

IEP BRIDGING PROGRAM APPLICATION GUIDELINES AND CHECKLIST

Attend an information session before applying

Before applying, we strongly recommend you attend an Information Session.

Attending an information session will give you more information on the program, its fees and requirements to ensure you are a good 'fit' before applying and paying the \$120.00 University application fee. **To sign up for an information session please [register here](#) (<http://makemore.apps01.yorku.ca/forms/view.php?id=88050>) or contact makemore@yorku.ca for more information.** If you are unable to attend, please review the website section 'Prospective Students.

The deadline to apply is June 1st – all documents must be submitted by June 8th, 2018

To be Considered for the program you must:

- 1. STEP 1: Apply to University using the [York University Application Form](#).**
- 2. STEP 2: Submit Transcripts to the Office of Admissions**
- 3. STEP 3: Complete the IEP [Program Supplementary Application](#) & Upload Supporting Documents Required re your Eligibility.**

Your file **MUST be complete** before a committee can move forward with a decision. This means you must have completed Steps 1-3 inclusive. Missing documents will cause delays in the assessment of your file.

It may **take 6-8 weeks to process your application and inform you** if you have or have not been accepted. We hope to issue **decisions to candidates in the month of June 2018**.

We may require more information about your transcripts and courses to finalize your application – and will follow up directly with you if required. It is **important that you open, read and take action (if required) upon receipt of an email**.

Due to the limited number of places available in the program, **submission of your application does not guarantee you admission to the program**.

Any other questions? Email makemore@yorku.ca. It could take up to one week to reply, so submit your questions as soon as possible to ensure a reply before the application deadline.

Questions?

If you have specific questions regarding the requirements, transcripts etc. – you can contact our office by email on makemore@yorku.ca. Please ensure that your questions are short, concise and to the point.

STEP 1: Apply to University using the York University Application Form

To apply to the IEP bridging program you must **first** apply to York University and complete the [University Application Form](https://futurestudents.yorku.ca/requirements/apply).

Click [here](https://futurestudents.yorku.ca/requirements/apply) to begin your University application (https://futurestudents.yorku.ca/requirements/apply)

The application is used for many York University Degree and Certificate programs so **please follow these instructions** carefully (see image below), **select:**

- a) York University Application
- b) Undergraduate Application

Application form

There are two ways to apply to undergraduate study at York – choose the one that best applies to your circumstances.

1. ONTARIO UNIVERSITIES' APPLICATION CENTRE (OUAC) APPLICATION

2. YORK UNIVERSITY APPLICATION

| TYPE OF UNDERGRADUATE APPLICATION | APPLICATION FEE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Use this application if: <ul style="list-style-type: none">You are a mature or university/college transfer applicant (if you're only applying to York), ORYou want to take courses as a Visiting Student, ORYou want to apply to a certificate, ORYou are currently taking a York pre-University/"Bridging" course or YUELI course | \$120, payable by Visa, Visa Debit or MasterCard (non-refundable)* |

[Apply Now](#) [Faites votre demande](#) Note:

Application may take 30-60 seconds to load.

* The processing of your application will be stopped if your credit card is refused. If you have fees outstanding with the University, we will not process your application until these fees are cleared.

Click “Apply Now” and then on the next page under “Goal of Study”, respond to the following questions as indicated below:

- **When do you wish to begin class?** Choose “**September (Fall 2018)**” (Note while the program will begin in July, the academic courses do not start until the Fall 2018 – you must select Fall 2018)
- **I wish to study toward a certificate** – Choose **ONE** from the drop down either “Certificate in Canadian Business for Internationally Educated Professionals (Liberal Arts & Professional Studies)” or “Information Technology for Internationally Educated Professionals (Liberal Arts & Professional Studies)”

2 - Goal of Study

When do you wish to begin classes? *

September (Fall) 2018 ▾

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 *

Certificate in Canadian Business for Internationally Educated Professionals

The rest of the application asks you basic information in the categories of: Name, Identity (DOB, Gender, etc.), Address and Contact Information, Citizenship and Language information, Previous Education – Institution Names of Secondary and Post-Secondary Schools and years of study, etc. and consent, etc.

Paying the University Application Fee

To proceed with completing the University application, you **must pay the \$120 non-refundable fee** via only the

following Credit Cards Visa, Mastercard or Visa Debit.



NO other cards are accepted. If you cannot pay using above cards, you will need to go to the Office of Admissions in-person and pay by personal cheque or debit.

If you have any questions re the application form or difficulty with payment, please contact:

York University, Office of Admissions, Bennett Centre for Student Services - 3rd Floor Reception

99 Ian Macdonald Blvd, Toronto, ON M3J 1P3 <https://futurestudents.yorku.ca/contact>

Tel: 416-736-5000, Fax: 416-736-5536

Temporary Payment Confirmation Number

After paying and completing your application, **print a copy of the confirmation page AND write down your temporary payment confirmation number** and keep emails or letters of confirmation of your application.

Confirmation of Receipt of Application and York Reference Number to Track your Application

A few days after you have submitted your York University application form, you will **receive an email from admissions saying: "Thank you for your application"** and giving you an **application reference number**. You will need this reference number to follow-up regarding your application, to complete your supplementary application form and as a reference on any transcripts you bring to the Office of Admissions.

The email will also refer you to yorku.ca/myfile. **This is a website where you will be able to log in with this reference number to track the progress of your application and to upload unofficial transcripts and course descriptions.** If you haven't received this application confirmation email within five days, make sure to check your junk email in box and then follow up with the Office of Admissions citing your payment confirmation number.

STEP 2: Submit Proof of your Degree and Official Transcripts to the Office of Admissions

OFFICIAL TRANSCRIPTS. Transcripts of grades from all accredited postsecondary institutions that you attended (Undergraduate and/or Post Graduate Degrees or Certificates) should be submitted to **York University's Office of Admissions**. It is your responsibility to ensure York receives all the required supporting documentation (i.e. [official transcripts](#) and [course descriptions](#)).

Official Transcripts can either **be sent** directly to the York University Office of Admissions (address below) from your institution **or be hand-delivered**. Transcripts received in an institutionally sealed envelope that carries an official stamp, seal and/or authorizing signature of the issuing institution.

Credentials assessed by WES, CES or ICAS would also be acceptable if accompanied by the transcript of grades – ask WES, CES or ICAS to send them directly to the Office of Admissions noting your name, your York Application Reference Number and that they are for admission to the IEP Bridging Program.

If you have **certified translations and/or originals that you cannot permanently give to York because it is your only copy, do the following:**

- Make complete photocopies of the originals;
- Bring your originals along with the photocopies in person to the Office of Admissions (address below);
- Inform the Office of Admissions you are applying to the IEP Bridging Program and that you would like them to stamp your photocopies to show that they have seen your originals;
- Leave the stamped photocopies with your York application and any other supporting documents with the Office of Admissions (and keep your originals).

York University may be able to make a conditional offer of admission based on unofficial transcripts or copies of your transcript - however **to remove the condition** after acceptance, **you will be required to have official transcripts submitted and reviewed when academic classes in September 2018.**

To submit unofficial copies of your transcript:

- bring these copies to the Office of Admissions **OR**
- mail them to the office noting your name, your York Application Reference Number, and that they are for admission to the IEP Bridging Program **OR**
- upload them to your yorku.ca/myfile page after you receive confirmation of your application by email (see step 1).

Transcripts, certificates and other **formal academic credentials not in English MUST BE TRANSLATED** by a certified translator and included with your submission.

If your transcript does not include the year you graduated, you need to provide proof of degree/diploma completion.

The Office of Admissions will submit any suspect document to the issuing institution for verification. Applicants who have been found to have submitted falsified documentation or who have failed to declare their complete academic history will have their applications cancelled; if registered in courses the registration will be revoked. Where appropriate other disciplinary action may be recommended to or initiated by the relevant Faculty Academic Council.

Please be sure mailed documents include your full-name, York reference ID# and the program you have applied to. For example - Name: John Smith, York reference #: 123456789, Certificate in Canadian Business for Internationally Educated Professionals. Make sure you use the same name on all documentation when you are submitting them to ensure your application is processed without delay. If your status changed (e.g. you got married), as long as you indicate any previous names on your application (Step 2), the documents will be processed.

SUBMIT TO: IEP Bridging Program Admissions, York University Office of Admissions, Bennett Centre for Student Services, 3rd Floor Reception, 99 Ian Macdonald Blvd, Toronto, ON M3J 1P3 Tel. 416-736-5000 or for office hours visit <https://futurestudents.yorku.ca/contact>

STEP 3: Complete the IEP Supplementary Application & Upload Supporting Documents

To be considered you must also upload the supporting documents and further information required to assess your experience and eligibility. [Click Here](#)
(<http://makemore.apps01.yorku.ca/forms/view.php?id=87836>)

REQUIRED DOCUMENT CHECKLIST

- ✓ **CURRENT RESUME** -Please make sure your resume is as detailed as possible and that it highlights the following:

| Professional Work Experience include: | Educational Experience include: |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">▪ Job Title▪ Dates Employed▪ Company Name▪ Company Location (City & Country) | <ul style="list-style-type: none">▪ Degree/Certificate Obtained▪ Area of Specialization▪ Dates of Study▪ Name of Educational Institution▪ Location of Educational Institution (City & Country) |

Include ALL jobs both 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 (Full time, Contract)

- ✓ **STATEMENT OF INTENT (LETTER)**
Your personal statement should be between 250-400 words 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, etc.)

- ✓ **PROOF OF ELIGIBILITY TO WORK IN CANADA** (e.g. photocopy of Permanent Resident Card, copy of landed immigrant docs, or for refugee claimants work visa, etc.)

- ✓ **PROOF OF REQUIRED LANGUAGE LEVEL - Canadian Language Benchmark Assessment (*scores in the last 12 months) If you do not have a CLB Assessment [Go here](#) to find out more the test is Free of Charge at any YMCA**
(<http://makemore.laps.yorku.ca/faqs/canadian-language-benchmark-clb-testing/>)

OPTIONAL (Recommended):

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

Note - Make sure all uploaded documents are clear, in English (or official translated) and easy to read. We may need to follow up with you if we need other documents, please respond to emails from makemore@yorku.ca .

When can I expect a decision for my file?

- The deadline to apply is June 1st and all documents must be submitted before June 8th, 2018.
- It may take 6-8 weeks to process your application. The processing period begins after all documents related to your application are received and will be done on a first come basis. If any required document is not received, your application will not be processed.
- We may require more information about your transcripts and courses – and will follow up directly with you if required.
- The Office of Admissions and the IEP office sends official communication about your application via email. It is important that you open, read and take action (if required) upon receipt of an email.
- Your file **MUST be complete for review** before a committee can move forward with a decision. This means you must have completed Steps 2-4 inclusive. Missing documents will cause delays in the assessment of your file.
- We hope to issue decisions to candidates in the month of June 2018.
- Due to the limited number of places available in the program, submission of your application does not guarantee you admission to the program.

Questions?

If you have specific questions regarding the requirements, transcripts etc. – **you can contact our office by email on makemore@yorku.ca**– please provide clear information on your questions and we will have a member of our staff follow up with you.

Please note that during this period due to high volume of calls/emails, it might take us up to 7 business days to respond to your inquiry.