

## 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](mailto: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 15<sup>th</sup>**.

### STEP 1. APPLY

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

### STEP 2. EMAIL PERSONAL STATEMENT AND RESUME TO: [education-admissions@unbc.ca](mailto:education-admissions@unbc.ca)

- Personal Statement (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 Personal Statement, 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If you have ever withdrawn from, interrupted, or been **required to withdraw** from an Education program, please include the name of the institution, date of withdrawal, and provide the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 personal statement.

- 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.

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### STEP 3. CONTACT YOUR REFEREES

#### Three Confidential Reference Forms

Email a copy of the PDF fillable Reference Form to each of your referees. **Referees** should email the completed form to [education-admissions@unbc.ca](mailto:education-admissions@unbc.ca) by January 15<sup>th</sup>.

Access the PDF fillable Reference Form at:

<http://www.unbc.ca/apply/undergraduate/apply-bachelor-education-program>.

### STEP 4. SUBMIT OFFICIAL TRANSCRIPTS

#### Submit official transcripts from ALL previous institutions to:

Office of the Registrar

University of Northern British Columbia

3333 University Way, Prince George, BC V2N 4Z9

#### Unofficial interim transcripts can be emailed to [education-admissions@unbc.ca](mailto:education-admissions@unbc.ca).

### ADDITIONAL INFORMATION

- A clear criminal record check is required from all applicants **accepted** to the program. The required forms will be included with the offers of admission.
- Applicants whose first language is not English must submit evidence of English language proficiency by January 15<sup>th</sup>. For additional information, please see: <http://www.unbc.ca/calendar/undergraduate/international-admissions>.
- To check the status of your application and verify which of your admission documents have been received, go to: <http://www.unbc.ca/apply> and click on “Track your application status.”