

BACHELOR OF EDUCATION APPLICATION PROCESS CHECKLIST

Please read the following instructions carefully. If you have any questions, please contact the Office of the Registrar at (250) 960-6300 or email education-admissions@unbc.ca.

For information regarding the Bachelor of Education program, including admission requirements, please see the following link: <http://www.unbc.ca/education>.

Application and all admission documents are due in the Office of the Registrar by **January 15th**.

STEP 1. APPLY

- Complete and Submit an Online UNBC Undergraduate Application at:**
<https://www.unbc.ca/admissions/apply-now>.

- Provide Referee Name and Email Address for three confidential references**

Please choose referees who have observed your work with children and youth. Please note that relatives are NOT considered references. Each of your referees will receive an email from UNBC which will include an online link to complete and submit your reference form to UNBC.

- Upload Statement of Intent (maximum two double-spaced pages)**

Please describe the reasons behind your desire to enter the teaching profession. Include within this description how your experiences with children and youth have shaped your thinking about 1) learners, and 2) the profession of teaching. Mention any special skills or talents you have that will enrich your future work as a teacher (e.g., travel experiences, coaching, music, art, etc.). It is important that your writing be specific rather than general. Additionally, you should check your writing for spelling, typographical, and grammatical errors. Please ensure your name is at the top of each page of your document.

The UNBC School of Education has initiated a program designed to promote access to individuals who are members of societal groups which have historically been under-represented in the teaching profession in BC. To achieve this objective, we encourage applicants who have confronted identifiable barriers to post-secondary education to apply under the Access Initiative. Applicants may identify themselves in their Statement of Intent, to be considered under the Access Initiative.

If you have ever withdrawn from, interrupted, or been **required to withdraw** from an education program, please include the name of the institution, date of withdrawal, and provide the details on a separate sheet of paper at the end of your Statement of Intent.

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Upload Resume Detailing Experience with Children and Youth Form

Access the PDF fillable Resume Detailing Experience with Children and Youth Form at:
<http://www.unbc.ca/apply/undergraduate/apply-bachelor-education-program>.

All applicants are REQUIRED to have prior experience working with children and youth before applying to UNBC's Education program. This experience may have been gained through volunteer or paid work in schools (preferably in the age/grade you wish to teach), church organizations, coaching, past employment, etc. Note: working with groups as opposed to individual children is recommended.

Upload Admissions Self-Assessment Form for Elementary or Secondary Years (optional)

Access the PDF fillable Admissions Self-Evaluation Forms at:
<http://www.unbc.ca/apply/undergraduate/apply-bachelor-education-program>.

Upload Proof of English Language Proficiency (optional)

Applicants whose first language is not English must submit evidence of English language proficiency. For additional information, please see: <http://www.unbc.ca/calendar/undergraduate/international-admissions>.

Upload Unofficial Transcripts (optional)

STEP 2. SUBMIT OFFICIAL TRANSCRIPTS

- Please contact each post-secondary institution that you have attended and arrange for the institution to mail or email your official transcript to UNBC as follows:

Office of the Registrar
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9

Email: education-admissions@unbc.ca

- Unofficial transcripts can be uploaded to your application prior to submission or emailed to education-admissions@unbc.ca.

ADDITIONAL INFORMATION

- A clear criminal record check is required from all applicants **accepted** to the program. Instructions for obtaining the criminal record check will be included with the offers of admission.