Application instructions for September 2018 entry
Bachelor of Education Post-Degree Professional Program (Elementary)
Faculty of Education

Thank you for applying to the Elementary Post-Degree Professional Program (Elementary PDPP) offered at the University of Victoria. We’re proud of our teacher education programs and our role in preparing future educators.

We hope you find the information in this document helpful as you prepare your application.

| page 1: | deadlines for application, transcripts, and supporting documents |
| pages 2 – 4: | detailed information about the application, transcripts, and supporting documents |
| page 5: | answers to frequently asked questions |

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 adv@uvic.ca. We aim to respond to email within five business days.

**Checklist items**

Before applying, review the admission requirements for this full-time program at [uvic.ca/education/elementarypdpp](http://uvic.ca/education/elementarypdpp).

- ☐ **Step 1:** Submit the online application between September 2017 and January 2, 2018. ......................................................Jan. 2
  
  More information is provided on page two.

- ☐ **Step 2:** Order official transcript (s)* in time for them to arrive at UVic as follows.
  
  More information is provided on page two.

  By Jan. 31, we require transcript (s) that show: ................................................................. Jan. 31
  
  - grades for all courses attempted to December 31, 2017
  - in-progress course registration to April 30, 2018, if applicable

  By May 31, we require transcript (s) that show: ..............................................................May 31
  
  - grades for all courses attempted January to April, 2018. **Tip!** Order the transcript(s) as soon as second term grades are available.

  At least one of your transcripts must include a ‘degree granted/awarded’ statement. If your degree won’t be conferred until May/June 2018, an additional transcript showing proof of degree must be submitted by June 30.

  *with the exception of UVic transcripts. We have access to those.

- ☐ **Step 3:** Provide a graduate student status letter, if applicable ................................................................. Feb. 28
  
  More information is provided on page three.

- ☐ **Step 4:** Submit the supporting documents to satisfy the experience requirement. ...................................................... Jan. 31
  
  Detailed information is provided on page three.

  A. Upload your letter of intent at the time you submit your application or afterwards, but no later than January 31.
  B. Upload your résumé at the time you submit your application or afterwards, but no later than January 31.

- ☐ Optional: Indigenous applicants may submit a supplementary form for Indigenous applicants. ............................................. Feb. 28
  
Step 1: Online UVic application

Go to My UVic Application at www.uvic.ca/application to start the application process. 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!** Fill out your application completely to avoid delays.

- If you’re applying for the off-campus program in Cranbrook, BC, be sure to select: East Kootenay Teacher Education program.
- List every college and university attended even if you attended as an exchange student, or transferred the credit to another institution.
- List Advanced Placement and International Baccalaureate studies, if applicable. The IB declaration appears under ‘high schools attended’; the AP declaration appears as “College of Advanced Placement” under ‘post-secondary institutions attended’.

**Late applications will be accepted until March 1.** Those who apply after January 2 will be considered for admission only if space remains in the quota after all on-time applicants have been offered admission.

Step 2: Official transcript (s)

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. Your application cannot be processed until all of your transcripts have been received.

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.

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.

**Tips!**
- This includes College of Advanced Placement (AP) and/or International Baccalaureate (IB).
- UVic students don’t need to order UVic transcripts since we have access to those records.
- UVic students who have studied elsewhere must submit, or re-submit, transcripts to UVic Undergraduate Records:
  - if the studies occurred since their last attendance at UVic, or
  - if the studies occurred before or during their attendance at UVic and they’ve been absent from UVic for more than three years.

Have your transcript mailed to:

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

Have your transcript couriered to:

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

**January 31:** deadline for official transcripts showing grades for courses attempted to December 2017.

**January 31:** deadline for official transcripts showing course registration for the January to April 2018 term. Returning and UVic students may submit an unofficial transcript to show coursework in-progress elsewhere.

**May 31:** deadline for official transcripts showing grades for courses attempted to April 2018, if applicable. Proof of an undergraduate degree is also required. If you’re completing your first degree this year (Sept. 2017 – April 2018) and the transcript provided by May 31 doesn’t include a ‘degree awarded’ statement, you’ll be asked to provide an additional transcript which does by June 30.

Step 3: Graduate student status letter, if applicable

You may not be registered in a graduate program, or any other program, concurrently with the Secondary PDPP. 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, 2018, or that you’ll be taking a leave of absence from your program starting September 2018. Submit this to Undergraduate Admissions & Records by Feb. 28.
Step 4: Experience requirement (letter of intent, résumé, and two reference forms)

Your letter of intent, résumé and reference forms will be reviewed for evidence of experience, ability and interest in working with children or youth in educative ways. You must adequately describe, to the satisfaction of the Faculty of Education, your experience working with children or youth which support your ability to be a teacher candidate in this program.

Ideally, you’ll have about 75 hours of work experience (paid or volunteer) in some capacity in a group setting with children or youth. Examples of relevant experience include coaching team sports, working as a summer camp counsellor, group tutoring, assisting in a school classroom, or working with church groups. That said, each applicant’s experience working with youth will be considered on an individual basis. Submit an application even if you have fewer than 75 hours of relevant experience, or if your experience with children or youth was not in a group setting.

The following items must be received at UVic by January 31, 2018.

A. Letter of intent (one typed page)
   Explain why you wish to become a teacher, how your life experiences (employment, volunteer activities, work with diverse groups of children or 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. See page one for submission instructions.

B. Résumé (two typed pages)
   List your education, employment history, education-related experience*, work experience with children or youth and two references (see below). Include hours of experience with children or youth. See page one for submission instructions. *volunteer or paid

C. Reference forms (two)
   Be sure to have the reference forms completed by individuals who have observed you interacting with children/youth in educative ways. Tip! Fill out the top half of the form before giving it to a referee to ensure that the form is matched to your application.

   Have the referees send the forms directly to Education Advising by email educapp@uvic.ca. The forms may also be mailed to:

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

   Where do I get the form? At www.uvic.ca/education/home/home/apply/ugapply/index.php. Click on the BEd Post-Degree Professional Program (Elementary) tab.

D. Interview
   Applicants with academic requirements completed or in-progress may be contacted in March/April to attend an interview in the first half of April. If travel to Victoria is a hardship, the interview may take place via SKYPE. The interview will give you the opportunity to describe how your experiences will help you in your role as an educator.

Optional: 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:

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

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

Where do I get the form? Go back to 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.

September 27, 2017
Check your status and checklist

Log into My UVic Application. Use the checklist to see that all transcripts and supporting documents have been received.

Tips!
- If you’re attending the same institution (other than UVic) in the January to April 2018 term as you are in the fall 2017 term, you'll see at least two entries for that institution on the checklist: one with a February 28 deadline and another with a May 31 deadline.
- It can take two – three weeks from the time a transcript, or supporting document, is received at UVic for it to be recorded on the checklist.
- Reference forms are entered on the checklist as reference letters.

Application status updates

Education Advising will write to you between February and August.

February – April: to invite you to an interview, or to make a conditional offer of admission, or to confirm your eligibility for admission, or to explain why you aren’t eligible for admission, or to cancel your application if it’s incomplete.

Selection

Eligible applicants will be ranked by their 30-unit GPA (calculated on courses attempted to December 31), and selected to the program starting with the highest GPA. While the minimum admission average is 3.00 on a 9-point scale (UVic C+), admission is competitive and the actual admission cut-off may be higher.

Eligible applicants are those who have satisfied both academic and experience requirements. Refer to page three for information about the experience requirement. To satisfy the academic requirement, applicants need:
- an undergraduate degree, recognized by UVic, and
- 3.0 units (two half-year courses) in each of approved English, Canadian studies, mathematics and laboratory science, and
- to satisfy competency requirements in mathematics and written English, and
- a 30-unit grade point average (GPA) of 3.00 on a 9-point scale (UVic C+) or higher based on courses attempted to December 31, 2017, and a GPA of 3.00/9-point scale or higher on the most recent session. Sessional GPAs are based on a minimum of 12 units.

Please refer to the program website at www.uvic.ca/education/elementarypdpp for more detailed information about these academic requirements, including the admission GPA.

To ensure that we have final grades by May 31, all courses should be completed by April 30.

May – June 15: to confirm a conditional offer of admission after second term grades are available, to tell you that you’ve been waitlisted, or to explain that you aren’t eligible for admission.

July-August: to offer admission to an applicant on the waitlist, if a space becomes available.

Don’t miss 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 kipandak@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.
<table>
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<tr>
<th>Question</th>
<th>Answer</th>
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| What should I do if I decide not to proceed with my application?        | Please notify Faculty of Education Advising at [adve@uvic.ca](mailto:adve@uvic.ca) and - New UVic students - Undergraduate Admissions at [adms2@uvic.ca](mailto:adms2@uvic.ca).  
Continuing and returning UVic students - Undergraduate Records at [reco2@uvic.ca](mailto:reco2@uvic.ca) or [reco3@uvic.ca](mailto:reco3@uvic.ca).  
Be sure to tell Admissions or Records if you wish to apply to a different faculty for September 2018. |
| 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](mailto:adve@uvic.ca)). |
| What do I do if I’m selected to this program?                           | Tell us, by email, if you wish to accept the offer or not.  
Submit the $150 Faculty of Education acceptance deposit. New UVic students will also pay a $200 UVic acceptance deposit. (Both deposits are applied towards tuition fees). |
| Who should I contact if, after accepting an offer of admission, I must declare it? | Please write to Education Advising at MacLaurin at [adve@uvic.ca](mailto:adve@uvic.ca).                                                                                                                |
| May an offer of admission be deferred?                                  | No. If you can’t take the program in 2018, 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. The calendar link is [https://web.uvic.ca/calendar2017-09/undergrad/education/prof-elementary.html - 1002768](https://web.uvic.ca/calendar2017-09/undergrad/education/prof-elementary.html). |
| Is there a French Immersion option?                                    | You may be able to take one or both practica in a French immersion school. Speak with an adviser for more information by February 28.                                                                       |
| 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. The link to the TRB is [http://www.bcteacherregulation.ca/](http://www.bcteacherregulation.ca/). |
| 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. |
|                                                                        | Tuition is based on a per-unit fee that varies from year to year. The 2018 rate will be announced in the spring. Tip! You’ll register in 18.0 units in the first year.                                               |
|                                                                        | 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 breakdown of annual costs, go to [http://registrar.uvic.ca/safa/](http://registrar.uvic.ca/safa/). |
| Where can I get information about housing?                             | Housing, Food and Conference Services at [http://www.hfcs.uvic.ca](http://www.hfcs.uvic.ca) or telephone (250) 721-8395.                                                                                      |