



# INTERNATIONALLY EDUCATED PROFESSIONALS BRIDGING PROGRAM

## APPLICATION GUIDELINES AND CHECKLIST – 11<sup>th</sup> IT Cohort

Before applying, we strongly recommend you attend an Information Session to find out if the bridging program is right for you and whether or not you qualify.

**Application Deadline: Friday, October 3, 2014\***

\*Late applications accepted depending on space availability in the program

### STEP 1: Attend an info session before applying

### STEP 2: Apply to York University using York’s online application

**Special instructions:** The York application is used for many undergraduate points of entry. To ensure your application is appropriately identified for the IEP Bridging Program, please ensure that you apply to the [Certificate in Information Technology for Internationally Educated Professionals](#) for the Jan (Winter) 2015 term.

#### 2 - Goal of Study

When do you wish to begin classes? \*

January (Winter) ...

Choose a start date

September (Fall) 2014

January (Winter) 2015

Goal of Study \*

I wish to study toward a degree

I wish to study toward a certificate

I wish to enrol as a visiting student on leave of permission

I wish to enrol as a visiting student (I already have a degree from university OR I'm fulfilling requirements for professional designation)

Certificate \*

Certificate in Information Tech. for Internationally Educated Professionals

Faculty

Faculty of Liberal Arts and Professional Studies

Proceed by completing the application and pay the \$100 non-refundable fee via



▶ [Click here to begin](#)

**\*After paying and completing your application, print a copy of the confirmation page or write down your temporary payment confirmation number, keep emails or letters of confirmation of your application. This will be handy when you follow-up regarding your application.**



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## STEP 3: Review checklist and Upload Supporting Documents that are required

### REQUIRED DOCUMENT CHECKLIST

**CURRENT RESUME**

Please make sure your resume is as detailed as possible:

Within **Professional Work Experience** include all details of your :

- Job Title
- Dates Employed
- Company Name
- Company Location (City and Country)

Within **Educational Experience** include:

- Degree/Certificate Obtained
- Area of Specialization
- Dates of Study
- Name of Educational Institution
- Location of Educational Institution (City and Country)

\* Include ALL jobs in Canada and abroad, even if they do not directly relate to your area of expertise. Next to the job title, indicate if applicable: part-time, contract or an internship in brackets. Example: IT App Developer (contract)

\* Write an asterisk (\*) next to job titles that ARE directly related to your area of expertise. Example: \*IT Lead Manager

**STATEMENT OF INTENT (LETTER)**

Your personal statement should be a minimum of ½ page to a maximum of 2 pages (1 page is preferred) and be written in full sentence and paragraph format.

**Guidelines:**

\*What is your career objective in Canada and how does your experience match your objective?

\*What has been your experience in searching for a professional position here in Canada? Specifically, which employers and/or members of your profession in Canada have you spoken with/talked to and what has been their feedback?

\*Based on the feedback you've received and your qualifications, describe how you think the York bridging program will help you meet these objectives.

**PROOF OF ONTARIO RESIDENCY** (e.g., photocopy of Ontario driver's license, Ontario Health Card)

**PROOF OF ELIGIBILITY TO WORK IN CANADA** (e.g. photocopy of Permanent Resident Card or landed immigrant docs)

**Photocopies of Canadian Language Benchmark Assessment** (\*scores in the last 12 months)

**OPTIONAL** (highly recommended):

Photocopies of assessment by regulated professional body (CGA, CMA, CPA, CFP, PMP, CSC etc.)

Photocopies of work references (optional)



## INTERNATIONALLY EDUCATED PROFESSIONALS BRIDGING PROGRAM

### STEP 4: Submit Transcripts (BA, MA or post-graduate documents)

Transcripts of grades from all courses and years of study should be submitted. If your transcript or grade sheets does not include the year your graduated, you need to provide proof of degree/diploma completion along with the transcripts.

For the purpose of application review, we will conditionally accept photocopies of your Transcript of Records and Degree Certificates. Transcripts, certificates and other formal academic credentials not in English or French MUST BE TRANSLATED by a certified translator and included with your submission.

Once admitted to the program, you will be required to submit OFFICIAL TRANSCRIPTS. To find out how the university defines official transcript, please click [here](#).

If you want to mail them directly after getting admitted, please ensure your full-name, York reference # and the program you have applied to.

#### MAIL TRANSCRIPTS TO:

York University, Office of Admissions  
Bennett Centre for Student Services  
99 Ian MacDonald Blvd  
Toronto, ON M3J 1P3  
CANADA

REFERENCE DETAILS: Name: John Smith  
York reference #: 214123456  
IEP Bridging program Applicant