

THE DIPLOMA PROGRAM, UNCLASSIFIED AND VISITOR ADMISSION APPLICATION

This form is to be used by applicants who wish to apply for admission to the Diploma program, or Unclassified or Visitor category.

We will send you a letter acknowledging receipt of your application and assigning a UBC reference number. We will then evaluate your application and respond to you in writing as soon as possible. NOTE: Offers of admission or re-admission are valid only for the session indicated on the letter of acceptance.

APPLICATION INSTRUCTIONS

Section A - PERSONAL DATA and APPLICATION FEES

Complete Section A in full.

All applicants must enclose an Application Fee. For applicants presenting all academic documents from within Canada, the fee is \$60.00 Canadian. For applicants presenting any academic documents from outside Canada, the fee is \$90.00. For applicants who have formally applied and registered for undergraduate studies at the Faculty of Education (NOT including the School of Human Kinetics), the fee is \$35.00. These fees are non-refundable and should be made payable to The University of British Columbia by **VISA, MasterCard, money order or certified cheque in Canadian funds. If paying in person, cash or Interac is also accepted. Personal cheques are not accepted.** Applications will not be processed unless the appropriate application fees have been paid.

Section B - CITIZENSHIP OR IMMIGRATION STATUS

Complete Section B in full.

Permanent residents (landed immigrants) must provide proof of immigration.

Section C - CATEGORY

Complete Section C.

Diploma: Student enrolled in studies leading to a diploma from the Faculty of Education, UBC.

Unclassified: Student enrolled in studies not intended to lead to a particular degree or diploma. An unclassified student is normally one who holds a degree.

Visitor: Student in good standing enrolled in a degree program at another accredited university who wishes to take courses at the Faculty of Education, UBC, for transfer to the home university. An official Letter of Permission from the home university in addition to an official transcript is required for each session to be attended. **Note: Application with a Letter of Permission from the home university does not necessarily guarantee the applicant's admission to the Faculty of Education as a visitor. The same admission requirements for the program (or prerequisites for the courses) and other criteria shall also apply. For detailed information, please contact the Teacher Education Office.**

Auditor: Student registered in a credit course whose participation is limited to that deemed appropriate by the instructor but who, in general, is expected to maintain the same schedule of readings as regular students although not expected to write examinations. No credit is awarded upon course completion. Audit status will appear on the student's record. Auditors must meet admission requirements of the University.

Section D - SESSIONS

Indicate in Section D in which session you wish to enrol.

Application Deadlines:

<u>Sessions:</u>	<u>Application Deadline</u>	<u>Document Deadline</u>
	(for earliest processing)	
Summer 2009 (May–August)	28 February 2009	28 February 2009
Winter 2009 (September–April)	30 April 2009	30 April 2009

Office of External Programs & Learning Technologies (EPLT) (Independent Study) courses begin September, January, and May.

Distance Education and Technology (Correspondence) courses begin September, November, January, March, May and July. Applications and all supporting documents are due the first business day of the preceding month. Correspondence courses are not available to international students living overseas unless they are former UBC students.

NOTE: Students presenting a transcript from an institution outside North America should apply at least two months earlier than the deadlines indicated above.

Section E - PROGRAMS

Indicate, if applicable, to which program you are applying for admission.

Diploma: Except for designated specializations, admission to the Diploma in Education normally requires a bachelor's degree. Certain fields of specialization are open only to qualified and experienced teachers, and some have specific course prerequisites. Detailed information is available from the web (<http://www.teach.educ.ubc.ca>).

Recertification: Individuals who qualified for teaching certificates in BC or elsewhere but who do not hold currently valid BC certificates should first consult the BC College of Teachers for a ruling concerning their eligibility for a BC certificate. Applicants to the recertification program are required to submit, along with other official documents, a copy of the letter from the BC College of Teachers.

Section F - ACADEMIC HISTORY

Transcripts: Applicants are responsible for submitting official transcripts in sealed envelopes directly from the institution(s), which have an official seal and signature, for all post-secondary institutions attended (photocopies and faxed copies are not acceptable).

Official transcripts become the property of the University. Irreplaceable documents will be returned upon written request.

Section G - ENGLISH LANGUAGE PROFICIENCY

Applicants whose first language is not English are required to demonstrate competence in the English language prior to admission. See table below.

	English Language Proficiency Tests	Competence Level (minimum score)
TOEFL	Test of English as a Foreign Language (one from the following three)	
	The paper-based test With the TWE (Test of Written English)	55 each of reading, listening and writing 4.0
	Or the computer-based test With the essay	22 each of reading, listening and writing 4.0
	Or the internet-based test	Overall score: 86 21 each of reading and listening 20 each of writing and speaking
CELP	Canadian English Language Proficiency Index Program	Minimum of 4L in each of the CELPIT-A, CELL and CELTOP
UBC-CEL	UBC Certificate of English Language	600

Official test results should be submitted directly from the testing agency.

Information about the TOEFL (taking the test, location, etc.) can be found at www.toefl.org.

Applicants who have successfully completed 6 credits of English for which UBC gives transfer credit need not write an English language proficiency test.

NOTE:

In addition to the English language proficiency requirement for admission to the University, **applicants to the recertification program** who have not completed all of their post-secondary study in an English-language institution(s) must complete an acceptable written English test. The Faculty of Education accepts an LPI (Language Proficiency Index) test score of five or higher to satisfy this requirement.

Freedom of Information

Personal information provided on this application is collected pursuant to the *University Act*, R.S.B.C. 1996, c. 468, and the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165. The information will be used for the purposes of admission, registration and other decisions on your academic status at the University. Information may also be provided to University student and alumni bodies, to the professional organizations in British Columbia and may be used for research purposes. When used for research purposes individual identities will not be disclosed.



**THE UNIVERSITY OF BRITISH COLUMBIA FACULTY OF EDUCATION
APPLICATION FOR ADMISSION or RE-ADMISSION
DIPLOMA IN EDUCATION, UNCLASSIFIED AND VISITOR**

RETURN TO:
Teacher Education Office
Faculty of Education
The University of British Columbia
2125 Main Mall
Vancouver, BC V6T 1Z4
Telephone: (604) 822-5242
Fax: (604) 822-8227
E-mail: teacher.ed@ubc.ca

A. PERSONAL DATA AND APPLICATION FEE

Last attendance at UBC in Faculty/School of _____
Year _____ Session _____

UBC Student Number		Province/State	
Last or Family Name			
First or Given Name		Middle Name	
Previous Last or Family Name			
Address - Apt. # / Street			
City or Town		E-mail	
Country		Area Code	
Postal/Zip Code		Work Telephone	
Area Code		Home Telephone	
Date of Birth SEX <input type="checkbox"/> Male <input type="checkbox"/> Female year month day		Country of Birth	
First Language		Canadian Social Insurance Number	

APPLICATION FEE

- \$60.00 enclosed (Canadian documents only)
- \$90.00 enclosed (non-Canadian documents)
- \$35.00 enclosed (re-application fee)

VISA, MasterCard, certified cheque (No personal cheques) or money order in Canadian funds accepted.

B. CITIZENSHIP OR IMMIGRATION STATUS:

Permanent residents who are not Canadian citizens must submit proof of immigration with application

- Canadian citizen
- Permanent resident
Date of Entry to Canada _____ Country of citizenship _____
Year / Month _____
- Student authorization
- Visitor or other visa

C. CATEGORY

- Diploma
- Unclassified
- Visitor
- Auditor

D. SESSIONS

- Winter: September 2009 to April 2010
- Summer: May to July 2009
and/or July to August 2009
- Correspondence / Independent Study
Month _____ 20 _____
- Office of External Programs & Learning Technologies (EPLT)
If you plan to take a course(s) offered by the EPLT, please check the above box.

E. PROGRAMS Complete this section if applicable.

- Diploma with a Specialization in _____ (to which you are applying)
Number of Years of Teaching Experience _____
Do you hold a teaching certificate? Yes No
- First Nations (If you wish, please indicate that you are of First Nations ancestry).
- Unclassified
 - Pre-admission requirements
 - Recertification

F. ACADEMIC HISTORY

Have you ever failed a year or been required to withdraw from UBC or another college or university? No Yes If yes, please name the institution: _____

LAST SECONDARY SCHOOL ATTENDED

Name of school	Province/Country	Grade/level	Graduation Date

ALL POST SECONDARY INSTITUTIONS ATTENDED OR CURRENTLY ATTENDING — MOST RECENT FIRST

Name of institution	Province/Country	From	To	Degree/Diploma	Date	Student Number

G. ENGLISH LANGUAGE PROFICIENCY

TOEFL: Test Date _____ Other: Test Date _____
Please Specify _____

H. DECLARATION OF APPLICANT

I agree that, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, (a) any offer of admission, whether accepted or not, may be withdrawn by the University; (b) I may be required to withdraw from any program or course in which I am enrolled; and (c) I may be subject to academic discipline.

I agree that the University may verify the information provided by contacting the relevant institutions, referees, and/or the British Columbia College of Teachers.

I accept that information on falsified documents is shared with the Association of Universities and Colleges of Canada.

I agree, if admitted to the University, to comply with all rules and regulations of the University, present or future.

SIGNATURE: _____ DATE: _____

