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, B in full.*
Citizenship or Immigration Status: Permanent residents (landed immigrants) must provide proof of status.
*Preferred name and preferred pronouns are used for advising purposes, whereas legal name will be stated on all student records. Please advise of any name changes during your program.

Application Fees: All applicants must enclose an application fee. For domestic applicants, including Canadian citizens and Permanent Residents, the fee is $68.00. For international applicants, the fee is $102.00. For applicants who have formerly applied and registered for undergraduate studies at the Vancouver Faculty of Education (NOT including the School of Human Kinetics), the fee is $39.00. 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
Summer Session (May - August): **February 28**
Winter Session (September - April): **May 31**

NOTE: Students presenting a transcript from an institution outside North America should apply at least two months earlier than the deadlines indicated above. While we can accept applications including all supporting documentation after these dates, we cannot guarantee admission prior to start of term.

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.

Section E - PROGRAMS
Indicate 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 Teacher 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. For applicants who attend UBC, these documents are kept for 5 years; for those applicants who do not attend UBC, these documents are only kept for 1 year.

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-Academic (www.ieltsvancouver.com).

Teacher Updating Diploma applicants must meet the English Proficiency level prescribed for admission:
http://teach.educ.ubc.ca/admissions/teacher-updating-program/
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) 822-0306

A. PERSONAL DATA AND APPLICATION FEE Last attendance at UBC in Faculty/School of _____
Year _____ Session _____

UBC Student Number

Last or Family Name

First or Given Name | *Preferred Name

Previous Last or Family Name | *Preferred Pronoun

Address - Apt. # / Street

City or Town | Province/State

Country | E-mail

Postal/Zip Code | Area Code | Home Telephone | Area Code | Work Telephone

Gender: ○ Male ○ Female ○ X

Date of Birth: year / month / day

Country of Birth | First Language | Canadian Social Insurance Number

APPLICATION FEE

- ○ $68.00 enclosed (Domestic applicant fee)
- ○ $102.00 enclosed (International applicant fee)
- ○ $39.00 enclosed (re-application fee)

VISA, MasterCard, certified cheque (No personal cheques) or money order in Canadian funds accepted.

B. CITIZENSHIP OR IMMIGRATION STATUS:
Permanent residents who are not Canadian citizens must submit proof of immigration with application

- ○ Canadian Citizen
- ○ Permanent Resident
- ○ Study Permit

Date of Entry to Canada (Year / Month) _____ Country of citizenship _____

- ○ I identify as an Aboriginal person of Canada (First Nations, Inuit, Métis)

C. CATEGORY

- ○ Diploma (30-credit credential)
- ○ Unclassified (pre-Admission requirements)
- ○ Visitor
- ○ Auditor

D. SESSIONS

- ○ Winter session: September - April
- ○ Summer session: May - August

Application deadlines for the above terms:

Summer: February 28
Winter: May 31

E. PROGRAMS Do you hold a teaching certificate? ○ Yes ○ No Years of Teaching Experience _____

If you are applying to **a Diploma:** ○ Specialization in _____ or ○ Teacher Updating (for previously certified teachers)

For Early Years Education Applicants: ☐ I wish to complete 48 credits for BC ECE Basic Cert. ☐ I wish to complete 3 credits for ECE Assistant Cert.

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

Send all official transcripts showing the above credential(s) to the Teacher Education Office.

G. ENGLISH LANGUAGE PROFICIENCY (complete if applicable)

Test taken (TOEFL, IELTS)_____ Test Date _____

H. DECLARATION

I agree that, if 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; and (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: _____

THE UNIVERSITY OF BRITISH COLUMBIA
Teacher Education Office
Faculty of Education

Teacher Education Office
103 – 2125 Main Mall
Vancouver, BC Canada V6T 1Z4

Phone 604 822 5242
Fax 604 822 0306

FEE PAYMENT

Credit Card Authorization

The charge appears on your bank statement as UBC e-payment or UBC CBM.
Do not send this form by email, as it is not secure, and your ***personal details may be compromised.***
Only faxed or mailed forms are accepted.

_____

Cardholder Name, as shown exactly on Credit Card

_____

Full name of Student for whom payment is being made

_____

UBC Student Number, if applicable

Credit Card Type ☐ VISA ☐ MASTERCARD
(Not accepted: AMEX, Visa Debit, Interac.)

Amount $_____

Date Submitted _____ YY _____ MM _____ DD

Cardholder Signature X_____

For your protection, credit card information below this line will be destroyed after payment is processed.

_____

Credit Card Number

_____/_____

Expiry date MMYY