



# INTERNATIONALLY EDUCATED PROFESSIONALS BRIDGING PROGRAM

## APPLICATION GUIDELINES AND CHECKLIST

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.

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

See our [Information Sessions](#) page for new dates.

### 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 Canadian Business for Internationally Educated Professionals](#) **or** the [Professional Certificate in Human Resources Management for IEPS](#) for the term in question.

**2 - Goal of Study**

When do you wish to begin classes? \*

May/June/July (S... ▾

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 letter 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 \*

Professional Certificate in Human Resources Management for IEPS

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](#)



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

### 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: Communications Coordinator (contract)

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



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### STATEMENT OF INTENT (LETTER)

Your personal statement should be a minimum of ½ page but no more than 2 pages (1 page is preferred) and be written in full sentence and paragraph format.

#### Guidelines:

- \*What are your career objectives in Canada and how does your experience match your objectives?
- \*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 and what has been their feedback?
- \*Based on your qualifications and the feedback you receive, describe how you think the York University 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)
- Canadian Language Benchmark Assessment (\*scores in the last 12 months)

#### OPTIONAL (highly recommended):

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

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

Transcripts containing grades from all courses and years of study should be submitted.

If your transcript or grade sheets do not include the year you graduated, you will 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.

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



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If you want to mail them directly after being admitted, please be sure to include your full-name, York reference ID# and the program you have applied to with your documents.

### MAIL TRANSCRIPTS TO:

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

REFERENCE DETAILS(example): Name: John Smith  
York reference #: 123456789