

We encourage applicants to use this checklist to ensure their application to the PDP is completed and submitted in a timely manner. Retain this sheet for your records. Your application to the PDP is separate from your application to SFU – please refer to the online application page for further details.

- STEP ONE:** Read through the application procedures in their entirety to ensure you are eligible to apply to PDP at this time.
<http://www.educ.sfu.ca/pdp/admissions/pdp-application.html>
- STEP TWO:** Complete the PDP online application form – be sure to seriously consider the ranking of grade level and the teachable subject choices you make as these are used to assess which competition you are placed in – only apply to the grade level for which you are eligible. Record your application confirmation number here: _____
- STEP THREE:** Ensure your full name is clearly indicated on all supporting documents submitted – contact your referees to ensure they include your full name in their reference letters. Supporting documents are due two-weeks after the application deadline. Documentation submitted after this deadline may result in the rejection of the application as incomplete.
- Supporting Documentation Checklist**

- Written assignment – full name clearly indicated. Instructions can be found on the application procedures webpage
<http://www.educ.sfu.ca/pdp/admissions/pdp-application.html>
- Resume – full name clearly indicated. Instructions can be found on the application procedures webpage
<http://www.educ.sfu.ca/pdp/admissions/pdp-application.html>
- Letters of Reference – minimum of two, maximum of three, written on letterhead, applicant's full name included, either sent directly to PDP admissions by the referee or submitted by applicant in a sealed envelope with referee's signature across seal.

Please note: There are instructions that should be printed and given to the referee. It is important that the referee follow these instructions. These can be found at: www.educ.sfu.ca/pdp/admissions/referee.html

- Transcripts – you must submit transcripts from every post-secondary institution you have attended, this includes the submission of transcripts from institutions where the coursework completed was used for transfer credit. Please ensure all grades for coursework completed in the semester prior to the intake deadline are showing on the transcript. If you are an SFU student we will obtain your SFU transcript only.

Please note: Transcripts must be official. They may be sent directly to PDP Admissions from the issuing institution or applicants may submit them directly as long as they remain in the original sealed envelope from the issuing institution.

**Mail or deliver supporting documents to: Professional Development Program Admissions
Faculty of Education, EDB Room 8624
Simon Fraser University,
8888 University drive,
Burnaby, BC V5A 1S6**

It is acceptable to submit a single package including written assignment, resume, letters of reference and transcripts. We do not confirm the receipt of the supporting documents. Instead, if documents are missing when we begin to assemble applications, applicants are contacted regarding these missing documents. It is the responsibility of the applicant to ensure their written assignment and resume are submitted by the supporting documents deadline (**two-weeks after the online application deadline**) and we will not offer an extension on the receipt of these documents. If transcripts or reference letters are missing, we will do our best to offer a small extension for the submission of these documents.

- STEP FOUR:** SFU Undergraduate Admissions Information: You do not need to apply to SFU Undergraduate Admissions before applying to the PDP. All applicants must be eligible for admission to SFU and must apply for admission or readmission to the University before the Undergraduate Admission deadline. "Eligible for admission" does not mean admitted and we encourage applicants to wait to apply to Undergraduate Admissions, as we are almost always able to have decisions made before the Undergraduate Admissions deadline. We encourage applicants to be aware of the application deadlines to Undergraduate Admissions and to contact the PDP admissions directly if decisions have not been made by the day before the Undergraduate deadline.