



## Bachelor of Education **Application Checklist**

*Applications will be evaluated only when all the following documentation - including the application fee - has been received at the Teacher Education Office. All required forms, application fees and documents must be received in the Teacher Education Office by the application deadline.*

**Online Application, including Personal Profile.**

Accessed through [www.you.ubc.ca](http://www.you.ubc.ca).

**Non-Refundable Application fee.**

Submit payment by credit card through the online application system. Fee must be paid before you can submit application or access supplemental application forms.

- \$70.50 (for students presenting domestic transcripts), **or**
- \$106.00 (for students presenting international transcripts)

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):

- Certified Cheque
- Money Order
- Interac
- VISA or MasterCard using the Credit Card Form (available on TEO website at [teach.educ.ubc.ca/admissions/forms/](http://teach.educ.ubc.ca/admissions/forms/)). Can be faxed to 604. 822.0306 or mailed to:

*Admissions, Teacher Education Office  
103-2125 Main Mall, Vancouver, BC, Canada, V6T 1Z4*

**The B.Ed Application Components:**

- Personal Profile** [Summary of Experience and Experience Essays]  
*Submitted as part of your Online Application*  
&
- Academic Requirements Form** for your chosen option.  
*Submitted after your application on the UBC [Student Service Centre](http://www.ubc.ca/student)*

**Two Reference Report Forms.**

To be submitted directly to the Teacher Education Office. Please see detailed submission information at [teach.educ.ubc.ca/admissions/apply/references/](http://teach.educ.ubc.ca/admissions/apply/references/).

**Official transcripts.**

Photocopies, fax, or electronic copies not acceptable<sup>i</sup>. To be sent from **all** post-secondary institutions (except UBC) and to be sent in sealed envelopes directly to the Teacher Education Office. Includes university transferrable courses taken in Advanced Placement, International Baccalaureate program, and Advanced Levels. See [teach.educ.ubc.ca/admissions/apply/transcripts/](http://teach.educ.ubc.ca/admissions/apply/transcripts/).

**Proof of Registration (POR).**

If official transcripts do not list courses in progress, applicants must supply a POR for those courses - see **detailed submission information** at [teach.educ.ubc.ca/admissions/apply/transcripts/](http://teach.educ.ubc.ca/admissions/apply/transcripts/).

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<sup>i</sup> Exceptions being transcripts sent directly and securely to UBC through an institutional portal from Langara College, Capilano University, Douglas College, Kwantlen Polytechnic University, and the International Baccalaureate Organization. Also, applicants with Chinese post-secondary transcripts are required to submit to the Teacher



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Education Office, via email, their individual verification report from the Chinese Credentials Verification service, CHESICC. This allows the Teacher Education Office to access the CHESICC transcript and verification report.