We recommend all applicants attend a webinar information session before applying

We strongly recommend interested applicants to attend IEP Webinar Information Session before applying - the webinar will provide you with detailed information on the program, the application process, and requirements. York University requires a non-refundable application fee of $130 and submission of documentation, so to help you ensure you are a good ‘fit’ for the program before applying it is important to first attend a webinar. Sign up for a Webinar Information Session. If you have questions regarding the application fee, please email makemore@yorku.ca

How to Apply?

To be considered for the IEP Foundation program you must submit two separate Applications, proof of your degrees and transcripts as follows:

**STEP 1:** Complete the IEP Program Supplementary Application

**STEP 2:** Apply to University using the York University Undergraduate Application Form

**STEP 3:** Submit Transcript(s) and Degree(s) to the Office of Admissions

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

Your file MUST be complete before a Committee can assess it and issue a decision, i.e., you must have completed all the above Steps 1-3.

**Missing documents will cause delays and/or the timely assessment of your file.**
STEP 1: Complete the IEP Supplementary Application & Upload Supporting Documents

To access the form, visit IEP Supplementary Application Form.

You must upload all supporting documents required to allow the admission committee to assess your experience and eligibility.

REQUIRED DOCUMENT CHECKLIST

✓ PROOF OF Immigration status- Please scan front and back of the document (e.g., photocopy of Permanent Resident Card, landed immigrant docs or official government paperwork verifying your status, etc.)  NOTE: Refugee Claimants and Canadian Citizen are not eligible to apply for the current intake. If any above status applies to you, you will be eligible to apply to the IEP Certificate Program that may be offered in 2022. Currently, the information about the next intake into the Certificate Program is not available. Please continue to check our website for the updates.

In this section you are asked to enter Legal Status Document Unique Identifier. This Identifier is different depending on what your document is, below are some examples:

PR Card: On your PR Card this ID number is the 8-digit ID No. 0000-0000 or the 10-digit ID No. 00-0000-0000 in front of your card

Notice of Decision: On A Notice of Decision document the legal status identifier is the ID/UCI beside your date of birth as shown in the image below:

Record of Landing: On a Record of Landing, you will find the number in the remarks; section on the bottom right. Your Record of Landing number starts with a W; followed by nine numbers. (Example: W 000 000 000).
On a Confirmation of Permanent Resident: On a Confirmation of Permanent Residence document you will find the number in top right corner of the document. Your Confirmation of PR number starts with a "T" followed by nine numbers. (Example: T100000000).

Temporary Resident/Minister's Permit: On a Temporary resident/Minister's Permit numbers always start with the letter M followed by 9 digits.

✓ PROOF OF ONTARIO RESIDENCY-Please scan and upload both the front and back of the document (e.g., copy of Ontario driver's license, Ontario Health Card, etc.)
PROOF LANGUAGE PROFICIENCY – Our Program funder requires all candidates to submit a Canadian Language Benchmark (CLB) Assessment issued in the last 24 months, you must have ideally achieved a CLB level 7 or 8+. Even if you have done TOEFL or IELTS a CLB score is required to apply.

Required: CLBPT assessment which assess all 4 skills: reading, listening, writing and speaking. On the form you will be asked to enter your score for each area. You must book an appointment as soon as possible.

If you do not have a CLB Assessment report, please contact any of the below centers:
- YMCA (language.test@ymcagta.org or call 416-925-5462), or
- Achev, or
- Visit the Centre for Canadian Language Benchmarks for a complete list of locations offering assessments.

Permanent Residents, Landed Immigrants and Convention Refugees are eligible for a free CLB language assessment through the YMCA, Achev, Welcome Centres and other settlement agencies that provide the service.

Interim Assessment while awaiting CLBPT Appointment: If you are unable to write your CLBPT Test before the application deadline, while you are waiting for your appointment, we accept other interim proof of CLB English Language proficiency, including:
- A past CLB test
- A letter from your most recent English language instructor noting your CLB level
- ILETS
- Online Self-Assessments (CLB-OSA) which only assess your reading and listening skills. There is no need to book an appointment. On the application form you are asked to enter scores for all 4 skills. You can leave 2 skills blank if you are uploading this assessment.
✓ **CURRENT RESUME** - Include ALL jobs both in Canada and before immigration, even if they do not directly relate to your area of expertise. Please make sure your resume is as detailed as possible and it highlights the following:

<table>
<thead>
<tr>
<th>Professional Work Experience include:</th>
<th>Educational Experience include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Job Title</td>
<td>• Degree/Certificate Obtained</td>
</tr>
<tr>
<td>• Dates Employed</td>
<td>• Area of Specialization</td>
</tr>
<tr>
<td>• Company Name</td>
<td>• Dates of Study</td>
</tr>
<tr>
<td>• Company Location (City, Country)</td>
<td>• Name of Educational Institution</td>
</tr>
</tbody>
</table>

Example: 2017-19 Communications Coordinator (Full Time-Contract, Bombay, India)  
Example: Bachelor of Arts in Management, 1995-98, York University (Toronto, Canada)

✓ **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.

✓ **Degree(s) and PROFESSIONAL ACCREDITATION**

- Optional upload of your credentials (transcript or degree, certificates)
- Optional upload of regulated professional body assessment

**Note** - Make sure all uploaded documents are clear and in English (or with an official translated). We may need to follow up with you, please respond to all emails from makemore@yorku.ca requesting further information.
STEP 2: Apply to University using the York University Application Form

After completing and submitting your IEP Supplementary Form, you should then fill out the Application for York University to apply as a Visiting Student with a Degree. Please note you are not applying for the IEP Certificate program – this application is for the Foundation program and students enter as visiting students.

**Access York University Application**

There are 7 sections on this form, please ensure to fill out all required fields.

**Section 1. Name & Identity**

Fill out all your personal information in this section. Please enter your legal, official name as it appears on your passport and legal documents. Note Former Surname applies to you if you have changed your last name since your academic study, for example due to marriage or other official reasons and common name is if you usually go by a name other than what is on your legal documents.

**Section 2. Goal of Study**

*When do you wish to begin class? Choose “September (Fall) 2021”*  
Under Goal of Study, select the last option:  
“I wish to enroll as a visiting student (I already have a degree)”  
and choose under **Faculty: “the Faculty of Liberal Arts & Professional Studies”** (see below)

The next application sections ask for basic information in the categories of: Citizenship (to be eligible you would either choose Permanent Resident or Convention Refugee/Protected person – if you have
another status please confirm you are eligible with IEP before applying), language and contact Information.

**Section 5. Previous Education.**
You will **not** have an OEN number so **leave that box blank.**
Under “**Postsecondary Institutions Attended**” include details of all your University / College level degrees you have obtained – including level of study (Bachelors, Masters, Post Grad Diploma, etc.), the institution and country they were in – complete all sections. When you enter the country, the system will generate a list of suggested Universities, if your University isn’t listed choose ‘I could not find my institution’ and enter the details manually. At the end of your entry, if you have more than one degree you should press ‘Add’ and it will allow you to enter the details of the other degrees. This list will then be on your application and you will need to upload transcripts/documents relating to them (see step 3) The next step “demographic information” is optional and final step is declaration and consent, is required.

![Previous Education Form](image)

**Paying the University Application Fee**

To proceed with completing the University application, you **must pay the $130 non-refundable fee** via only the following Credit Cards Visa, Mastercard or Visa Debit. **NO other cards are accepted.**

If you have any difficulty with types of payment or technical issue with processing, please email [study@yorku.ca](mailto:study@yorku.ca) and cc into the email [makemore@yorku.ca](mailto:makemore@yorku.ca). If you have completed your application form but are not able to afford the application due to unemployment and financial difficulty, please contact makemore@yorku.ca far in advance of the deadline and explain the details and we will do our best to help your request be considered.
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.

STEP 3: Submit Proof of your Degree and Transcripts to the Office of Admission

a) Confirmation of Receipt of Application and York Reference Number
A few days after you have submitted your York University application form, you will receive an email from Office of Admissions which provides you with a York Reference Number. This number will be used to follow-up on your application progress and to use it as a reference on any transcripts you submit to the Office of Admissions. The email will also refer you to yorku.ca/myfile.

If you haven’t received this application confirmation email within five business days, make sure to check your junk email in box and then follow up with the Office of Admissions citing your payment confirmation number by email at study@yorku.ca.

b) Submit Transcript or Degree Through myfile Account

All Academic Documents must be scanned as PDF and uploaded to Myfile. To access myfile:

1. Go to yorku.ca/myfile this is an account where you will be able to track the progress of your application and to upload all your unofficial copies of transcripts/degree(s).

2. To log-in use your York Reference number and date of birth.

3. To Upload your documents, click on "Supporting Documents" in left navigation and then click next on "Upload Now" under status and upload the required documents, i.e., upload your transcripts and required documents as requested, documents must be uploaded in PDF format (max of 2.5MB). Documents can only be uploaded once, so ensure the document you upload
includes all pages, the assessment and the translations, where required. To learn how to convert your file into PDF, please visit FAQ section. Documents received by York University will become and remain property of York University and cannot be returned.

Any documents uploaded directly by a student through myfile are considered “unofficial”, while they can be used to assess you and to receive a conditional offer of acceptance, the condition is that you are still required to provide official documentation. After you receive the conditional offer of acceptance you will be required to submit official documents in the Fall term to ensure your ‘conditional’ offer has been cleared.

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 your graduated, you need to provide proof of degree/diploma completion.

c) Submit Official Transcripts

To gain admission to the IEP Bridging program you must have successfully completed a bachelor's degree from an accredited University. Please submit your official credentials to the university as soon as possible.

If due to your immigration status or other significant challenging circumstances you're unable to meet this requirement, please notify IEP office well in advance by filling out the Official Transcript Submission Special Case Consideration Form.

The following documentation is considered official by York University Office of Admissions:

1) Transcript showing your grades/courses and your bachelor's degree sent directly by your institution to York Admission’s office either by email or by mail to:

   Email Transcripts and/or Credential Assessment Submissions to: docshare@yorku.ca
   Mailing Address: 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
   If you have questions or enquiries email: study@yorku.ca or for more information visit Admissions office contact

2) Transcripts and degree for your bachelor’s studies in an unopened, institutionally sealed envelope, mailed to York University office of admissions.

For Option 1) or 2):

Please ensure documents sent include your full-name, York application reference ID# and the program you have applied to. For example - Name: John Smith, York reference #: 123456789, Non-Degree Visiting Student in the IEP Canadian Workplace Foundations program. Make sure you use the same name on all documentation submitted to avoid delays in processing.
your application. If your status has recently changed (e.g., you got married), as long as you indicate any previous names on your application, the documents will be processed.

3) **Degree Evaluation Report with Transcripts from an official assessment body i.e., WES, CES or ICAP**

From WES a course-by-course education evaluation is required if your transcripts are in English, and WES Plus ICAP if your transcripts are in another language.

If you already have an Immigration report from WES, you can upgrade it to an Education Report directly on your existing WES account ([Visit Help Centre](https://www.wes.org/ca/contact-us/) for FAQ and under’ Help Videos’ you can watch the video on ‘How to Upgrade Your WES Report’). After you order the upgraded report WES will send you a new WES reference # for your new education report.

Once your make the payment and your order is complete, **directly on your WES account you can add York University as a recipient** of your documents. Search for “York University” using the search bar and click on “York University” from the results then select “Office of Undergraduate Admissions” from the drop-down menu under School/Division.

If you cannot find a recipient, you can manually enter the recipient’s name and contact information (i.e., York University Undergraduate Admissions). If you still have difficulty, please contact customer service (see Contact WES below).

WES sends all documents to York University electronically and this is accepted as official documentation for admissions.

Please visit WES for additional information:

- **Contact WES** [https://www.wes.org/ca/contact-us/](https://www.wes.org/ca/contact-us/) Telephone: (+1) 800.361.6106
- **How to Order Course-by-Course Education Report and Fees**
- **Visit Help Centre** for FAQ and under’ Help Videos’ you can watch the video on ‘How to Upgrade Your WES Report’.
• **WES Gateway Program** - The WES Gateway Program assesses the educational credentials of individuals who have been displaced as a result of adverse circumstances in their country and have limited proof of academic achievements. The program is available to individuals educated in Afghanistan, Eritrea, Iraq, Syria, Turkey, Ukraine, and Venezuela, who meet program requirements.

**CES** and **ICAS** reports may be accepted if accompanied by a transcript of grades but to be considered as official they must be submitted to York Admissions directly by the assessment body, assessors should have received all documents and transcripts directly from the institution. If you have a CES or ICAS report, first you can upload copies of them with your transcript onmyfile to start the application process and then Admissions will inform you if it can or cannot be accepted as an official documentation. If CES/ICAS is the only assessment you have and they are not accepted as official, you should complete this form to discuss with the Academic Director **Official Transcript Submission Special Case Consideration Form** how to clear your conditional acceptance.

**The Office of Admissions will submit any suspect documents 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 or acceptance 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.

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

- Make complete photocopies of the originals.
- Upload these documents to your myfile
- Then you will need to if those documents are accepted conditionally:
  - Bring your originals along with the photocopies in person to the Office of Admissions when it reopens and by Fall.
  - 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).

**Due to COVID-19 situation and University closure the office is currently not open, do not hand delivery any document until further notice.**
When can I expect a decision for my file?

- It may take 6-8 weeks to process your application.
- Your file **MUST be complete for review** before a committee can move forward with a decision. Missing documents will cause delays in the assessment of your file.
- We may require more information about your transcripts and courses – and will follow up directly with you.
- **The Office of Admissions and the IEP office sends official communication about your application via email. It is important that you open, read and act (if required) upon receipt of an email.**
- We hope to issue decisions to candidates in late July 2021, and the program will begin in August.

Questions?

If you have specific questions regarding the requirements– you can contact our office by email at 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 emails, it might take us up to 3 business days to respond to your inquiry.