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**GO GLOBAL APPLICATION DOCUMENT CHECKLIST 2016/2017**

Family Name Given name \_\_\_ .

UBC student number Home university \_\_\_ .

UBC faculty Graduate Undergraduate (circle one)\_\_\_\_\_\_\_\_\_

Email address Term 1 Term 2 Full Year Split Year (circle one)

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**It is your responsibility to ensure that your university exchange office sends us the following documents in .pdf format via email before September 15th**.This page should be the cover page of your complete application package. Please put a checkmark beside the items you include in your application package. We will not process applications with missing supporting documents. You can find more information about the application process here: <http://students.ubc.ca/about/go-global/coming-ubc-exchange/apply-ubc-exchange>.

* Current official academic transcript(s) (if you are applying for graduate studies please include **BOTH** undergraduate and graduate transcripts); official translation required if the original transcript(s) is not in English
* TOEFL score or equivalent if English is not your first language (check to see if this requirement has been waived for your university) <http://www.students.ubc.ca/global/coming-to-ubc/application/english-language-requirements/>
* One passport-sized photo (please scan the photo along with this page and place the photo on the top right corner)
* Proposed Course List (for admission purposes **ONLY**)

Other additional documentation if you apply to any of the following faculties/programs:

* **Architecture**:
	+ Statement of Interest
	+ Curriculum Vitae/Resume
	+ Two letters of reference
	+ Portfolio (a representative sample of undergraduate or graduate level architecture course work)
	+ TOEFL score of 100 (internet-based)
* **Landscape Architecture**:A portfolio of your design work is required for admission
* **Education**:If you wish to participate in a teaching practicum**,** a criminal record check from your local police authority is mandatory
* **Music**: A DVD or VHS audition tape (if you plan to take performance classes)
* **Visual Arts**:A portfolio (CD or slides) of your work in the areas you would like to take courses (e.g., sculpture, painting)
* **English (Graduate Studies)**: A sample of written work; two to three pages in length

**Note:** An email with the link to the online course request survey will be sent to you in late April/early May. Deadline to submit the course request online survey is June 1.

Go Global: International Learning Programs | 1.604.822.0942 (t) | 1.604.822.9885 (f) | go.global@ubc.ca | [www.students.ubc.ca/global](http://www.students.ubc.ca/global)