

# BACHELOR OF EDUCATION TEACHER EDUCATION PROGRAM

Tips for Submitting a Complete BEd Application:  
Documents & Deadlines

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](https://apply.educationplannerbc.ca)
  - See our Application Walkthrough Guide: [teach.educ.ubc.ca/admissions/apply](https://teach.educ.ubc.ca/admissions/apply)
  - **Deadline to submit: January 31, 2025**
2. Submit official supporting documentation
  - Transcripts, proof of course registration (if applicable), and reference reports
  - **Deadline to submit: January 31, 2025**
3. Submit the academic supplemental form
  - **Deadline to submit: February 15, 2025**
4. Review application status on UBC Applicant Service Centre



# HOW DO I APPLY?

The UBC BEd application is online at [apply.educationplannerbc.ca](https://apply.educationplannerbc.ca) in **October 2024**.

**Application and documentation deadline is January 31, 2025**



NOTE: Applicants who have previously taken credits or who have completed or are currently completing their degree at UBC (or previously applied to UBC but did not attend) should provide their **legal name, date of birth, email address, and UBC student number** as they appear in their UBC student account. This will help to prevent any potential delays in processing and evaluation.

## Apply for admission

You've planned, searched, and now you're ready to apply! Here you can easily apply to any of B.C.'s 25 public post-secondary institutions.

Not sure how to apply? Check out our How-to guides for more information.

Sign Up for your EducationPlannerBC Account

OR

Login to your EducationPlannerBC Account

1

Select  
Institution

2

Complete  
Application

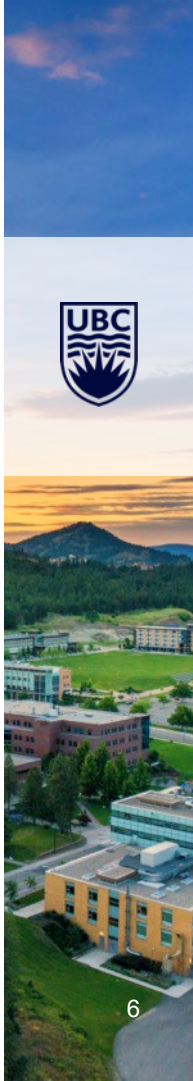
3

Review  
&  
Submit

# COMPLETING PREREQUISITES

- Applicants with courses in progress may still apply.
- For courses in-progress after January 31 deadline: if courses are not listed on official transcript, **Proof of Registration** is required.
- Applications with degree and pre-requisite courses completed by January 31, 2025 are preferred for admission.

**Final deadline for course completion: JUNE 30, 2025**



# PROOF OF REGISTRATION

- **Official transcript showing course(s) in progress.**
- If official transcript is not available by application deadline, please provide a 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](mailto:teacher.ed@ubc.ca) with your UBC student/reference number.
- Note: If you have coursework in progress after January 31, your application will be delayed 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](https://teach.educ.ubc.ca/admissions/apply/transcripts)





# EXAMPLE OF PROOF OF REGISTRATION

## (OFFICIAL TRANSCRIPT)



**Athabasca University**

Official Transcript

1 University Drive, Athabasca, Alberta, Canada T9S 3A3 | Phone: 780.675.6111 | Fax: 780.675.6174 | athabascau.ca

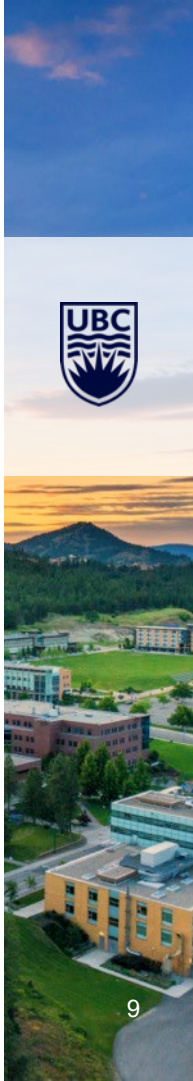
**Name**  
**Student Number**  
**Birthdate**  
**Date Issued**     Friday, 9-FEB-2024

**Undergraduate Academic Record**

Current Program of Study: None As of This Date

Course ID	Course Title	Grade	Grade Point Value	Attempted Credit Hours	Earned Grade Points	Credit Hours for GPA	Earned Credit Hours
TERM 202403							
NUTR 330	Introductory Nutrition	IP	0.00	3	0.00	0	0
NUTR 405	Nutrition in Health & Disease	IP	0.00	3	0.00	0	0
Totals for GPA, Grade Point Average calculation:						0.00	0
Undergraduate Cumulative GPA is Total Earned Grade Points / Total Credit Hours for GPA:						0	
Earned Grade Points = Grade Point Value x Attempted Credit Hours							

\*\*End of Undergraduate Academic Record\*\*



# EXPERIENCE REQUIREMENTS



# EXPERIENCE DOCUMENTATION

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



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

- 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

## Steps:

1. Applicant inputs the two (2) referees' contact information into the appropriate reference form (below) **by January 31**.
2. The two referees will receive a specific link to access and complete the confidential reference report forms **by February 15**.
3. After both referees complete and submit their reference report forms, VidCruiter will send a message to the applicant indicating both reference report forms have been received. *Please note that it can take time for your Applicant Service Centre (ASC) to be updated.*

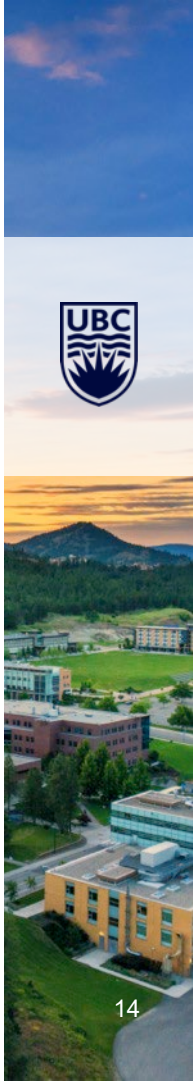
[teach.educ.ubc.ca/references](https://teach.educ.ubc.ca/references)



# REFERENCES

- Applicants can review a sample of the questionnaire sent to references to help them select an appropriate referee  
<https://teach-educ.sites.olt.ubc.ca/files/2024/09/BEd-Reference-Report-Sample-2025W.pdf>
- Referees must not, at any point, disclose any parts of the reference report to the applicant.
- It is the applicant's responsibility to follow up with their referees to ensure they have submitted their reports.

**Submission deadline: JANUARY 31, 2025**



# 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](https://stibc.org)) in sealed, endorsed envelopes.
- Allow enough time for all official documentation to arrive by application deadline.





# CREDENTIALS FROM MAINLAND CHINA

- If you received your degree from a post-secondary institution in Mainland 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 French proficiency at the time of application. Any questions related to the French proficiency can be directed to [french.educ@ubc.ca](mailto:french.educ@ubc.ca).
- For more information visit: <https://teach.educ.ubc.ca/admissions/apply/language-requirements/french/>

# 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
- Notarized copies
- 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 31, 2025**
- If you are admitted conditionally, final transcripts must be received by **July 31, 2025**.



# 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**.
- Applicants need to carefully review all the information on the Accessibility page and webform prior to contacting the Centre for Accessibility - <https://teach.educ.ubc.ca/admissions/accessibility/>
- 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 2025/2026



Applicants need to contact the Centre for Accessibility **by January 31, 2025.**

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



# TEACHER EDUCATION OFFICE

Room 103 – 2125 Main Mall

Neville Scarfe Building

UBC Vancouver Campus

[teacher.ed@ubc.ca](mailto:teacher.ed@ubc.ca)

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

