

# APPLICATION CHECKLIST



## Diploma of Teaching Program

Before you return your Application for Admission, please check that you have:

- Completed the APPLICATION FOR ADMISSION FORM
- Completed the ACADEMIC INFORMATION FORM
- Prepared the PERSONAL ESSAY
- Arranged for three references to support your application:
  - A pastoral reference attesting to your church membership (e.g., from a pastor or ward elder)
  - An academic reference (e.g., from a guidance counsellor, teacher, instructor, or principal)
  - A general character reference (e.g., from an employer or supervisor)]

Request each referee to complete the appropriate REFERENCE FORM and to send it directly to Admissions - Covenant Canadian Reformed Teachers College.

- Arranged for your high school secondary school transcript(s), and any post-secondary course work, if applicable, to be sent directly to Admissions - Covenant Canadian Reformed Teachers College. In case the final grades for your course work have not yet been awarded, please enclose a copy of your grades to-date, and show courses-in-progress.
- Enclosed the \$ 30.00 non-refundable application fee.

### **Application Deadline:**

All documentation must be received by Admissions - Covenant Canadian Reformed Teachers College no later than **February 1**. The recommendation for admission will be presented to the board at its March meeting.

### **Acceptance Procedures:**

The Board of Governors of Covenant Canadian Reformed Teachers College decides on the candidate's admission. You will be notified by email and in writing as soon as practicable. When accepted, please return your response to the placement offer within two weeks.

### **Important:**

- a. Students who have been admitted in one of the college's programs are required to provide a recent doctor's certificate testifying to a tuberculosis-free status. They must also provide proof that a vulnerable sector check has been conducted.
- b. It is the student's responsibility to arrange that *final* secondary school transcripts, and any post-secondary program transcripts, if applicable, are forwarded directly from the institution to the college as soon as these are available.