

IEP BRIDGING FOUNDATIONS PROGRAM
APPLICATION GUIDELINES AND CHECKLIST

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 IEP@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 impact the timely assessment of your file. Some places for the program are still available, please apply as soon as possible.

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

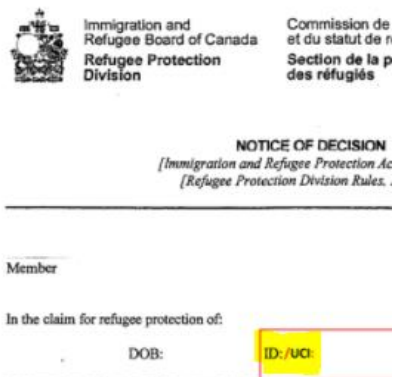
- ✓ **PROOF OF Immigration status- Please scan front and back of the document** (e.g., photocopy of Permanent Resident Card, landed immigrant docs or official government paperwork verifying your status, etc.) NOTE: Refugee Claimants and Canadian Citizen are not eligible to apply for the current intake. if any above status applies to you, you will be eligible to apply to the IEP Certificate Program that may be offered in 2023. 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](mailto:language.test@ymcagta.org) or call [416-925-5462](tel: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
- IELTS
- [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:

Professional Work Experience include:	Educational Experience include:
<ul style="list-style-type: none"> • Job Title • Dates Employed • Company Name • Company Location (City, Country) <p>Example: 2017-19 Communications Coordinator (Full Time-Contract, Bombay, India)</p>	<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) <p>Example: Bachelor of Arts in Management, 1995-98, York University (Toronto, Canada)</p>

✓ **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**

On the form, we have the option for you to upload any copies of your Bachelors degree, transcript or degree assessments you have available. By doing this at this stage, it enables us to know whether you have the documents ready for your university application in Step 3.

- Optional upload of your credentials (transcript of degree, certificates and/or education assessment e.g., WES) as one document
- Optional upload of regulated professional body assessment as one document

Note - Make sure all uploaded documents are clear and **in English** (or with an official translation). Transcripts should include the list of all courses in your Bachelors degree with a list of grades and noting your degree was complete, or a copy of your degree certificate. We may need to follow up with you, please respond to all emails from IEP@yorku.ca requesting further information. You will later be asked to submit these documents again by the Admissions office on your yorku.ca/myfile as well as official copies (see below in Step 3) but uploading them here helps us get the process underway quicker.

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.

A progress bar with 7 sections: 1 - Name & Identity, 2 - Goal of Study, 3 - Citizenship & Language, 4 - Address & Contact, 5 - Previous Education, 6 - Demographic Information, 7 - Declaration & Consent. A red square indicates the current section is 1 - Name & Identity.

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) 2022”**

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)

2 - Goal of Study

When do you wish to begin classes? *

Choose a start date ▾

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)

Previous

Next

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.

1 - Name & Identity 2 - Goal of Study 3 - Citizenship & Language 4 - Address & Contact **5 - Previous Education** 6 - Demographic Information 7 - Declaration & Consent

5 - Previous Education

Ontario Education Number (OEN)
123456789

The OEN is a student identification number that will be assigned by the Ministry of Education to elementary and secondary students across the province. The OEN can be found on your Ontario Secondary School Transcript (OST).

Postsecondary Institutions Attended (start with current or most recent, include York University if applicable)

Have you attended any accredited postsecondary institutions?

Yes

No

Country

India

Name of School

Univ Of New Delhi

Address

123 Some St.

City



Toronto

Degree/Diploma/Certificate/Credential

Bachelor of Science with Honours

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 and cc into the email IEP@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 IEP@yorku.ca far in advance of the deadline by

filling out the [Fee Waiver Form](#) 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 by you to follow-up on your application progress and for you to use it as a reference number on any transcripts you submit to the Office of Admissions. The email will also refer you to yorku.ca/myfile where you can upload your documentation and track your application status.

If you haven't received this application confirmation email within five business days, make sure to check your junk email and follow up with the Office of Admissions citing your payment confirmation number by emailing 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, from the confirmation email you received, and date of birth.**

The screenshot shows the MYFILE login interface. At the top, there is a header with the MYFILE logo. Below the header, a message states: "FUTURE STUDENTS OF YORK UNIVERSITY CAN LOG IN HERE TO MANAGE APPLICATION SERVICES". The page is divided into two columns: "Undergraduate students (including Education):" and "Graduate students:". Each column contains a list of actions users can perform, such as checking application status, uploading documents, and applying for housing. Below these lists, a note indicates that it will take a minimum of four business days to process an application. At the bottom, there is a login form with fields for "York student number" (a text input), "Date of Birth" (a dropdown menu with options for day, month, and year), and a "Login" button.

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.

Translation: 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 also 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 after applying, and before August 2022**. If due to your immigration status or other **significant challenging circumstances** you're unable to meet this requirement or timeline, **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 proof of your program completion, required only for your bachelor's degree**, with the name of the institution and your student information, **sent directly by your institution** to York University's Admission's Office either by email or by mail to:

Email Transcripts and/or Credential Assessment Submissions to: docshare@yorku.ca (*this is recommended and fastest way to submit*)

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 and cc IEP@yorku.ca on the email, or for more information [visit Admissions office contact](#)

OR

- 2) Transcripts and degree for your bachelor's studies **in an unopened, institutionally sealed envelope, mailed directly to York University Office of Admissions** (address above).

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, IEP Certificate 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.

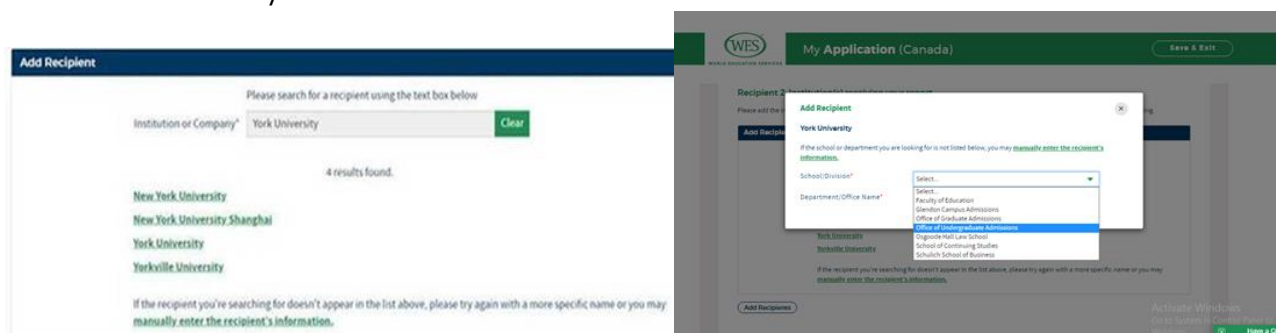
OR

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

From WES: WES Document-by-Document with ICAP package (with transcripts), choose for the recipient report to be sent directly from WES as York University Office of Undergraduate Admissions.

If you already have a WES Immigration ECA, you can submit that to us with transcripts as the Unofficial version for admission evaluation. After acceptance, we will require you to upgrade your ECA with WES to a Document-by-Document which will include transcripts and request for them to send it to **York University Office of Undergraduate Admissions**

Once you make the payment and your order is complete, **directly on your WES account you can add York University Office of Undergraduate Admissions 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 website for additional information:

- [Visit the WES Help Centre](#) for FAQ and under ' Help Videos' you can watch the video on 'How to Upgrade Your WES Report'
- [Contact WES](https://www.wes.org/ca/contact-us/). <https://www.wes.org/ca/contact-us/> Telephone: (+1) 800.361.6106
- [How to Order your Education Report and Fees](#)
- [What documents would WES Require from your specific University](#)
- [WES Gateway Program](#) -The WES Gateway Program assesses the educational credentials of individuals who have been displaced because of adverse circumstances in their country and where they 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 on myfile 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 your academic credentials are not issued in English, they must be translated by a certified translator. Translations from [COSTI](#) is acceptable. In Ontario, translation agencies must be authorized by the [ATIO](#). Translated documents may be emailed or mailed from the agency address directly to York University Office of the Undergraduate Admissions and they will be considered official. **In this case, students are still required to request an official transcript to be sent to York University in the original language it is issued.**

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
- 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, check that the University Admissions Office is Open and ensure you have completed the Guest [YU Screen Form](#) and reviewed information about coming to campus here [Visitors | Better Together \(yorku.ca\)](#).

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 July 2022 and the program will begin in August.

Questions?

If you have specific questions regarding the requirements– you can contact our office by email at IEP@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.