

Department of Curriculum and Pedagogy

Faculty of Education

THE UNIVERSITY OF BRITISH COLUMBIA

2125 Main Mall

Vancouver, BC Canada V6T 1Z4

Phone: (604) 822-5367 ♦ Fax: (604) 822-4714

APPLICATION CHECKLIST

(For any updates on the required documents please check: <https://www.grad.ubc.ca/prospective-students/application-admission>. Additionally, international applicants should check <http://www.grad.ubc.ca/prospective-students/application-admission/international-students-transcripts>).

Admission to graduate programs is competitive. Only complete applications will be processed. To assist the Graduate Admissions Committee in reaching a decision, please complete and submit the following documents directly to the Graduate Programs Assistant, Curriculum and Pedagogy, no later than the departmental admission deadlines:

_____ "Application for Admission to Graduate Studies" (online).

_____ Application fee of \$91.80 Cdn for Canadian citizens and Permanent Residents, and \$153.00 Cdn for all international applicants. The fee is non-refundable and is valid for only one academic year (May to January start dates). **Applications received without the fee will not be processed.** For online application: the fee must be paid with a credit card. Cheques, bank drafts, or money orders should be made payable to "UBC Faculty of Graduate Studies" (online).

_____ A statement of intent which addresses your specific interests in pursuing this degree.

_____ A curriculum vitae (resumé) which includes your professional employment experience.

_____ **Three references**, either on the official form, in a letter (on the letterhead), or online (if available), including an assessment by at least one university instructor. **Ph.D. applicants should have, an assessment from the master's thesis research supervisor.** These references must be received by Curriculum and Pedagogy sealed and endorsed from the issuer.

_____ **Two official transcripts** (photocopies not acceptable) from all colleges and universities previously or currently attended. If the official transcript does not indicate the degree name and the degree conferral date, then **two** copies of the degree certificate are required. All transcripts from non-English speaking countries must be accompanied by official certified English translations. Transcripts should be received by the Graduate Programs Assistant, Curriculum and Pedagogy, sealed and endorsed from the issuing institution.

For Ph.D. students only:

_____ A sample of your scholarly writing. This could be an excerpt of a research paper or your thesis, preferably **10-20 pages in length**.

For Canadians who have completed all tertiary education outside Canada only:

_____ Evidence of Canadian citizenship in the form of a passport or birth certificate copy.

For Permanent Canadian Residents (Landed Immigrants) only:

_____ Permanent Residents are required to provide proof of immigration status and date of landing by submitting a copy of the Record of Landing Form or a copy of both the front and back of their Permanent Resident card

For International students only:

_____ If your transcripts (and certificates) are in a language other than English, you must include official certified English translations.

_____ TOEFL (Test of English as a Foreign Language). Applicants from a university outside Canada in which English is not the primary language of instruction must present evidence of competency to pursue studies in the English language prior to being extended an offer of admission. a satisfactory **TOEFL score of at least 580 on PBT, 237 on CBT, and 92 on IBT – minimum 22 on each component** is required before any offer of admission is made. Score reports more than two years old will not be accepted. **Photocopies of test scores are not acceptable.**

Applications cannot be processed until all the required documentation has been received.

Please do not staple any documents.

Nov. 25, 2013