Application Instructions for September 2020 Entry  
Bachelor of Education (Elementary Curriculum)  
Faculty of Education

Thank you for applying to the four-year elementary teacher education program offered at the University of Victoria. We are 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.

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

- in-person in room A225 MacLaurin Building
- by telephone at (250) 721-7877
- by email at advs@uvic.ca

Checklist items

☐ Before applying: Read the admission requirements for year two entry to this full-time program.
  - Ensure you will have all course and grade requirements as described above (at least eight half-year, university-level courses in specific topics). Examples of approved courses are listed on the above website.
  - All course and grade requirements must be completed by April 30.
  - Not ready for this year? To attend UVic to complete the above admission requirements, please apply for the Faculty of Humanities or Social Sciences (area of study: pre-education).

☐ Step 1: Submit the online application by ................................................................. Feb. 28
  More information is provided on page two.

☐ Step 2: Submit the following four supporting documents for the experience requirements as follows.
  More information is provided on pages three and four.
  
  A. Upload a statement of intent when you submit your application, by ............................................................... Feb. 28
  B. Upload a summary of related experience (see provided format) when you submit your application, by .... Feb. 28
  C. Ask two referees to email reference forms (using the provided form) directly to educapp@uvic.ca by .... Feb. 28

☐ Step 3: Order official transcripts in time for them to arrive by the following deadlines.
  More information is provided on page two.
  
  By February 28, we require transcript(s) that show: ................................................................. Feb. 28
  • grades for all courses attempted to December 31, 2019
  • in-progress course registrations January 1 to April 30, 2020, if applicable
  
  By May 31, we require transcript(s) that show: ................................................................. May 31
  • grades for all courses attempted January 1 to April 30, 2020. Order the transcript(s) as soon as second-term grades are available.

☐ Optional: Indigenous applicants may submit a “Supplementary Form for Indigenous Applicants” by ............... Feb. 28
  More information is provided on page 4.

September 6, 2019
Step 1: Online UVic application by February 28

You may apply online at My UVic application.

Notes:

- It is important to upload your statement of intent and summary of related experience in the required format at the time you submit the application. If you instead decide to apply early and then subsequently upload these items separately (by Jan. 2), you must all for a delay of 2-3 weeks before your application will be able to accept subsequently-uploaded documents.
- Please confirm your January-April 2020 course registration(s) before applying. It is important to include the term's course information (as well as the Fall 2019 term) accurately in the “in-progress courses” section of the application.
- If you are applying for the off-campus program in Cranbrook, BC, select: East Kootenay Teacher Education program.
- List every college and university where you’ve registered under ‘post-secondary institutions attended.’ This includes exchange studies, studies transferred to another institution, 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.”
- For each college/university attended, select “no credential received” even if you did receive a certificate, diploma or non-Bachelor’s degree credential. Returning UVic students: please update the “credential received” field to “no credential received” for past institutions as well. Note: applicants with a Bachelor’s degree are not eligible for admission to this program (see the Elementary B.Ed. Post-Degree Professional Program instead).
- Late applications (e.g. those received after February 28) will be considered only if space remains in the quota after all on-time, eligible applicants have been admitted. In 2019, we did not have space to consider late applicants.

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

- Undergraduate Admissions at adms6@uvic.ca, if you are a new UVic applicant.
- Undergraduate Records at reco2@uvic.ca, if you are a continuing or returning UVic student.

Step 2: Official transcripts by February 28 and May 31

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. We cannot review your application if any transcripts are missing.

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. Your application will be considered ‘late’ if any transcripts are received after the published deadlines.

Notes:

- This includes College of Advanced Placement (AP) and/or International Baccalaureate (IB).
- UVic students do not 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 your last attendance at UVic, or
  - if you’ve been absent from UVic for more than three years (previously-submitted transcripts will have been destroyed).

**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

Transcript Deadlines:

- **February 28:** deadline for official transcripts showing grades for courses attempted to December 2019.
- **February 28:** deadline for official transcripts showing in-progress course registration in the January to April 2020 term.
- **May 31:** deadline for official transcripts showing grades for courses attempted January to April 2020.

September 6, 2019
Step 3: Experience requirement by February 28

You’ll need a minimum of 75 hours of practical experience working with groups of children or youth at the age level you wish to teach (ages 5 – 12 for secondary). It can be a total of various experiences put together. A substantial number of relevant experience hours is generally favourable for your application, as admission is competitive, and, in the event of a GPA tie, we will use experience to determine the successful candidate. Experiences listed must be within the past four years, and some must be within the past two. Experience in international settings is valuable, but we also require experience in domestic settings. A variety of experiences is encouraged to better prepare for the program. If you wish to pursue volunteer opportunities, go to the Volunteer Victoria website or a volunteer association in your area. If you are hoping to pursue teaching in a French Immersion environment, we would recommend experience in a French Immersion setting.

What qualifies as experience with respect to your application? Note these can be either paid or volunteer experiences, or a combination of both.

Typical experiences for applicants include:
- coaching team sports
- working as a camp counsellor
- working in after school programs
- leading summer programming for youth
- group tutoring
- working with church groups or other youth groups
- working in school classrooms as a volunteer or assistant (cannot include work as a peer tutor while in high school or teaching at the college or university level)

What does not qualify as experience with respect to your application?
- Peer tutoring as a high school student
- Teaching or being a TA at the college or university level
- Parenting, babysitting or caregiving
- Individual tutoring

A. Statement of intent (400-500 words, typed) Upload when you submit the application (by Feb. 28)
This statement needs to address the following:
- 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.

B. Summary of related experience (use the format provided on page 7) Upload when you submit the application (by Feb. 28)
Include your full name, UVic student number (if you have one), the name of this program (4-YR ELEM) and a summary of related paid or unpaid experience (list most recent experience first). The summary of each experience should include: start and end date, name of workplace/organization, brief description of what you did, and the total number of hours spent working directly with children or youth. List any relevant skills, certificates, etc. You must use the format provided in these application instructions or your application will be considered incomplete.

September 6, 2019
C. Confidential Reference forms (two)

The confidential reference forms must be from people who have recently observed you working with groups of youth in educative ways. Referees must use the form provided; reference letters are not acceptable. References must meet the above criteria or your application will be considered incomplete and ineligible. Both references must recommend or highly recommend your application and results of references are not released to applicants.

References cannot be:

- relatives or other family members
- friends,
- co-workers,
- someone you taught or tutored,
- someone you have supervised,
- somebody who is also applying to a UVic teacher education program.

Obtain the reference form here. To avoid your form being received in an unreadable format: use the latest version of Adobe Acrobat Reader (free) to complete the top portion and save it to a desktop computer (not a phone or tablet) with the following file name: “NEW/RETURNING FIRST INITIAL LAST NAME 4-YR ELEM” depending on whether you’ll be new to UVic or a returning UVic student (ex. NEW J SMITH SEC PDPP).

- Email the form to your two referees, asking them to follow the instructions on the form to complete it and email it directly to educapp@uvic.ca.

Note: Applicants may also be invited to meet with the Teacher Education Office during their experience review. Only applicants who are conditionally admitted will have their experience reviewed. Please do not assume that you have satisfied this experience requirement based on applying or being wait-listed for program admission in a previous year.

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 the address provided below.

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.
Check your status and checklist

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

Notes:
- If you are attending the same institution (other than UVic) in the January to April 2020 term as you are in the Fall 2019 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 to three weeks from the time an item is received at UVic for it to be recorded on the checklist.
- The date a transcript is received at UVic determines whether it is considered on time or late, not the date that UVic staff upload it to your checklist.

Application status updates

Education Advising will email you at least once between April and mid-June.

April to May: Education Advising will email you if you are not eligible for admission (based on missing requirements or missing documents).

May to mid-June: Once second term grades (due May 31) have been received and reviewed for all applicants, Education Advising will email you to: make an offer of admission, to tell you that you've been placed on a waitlist, or to explain why you are not eligible for admission.

July to August: If you are on the waitlist and a seat becomes available, Education Advising will email you an offer of admission.

Note: Admission offers are time sensitive. If you will not have email access for more than one week, contact Education Advising.

Selection

For September 2020 Entry, admission is based primarily on GPA as long as experience requirements are met.

Conditional admission based on academic requirements: Applicants who apply, submit all transcripts, submit all other required items, and satisfy all academic requirements by the published deadlines will be ranked by their 12-unit grade point average and selected to the program (offered conditional admission) starting with the highest GPA until all program seats are filled.

- The 12-unit/sessional GPA is calculated on the most recent sessional GPA at April 30, 2020. If the most recent session is fewer than 12 units, previous session(s) averages will be included until a total of 12 units is reached.
- 12 UVic units is equivalent to 8 typical, half-year courses.
- While the minimum required GPA is 3.00 (9-point scale, UVic C+), admission is competitive and the actual GPA cut-off may be higher.
- The number of seats available for new-to-faculty, year two applicants will depend on the number of year-one elementary education students eligible to progress to year two. That number won't be known until May.

Admission confirmed based on experience requirement: Applicants offered conditional admission as above must satisfy the Teacher Education Office's experience requirement in order for their offer of admission to be confirmed. (See “Experience Requirement” above.). Note: Only applicants who have been conditionally admitted will have their experience reviewed.

We are reviewing our selection criteria for the September 2021 intake.

September 6, 2019
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
</table>
| What should I do if I decide not to proceed with my application?      | Please notify Faculty of Education Advising at adve@uvic.ca and  
   🏛️ New UVic students - Undergraduate Admissions at adms6@uvic.ca.  
   🏛️ Continuing and returning UVic students - Undergraduate Records at reco2@uvic.ca or reco3@uvic.ca. |
| 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. |
| What do I do if I’m selected to this program?                         | Respond to the admission offer email from Education Advising to confirm you are accepting the offer. Then submit the $150 Faculty of Education acceptance deposit to Education Advising. New UVic students must also pay a $200 UVic acceptance deposit. (Both deposits are applied towards your tuition fees.) |
| May an offer of admission be deferred?                                 | No. If you can’t take the program in 2020, you must re-apply for a future entry point.                                         |
| What courses will I take in this program?                             | The program outline is available in the UVic Calendar linked here.                                                                |
| Is there a French Immersion option?                                    | If you hope to complete one or both of your practicums in a French Immersion setting, contact Education Advising regarding options. We recommend accumulating some experience in a French language setting. |
| Is it my responsibility to apply for a teaching certificate after I complete this program? | Yes. Apply to the BC Ministry of Education’s Teacher Certification Branch for a teaching certificate.                             |
| Will I qualify for a teaching certificate in another province?         | 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 2019 rate will be announced in the spring. Note: You’ll register in 18 units in year two. (See the program outline linked here for the unit totals in years three and four.) |
|                                                                         | In addition to tuition, you must budget for miscellaneous fees (athletic and student society), room and board, practicum travel and other living expenses. For a breakdown of annual costs, go to [http://registrar.uvic.ca/safa/](http://registrar.uvic.ca/safa/) (see “budgeting”). |
| Where can I get information about housing?                            | Residence Services at [https://www.uvic.ca/residence/](https://www.uvic.ca/residence/) or telephone (250) 721-8395. |

September 6, 2019
Full Name: ____________________________ Date ____________________

Program applying for: 4-Year B.Ed. Elementary Curriculum

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## Summary of Related Experience (paid or unpaid)

<table>
<thead>
<tr>
<th>Dates &amp; Description of Experience</th>
<th># of hours working directly with groups of children/youth (ages 5-12 for elementary; ages 13-17 for secondary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes: dates, name of organization, duties, hours/week</td>
<td>30 hours</td>
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<tr>
<td>Start with most recent.</td>
<td></td>
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<tr>
<td>For example:</td>
<td></td>
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<tr>
<td>September 5 – December 17, 2019</td>
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<td>- Volunteering once a week (15 weeks) with Big Brothers in Vernon, BC</td>
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<tr>
<td>- Facilitating an activity group of eight gr. 4-7 students, planning &amp; leading various games &amp; team building activities in each 2 hour session.</td>
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</tbody>
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List any other relevant skills, certifications, etc.

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September 6, 2019