institutes)If you cannot pay by credit card online, we accept the following forms of payment (payable to The University of British Columbia in Canadian funds only):
 - money order
 - certified cheque
 - Interac
 - VISA or MasterCard
 - Credit Card Form** can be faxed or mailed in
Teacher Education Office
2125 Main Mall, Vancouver, BC, Canada V6T 1Z4
Fax: 604.822.8227
- Official transcripts** (photocopies not acceptable) arranged to be sent from all post-secondary institutions, except UBC, directly to the Teacher Education Office.
 - If official transcripts do not list courses in progress, applicants must supply proof of registration for those courses.

- **All required forms, application fees and documents must be received in the Teacher Education Office by the application deadline for your program option.**
- **Your BEd application will be evaluated only when all of the above documents, including the application fee, have been received at the Teacher Education Office.**