

APPLICATION CHECKLIST

**Professional Specialization Certificate in School Management and Leadership (CSML) Program
Department of Educational Psychology and Leadership Studies
Faculty of Education, University of Victoria**

**Material to be sent to
Graduate Admissions and Records**

Attention of:

Angela A. Katahan, Director
Graduate Admissions and Records Office
Faculty of Graduate Studies, UVIC
PO Box 3025 STN CSC
Victoria, BC V8W 2P2

- Application for Admission to Graduate Studies (Provide 3 copies; complete all sections), or apply on-line (<http://registrar.uvic.ca/grad/admission/process/stepstoapplying.html>)
- proof of a Baccalaureate degree (or equivalent from another country) from an accredited and recognized institution
- 2 copies of official university transcripts sent directly from the issuing institution or received in an envelope sealed and endorsed by the issuing institution
- a resume, including your teaching experience
- 2 “Assessment Report” forms, completed by individuals in a supervisory or administrative position in a school district **OR** 2 letters of reference that address the points included in the “Assessment Report” from same
- Graduate Application fee of \$100.00, payable to the University of Victoria (or, \$125.00 if the applicant has any documentation from institutions outside of Canada).
- a copy of a valid Teaching Certificate
- a short statement indicating your interest in and reasons for applying for the CSML Program
- a copy of this checklist, indicating all steps have been completed

**ALL MATERIALS MUST BE RECEIVED BY:
Friday, May 29, 2009, 4:30 pm**