

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 an email upon processing of your application assigning a UBC reference number. We will then evaluate your application and respond by email as soon as possible. NOTE: Offers of admission or re-admission are valid only for the session indicated on the letter of acceptance.

Section A, B - PERSONAL DATA, CITIZENSHIP OR IMMIGRATION STATUS and APPLICATION FEES

Complete Section A.'D in full.

Citizenship or Immigration Status: Permanent residents (landed immigrants) must provide proof of status.

Application Fees: All applicants must enclose an Application Fee. For applicants presenting all academic documents from within Canada, the fee is \$63.00 Canadian. For applicants presenting any academic documents from outside Canada, the fee is \$94.75. For applicants who have formerly applied and registered for undergraduate studies at the Faculty of Education (NOT including the School of Human Kinetics), the fee is \$36.50. 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 is also accepted. Personal cheques are not accepted.** Applications will not be processed unless the appropriate application fees have been paid.

Section C – CATEGORY

Diploma: Student enrolled in studies leading to a Diploma from the Faculty of Education, UBC. Please note our Teacher Updating program is a diploma program.

Teacher Updating Diploma applicants must carefully read the important relevant details in Section E- Programs and in Section G - English language proficiency.

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. Applicants taking courses towards a certificate should choose unclassified and provide their chosen specialization in Section E. Applicants who do not have a degree may qualify for admission to the restricted category of Faculty of Education Access Studies if they meet the admission requirements. This category is only available for certain designated certificate programs and applicants should choose unclassified category in Section C.

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 and pay all applicable tuition fees.

Section D - SESSIONS

Indicate in which session you wish to enrol.

Application and Document Deadlines (for earliest processing)

Summer 2014 (May 2014- August 2014): **31 March 2014**

Winter 2014 (September 2014- April 2015): **31 May 2014**

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

Office of Professional Development & Community Engagement (PDCE) online or off-campus courses begin September, January, and May.

Centre for Teaching, Learning and Technology (Distance Education) courses begin September, November, January, March, May and July. Applications and all supporting documents are due the first business day of the preceding month.

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 (www.teach.educ.ubc.ca). Please note our teacher updating program is a Diploma program. Individuals who qualified for teaching certificates in BC or elsewhere but who do not hold currently valid BC certificates should first consult the Teacher Regulation Branch for a ruling concerning their eligibility for a BC certificate. Applicants to the teaching updating program are required to submit, along with other official documents, a copy of the letter from the Teacher Regulation Branch.

Section F - ACADEMIC HISTORY

Transcripts: Applicants are responsible for submitting official stamped transcripts in sealed envelopes, direct from 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 or who have taken their post-secondary degree in a country where English is not the primary language, are required to demonstrate competence in the English language prior to admission. Tests acceptable to the Faculty of Education include TOEFL (www.toefl.org) and IELTS (www.ieltsvancouver.com).

Teacher Updating Diploma applicants must meet the higher English Proficiency level prescribed for BEA admission

Official test results must be submitted directly from the testing agency. TOEFL results should be submitted by electronic tape to **UBC University code: 0965, Dept: Undergraduate admissions.**

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		APPLICATION FEE	
Last or Family Name		\$63.00 (Canadian documents only)	
First or Given Name		\$94.75 (non-Canadian documents)	
Middle Name		\$36.50 (previously admitted and registered through UBC Faculty of Education, Undergraduate Studies)	
Previous Last or Family Name		VISA, MasterCard, certified cheque (Personal cheques not accepted!) or money order in Canadian funds	
Address - Apt. # / Street			
City or Town		Province/State	
Country		E-mail	
Postal/Zip Code	Area Code	Home Telephone	Area Code
		Work Telephone	
SEX	Date of Birth	Country of Birth	First Language
Male	year month day		
Female			Canadian Social Insurance Number

B. CITIZENSHIP OR IMMIGRATION STATUS:
Permanent residents who are not Canadian citizens must submit proof of immigration with application
 Canadian citizen Student Authorization
 Visitor or other visa
 Permanent Resident
 Date of Entry to Canada Country of citizenship

 Year / Month, Day
 I identify as an Aboriginal person of Canada (First Nations, Metis, Inuit)

C. CATEGORY
 Diploma
 Unclassified (and/or Certificate)
 Unclassified (Pre-admission requirements)
 Visitor
 Auditor

D. SESSIONS
 Winter: September 20__ to April 20__
 Summer: May to August 20__
 Office of Professional Development and Community Engagement (PDCE)

E. PROGRAMS Do you hold a teaching certificate? Yes No Number of Years of Teaching Experience _____
 If applying to a **Diploma program**: Specialization in _____ or Teacher Updating
 If pursuing a **Certificate**: in what specialty area _____

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: _____

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

Name of institution	Province/Country	From	To	Degree/Diploma	Date degree conferred

G. ENGLISH LANGUAGE PROFICIENCY (complete if applicable)

Test taken (TOEFL, IELTS) _____ Test Date _____

H. DECLARATION

I agree that, in reading and completing this application, I knowingly or carelessly provided untrue or plagiarized information, (a) any offer of admission, whether accepted or not, may be withdrawn by UBC; (b) I may be required to withdraw from UBC; (c) I may be subject to academic discipline; (d) UBC may share the information I provided with other post-secondary institutions, law enforcement agencies, or other third parties.
 I agree that UBC may verify the information provided by contacting the relevant institutions, any post-secondary institutions not listed in this application and/or the Teacher Regulation Branch. 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: _____

Credit Card Payment Authorization Form

This form can be used to authorize payment to the Faculty of Education for **application fees only**. Tuition deposits and tuition fee payments for those admitted must be made directly to UBC via the electronic options available. For information on tuition fee payment methods please visit: <https://ssc.adm.ubc.ca/sscportal/servlets/SRVSSCFramework>

<i>Print clearly using ink</i>	

Full name of applicant for whom payment is being made	
Credit card being used:	<input type="checkbox"/> VISA <input type="checkbox"/> Master Card

Full name of card holder as it appears on the card	
Amount:	_____
\$	
Yr Mo Day	_____
Date	Card holder's signature authorizing payment

Credit card number	
Card expiry date (4 digits)	____/____
	Mo Yr
<i>For your protection, credit card information will be destroyed after payment has been processed.</i>	

Submit this form by mail or in person:

Teacher Education Office
Room 103, Neville Scarfe Building
2125 Main Mall
Vancouver, B.C.
V6T 1Z4

Important: we will NOT accept this form if it is submitted electronically (by email) due to security concerns.
Thank you for your cooperation.

or

By fax: 604-822-8227