Checklist of Required Documentation:

1. **Bachelor's Degree or Practical Experience**
2. **Two Letters of Recommendation**
3. **Personal Statement / Statement of Intent**
4. **Resume**
5. *Current* **Criminal Record Check**

Detail of Required Documentation:

1. Bachelor Degree

Official Transcripts: Applicants are responsible for submission of official transcripts from all institutions of higher education attended. Transcripts are considered official only if submitted directly by the Registrar or other recognized authority of the providing institution in the sealed original envelope they were issued in. If this envelope has previously been opened, the transcripts are no longer official and are unacceptable.

International Transcript Evaluation: All transcripts and degree/graduation certificates from institutions outside of Canada are subject to a credential evaluation to determine their authenticity and the Canadian equivalency of the credential.

Applicants who have completed post-secondary studies at an institution outside of Canada will provide an official comprehensive (course-by-course) credential evaluation report from a recognized evaluation service along with an unofficial copy of their credentials (transcripts and diploma/degree certificates if applicable)

The time required to conduct a comprehensive review of international credentials varies considerably. Therefore, normal processing timelines may be affected. Applicants are encouraged to apply for international transcript evaluation at least six months in advance of the program application deadline. Contact the International Credential Evaluation Service for further information at http://www.bcit.ca/ices/ or phone 604-

2. Two Letters of Recommendation

To be considered valid, letters of recommendation must be <u>program-specific, dated within six months of application, signed by the author, and include at least one contact number.</u> The author may provide letters of recommendation directly to the applicant in hard copy, by facsimile, or by email (from a valid institutional or corporate email domain only; public domain addresses such as Hotmail, Gmail, Yahoo, etc. cannot be accepted). Applicants must include letters of recommendation with their program application in **hard copy only**. JIBC reserves the right to request and/or confirm any information received.

The letters of recommendation should consist of either:

a. Academic and one Personal Reference; **or**

b. Professional References.

x **Academic Reference:** This letter should attest to the applicant's abilities to function at a Post Graduate level and attest to performance in the context of their current or previous studies. The letter can address such areas as academic achievement, study skills, teamwork, leadership potential, human relations, flexibility, communication, and technical skills.

x **Personal Character Reference:** A personal character reference should consist of a letter from someone who has known the applicant for several years outside of the context of their work. Please ask the writer to indicate the length of time and context in which they have known the applicant and to consider the following attributes in their letter: integrity, responsibility, adaptability, concern and respect for others, sense of self-esteem and confidence, communication skills and work ethic.

x **Professional Reference:** This letter should attest to the applicants current or previous performance in their professional life. The letter can address areas such as communication skills, interpersonal and leadership skills, management potential, work ethic, etc.

3. Personal Statement/Statement of Intent

This statement ranges anywhere from one to four pages in length. Typically, the Personal Statement or Statement of Intent indicates the motivation for seeking entrance to the program and should comment upon personal and career goals, expectations in relation to the achievement of goals, and the strengths the applicant feels they can bring to the program.

4. Detailed Resume

The applicant's resume should include the following:

a. *Education:* List all post secondary education, degrees, diplomas, and certificates achieved.

b. *Work Experience:* Please include name of organization, length of service and a brief description of duties.

c. *Voluntary / Unpaid Work Experience:* List and describe any voluntary/unpaid post-secondary employment and/or community service experience. Please include the name of the organization, length of service, and a brief description of duties. List positions held in this service.

d. *Information Technology Training and Experience:* Briefly describe the appl4 0 Td[(B)2.2 782[(B)2.12