



ONLINE APPLICATION CHECKLIST

CHECK	DOCUMENTS	FURTHER INFORMATION
<input type="checkbox"/>	Letter of intent	Write about your academic, professional and personal skills and your future career goals, to demonstrate what a great match you are for the program. Must not exceed 2 pages.
<input type="checkbox"/>	CV	Provide an up to date curriculum vitae or résumé.
<input type="checkbox"/>	Transcripts and degree certificates	Scan and upload a copy of your transcripts from all post-secondary institutions attended If your transcripts are issued in a language other than English: Submit both the original language and English translation. Please combine your scans into ONE document per degree.
<input type="checkbox"/>	Contact Information for three referees	Provide contact details for 3 referees (academic and/or professional). The application system will directly contact your referees, but it is your responsibility to ensure your referees submit their references. Login to your application with your CWL to confirm reference submissions. Delays in the submission of references may cause delays in application review.
<input type="checkbox"/>	English language proficiency exam (if applicable)	Applicants from a university where English is not the primary language must provide results of an English language proficiency examination or evidence from their university their degree was taught in English. Tests must have been taken within the 24 months of your application. View program requirements for English proficiency at: apscpp.ubc.ca/admissions/eligibility You must submit your official test results via one of the following methods: <ul style="list-style-type: none"> • An official report sent directly to the Applied Science Professional Programs Office from the testing centre, or • Electronic submissions <ul style="list-style-type: none"> o TOEFL: Use UBC's Institution code 0965; give the reason for taking TOEFL "to enter college or university as a graduate student" o IELTS: Use name of institution: "The University of British Columbia"; name of person/department: "Graduate School Admissions"
<input type="checkbox"/>	Proof of citizenship	Copy of either the photo page of your passport or your Canadian permanent resident card.

