TEACHER EDUCATION PROGRAM
APPLICATION WALKTHROUGH
Bachelor of Education 2021/22
# TABLE OF CONTENTS

1.0 APPLICATION DATES

2.0 WHAT IS A CAMPUS-WIDE LOGIN (CWL) ACCOUNT

3.0 LOGGING INTO THE BEd APPLICATION
   3.1 Logging in with your CWL (Students/Alumni of UBC)

4.0 BEd APPLICATION
   4.1 Personal Information
   4.2 Academic History
   4.3 General Information
   4.4 Program Selection
   4.5 Personal Profile
   4.6 Student Housing
   4.7 Application Comments
   4.8 Application Summary
   4.9 Declaration

5.0 SUPPLEMENTAL FORMS

6.0 SUBMITTING DOCUMENTS
   6.1 Reference Report Forms
   6.2 Official Transcripts and Proofs of Registration
   6.3 Language Proficiency Tests
   6.4 How to Check if Documents are Received

7.0 APPLICATION STATUS AND OFFERS

8.0 FINAL NOTES
1.0 APPLICATION DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2020</td>
<td>Applications open</td>
</tr>
<tr>
<td>January 15, 2021</td>
<td>Application &amp; document deadline (reference reports &amp; transcripts showing up to December 2020 final grades)</td>
</tr>
<tr>
<td>February - May 2021</td>
<td>Evaluation of all applications (except NITEP)</td>
</tr>
<tr>
<td>June 30, 2021</td>
<td>NITEP application deadline</td>
</tr>
<tr>
<td>May 2021</td>
<td>Majority of decisions are sent out for BEd and WKTEP</td>
</tr>
<tr>
<td>Summer 2021</td>
<td>Remainder of decisions are sent out for Teacher Updating Program and waitlisted BEd and WKTEP applicants</td>
</tr>
</tbody>
</table>

The Bachelor of Education program application opens on October 1, 2020 with a final deadline of January 15, 2021. Apply early!

By the deadline date, we would expect not only the application form and application fee submitted, but also all supporting documentation including the Academic Requirements Form (found under “Supplemental Forms” online on the Student Service Centre after submitting the initial application form), official sealed transcripts from every post-secondary institution you have attended apart from UBC, and reference report forms submitted directly to us from your referees using the References Portal.

**TIP:** Do not wait until the deadline date to begin your application as we cannot help if you have computer/internet issues causing delays.

**NOTE:** Countries around the world, including Canada, are working to contain the current outbreak of coronavirus (COVID-19).

For Teacher Education Office updates during the COVID-19 situation:
Current/Future Applicants: [https://teach.educ.ubc.ca/admissions-faqs-covid/](https://teach.educ.ubc.ca/admissions-faqs-covid/)
2.0 WHAT IS A CAMPUS-WIDE LOGIN (CWL) ACCOUNT

**TIP:** Write down your username and CWL password as you will use it throughout the application process including verifying documents received and checking your application status. Information as to how to sign up for a CWL if you do not have one yet can be found as part of the information below.

Your Campus-Wide Login (CWL) is a single username and password that allows you to access many online services at UBC, including the BEd online application and the UBC Student Service Centre where the Academic Requirements Form is located. If you are currently, or have previously been, a student at UBC, you will have already created a CWL. If you have forgotten your CWL or password, you will be directed to links to retrieve information. If you are a new applicant to UBC, you will be prompted to create a CWL during the initial application process.

3.0 LOGGING INTO THE BEd APPLICATION

The following instructions refer to how to apply online for all UBC Vancouver BEd program options including our West Kootenay Teacher Education Program (WKTEP), and our 4-year direct entry Indigenous Teacher Education program (NITEP).

**TIP:** If you are interested in the UBC Okanagan BEd program, contact them directly at education.ok.ubc.ca/programs/bed.html. There is a separate application and admission procedures for the BEd program at UBC Okanagan (UBCO) and we cannot advise you on their program requirements.

The initial UBC BEd application is found at you.ubc.ca. Click on the “Apply to UBC” link to begin.
If you do not have a Campus-Wide Login yet (new to UBC), please select the “Create account” button.

If you already have a Campus-Wide Login (student/alumni of UBC), you can proceed to logging in using your CWL on this page.
3.1 Logging in with your CWL (Students/Alumni of UBC)

Once you log in with your CWL you will be able to access the application page. If you do not remember your CWL or have forgotten your password, please contact UBC IT services at it.ubc.ca/support.

You are almost ready to start the application!

You are now ready to proceed with the initial application for the UBC BEd program by clicking on Bachelor of Education, Vancouver campus link.
4.0 BEd APPLICATION

The BEd application is divided into 9 sections - Personal Information, Academic History, General Information, Program Selection, Personal Profile, Student Housing, Additional Information, and an Application Summary of information submitted at the end. This is followed by a Declaration that the information is accurate. After completion of all sections, you will be prompted to pay your application fee.

Throughout the application you will see the SAVE and SUBMIT buttons. You can save the completed portion of your application at any stage before you submit, however after 20 minutes of inactivity, you will be logged out automatically and any changes not saved will be lost.

4.1 Personal Information

Biographical information. Information marked with an asterisk (*) is required as is your postal code and one phone number but we recommend filling in all fields to provide as much information as possible.

- Aboriginal Student Self-Identification - Optional Question
  - UBC is dedicated to supporting Aboriginal student success. The University has developed a wide variety of programs and student services for Aboriginal students, including academic programs, admission policies, housing and financial awards. Self-identification is optional. If you are an
Aboriginal person, we encourage you to self-identify so that you may benefit from these programs and services.


- Disability

- The Teacher Education Office strives to provide inclusive, equitable, and accessible service to our students and applicants. Applicants are considered without regard to age, ancestry, colour, economic status, place of origin, race, religion, family status, marital status, permanent disability and/or long term medical condition, political belief, gender, or sexual orientation.

**NOTE:** In accordance to UBC Policy LR7 (Disability Accommodation Policy), if you have a permanent disability and/or long term medical condition that may impact the admission evaluation process, **please submit a special admissions consideration request** found here: https://teach.educ.ubc.ca/admissions/accessibility/

### 4.2 Academic History
Provide complete information for secondary school(s) and all post-secondary (university/college) institutions you have attended. To begin click on the **ADD SECONDARY (HIGH) SCHOOL** button.
You will be taken to a page where you choose Country and Province/State. Once you indicate those variables, a list of possible institutions appears. Scroll down to choose school and you will see it highlighted in yellow. Add the years/months you attended and click on the NEXT button on bottom of page to populate fields. Repeat these steps for all secondary and post-secondary (university/college) institutions you have attended.

**TIP:** if your institution does not appear on the drop down list, simply select what is available and proceed. When you reach the end of the form, describe which institutions you attended in on the “Application Summary” page, in the comment box.

**TIP:** High School transcripts are not required, even though we require you to declare where you have attended secondary school. If you have completed courses in the following programs: Advanced Placement, International Baccalaureate, or Advanced Levels, please arrange to send official score reports to the Teacher Education Office.

### 4.3 General Information

Level of schooling you have achieved at the time of application. For the 4th question, if you have a degree from or are currently attending UBC and will complete your degree prior to program start, choose the first bullet point. For applicants who have a degree or are currently completing a degree from another institution, please choose the second bullet point.

### 4.4 Program Selection

While we evaluate your first choice primarily, applicants are permitted to put two program choices, especially if they are willing to be assessed for both the Vancouver and the West Kootenay teacher education programs. If we cannot give you an offer for your first program choice, we might be able to proceed at assessing your second program choice depending on a variety of factors such as the application volume for the upcoming academic year and of that particular program option.

Please indicate campus (Vancouver, even if you wish to attend WKTEP program as this is a UBC Vancouver administered program), degree choice (Elementary/Middle Years or
Secondary), credential version (Vancouver 11-month, WKTEP 11-month, or NITEP 4-year), specialization, and session.

If you complete all fields for Choice 1 Program and click SAVE, the page will refresh and you will see that you are still on the Choice 1 Program page. Once you click NEXT, you are taken automatically to Choice 2 Program page – a page that looks almost exactly the same (see image below). Please make sure to note if you are completing the first or second program choice and do not put the same items that you have put on Choice 1 Program as the system will not allow you to continue.

Typically, the system should permit you to proceed by leaving the Degree field actively blank for your Choice 2 Program. If the system does not permit you to continue, we would advise you then to continue with the application form with ANY combination that works, and then write down on the “Application Summary” tab (see Section 4.8 below) that you did not want to be assessed for Choice 2 Program in the comment box on that page. It will then manually be edited from our end.

**TIP:** BEd Elementary/Middle Years applicants can select between French Immersion Specialization or the English program. If you are not interested in the French Immersion option, do not select any specialization. The default blank option is for the English option. Note: **Cohort selection is done once an applicant is admitted, at registration time in the summer.**

**TIP:** It is to the applicant’s advantage to carefully review the requirements of your program choices at the time of submitting your application. If there is an extenuating circumstance after the application has been submitted, students can email teacher.ed@ubc.ca with further details. Please note that program changes cannot be accommodated after a decision has been rendered.

**TIP:** Grey bar indicating this applicant is currently on Choice 2 Program page

**TIP:** Actively choose blank field at top if you do not want a second choice
4.5 Personal Profile

Summary of Experience, Application Essays, and References. Applicants are permitted to put a maximum set of five experiences related to their application to the education program. The amount of total hours that meet our experience requirement must be at least 100 in total – this number can come from just one experience or a combination of various experiences. The essays must be at the maximum 300 words – it is to your advantage to provide a substantial essay. Very short essays are usually detrimental to an individual’s application. Applicants to the French Options or any of the Modern Languages teachables must still write their essays in English.

**TIP:** The supervisor’s name on each of the experiences may or may not be one of your referees. Please make sure to indicate the most current contact information for these.

**TIP:** It is the students’ responsibility to request their referees to send the Reference Report Forms directly to us through a separate dedicated online portal (see Section 6.1 below).

**TIP:** Please remember to proofread and edit your answers carefully before hitting submit.

More information for preparing your Personal Profile submission can be seen here: teach.educ.ubc.ca/admissions/apply/personal-profile/

4.6 Student Housing

Link to information regarding on campus student housing.

4.7 Application Comments

Clarify or add information regarding gaps in academic history, description of unique situation or curricula, etc. You are required to disclose any academic issues (academic probation, failures, requirement to withdraw) as well as if you have ever begun a teacher education program.

4.8 Application Summary

Summary of the information submitted. You will have the opportunity to return to sections of the application to modify responses. You will also be able to communicate to
us here any selections that you might have been forced to choose due to a system glitch. We will then modify your application accordingly.

**4.9 Declaration**

Verify the accuracy of the information you have provided and agree to UBC’s use and protection of your personal information.

After submission of the initial BEd application and payment of your application fee, you will receive an email from our office noting how to check application status, including missing documentation. With a high volume of applications, it may be 2-3 weeks after submission before we can generate this email so we do appreciate your patience. If you do not receive this email 3 weeks after application, it could mean there is an incorrect email associated with your file (as stored in your Campus-Wide Login); therefore if you have not heard from our office please contact teacher.ed@ubc.ca to confirm contact information. This is extremely important, as email is our primary method of communication, including any offers sent.

**5.0 SUPPLEMENTAL FORMS**

Once you have submitted your application and paid the application fee, you will have access to the online supplemental application forms via the Student Services Centre (SSC) https://sscadm.ubc.ca/sscpportal/servlets/SRVSSCFramework

Log in using your CWL and from the menu bar at top of page, choose ADMISSIONS and then from drop down menu choose SUPPLEMENTAL APPLICATIONS.

**TIP:** It may take 1-2 business days for supplemental forms to be accessible after paying the application fee.

**Academic Requirements Form(s)** – If you have applied to more than one program option (e.g. BEd Elementary/Middle Years and BEd Secondary) you may have more than one academic requirements form. These forms are meant to be a guide to both applicant and evaluator as to course work completed or in progress that will meet our requirements.
• We suggest that prior to completing this form, you take a look at the self-assessment worksheets available on our website:
  
  o  https://teach.educ.ubc.ca/admissions/apply/academic-and-experience-requirements/

• A portal on our website has also been created to assist you in determining course equivalency. Please make sure to read through the guide in advance of filling out the Academic Requirements form.
  
  o  https://teach.educ.ubc.ca/admissions/apply/academic-and-experience-requirements/course-equivalency/

TIP: At UBC a 1 term course = 3 credits.

TIP: It would be most helpful if you indicate the institution name, course code, and course number (e.g. "UBC ENGL 110") as the format on the Academic Requirements form.

6.0 SUBMITTING DOCUMENTS

We do require documentation that is not submitted as part of the online application process – reference report forms, official transcripts from all post-secondary institutions, official language proficiency test scores (if required), and proofs of registration if you are currently taking any coursework to meet our admission requirements.

NOTE: If you were an applicant last year and are re-applying for this coming intake, we will need you to re-submit all original documents relevant to your application including transcripts and reference report forms.

6.1 Reference Report Forms

Forms and detailed instructions regarding submission can be found on our website (teach.educ.ubc.ca/admissions/apply/references/).

We expect applicants to arrange for the submission of two confidential reference reports to be sent on their behalf. Information about the process and the Reference Portal can be seen on the link above. Once you fill out your information and referee contact information on the portal, your referees will be given an online form which they will submit directly to us. These
instructions will also be included once we have sent you an email acknowledging your application within two weeks of your application submission.

The Teacher Education Office requests contact information of referees on the main student application form so that we are able to match the reference report forms with the applicant’s file when they come in. It is still necessary for the applicant to fill out their own information and referee contact information again in the dedicated portal above so that their referees can be sent the online Reference Report Form.

Please note that the Faculty of Education will not accept more than two reports. Letters in lieu of these report forms are also not acceptable.

6.2 Official Transcripts and Proofs of Registration

If you are completing, or have completed, any post-secondary studies at institution(s) other than UBC you must arrange to have your official sealed transcripts sent to the Teacher Education Office directly from the issuing institution.

More information about sending transcripts, international transcripts, and transcripts in other languages can be seen on our transcript portal here: teach.educ.ubc.ca/admissions/apply/transcripts/.

NOTE: All transcripts from China must be verified by CHESSICC.

- If you have received transfer credits from an exchange program, we still require the transcript directly from the original institution. Please note we cannot get copies of transcripts from UBC Undergraduate Admissions if you have submitted them there previously – you will need to arrange to send new official copies directly to the Teacher Education Office.
  - **Exception:** Students who have completed an exchange program via UBC Go Global will not need to arrange for original transcripts from the foreign institution.

- If you are registered or will be registering in coursework when you apply to the program, you will need to provide proof of registration for us to consider any application. This can be in the form of an official transcript or an alternative proof of registration. Please see our website for details. We suggest submitting this as soon as possible after you register for your coursework.
6.3 Language Proficiency Tests

If you have completed your degree at an institution in a country that does not satisfy the UBC English Admissions Standard, you will need to complete an English proficiency test within 2 years of applying to our program. The IELTS-Academic and TOEFL-iBT are the only tests we accept. If you are applying to any of our French options, you will also need to take a French proficiency exam.

- More information can be seen here: teach.educ.ubc.ca/admissions/apply/language-proficiency-assessments/.

- French language proficiency exam information: https://teach.educ.ubc.ca/admissions/apply/language-proficiency-assessments/delf-dalf/

6.4 How to Check if Documents are Received

It can take up to 3 weeks for documents to be processed and reflected on your Applicant Status, even for documents that have come in before an application is submitted.

We update your application status regularly as documents are received by our office. Please check the SSC as per the instructions given in your acknowledgment letter after allowing a few weeks during the busy season to process mail.
7.0 APPLICATION STATUS AND OFFERS

After you submit your application and pay your application fee, you will receive an email from our office, usually within 2-3 weeks, informing you how to check the status of your application, including documents received, online on the Student Service Centre (SSC). With the volume of applications and documents our office receives, this is the best way for you to confirm documents received within a timely manner.

It is the applicant's responsibility to check the SSC frequently for updates.

We will begin evaluating completed applications at the beginning of February, with the bulk of decisions being made in May. Admission decisions are emailed to all applicants and, if admitted, sent along with an admission package and further instructions.

TIP: Please ensure all personal information, especially email address and telephone number, are up to date as we primarily communicate with applicants via email. If you have changes to make to this information after you submit your application you can always update via the SSC.

TIP: Please also make sure you check any junk/spam filters you have set in case our emails are not coming to your inbox.
8.0 FINAL NOTES

Still have questions? We’d love to help! Not only do we have more information and resources on our TEO website teach.educ.ubc.ca, but you can always contact our office for assistance.

- General Inquiry Mailbox: teacher.ed@ubc.ca

  Information regarding Advising can be seen here: http://teach.educ.ubc.ca/admissions/advising/

- Mailing Address:

  Teacher Education Office  
  UBC Faculty of Education  
  Neville Scarfe Building  
  Room 103 - 2125 Main Mall  
  Vancouver BC, V6T 1Z4

BEd Application checklist: http://teach.educ.ubc.ca/admissions/forms/