

# 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 - PERSONAL DATA, CITIZENSHIP OR IMMIGRATION STATUS and APPLICATION FEES

Complete Section A 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 \$62.00 Canadian. For applicants presenting any academic documents from outside Canada, the fee is \$93.00. 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 \$36.00. 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 B – 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.

**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 and/or one who is pursuing a certificate.

**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 C - SESSIONS

Indicate in which session you wish to enrol.

**Application and Document Deadlines** (for earliest processing)

Summer 2013 (May - August): 29 March 2013

Winter 2013 (Sept. 2013 - April 2014): 31 May 2013

**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 D - 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 (<http://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 E - 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.

**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](http://www.toefl.org)), IELTS ([www.ieltsvancouver.com/](http://www.ieltsvancouver.com/)) and CELPIP-Academic (<http://www.celpiptest.ca/>). More detailed information regarding accepted scores can be found on our website <http://teach.educ.ubc.ca/admissions/updating/language-competency.html>

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 code 00

## 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 Diploma Program, Unclassified  
 And Visitor (Admission or Re-Admission)**

**Teacher Education Office**  
 Faculty of Education  
 2125 Main Mall  
 Vancouver, BC Canada V6T 1Z4  
 Telephone: 604.822.5242  
 Fax: 604.822.8227  
**Email: teacher.ed@ubc.ca**

<b>A</b>	UBC Student Number (if applicable) _____		<b>APPLICATION FEE (non-refundable – subject to change)</b>			
	Last or Family Name _____		<input type="checkbox"/> \$62.00 (Canadian documents only)			
	First or Given Name _____		<input type="checkbox"/> \$93.00 (non-Canadian documents)			
	Middle Name _____		<input type="checkbox"/> \$36.00 (re-admission)			
	Previous Last or Family Name _____		<b>VISA, MasterCard, certified cheque or money order in Canadian funds accepted</b>			
	Number/Street _____	Apt. # _____	City or Town _____			
	Province/State _____	Country _____	Postal/Zip Code _____			
	Home Telephone _____		Cellular or Work Telephone _____			
	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Social Insurance Number _____			
	Date of Birth (yy/mm/dd) _____		Country of Birth _____			
	First Language _____					
	Email address _____					
	Citizenship or Immigration Status (Permanent residents who are not Canadian citizens must submit proof of status with application).					
	<input type="checkbox"/> Canadian citizen <input type="checkbox"/> Student Authorization <input type="checkbox"/> Visitor or Other Visa					
	<input type="checkbox"/> Permanent Resident If PR, Date of Entry to Canada _____ Country of citizenship _____					
	<input type="checkbox"/> I identify as an Aboriginal person of Canada (First Nations, Metis, Inuit)					
<b>B</b>	<input type="checkbox"/> Diploma		<b>C</b>	<input type="checkbox"/> Winter Session: September 20____ to April 20 ____		
	<input type="checkbox"/> Unclassified (Certificate)			<input type="checkbox"/> Summer Session: May – August 20 ____		
	<input type="checkbox"/> Unclassified (Pre-admission requirements)			<input type="checkbox"/> Office of Professional Development and Community Engagement (PDCE)		
	<input type="checkbox"/> Visitor					
	<input type="checkbox"/> Auditor					
<b>D</b>	Do you hold a teaching certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of years teaching experience _____			
	If you are applying to Diploma					
	<input type="checkbox"/> Specialization _____		OR <input type="checkbox"/> Teacher Updating			
	If you are applying to a Certificate, in what specialty area _____					
	Last attendance at UBC in Faculty /School of _____		Session <input type="checkbox"/> Winter <input type="checkbox"/> Summer	Year _____		
<b>E</b>	All Post-secondary institutions attended or currently attending (most recent first):					
	Name of institution	Province/ Country	From yy/mm	To yy/mm	Degree/ Diploma	Date degree conferred yy/mm
Have you ever failed a year or been required to withdraw from any institution? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, from which institution _____						
English Language Proficiency (complete if applicable) Test taken (TOEFL, IELTS, CELPIP) _____ Test Date _____						
<b>DECLARATION</b>						
<ul style="list-style-type: none"> <li>• I agree that if, in reading and completing this application, I knowingly or carelessly provided untrue, incomplete 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.</li> <li>• I agree that UBC may verify the information provided by contacting the relevant institution, any post-secondary institutions not listed in this application and/or the Teacher Regulation Branch.</li> <li>• I accept that information on falsified documents is shared with the Association of University and Colleges of Canada.</li> <li>• I agree, if admitted to UBC, to comply with all rules and regulations of the University, present and future.</li> </ul>						
Signature of applicant _____			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