



Application for September 2017 entry

Secondary Post-Degree Professional Program (BEd or Diploma)

This document provides information about the Faculty of Education's application process.

If you have questions about the application process or the admission requirements, contact Education Advising at MacLaurin:

- in-person in room A250 MacLaurin Building
- by telephone at (250) 721-7877
- by email at adve@uvic.ca. We aim to respond to email within five business days.

Application checklist

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Review admission requirements before applying to this full-time program. Go to the faculty website at http://www.uvic.ca/education/prospective/teacher/programs/elmpdpp/index.php . | |
| <input type="checkbox"/> Online UVic application | Jan. 2 |
| List every college and university attended, including Advanced Placement* and International Baccalaureate studies. | |
| Tip! The IB declaration appears under 'high schools attended'; the AP* declaration appears under the 'post-secondary institutions attended'. | |
| <i>*College of Advanced Placement</i> | |
| <input type="checkbox"/> Official transcript (s) showing grades to December 31..... | Jan. 31 |
| <input type="checkbox"/> Official transcript (s) showing in-progress registration to April 30, if applicable | Jan. 31 |
| <input type="checkbox"/> Official transcript (s) showing grades to April 30, if applicable | May 31 |
| At least one of these transcripts must include a 'degree granted' statement otherwise a degree completion letter will be required by June 30. | |
| <input type="checkbox"/> Letter of intent | Jan. 31 |
| <input type="checkbox"/> Résumé | Jan. 31 |
| <input type="checkbox"/> Two reference forms sent directly to the Faculty of Education by the referees | Jan. 31 |
| Get the form at http://www.uvic.ca/education/home/home/apply/ugapply/index.php . | |
| <input type="checkbox"/> Graduate student status letter , if applicable | Feb. 28 |
| If you're currently registered in a graduate program, provide a letter from your university's graduate records or registrar's office stating that your graduate program requirements will be completed by August 30, 2017 or that you'll be taking a leave of absence from your program starting September 2017. Submit this to Undergraduate Admissions & Records. See page 2, Official Transcripts, for the mailing address. | |
| You may not be concurrently registered in a graduate program, or any other program, and the Secondary PDPP. | |
| <input type="checkbox"/> Supplementary form for Indigenous applicants (optional) | Feb. 28 |
| Get the form at http://www.uvic.ca/education/home/home/apply/ugapply/index.php . | <i>an extension may be granted</i> |

Refer to the following pages for instructions.

Online UVic application

Go to My UVic Application at https://www.uvic.ca/BAN2P/bzsklogn.p_display_login.

If you have questions about the application or application fees, write to

- Undergraduate Admissions at adms2@uvic.ca, if you are a new UVic applicant.
- Undergraduate Records at reco2@uvic.ca, if you are a continuing or returning UVic student.

Tip! Include Education 2017 Application and your name in the subject line of your email.

Applications received after January 2 will be considered only if seats are still available after all on-time, eligible applicants have been accepted.

Official transcripts

Official transcripts are those sent directly from the issuing institution to UVic. Transcripts in languages other than English or French must be submitted together with notarized English translations.

Tip! UVic students aren't required to order UVic transcripts as we have access to those.

Check with your institution about how and when to place your transcript order to meet our transcript deadlines. Processing and mail delivery times will vary. Order as early as possible.

Have your transcript (s) mailed to:

Undergraduate Admissions & Records
University of Victoria
PO Box 3025 STN CSC
Victoria, BC V8W 3P2
Canada

Or couriered to:

Undergraduate Admissions & Records
University Centre, UVic
3800 Finnerty Road (Ring Road)
Victoria, BC V8P 5C2
Canada

Jan. 31: Official transcripts showing grades for courses attempted to December 2016

Submit an official transcript from every college and university that you've attended, including withdrawals, incomplete, failed/repeated studies and attendance as an exchange student unless you have already done so. For example, you are a returning or continuing UVic student.

Tips!

- This includes College of Advanced Placement (AP) and/or International Baccalaureate (IB).
- UVic students who have been absent for three consecutive years must re-submit any transcripts submitted prior to their last attended term.

Jan. 31: Official transcripts showing course registration for the January to April 2017 term, if applicable

If applicable, submit an official transcript from every college and university that you'll be attending in the January to April 2017 term to show your course registration.

Tip! Returning and continuing UVic students may submit unofficial transcripts to show in-progress coursework.

May 31: Official transcripts showing grades for courses attempted January to April 2017, if applicable

Proof of an undergraduate degree is also required. If you're completing your first degree this year (Sept. 2016 – April 2017) and the transcript provided by May 31 doesn't include a 'degree awarded' statement, you'll be asked to provide another transcript that does by June 30.

Supporting documents: letter of intent, résumé and reference forms

Your letter of intent, résumé and reference forms will be reviewed for evidence of experience, ability and interest in working with children/youth in educative ways.

The supporting documents must adequately indicate to the satisfaction of the program lead your experience working with children/youth that support your ability to be a teacher candidate in this program.

If you require clarification about the supporting documents, please write to edciprogramlead@uvic.ca.

☐ **Letter of intent** (1 typed page)

Explain why you wish to become a teacher, how your life experiences (employment, volunteer activities, work with diverse groups of children/youth, special skills or talents, leadership roles) are relevant to teaching, and why you think these experiences are appropriate preparation for a career in teaching.

☐ **Résumé** (2 typed pages)

List your education, employment history, education-related experience (volunteer or paid), work experience with youth (volunteer or paid), and two references.

Ideally, you'll upload your letter of intent and résumé at the time you submit the online application. If you aren't ready to upload this information at the time you apply, you may do so afterwards. (January 31 deadline)

☐ **Reference forms** (2)

Have two individuals who have observed you interacting with children/youth in educative ways complete these forms. The forms must be sent directly by the referee to the Faculty of Education by email adve@uvic.ca or mail.

Faculty of Education Advising
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2

Where do I get the form? At <http://www.uvic.ca/education/home/home/apply/ugapply/index.php>. Click on the tab labeled BEd or Diploma Post-Degree Professional Program (Secondary).

Interview

If your supporting documents satisfy the program lead that you are adequately prepared to be a teacher candidate in this program, you'll be invited to attend an interview to be held in April. Interviews via SKYPE can be arranged for those out of town or for other exceptional circumstances.

Supplementary form for First Nations, Métis and Inuit applicants

The Faculty of Education is committed to increasing the number of First Nations, Métis and Inuit teachers and has reserved 5% of the positions in teacher education programs for applicants who meet the Faculty of Education's admission requirements. If you have Aboriginal ancestry, and would like to be considered for this quota, please submit the supplementary form to:

Glenda Haynes, Indigenous Education Adviser
Faculty of Education
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2

Where do I get it? Go back to <http://www.uvic.ca/education/home/home/apply/ugapply/index.php> to get the form. You'll find the form in the section titled: **Indigenous applicants**.

If you need help with the form or have questions, please call Glenda Haynes at (250) 721-8389.

Check your status and checklist

Log into My UVic Application to find out if your documents have been received.

It can take 2 – 3 weeks from the time a transcript is received at UVic for it to be recorded on the checklist. If it takes longer, contact the issuing institution to find out when it was sent to UVic.

Tip! If you're attending the same institution (other than UVic) during January to April 2017 as you did in the fall 2016 term, you'll see at least two entries for that institution on the checklist. We expect one transcript, with grades to December 31, by January 31 and another, with grades to April 30, by May 31.

Education Advising keeps you informed

Education Advising will send you one or more emails between February and August.

February – April: to request more information, to cancel your application if it's incomplete, to confirm your eligibility for admission, to explain why you aren't eligible for admission, or to make an offer of admission.

May – June: to confirm conditional offers of admission after second term grades are available

July – August: to offer admission to an applicant on the waitlist, if a seat becomes available

Tip! Eligible applicants will know by June 15 if they have been offered admission or placed on a waitlist.

Don't miss out on an important email!

Be sure to update your contact information with UVic if it changes after you've applied.

To ensure that you don't miss important messages, add the following email addresses to your contact list:

- adve@uvic.ca, and
- adms2@uvic.ca and kjpandak@uvic.ca if you are a new UVic applicant
- reco2@uvic.ca and reco3@uvic.ca and uro3@uvic.ca, if you are a continuing or returning UVic student.

Tips!

- Don't forget to check your spam or junk folder weekly.
- If you won't have email access for more than one week, contact Education Advising.

Selection

Eligible applicants will be ranked on an admission score that is based on **GPA (60%)** and **supporting documents/interview (40%)**. Eligible applicants will be selected to the program starting with the highest admission score. **Note:** Teaching areas will also be taken into consideration.

Eligible applicants are those who have, based on courses attempted to April 30:

1. an undergraduate degree recognized by UVic, and
2. 3.0 units of approved English and demonstrated competency in written English, and
3. completed the required coursework for one or two approved teaching areas with an average grade of B- or higher, and
4. a 30-unit grade point average (GPA) of 3.00 (UVic C+) or higher based on courses attempted to December 31, and a GPA or 3.00 or higher on the most recent session, and
5. satisfied the Secondary PDPP program lead that they have adequate experience, ability and interest in working with children/youth in educative ways.

Frequently asked questions

What should I do if I decide not to proceed with my application?

Please notify:

- Faculty of Education Advising at adve@uvic.ca.
- Undergraduate Admissions (new UVic students) at adms2@uvic.ca.
- Undergraduate Records (continuing and returning UVic students) at reco2@uvic.ca or reco3@uvic.ca.

Be sure to tell Admissions or Records if you wish to apply to a different faculty for September 2017.

Can another person access my university records?

No, the university does not normally allow another person to conduct business with the university on your behalf.

If you'll be unable to act on your own behalf (for example, medical reasons) and wish a third party to do so, you must provide a signed proxy form. The form is available from Education Advising at MacLaurin (adve@uvic.ca).

What do I do if I'm selected to this program?

1. Tell us, by email, if you wish to accept the offer or not.
2. Submit the **\$150 Faculty of Education acceptance deposit** within a set period of time. New UVic students will also pay a \$200 UVic acceptance deposit. **Tip!** Both deposits are applied towards tuition fees.

Who should I contact if, after accepting an offer of admission, I must decline it.

Please write to Education Advising at MacLaurin at adve@uvic.ca.

May an offer of admission be deferred?

No. If you can't take the program in 2017, you must re-apply for another entry point.

What courses will I take in this program?

The program outline can be found in the [UVic Calendar](#).

Do I have to apply for a teaching certificate after I complete this program?

Yes. You must apply to the Ministry of Education's Teacher Regulation Branch for a teaching certificate.

If you've been charged with, or convicted of, a criminal offense, you should write to the [Teacher Regulation Branch](#) for clarification of your status before undertaking a teacher education program.

Will I qualify for a teaching certificate in another province?

The Agreement on Internal Trade enables labour mobility across Canada for all trades and professionals. If you qualify for a teaching certificate in British Columbia, you can expect to qualify for a teaching certificate in another province.

Where can I get information about tuition?

Accounting services at <https://web.finance.uvic.ca/tuition/>.

Tuition is based on a per-unit fee that varies from year to year. The 2017 rate will be announced in the spring. **Tip!** You will register in 19.5 units in year 1.

In addition to tuition, you must budget for miscellaneous fees (athletic and student society), room and board, practica travel and other living expenses. For a break down of annual costs, go to <http://registrar.uvic.ca/safa/>.

Where can I get information about student loans, bursaries and scholarships?

Student Awards and Financial Aid Office at <http://registrar.uvic.ca/safa/> or telephone (250) 721-8423.

Where can I get information about housing?

Housing, Food and Conference Services at <http://www.hfcs.uvic.ca> or telephone (250) 721-8395.