

Centre for Cross-Faculty Inquiry

In Education (CCFI)

CCFI GRADUATE PROGRAM
APPLICATION CHECKLIST
PhD/M.A./M.Ed.

2125 Main Mall, Vancouver B.C. V6T 1Z4

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Please complete and submit the following documents, along with this checklist, to CCFI no later than the admission deadlines specified on the CCFI's website. Late and incomplete applications will not be processed:

- Online "Graduate Studies Application"
- Three references, either in the official forms provided by the Centre for Cross-Faculty Inquiry in Education or in a letter, including, where possible, an assessment by at least one university instructor. For a reference letters to be considered official, the letters and the envelope's seal must be signed by the referee. Please mail the letters directly to the Centre in sealed and endorsed envelopes.
- Two Official transcripts (photocopies are not acceptable) from all colleges and universities previously or currently attended should be arranged by the applicant to be mailed directly to the Centre. All transcripts (and degree certificates) must be in sealed and endorsed envelopes issued by the home institution to be considered official. Transcripts from other institutions already on file in the Registrar's Office are the property of the Registrar's Office; therefore, new transcripts must be ordered for the use of the Centre. If the official transcript does not indicate the degree name and the degree conferral date, then two official copies of the degree certificate are required.

For Ph.D. students only:

- An electronic sample of your scholarly writing, such as a chapter from your Master's thesis or a substantial scholarly paper. Please email the documents to the CCFI Graduate Program Office, at ccfi@interchange.ubc.ca. Please note that we can only accept documents in the pdf format.

For international students:

- If your transcripts are in a language other than English or French, you also must include official certified English translations.
- Permanent Residents must provide a copy of both the front and back of their Permanent Resident card or a copy of the Record of Landing Form.
- Original official TOEFL score report. Test scores must have been taken within the last 24 months at the time of submission of your application, and official test scores ordered from the testing agency is required for application.