



UNBC

Office of the Registrar
University of Northern British Columbia
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Application for Admission: September 2015 Bachelor of Education (B.Ed.)

Before completing your application, please read the following carefully.

The Admissions and Standards Committee will consider **complete applications** only. The following information is required in your application package:

- Completed B.Ed Application for Admission form
- Official transcripts from ALL previous institutions
- Three (3) confidential Reference forms
- Your Personal Statement*
- Experience with Children and Youth (resume format)**

Applicants must provide a **Personal Statement** describing their reasons for becoming a teacher. This statement should NOT be longer than two (2) double-spaced typed pages (instructions on page 2).

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.

**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. Each applicant MUST follow a resume format for this section (details on page 2).

The School of Education is designed for full-time studies. With prior approval by the program's Chair, and subject to course availability, the undergraduate Education program MAY BE taken on a part-time basis; however, students may be required to enroll full-time during a portion of their program.

Criminal Records Check (CRC)

(Please read "Note" on pg. 4.) Given the scope of the *Criminal Records Review Act*, as part of the admission process, UNBC requires a criminal records search to be completed for **all applicants accepted** into programs which involve working with children or other vulnerable persons. See the UNBC Undergraduate Calendar for further information.

Fees

All fees are non-refundable and must accompany this form in order for it to be processed. **DO NOT send cash through the mail.** Please make all cheques or money orders payable to the "University of Northern British Columbia."

Application Fee (non-refundable):

- Canadian or Permanent Resident applicants: \$35.70
- International applicants: \$76.50

Document Evaluation Fee (non-refundable):

- This \$40.80 fee is in addition to the Application Fee. Applicants whose transcripts originate from a post-secondary institution outside British Columbia and/or any secondary school outside of Canada.

Documents

Provisional offers of admission may be made using unofficial transcripts/documents (**this is not applicable to international students**), and will be finalized when **official** documents are received. All documents submitted in support of an Application for Admission/Re-admission become the property of the University of Northern British Columbia, and will not be returned to the applicant or provided to other institutions.

English Language Proficiency

Applicants whose first language is not English must submit evidence of English language proficiency prior to admission; acceptable evidence may be any one of: TOEFL, IELTS, LPI, or English 12. To be considered valid, these scores must be sent directly from the testing agency/institution to the UNBC Office of the Registrar.

For further details, consult 'Admissions' in the UNBC Undergraduate Calendar.

The University of Northern British Columbia reserves the right to limit enrolment in any Faculty, Program or course. Not all Programs are available at every campus. Course offerings may be subject to sufficient demand.

For application deadlines, see 'Semester Dates' in the UNBC Calendar or view www.unbc.ca/calendar/undergraduate/.

IF PAYING APPLICATION / EVALUATION FEE BY CREDIT CARD – complete this section

[Note: Your application will not be processed until we receive payment of your fee(s).]

I agree to pay University of Northern British Columbia my application fee (all applicants) and document evaluation fee (if applicable) in the amount of \$_____ on my: VISA MASTERCARD AMEX

Card Number

Expiry Date of Card

Name of Cardholder (please print)

Signature of Cardholder

Please attach the following TWO documents to your B.Ed. Application for Admission

1. PERSONAL STATEMENT

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.

2. RESUME (detailing Experience with Children and Youth)

Include a typed resume which lists and describes your past experiences with children and/or youth. The following information MUST be detailed in this document:

- a. Dates of Employment/Volunteer experience
- b. Name and Address of Agency, Firm, or Employer e
- c. Position held by you
- d. Full-time or part-time status
- e. Name of immediate Supervisor or Contact
- f. Daytime phone number of Supervisor or Contact

PROGRAM OF STUDY

Please indicate program choices in order of your preference: **1** (first), **2** (second).

- Elementary (K-7) Prince George campus
- Secondary (8-12) Prince George campus
- Elementary (K-7) Terrace campus
- Teachable Major _____
- Teachable Minor _____

ADMISSION CATEGORIES (Please check ONE route of entry only)

ELEMENTARY (K-7) at Prince George or Terrace campus

- I hold an Undergraduate degree in an acceptable teaching area.
Institution: _____ Date of Graduation: _____
- I will have successfully completed the requirements for my Undergraduate degree in an acceptable teaching area by August 31, 2015.
Institution: _____ Expected Date of Graduation: _____
- I have successfully completed 90 credits of coursework (60 credits in teachable areas).
- I have successfully completed the UNBC Education Diploma in First Nations Language and Culture.

SECONDARY (8-12) at Prince George campus ONLY:

All Secondary applicants must have successfully completed a four-year Bachelor's degree (120 credits) or the equivalent.

- I hold an Undergraduate degree in an acceptable teaching area.
Institution: _____ Date of Graduation: _____
- I will have successfully completed the requirements for my Undergraduate degree in an acceptable teaching area by August 31, 2015.
Institution: _____ Expected Date of Graduation: _____

Have you ever attended UNBC, or applied and not attended? Yes No
 Have you previously applied to the BEd Program at UNBC? Yes No

If "yes" to either, please provide your (9-digit) UNBC Student ID Number:

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PERSONAL INFORMATION

Date of Birth
 (dd/mm/yyyy)

Do you have a disability? Yes No

Aboriginal Status (voluntary: check all that apply)
 First Nations Status First Nations Non-Status Métis Inuit

Name of your Band or Nation (if applicable):

Gender: Female Male **Marital Status:** Married or equivalent Single/Never Married Single/Previously Married

Legal Name(s) Only: you MUST supply your legal name(s) for use on all Official UNBC documentation		
First Name	Middle Name(s)	Last/Family Name
Circle one: MS MISS MRS MR Other title: _____	Preferred First Name	Former Last Name
Permanent Address		
Apt #, Street # and Name, PO Box, RR/SS, Site, Comp.		City or Town
Province or State	Country	Postal or ZIP code
Home Telephone #	Cell #	Email Address
Mailing Address (if different than above)		
Apt #, Street # and Name, PO Box, RR/SS, Site, Comp.		City or Town
Province or State	Country	Postal or ZIP code
Home Telephone #	Cell #	Email Address
Citizenship & Immigration Status (mandatory for all applicants)		Are you a Canadian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
If not Canadian Citizen, you MUST check one of the following: <input type="checkbox"/> Study Permit <input type="checkbox"/> Permanent Resident/Landed Immigrant <input type="checkbox"/> Other: _____		Country of Citizenship Country of Birth
Date of Entry into Canada	First or "Mother" Language	Have you attended English language schools? <input type="checkbox"/> Yes (#of years attended: ____) <input type="checkbox"/> No
Emergency Contact information		
Name of Emergency Contact: (FIRST and LAST name required)		
Day-time telephone number	Evening telephone number	Relationship to you

INFORMATION RELEASE (optional)

You may wish to authorize someone to **act on your behalf** with respect to application status, registrations, financial information/activities, transcripts or graduation. This information release will be valid for one calendar year. If you wish to designate someone to act on your behalf, please provide the following information:

 Name of Designate

 Relationship to you

ACADEMIC HISTORY

Have you ever withdrawn from, interrupted, or been required to withdraw from an Education program? Yes No

If "yes," name the institutions _____, Date of withdrawal _____, and provide details on a separate sheet of paper, which must be attached to this completed form.

All Post-Secondary Institutions Previously/Currently Attending (Colleges, Technical Institutes and Universities—most recent first)							
From (mm-yy)		To (mm-yy)		Name and Location of Institution	Year Level	Program	Credentials Obtained (e.g. BA, Diploma)

Official Transcripts from ALL post-secondary institutions must be received at UNBC **directly** from those issuing institutions.

PROFESSIONAL REFERENCES

Please provide the names and phone numbers of three (3) Referees. Have each Referee complete a confidential Reference Form and forward it to the Office of the Registrar. Reference Forms are found in the application package, and may also be downloaded at <http://www.unbc.ca/apply/undergraduate/apply-bachelor-education-program>.

Referee's Name	Position	Daytime Phone

DECLARATION

I hereby declare the information I have submitted in this Application for Admission/Readmission is correct and true. I understand that completion of this signed application permits the University of Northern British Columbia to request and/or confirm any information necessary to support my Application for Admission/Re-admission; that submission of false statements or documents will result in the immediate cancellation of admission or registration to University of Northern British Columbia; and that information on falsifications may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

***NOTE: Applicants who have been charged with, or convicted of, a criminal offence should inform the British Columbia College of Teachers of their history BEFORE undertaking a teacher education program.**

INFORMATION RELEASE STATEMENT

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

I have read and understand the statements contained in the 'Declaration' and 'Information Release Statement' sections above.

Signature of Applicant

Date