UBC | MEL | MHLP | Professional Leadership Master Degrees

ONLINE APPLICATION CHECKLIST

CHECK	DOCUMENTS	FURTHER INFORMATION
	Letter of intent	Build a case for your academic, professional and personal skills, to demonstrate what a great match you are for the program. Must not exceed 2 pages.
	CV	Provide an up to date curriculum vitae or résumé.
	Transcripts and degree certificates	Upload a high-resolution PDF scan your official transcripts from all post-secondary institutions attended. Transcripts issued in a language other than English: Submit scans in both the original language and in English. Please combine your scans into ONE document per degree. If your bachelor and/or master's degree contains transfer credits from other institutions, we also require transcripts from these institutions for your transfer credits. UBC Graduate: You do not need to submit your transcripts — we can access them through the UBC system.
	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. Do not contact the program office regarding the status of reference submissions. Delays in the submission of references may cause delays in application review.
	English language proficiency exam (if applicable)	Applicants from a university where English is not the primary language of instruction must provide results of an English language proficiency examination. Tests must have been taken within the 24 months previous to the date of application submission. View program requirements for English proficiency at: apscpp.ubc.ca/admissions/eligibility To expedite your application review, upload a copy of your test results or use the self-reporting feature on the online application. However, you must submit your official test results via one of the following methods: • An official report sent directly to the Applied Science Professional Programs Office from the testing centre, or • Electronic submissions 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"