

## Professional Development Program Application Procedures

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 application procedures page for further details.

- Read through the application procedures in their entirety.  
[www.educ.sfu.ca/pdp/admissions/online\\_app.html](http://www.educ.sfu.ca/pdp/admissions/online_app.html)
- Complete the PDP online application form – be sure to seriously consider the ranking of the grade level and the teachable subject choices you make as these are used to assess which competition you are placed in.  
Record your application confirmation number here: \_\_\_\_\_
- 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.

**Please note: Although we publish an absolute application deadline, we encourage applicants to submit their written assignment as early as possible.**

- Supporting Documentation Checklist
  - Written assignment – full name clearly indicated. Instructions can be found on the application procedures webpage [www.educ.sfu.ca/pdp/admissions/online\\_app.html](http://www.educ.sfu.ca/pdp/admissions/online_app.html)
  - Resume – full name clearly indicated. Instructions can be found on the application procedures webpage [www.educ.sfu.ca/pdp/admissions/online\\_app.html](http://www.educ.sfu.ca/pdp/admissions/online_app.html)
  - Letters of Reference – minimum of two, 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](http://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 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 resume, letters of reference and transcripts. The written assignment can be included in this package although we would appreciate receiving the written assignment as early as possible, separately from the rest of the supporting documents.**