

BACHELOR OF EDUCATION TEACHER EDUCATION PROGRAM

Become a certified teacher in 11 months

[TEACH.EDUC.UBC.CA](https://teach.educ.ubc.ca)



ADMISSIONS TEAM



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HOW TO APPLY



HOW TO APPLY

1. Submit online application form: apply.educationplannerbc.ca
 - See our Application Walkthrough Guide: teach.educ.ubc.ca/admissions/apply
 - **Deadline to submit: January 15, 2024**
2. Submit official supporting documentation
 - Transcripts, proof of course registration (if applicable), and reference reports
 - **Deadline to submit: January 15, 2024**
3. Submit the academic supplemental form
 - **Deadline to submit: January 15, 2024**
4. Review application status on UBC Applicant Service Centre



COMPLETING PREREQUISITES

- Applicants with courses in progress may still apply.
- For courses in-progress after January 15 deadline: if courses are not listed on official transcript, **Proof of Registration** is required.
- Applications with degree and pre-requisite courses completed by January 15, 2024 are preferred for admission.

Final deadline for course completion: JUNE 30, 2024



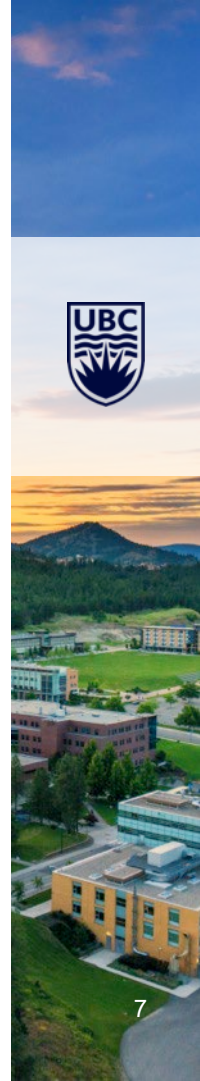
PROOF OF REGISTRATION

- Official transcript showing course(s) in progress.
- PDF letter from institution clearly showing full student name, post-secondary institution name, and course details.



PROOF OF REGISTRATION

- Proof of Registration may be sent electronically to teacher.ed@ubc.ca with your UBC student/reference number.
- Note: If you have coursework in progress after January 15, your application will not be evaluated until our admissions office receives an acceptable Proof of Registration for these courses.
- When applying for admission, ensure you list all post-secondary institution(s) you are attending or have attended.
- For details, visit teach.educ.ubc.ca/admissions/apply/transcripts



EXPERIENCE REQUIREMENTS



EXPERIENCE DOCUMENTATION

- Applicants should have a minimum of 100 hours of relevant, education-related experience with youth.



AGE GROUP	BEd PROGRAM OPTION
5 to 12 years old	Elementary
11 to 14 years old	Middle Years
13 to 17 years	Secondary

- Applicants may list up to 5 experiences on application.
- Each experience listed must include contact information for verification.
- Experience within the last 2 years is preferred.
- We do not consider experience older than 5 years.

REFERENCES



REFERENCES

TWO (2) professional references from appropriate individuals:

1. Must have experience working with youth or children.
2. Must have observed you working in group settings with age-appropriate students or youth.
3. Must be credible authorities who can speak competently about your experiences, interests, and abilities relevant to the teaching profession.

teach.educ.ubc.ca/references



REFERENCES

- Referees must not, at any point, disclose any parts of the reference report to the applicant.
- Applicants receive instructions in their application acknowledgement email.
- Applicants must input their referees' contact information into a separate portal at the time of application.
- It is the applicant's responsibility to follow up with their referees to ensure they have submitted their reports.

Submission deadline: JANUARY 15, 2024



TRANSCRIPTS



TRANSCRIPTS

- Official transcripts, sent directly by your institution to the TEO, are required for all post-secondary institutions attended (except UBC Vancouver and Okanagan, and studies completed through UBC Go Global).
 - Note: if applicable, this includes International Baccalaureate (IB) and Advanced Placement (AP) if transfer credit was granted.
- Mailing address:
 - Teacher Education Office, University of British Columbia
103-2125 Main Mall, Vancouver, BC V6T 1Z4 Canada
- Secure electronic transcripts may be sent by the issuing institution to teacher.ed@ubc.ca.
- For full details, visit teach.educ.ubc.ca/admissions/apply/transcripts



TRANSCRIPTS

International Transcripts:

- If your transcripts are in a language other than English (or French), you must obtain a certified literal English translation from your home university's translation service. Both the original transcripts and literal translation must be sent to the TEO.
- If your home university does not provide English translations, you must obtain a word-by-word, literal English translation of the entire document by an STIBC-approved translator (stibc.org) in sealed, endorsed envelopes.



CREDENTIALS FROM CHINA

- If you received your degree from a postsecondary institution in China, your transcripts must be verified by China Credentials Verification Service CSSD.
- The verification must be in both Chinese and English.
- TEO does not require physical copies of Chinese transcripts, only the verification from CSSD.



LANGUAGE PROFICIENCY TESTS

ENGLISH-STREAM APPLICANTS:

- Graduates from a recognized degree program at an accredited university at which English is the primary language of instruction, in a country where English is the principal language, do not need to present an English language proficiency assessment test.
- IELTS-Academic and TOEFL-ibt information:
<https://teach.educ.ubc.ca/admissions/apply/language-requirements/>



FRENCH SPECIALIZATION APPLICANTS:

- Must present an acceptable DELF/DALF unless they hold a four-year, 120-credit equivalent degree from a Francophone university
- DELF/DALF information:
teach.educ.ubc.ca/admissions/apply/language-proficiency-assessments/delf-dalf

TRANSCRIPTS

Examples of documents that are **not** accepted:

- Copies addressed to the student (including personal copies)
- Copies dropped off at the TEO by the applicant
- Documents in opened/unsealed envelopes
- Photocopied transcripts
- Unofficial translations
- Non-literal translations
- Reports from third-party organizations, such as World Education Services (WES)



TRANSCRIPTS

- Note: if you are applying to the BEd program at the UBC Okanagan School of Education, you must arrange for official transcripts to be sent separately to UBC Undergraduate Admissions.
- If you previously applied to the BEd program, new official copies of transcripts must be submitted.
- *Applications will **not** be evaluated until official copies of transcripts from **all** post-secondary institutions have been received.*
- **Transcript deadline: January 15, 2024**
- If you are admitted conditionally, final transcripts must be received by **July 31, 2024**.





ACCESSIBILITY ASSISTANCE



POLICY LR7



Policy LR7 applies to students with disabilities who are engaged in a course, program or activity offered by the University.

Under the definition in the Policy, a “student” includes a person who is registered in credit or non-credit courses offered by the University, as well as a person who has formally applied to the University as a prospective student.

PRIVACY

IMPORTANT



- Details of your disability **will not be disclosed to the TEO.**
- Once you have applied to the Centre for Accessibility, the information you provide **will remain confidential.**
- The Centre for Accessibility will provide the Teacher Education Office with advice and recommendations for accommodations **without breaking confidentiality.**

THINGS TO KNOW

APPLYING FOR 2024/2025



Applicants need to contact the Centre for Accessibility **by January 15, 2024.**

- Accommodation requests are kept confidential and are not shared with evaluators.
- Only pertains to evaluation process.

TEACHER EDUCATION OFFICE

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UBC Vancouver Campus

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teach.educ.ubc.ca | [@UBCTeacherEd](https://twitter.com/UBCTeacherEd)

