



Faculty of Education

Bachelor of Education Application Checklist

Your BEd application will be evaluated only when all documentation, including the application fee, has been received at the Teacher Education Office. All required forms, application fees and documents must be received in the Teacher Education Office by the application deadline.

- UBC Faculty of Education **Online Application** completed (accessed through our website, which links to www.you.ubc.ca)
- Submit payment of a **non-refundable application fee** by credit card through the online application system. Fee must be paid before you can submit application or access supplemental application forms.
 - \$66.75 (for students presenting domestic transcripts), **or**
 - \$100.00 (for students presenting international transcripts)

If you cannot pay by credit card online, we accept the following forms of payment (payable to The University of British Columbia in Canadian funds only):

- Certified Cheque
- Money Order
- Interac
- VISA or MasterCard using the Credit Card Form (available on TEO website at teach.educ.ubc.ca/admissions/forms/), which can be faxed or mailed in:

Admissions, Teacher Education Office
103-2125 Main Mall, Vancouver, BC, Canada, V6T 1Z4
Fax: 604. 822.0306

- The Bachelor of Education **Supplemental Application** forms submitted online at the UBC [Student Service Centre](#):
 - B.Ed. Supplemental Application [Summary of Experience and an Experience Essay], **and**
 - Academic Requirements Form for your chosen option

Note: Formatting issues may occur with Internet Explorer/Safari - use/view with Firefox or Chrome when working on application. Essay does not support any formatting (paragraph breaks, bullets, etc.)

- Two Reference Report Forms.** Reference report forms can be accessed on our website at teach.educ.ubc.ca/admissions/forms/ - please see **detailed submission information on the form itself.**
- Official transcripts** (photocopies or electronic copies not acceptable) to be sent from **all** post-secondary institutions, except UBC, directly to the Teacher Education Office. Includes university transferrable courses taken in Advanced Placement, International Baccalaureate program, and Advanced Levels.
- If official transcripts do not list courses in progress, applicants must supply **proof of registration** for those courses - see **detailed submission information on website** at teach.educ.ubc.ca/admissions/apply/transcripts-references-and-language-proficiency/